

PART 3- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant

The applicant must INITIAL next to each requirement and ensure that all of the information listed below is included on the site plan.

1. **GENERAL.** The site plan shall be presented in on blue or black line prints and shall be prepared by the **Appropriate Authorized Design professional** licensed to practice in Virginia. No person shall prepare or certify design elements of plats which are outside the limits of their professional expertise and license. All revisions dates must be shown. _____
2. **NUMBER OF COPIES.** **Fifteen (15) full size folded copies** are required. _____
3. **MULTIPLE SHEETS.** Multiple sheets plans may be used; they must be numbered and referenced to an **index map**, and all required certificates shall appear on a single sheet (along with the index and vicinity maps.) _____
4. **SITE PLAN PREPARATION.** Site plans shall be prepared in accordance with the standards set forth in Appendix B, Table B-2, as it pertains to final Site Plans, which is **attached for your reference**. If the site plan is missing any of these elements, it will result in delays. _____
5. **PLAN SIZE.** Site plans shall be prepared to an engineer’s scale appropriate to the lot size and intensity of use, and acceptable to the Planning Director. Site plan sheet size shall be twenty-four by thirty-six inches (24” x 36”). _____
6. **LANDSCAPE ESTIMATE.** A performance security estimate for plant material and landscaping installation plus a 10% contingency shall be submitted for review and approval. _____
7. **AS-BUILT PLANS.** A plan showing all required improvements shall be submitted upon their completion. The “as-built” plan shall show typical road section, typical culvert installations, stormwater facilities and similar information to facilitate long term maintenance of the improvements. _____
8. **OWNERSHIP.** The applicant shall submit the citations of last instrument conveying title to the property giving grantor, grantee, and date and land records reference including existing or proposed private deed restrictions, if any. _____
9. **MAINTENANCE.** Two (2) copies of the documents assigning responsibility for long-term maintenance of common lands and facilities, including a Deed of Easement to the City to be used in case of default. _____

PART 4- CONTACT INFORMATION: To be completed by applicant, owners, and other contacts

This application must be signed by the property owner(s) or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

1. Applicant Information:

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Applicant Signature: _____ Date: _____

2. Property Owner(s) Information (Complete if different from applicant):

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Owner Signature 1: _____ Date: _____

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Owner Signature 2: _____ Date: _____

3. Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):

Specify type of contact/relationship: _____

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Signature: _____ Date: _____

Specify type of contact/relationship: _____

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Signature: _____ Date: _____

Required *Planning* Information for Site Plans
IF MISSING THIS WILL LIKELY RESULT IN REVISIONS TO PLANS
AND/OR DELAYS

1. Project name and Type of development.
2. Graphic and written scale and date of preparation.
3. North arrow.
4. Date of preparation, including dates and descriptions of all revisions.
5. Signature block(s) prepared for the dated signatures of the Director and other required signatories. (A blank space four inches by six inches (4" x 6") reserved for the use of the City on the lower right hand corner of the title sheet.)
6. The seal and signature of the Virginia registered professional engineer, land surveyor, landscape architect or architect responsible for its preparation shall be provided on each sheet.
7. Name and address, including telephone number, of the professional person(s) responsible for site plan design, for the design of public improvements, and for surveys.
8. Name, address, and telephone number, of legal owner or agent of property. Citation of last instrument conveying title to each parcel of property involved in the proposed development, giving grantor, grantee, date and land records reference.
9. A general information Section indicating the number of sheets, and an index showing the locations of the various sheets. If the site plan is shown on more than one sheet, match lines shall clearly indicate where the sheets join and an index shall be shown locating the sheets.
10. Rezoning proffers, conditional use permit conditions, wetlands permits and waivers or variances granted shall be referenced with both application number and resolution or Ordinance number noted.
11. Location map with minimum scale of one inch equals two thousand feet (1"=2000').
12. Table of statistical information, including:
 - The zoning of the parcel.
 - Total lot area.
 - Total area in critical areas.
 - Area in landscaping, buffers.
 - Total area in open space.
 - Area in required and provided active recreational open space.
 - Area in required and provided passive recreational open space.
 - Area and percentage of lot coverage of existing buildings.
 - Area and percentage of total of proposed buildings.
 - Proposed Building height.
 - Building type according to the VA Uniform Statewide Building Code.
 - Total number of dwelling units by development phase.
 - Maximum residential density and proposed units per acre.
 - Total floor area and floor area ratio for each type of use.
 - Total number of off-street parking and loading spaces (required and provided).
 - Area and percentage of total of impervious surfaces.
 - Surface area and percentage of total lot area of parking and loading areas.
 - FEMA Panel No. and flood zone information.
13. Notation of any self-imposed restrictions and locations of any building lines proposed to be established in this manner.

