

PRELIMINARY SUBDIVISION AND SITE PLAN INVENTORY CHECKLIST

Project Name _____		Date _____	
Developer/owner _____			
Address _____		ZIP _____	
GENERAL INFORMATION			
Plan Sheet to include:	INCLUDED		COMMENTS
	YES	NO	
1	A. Site plan name. B. Date of plan.		
2	Standard cover sheet, with surveying and mapping control information. Vicinity map (1"=2000') and title block information section completed.		
3	North arrow, designation of north orientation, match lines and sheet numbers.		
4	Scale shown on plan 1" = 50' or larger.		
5	Contour intervals every 5'.		
6	Boundary survey of record.		
7	Seal and signature on each sheet by a Virginia registered professional engineer or land surveyor.		
8	Show total acreage, current zoning and proposed zoning by acres.		
9	Parcel identification, tax map ref., numbers, owners names, present zoning and use of all abutting parcels.		
10	Any waivers or zoning variances granted for the project shown on the plans.		
11	Master plan (all phases or proposed sections).		
12	Show site layout including lot numbers and acres, tabulate the total number of lots or units to account for the site acreage.		
13	Show state route numbers and names on all existing streets to which connections are to be made. Also, all proposed street names.		
14	Show right-of-way lines, right-of-way width, centerline, and pavement width.		
15	Set of general notes explaining details of the plan.		
16	A written description of all plan revisions shall accompany all revised plans submitted for re-evaluation and approval.		

Notes:

- (1) The developer is responsible for supplying sufficient information for the Department to determine entrance and road design features to adequately serve the existing roadway and the proposed development.
- (2) Subdivision plans shall be designed in accordance with VDOT's Subdivision Street Requirements and Road Design Manual.
- (3) All commercial entrances must meet VDOT standards and specifications as designated in Minimum Standards of Entrances To State Highways.
- (4) The submission is to include one reproducible plus 5 copies of the plan for review.
- (5) Explain all "no" answers if information is not included in the site plan.

CHECKLIST I

Project Name _____

GEOMETRICS (Ref. Volume II and VDOT "Road Design Manual")

	Plan Sheet to Include:	INCLUDED		COMMENTS
		YES	NO	
1	Location of entrance, distance measured to nearest intersection of state route or crossovers for field verification of sight distance.			
2	The radius of all curb returns to face of curb and on streets where curb and gutter are not required. Indicate radius to edge of pavement.			
3	All proposed street frontage & intersection improvements.			
4	Proposed building locations, use, square footages and distance to property lines.			
5	Indicate all temporary turn around construction with easement as indicated on preliminary plans.			
6	Show existing entrances, street connections, crossovers, etc. that are located along existing roadway that may be affected by the development.			
7	Existing and proposed rights-of-way, centerline, width and route number.			
8	Crossover spacing and sight distance for both directions.			
9	Indicate lengths of existing & proposed deceleration, left and right turn storage lanes.			
10	Indicate right-of-way, centerline distance include curve data, delta, radius, arc, chord, tangent, and profile data.			
11	Show sight distance at all street intersections and landscaping, sign placement and all obstructions that may affect or obstruct sight distance, include proposed sight distance easements.			
12	Provide sufficient information on each of the proposed development streets including estimated future traffic so that the Resident Engineer can approve the functional classification before the final design stage.			

DRAINAGE (Ref. VDOT "Drainage Manual")

1	Show direction of drainage flow for streets, storm sewer, valley gutters, subdrains and the like and all existing streams.			
2	Show the location of all streams or drainageways related to construction, including proposed drainage easements.			
3	Existing storm drainage system & proposed major drainage structures.			

UTILITIES (Ref. VDOT "Land Use Permit Manual" and "Subdivision Street Requirements")

1	Show all existing utilities and if within limits of proposed right-of-way.			
2	Provide any notes on information necessary to explain the intent and purpose of utilities or adjustment of existing utilities.			
3	Existing and proposed easements, width and use. Note certifying that applicant has a right to use existing ingress easement to make any proposed improvements.			
4	Existing sanitary sewer, waterline, fire hydrants and other existing utilities.			

CHECKLIST I

Project Name _____

TRAFFIC ANALYSIS (Ref. Volume II)

	To Include:	INCLUDED		COMMENTS
		YES	NO	
1	Number of units (and type of units) and how parking will be handled.			
2	Traffic analysis for development on existing and proposed facility. Level of service with and without proposed development. Must include existing and buildout year.			
3	Intersection analysis including need for signalization, channelization, turn lanes and modification of existing signals.			
4	Recommendations for roadway improvements to accommodate existing traffic and proposed traffic generated by the development.			
5	Indicate any notes or information necessary to explain the intent and purpose of the proposed traffic analysis.			
6	Traffic counts, left/rt. turn movements & typical street section. Traffic impact study, if required.			

