

CHECKLIST OF SITE PLAN CONTENTS
(Updated 10/5/2006)

I. COVER SHEET: GENERAL INFORMATION REQUIRED

- A. Title of project
- B. Names of engineer, architect, landscape architect, and/or licensed surveyor
- C. Name of property owner
- D. Location map with scale no less than 1 inch = 2,000 feet
- E. North arrow
- F. Graphic and written scale
- G. Address and Tax Map ID of site
- H. Site Plan Amendments: JCC Case Number of Site Plan being amended and description of amendment
- I. Zoning of Site
- J. Calculation for Parking Requirements:
 - ◆ Use category
 - ◆ Number of spaces required
 - ◆ Number of handicapped spaces required (marked by sign)
 - ◆ Number of spaces provided
 - ◆ Justify number of spaces provided in excess of spaces required
- K. Open Space Data
 - ◆ Total site acreage
 - ◆ Total amount and percent of site covered by buildings/impervious surfaces
 - ◆ Amount, type and percent of site covered by open space
 - ◆ Total disturbed area
- L. Building Data (Existing and Proposed)
 - ◆ Total floor area of each building and floor area ratio
 - ◆ Height of each building
 - ◆ Number of floors in each building
 - ◆ Type (classification group and construction type as per the Virginia Uniform Statewide Building Code)

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- M. General Note: “All new utilities shall be placed underground.”
- N. General Note: “All new signs shall be in accordance with Article II, Division 3 of the James City County Zoning Ordinance.”
- O. General Note if streets are private: “All roads shall be private right-of-ways and shall not be maintained by James City County or the Virginia Department of Transportation (VDOT).”
- P. A list of any proffers or special use conditions that affect the property
- Q. Note if any waivers to the zoning ordinance have been granted.

II. EXISTING FEATURES TO BE SHOWN

- A. Streets: Name and route number, width of right-of-way and width of road surface
- B. Streams, bodies of water, and watercourses on this and adjacent property
- C. Property lines and setbacks
- D. Easements: Type, ownership, and dimensions
- E. Septic tank, distribution tank size and type
- F. Water supply: well and/or tank capacity
- G. Water mains on and nearby site, with sizes indicated
- H. Location of all underground utilities (i.e., compressed gas lines, petroleum lines, electricity, etc.)
- I. Culverts and underground structures on or adjacent to the property (fuel tanks, etc).
- J. Location, type, and size of all entrances to the site
- K. Existing topography (minimum five-foot contours)

CHECKLIST OF SITE PLAN CONTENTS
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- L. Woodline before site preparation with predominant species and average diameter of trees indicated; Approximate location, type, and diameter of single trees in open areas; Average size and predominant species of trees to be removed having a diameter of 12 inches or greater
- M. Provisions for off-street parking, loading spaces, and pedestrian walkways, including sidewalks
- N. Sanitary and storm sewers on and adjacent to site (size(s) and type(s))
- O. Fire hydrants (size(s) and type(s)); Location of Fire Department connections and underground fire service lines (valve pit details, where appropriate)
- P. Indication of 100-year flood plain and flood elevation noted

III. PROPOSED PROJECT: FEATURES TO BE SHOWN

- A. Proposed street names and street width; proposed easements and width
- B. Entrances designed to standards as set forth in VDOT Minimum Standards of Entrances to State Highways manual, with indication as to which standard is applicable, and details of entrance
- C. Proposed finished contours where regrading is necessary, indicated at intervals of no more than two feet
- D. Landscaping plan including areas to be landscaped with approximate arrangements, plant types, and sizes
- E. Areas to be screened, fenced, and walled with heights indicated, and location of gates and openings; Fence detail provided
- F. Provisions for pedestrian and vehicular circulation and parking:
 - ◆ Location and cross sections of pedestrian walkways, sidewalks, trails and bike paths
 - ◆ Dimensions of parking spaces, traffic aisles and medians
 - ◆ Location of curbs and bumpers
 - ◆ Type of parking surface with detail of cross-section
 - ◆ Loading spaces, bus spaces and bicycle spaces (if required)