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14. Whenever the proposed development covers only a part of an applicant's contiguous holdings, the applicant shall submit, at the scale of no more than 200 feet to the inch, a sketch of the proposed subdivision or development area, together with its proposed street system and an indication of the probable future street and drainage system of the applicant'(s) contiguous holdings.
 15. When the development is to be constructed in phases, a final sequence of development schedule graphically showing the order of construction of such phases, and approximate completion date for the construction of each phase.
 16. Survey requirements:
 - Location of property by the Virginia State Plane Coordinate System (HARN - South Zone).
 - The boundaries of the property by bearings and distances, which shall be tied to the City geodetic control network, including both horizontal and vertical control. The exterior boundaries of the development area giving lengths and bearings of the boundary lines, including the nearest benchmark or improvement. If the proposed development is bounded by a watercourse, a closing meander traverse of that boundary shall be made and shown on the site plan. Where curving boundaries are used, sufficient data to establish the boundary on the ground shall be given; including the radius, central angle, and arc length of the curve.
 - Bearings shall be shown to the nearest second; lengths to the nearest hundredth foot; areas to the nearest hundredth acre.
 - Monumentation shall be tied to the City of Suffolk Geodetic Control Network at two points on the property. The number of the ground control monument(s) shall be referenced. As required by 18 VAC § 10-20-390, all geodetic surveys shall be performed under the direct control and personal supervision of a licensed land surveyor.
 - All monuments erected, corners, and other points established in the field in their proper places. The material of which the monuments, corners, or other points are made shall be noted at the representation thereof or by legend. The legend for metal monuments shall indicate the kind of metal, the diameter and length of the monuments. Include all existing monuments found during the course of the survey (including a physical description such as "brass cap", "rebar," "concrete," etc.), including appropriate witness monuments.
 - Benchmark information, including the basis of bearings used and a north point.
 - All vertical elevations shall be based on the City's vertical datum, which is NAVD 88.
 - Existing topography with a maximum contour interval of two feet except that where existing ground is on a slope of less than two percent, either one-foot contours or spot elevations shall be provided where necessary, but not more than 50 feet apart. Topographic mapping shall identify all significant vegetation, natural features, rock outcroppings, and shall include the location of all underground structures, utilities and public improvements located on or impacting the development of the property.
 - Existing significant vegetative cover, including all healthy shrubs or vegetation, including trees to be preserved through a tree retention plan consistent with (Section B-23).
 - The location of all streams as shown on the USGS 7.5 minute topographic maps, as described in the stream buffer standards.
 - Existing water features (bodies of water, drainage channels, streams and other watercourses).
 - Floodplain areas showing zones and limits.
 - Jurisdictional (as defined by U.S. Environmental Protection Agency and U.S. Army Corps of Engineers) wetlands, both tidal and nontidal. Location and boundaries of Chesapeake Bay Overlay District areas including location of 100' RPA buffer.

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- Name of subdivision if property is within an existing subdivision.
 - The owners and present zoning of all abutting or contiguous parcels.
 - Description and location of all existing easements, rights-of-way or covenants, including those contiguous to the development area, their nature, width, and the book and page number of their recording in the City's records.
 - Name and route numbers of boundary streets and the width of existing right(s)-of-way.
 - Geometric location data for all public rights-of-way, geographic control monuments, common areas, utility centerlines and easements, structures and lot lines
 - Utility easements or rights-of-way including above ground electric transmission line easements.
 - Location of burial grounds, railroad rights-of-way, watercourses, existing agricultural or forested land, conservation easements or open space lands. Natural heritage/historic areas.

17. Site Plan

- The location and arrangement of all proposed uses.
- The location, arrangement and dimensions of all proposed and existing lots.
- The approximate location, dimensions, and area of all parcels of land proposed to be set aside for active and passive open space (in square footage and acres) and/or pedestrian paths.
- Proposed building(s) height, first floor elevation and area.
- The street and the pedestrian circulation system, including the location and width of all streets, driveways (excluding driveways for single family residential lots), entrances to parking areas and parking structures, walkways and bicycle paths.
- The location of all entrances onto adjacent streets, whether existing or proposed.
- Off-street parking and loading areas, and fire lanes (excluding driveways for single-family residential lots), including the location, surface type, number of spaces; dimensions (including size and angle) of spaces and bays; width of aisles; handicapped parking spaces, bicycle parking, driveways, sidewalks, pedestrian paths; and landscaping for parking areas
- Location of solid waste containers including proposed design provisions for screening, including the location, horizontal and vertical dimensions.
- The location of signs, including type.
- The proposed treatment of the perimeter of the development, including materials and techniques used (such as screens, fences, walls and other landscaping), and the type and height of screening.
- For properties with a RPA include a notation stating: "All land disturbance, uses, development and redevelopment in the Chesapeake Bay Preservation Area Overlay District are required to retain an undisturbed vegetated 100-foot buffer area around RPA features, such as wetlands, shorelines and along water bodies with perennial flow".
- Within the Chesapeake Bay Preservation Area Overlay District, notation stating: "Only certain specified activities may be permitted in the RPA, Resource Protection Area, such as approved water dependent facilities, redevelopment, roads and driveways, flood control and bona fide agricultural activities and wetlands restoration activities".

18. Supplemental Plans and Information

- Flood Prevention Plan consistent with Section B-15, for development in the floodplain overlay district.
- Floodplain studies when required by the terms of the Floodplain Overlay District.

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- An architectural plan consistent with Section B-11.
 - Landscape plan (section B-17)
 - Proposed irrigation system if separate from the domestic water system.
 - A lighting plan consistent with Section B-18.
 - Information relating to compliance with the adequate public facilities requirements of Section 31-601 of this Ordinance, consistent with Section B-19. Any other additional information deemed necessary by the Director to demonstrate compliance with any requirement of this Ordinance shall be provided or shown on the plan as appropriate.
 - Soil types plan as identified in the USDA Soil Conservation Service publication, Soil Survey of the City of Suffolk, or the United Soil Classification System, or by a professional acting within their area of competence, and specifically denoting graphically any areas containing soils rated "Moderate" or "Severe" or which do not have sufficient load bearings for the type of development proposed. The presence or absence of "shrink-swell" and similar soils shall be noted on the face of the plan.

Required *Public Utility* Information for Site Plans
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1. If an on-site sewage system is proposed within the Chesapeake Bay Preservation Area Overlay District, notation stating: "On-site sewage treatment systems shall be pumped out at least once every five years, subject to the provisions in Section 31-415(c)(6) of the Unified Development Ordinance".
2. Within the Chesapeake Bay Preservation Area Overlay District, notation stating: "For new construction, any on-site sewage treatment system not requiring a Virginia Pollutant Discharge Elimination System permit shall have a 100% reserve sewage disposal area. Building construction of a permanent nature is prohibited within the reserve sewage treatment site".
3. The street and the pedestrian circulation system, including the location and width of all streets, driveways (excluding driveways for single family residential lots), entrances to parking areas and parking structures, walkways and bicycle paths.
4. All street locations and dimensions, their names, numbers, and rights-of-way with profiles and cross-sections of all proposed streets showing proposed cuts and fills. All construction details pertaining to the street improvements (e.g., pavement details, pavement width, curbing, sidewalk, unpaved areas, entrances, lighting, etc.) shall be shown on typical section, in plan and profile, as required by the Director. Plans and profiles for all street improvements in public rights-of-way, including centerline elevations computed to the nearest 0.01 foot at 50-foot horizontal station intervals and at other locations of geometric importance.
5. Proposals for connection with existing water supply and sanitary sewage systems, or alternative means of providing water supply and sanitary waste treatment and disposal.
6. Plans, profiles and data sheets in accordance with the water and sewerage facilities standards for all proposed public utilities, including elevation computed to the nearest 0.01' foot at 50-foot horizontal station intervals and at other locations of geometric importance. Conflicts with existing public utilities shall be shown on plans and profiles as well.
7. Location of all sanitary sewer lines and water lines verifying supply and receiving line adequacy, and showing all pipe sizes, type and grades.

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8. Locations of existing and proposed street lights, electric and telecommunications improvements.
 9. Where private sewage disposal systems are permitted, the site plan shall be provided with the following notation: Where septic tanks are to be installed, there must be an approval on an individual lot basis by the local Health Department at the time an application is made for a septic tank permit. Approval of this site plan or plat by the City does not assure that the individual parcels are suitable for septic systems.
 10. Proposed irrigation system if separate from the domestic water system.
 11. Plans, profiles and data sheets in accordance with the Water and sewerage facilities standards.