CHECKLIST OF SITE PLAN CONTENTS
(Updated 10/5/2006)

- G. Solid waste disposal facilities: location of dumpster pad and detail of enclosure
- H. Stormwater control measures in accordance with Environmental Division requirements
- I. Location, type, and details of sedimentation and erosion control devices to be used during and after construction in accordance with Environmental Division requirements
- J. Water Supply: Well location, type, size, as per Health Department specifications; or water lines in accordance with JCSA specifications
- K. Sanitary waste disposal facilities: Septic tank and drainfield, as per Health Department specifications; or sewer lines in accordance with JCSA specifications
- L. Fire hydrants (size(s) and type(s)); Location of Fire Department connections and underground fire service lines (valve pit details, where appropriate)
- M. For multi-family residential developments: number, size, and type of dwelling units
- N. Recreational facilities: layout and type of equipment
- O. Lighting Plan: fixture height, design and illumination patterns (iso-footcandle diagrams)
- P. Location of proposed monument signage

IV. OTHER INFORMATION

- A. Copy of adjacent property owner notification letter
- B. Water and Sewer Data Sheets and JCSA Checklist
- C. Kitchen plans must be submitted to and approved by the Health Department if structure will contain food preparations/serving areas
- D. VDOT Subdivision and Site Plan Checklist

CHECKLIST OF SITE PLAN CONTENTS
(Updated 10/5/2006)

- E. Environmental Checklist
- F. Homeowners Association Documents (residential only)
- G. Wireless Communications Facilities: Supplemental Checklist

CHECKLIST OF SUBDIVISION CONTENTS
(Updated 3/15/2006)

I. COVER SHEET: GENERAL INFORMATION REQUIRED

- A. Title of project
- B. Names of engineer, architect, landscape architect, and/or surveyor
- C. Name of property owner
- D. Location map with scale no less than 1 inch = 2,000 feet
- E. North arrow
- F. Graphic and written scale
- G. Address and Tax Map ID of site
- H. Zoning of Site
- I. Open Space Data
 - ◆ Total site acreage, acreage of subdivided area
 - ◆ Amount, type and percent of site covered by open space
 - ◆ Total disturbed area
- J. A list of any proffers or special use conditions that affect the property
- K. General Note: "All new utilities shall be placed underground."
- L. General Note: "All new signs shall be in accordance with Article II, Division 3 of the James City County Zoning Ordinance."
- M. General Note: "All new monuments shall be set in accordance with Sec. 19-34 through 19-36 of the James City County Subdivision Ordinance."
- N. General Note if streets are private: "All roads shall be private right-of-ways and shall not be maintained by James City County or the Virginia Department of Transportation (VDOT)."
- O. Note if any exceptions to the subdivision ordinance have been granted

CHECKLIST OF SUBDIVISION CONTENTS
(Updated 3/15/2006)

- P. Note if subdivision is in an Agricultural and Forestal District

II. EXISTING FEATURES TO BE SHOWN

- A. A closed boundary survey, or existing survey of record
- B. Existing buildings (note distance to property lines), existing graves, objects or structures marking a place of burial
- C. Streets: Name and route number, width of right-of-way and width of road surface
- D. Streams, bodies of water, and watercourses on this and adjacent property
- E. Property lines and setbacks. Names of owners for adjacent properties
- F. Easements: Type, ownership, and dimensions
- G. Septic tank, distribution tank size and type
- H. Water supply: well and/or tank capacity
- I. Water mains on and nearby site, with sizes indicated
- J. Location of all underground utilities (i.e., compressed gas lines, petroleum lines, electricity, etc.). Location of all above-ground utilities and utility poles
- L. Culverts and underground structures on or adjacent to the property (fuel tanks, etc).
- M. Location, type, and size of all entrances to the site
- N. Existing topography (minimum five-foot contours)
- O. Woodline before site preparation with predominant species and average diameter of trees indicated; Approximate location, type, and diameter of single trees in open areas; Average size and predominant species of trees to be removed having a diameter of 12 inches or greater