Required *Public Works* Information for Site Plans
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1. The Construction Plan Requirements detailed in Chapter 2 of the City of Suffolk Public Facilities Manual (Volume I) have been reviewed and the appropriate supporting material has been provided.
2. Site Plan:
 - Benchmark information, including the basis of bearings used and a north point.
 - Geometric location data for all public rights-of-way, geographic control monuments, common areas, utility centerlines and easements, structures and lot lines.
 - Utility easements or rights-of-way including above ground electric transmission line easements.
 - All street locations and dimensions, their names, numbers, and rights-of-way.
 - Location of proposed street signs. Locations of existing and proposed street lights, electric, and telecommunications improvements.
 - The street and the pedestrian circulation system, including the location and width of all streets, driveways (excluding driveways for single family residential lots), entrances to parking areas and parking structures, walkways and bicycle paths.
 - Off-street parking and loading areas, and fire lanes (excluding driveways for single-family residential lots), including the location, surface type, number of spaces; dimensions (including size and angle) of spaces and bays; width of aisles; handicapped parking spaces, bicycle parking, driveways, sidewalks, pedestrian paths; and landscaping for parking areas.
 - All street locations and dimensions, their names, numbers, and rights-of-way with profiles and cross-sections of all proposed streets showing proposed cuts and fills. All construction details pertaining to the street improvements (e.g., pavement details, pavement width, curbing, sidewalk, unpaved areas, entrances, lighting, etc.) shall be shown on typical section, in plan and profile, as required by the Director. Plans and profiles for all street improvements in public rights-of-way, including centerline elevations computed to the nearest 0.01 foot at 50-foot horizontal station intervals and at other locations of geometric importance.
 - The location of all entrances onto adjacent streets, whether existing or proposed.
 - Existing and proposed locations of curb, gutter, entrances, and sidewalks along all streets contiguous to the proposed development with sufficient grades to determine drainage patterns.
 - Sight distances, both horizontal and vertical, at all proposed entrances.
 - Sight visibility triangles at all street intersections, entrances to street and parking lot drive aisles.
 - Entrance grades (in percent) noted.
3. A site specific sequence of construction has been included on the plans.

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4. When the development is to be constructed in phases, a final sequence of development schedule graphically showing the order of construction of such phases, and approximate completion date for the construction of each phase.
 5. Stormwater – Drainage
 - The requirements for a stormwater management plan detailed in 9VAC25-870-55 (as amended) have been addressed. 100-year Floodplains, including FEMA panel No. are shown
 - The location of all streams as shown on the USGS 7.5 minute topographic maps, as described in the stream buffer standards.
 - Jurisdictional (as defined by U.S. Environmental Protection Agency and U.S. Army Corps of Engineers) wetlands, both tidal and nontidal.
 - Existing water features (bodies of water, drainage channels, streams and other watercourses).
 - Grading plan (including cross-sections and final contours) consistent with Section B-16 and the Erosion and Sedimentation Control Regulations.
 - Stormwater management plan showing plan and profile of proposed storm sewer and drainage facilities, detail sheets, hydrological and hydraulic calculations, and other information as required by the Director.
 - Drainage divides and areas for both pre- and post-development conditions.
 - Plans of contributing drainage areas and the computed limits of the 100-year floodplain, with drainage way cross-sections and water surface elevation plotted on a profile of the pre- and post-development condition, when required by the Director.
 - Calculations for both pre- and post-development drainage and storm water management specifying the source of the coefficients and equations utilized and any modifications made thereto. Include Chesapeake Bay Preservation Area calculations for compliance with Chesapeake Bay Preservation Area water quality requirements.
 - Plans and profiles detailing the provisions for the adequate disposition of stormwater, including:
 - The location, size, type and grade of ditches; catch basins;
 - Pipes (including type or class) and connections to existing drainage systems;
 - Verification of receiving line or channel adequacy;
 - Stormwater management facilities to addressed water quantity and water quality requirements;
 - Plans and profiles for all proposed public utilities, including elevation computed to the nearest 0.01' foot at 50-foot horizontal station intervals and at other locations of geometric importance. Conflicts with existing public utilities shall be shown on plans and profiles as well.
 - Lot grades to the nearest 0.1' shall be provided. 2-, 10-, and 100-year elevations shown for stormwater management ponds.
 6. Other plans and Information:
 - Stormwater Maintenance Agreement
 - The Erosion and Sediment Control checklist found in Section VII, page 26 of the Virginia Erosion and Sediment Control Handbook, Third Edition 1992 has been filled out and submitted.
 - A geotechnical report with soil profile conditions, ground water conditions, 24 hour observation times, and seasonal high groundwater elevations has been provided.
 - Information relating to compliance with the adequate public facilities requirements of
 - Section 31-601 of this Ordinance, consistent with Section B-19.
 - A lighting plan consistent with Section B-18 showing all roadway lighting.
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