CHECKLIST OF SUBDIVISION CONTENTS
(Updated 3/15/2006)

- P. Provisions for off-street parking, loading spaces, and pedestrian walkways, including sidewalks
- Q. Sanitary and storm sewers on and adjacent to site (size(s) and type(s))
- R. Fire hydrants (size(s) and type(s)); Location of Fire Department connections and underground fire service lines (valve pit details, where appropriate)
- S. Indication of 100-year flood plain and flood elevation noted

III. PROPOSED PROJECT: FEATURES TO BE SHOWN ON SUBDIVISION CONSTRUCTION PLAN

- A. Proposed monuments, lots, lot numbers, lot areas, blocks, building setbacks and yard lines. Size of each lot and total proposed lots noted.
- B. Proposed street names and street width; proposed easements and width. Street cross sections designed to standards as set forth in VDOT 2005 Subdivision Street Requirements
- C. Proposed finished contours where regrading is necessary, indicated at intervals of no more than five feet
- D. Landscaping plan including areas to be landscaped with approximate arrangements, plant types, and sizes
- F. Provisions for pedestrian circulation and parking: Location and cross sections of pedestrian walkways, sidewalks, trails and bike paths
- H. Stormwater control measures in accordance with Environmental Division requirements
- I. Location, type, and details of sedimentation and erosion control devices to be used during and after construction in accordance with Environmental Division requirements
- J. Water Supply: Well location, type, size, as per Health Department specifications; or water lines in accordance with JCSA specifications
- K. Sanitary waste disposal facilities: Septic tank and drainfield, as per Health Department specifications; or sewer lines in accordance with JCSA specifications

CHECKLIST OF SUBDIVISION CONTENTS
(Updated 3/15/2006)

- L. Fire hydrants (size(s) and type(s)); Location of Fire Department connections and underground fire service lines (valve pit details, where appropriate)
- M. Recreational facilities: layout and type of equipment
- N. Streetlights in accordance adopted streetlight policy
- O. Location of proposed monument signage
- P. General Note: "All new street signs shall be in accordance with Sec. 19-55 of the James City County Subdivision Ordinance."

IV. PROPOSED PROJECT: FEATURES TO BE SHOWN ON SUBDIVISION PLAT

- A. The accurate location and dimensions by bearings and distances, including all curve data, for all lots, and street lines and centerlines of streets. Distances and bearings shall balance and close with an accuracy of not less than one in 10,000 units
- B. The data of all curves along the street frontage shall be shown in detail at the curve or in a curve data table containing the following: delta, radius, arc, tangent, chord and chord bearings
- C. When the subdivision consists of land acquired from more than one source of title, the outlines of these tracts shall be indicated by dashed lines, and the identification of the respective tracts shall be shown on the plat
- D. Certification of each owner's consent duly acknowledged before a licensed notary public in accordance with Sec. 19-29 (d) of the Subdivision Ordinance
- E. If features are present, general note: "Wetlands and land within resource protection areas shall remain in a natural undisturbed state except for those activities permitted by section 23-7(c)(1) of the James City County Code."
- F. If features are present, general note: "Natural open space easements shall remain in a natural undisturbed state except for those activities referenced on the deed of easement."
- G. If features are present, general note: "Unless otherwise noted, all drainage easements designated on this plat shall remain private."

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(Updated 3/15/2006)

- H. If features are present, general note: “Septic tank and soils information should be verified and reevaluated by the Health Department prior to any new construction.”

V. OTHER INFORMATION

- A. Family Subdivisions: Family subdivision affidavit; family subdivision agreement
- B. Shared Driveways: Easement and cross section show on plat; shared driveway agreement
- C. Water and Sewer Data Sheets and JCSA Checklist
- D. VDOT Subdivision and Site Plan Checklist
- E. Environmental Checklist
- F. Deed of Easement for Natural Open Space
- G. GIS Data Submittal for Major Subdivisions
- H. Homeowners Association Documents (major subdivisions)