TRAFFIC IMPACT ANALYSIS REPORT CONTENTS (Ref. "Evaluation of Site Plan Review Procedures," VA Trans. Res. Council)

1	Introduction A. Site and study area boundaries B. Existing and proposed site uses C. Existing and proposed nearby uses D. Existing & Proposed roadways and intersections			
2	Analysis of existing traffic conditions A. Daily and peak hour(s) traffic volumes B. Capacity analysis at critical points C. Levels of service at critical points			
3	Analysis of future conditions without development A. Daily and peak hour(s) traffic volumes B. Capacity analysis at critical points C. Levels of service at critical points			
4	Trip generation			
5	Trip distribution/direction split			
6	Traffic assignment/turning movements			
7	Analysis of future conditions with development A. Future daily & peak hour(s) traffic volumes B. Capacity analysis at critical points C. Levels of service at critical points			
8	Recommended improvements A. Proposed recommended improvements B. Capacity analysis at critical points C. Levels of service at critical points			
9	Conclusion			

CHECKLIST I

Project Name _____

OTHER:

To include:		INCL UDED		COMMENTS
		YES	NO	
1	Name of any previously approved plan must be referenced on plans.			
2	Certification by submitter that the plan conforms to all VDOT design standards, as well as the county ordinances, comprehensive plans and regulations.			

Certification

I certify that the above stated information is included in the attached plans.

Engineer's Signature

Date



FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE _____ ROUTE _____
 DEVELOPER _____ PH. (____) _____
 ADDRESS _____ ZIP _____
 ENGINEER _____ PHONE (____) _____
 COUNTY _____ VDOT RESIDENCY _____

GENERAL INFORMATION

	Plan Sheet to Include	Yes	No	Reason for No
1	Site plan name.			
2	Date of plan.			
3	Standard cover sheet with surveying and mapping control information. Vicinity map (1"=2000') and title block information section completed.			
4	North arrow, designation of north orientation, match lines & sheet nos.			
5	Contour intervals every 5'.			
6	Boundary survey of record.			
7	Seal and signature on each sheet by a Virginia registered professional engineer or land surveyor.			
8	Show total acreage, current zoning, and proposed zoning by acres.			
9	Parcel identification, tax map, ref. numbers, owners names, present zoning, and use of all abutting parcels.			
10	Any waivers or zoning variances granted for the project shown on the plans.			
11	Master plan (all phases or proposed sections).			
12	Show site layout including lot nos. & acres, tabulate total no. of lots or units to acct. for site acreage.			

FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE _____ ROUTE _____

	Plan Sheet to Include	Yes	No	Reason for No
13	Show state route nos. & names on all existing streets to which connections are to be made. Also, all proposed street names.			
14	Show right-of-way lines, width, centerline, limits of construction, & pavement width.			
15	Set of general notes explaining details of plan.			
16	Written description of all plan revisions shall accompany all revised plans submitted for re-evaluation & approval.			

GEOMETRICS

1	Location of entrance & distance measured to nearest intersection of state route or crossovers for field verification of sight distance.			
2	Radius of all curb returns to face of curb. On streets where curb & gutter are not required, indicate radius to edge of pavement.			
3	All proposed street frontage & intersection improvements.			
4	Proposed bldg. location, use, square footages & distance to property lines.			
5	Indicate all temporary turnaround construction with easements as indicated on preliminary plans.			
6	Show existing entrances, street connections, crossovers, etc., that are located along existing roadway that may be affected by the development.			
7	Existing & proposed rights of way, centerline, width, & route no.			
8	Crossover spacing & sight distance in both directions.			
9	Indicate lengths of existing & proposed deceleration, left & right turn storage lanes.			

FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE _____ ROUTE _____

	Plan Sheet to include	Yes	No	Reason for No
10	Indicate right of way, centerline distance including curve data, delta, radius, arc, chord, tangent, & profile.			
11	Show sight distance at all street intersections & landscaping, sign placement & all obstructions that may affect or obstruct sight distance.			
12	Provide sufficient information on each proposed development street including estimated future traffic so that the Resident Engineer can approve functional classification before final design stage.			
13	Soils map information & actual tested CBR values under proposed roadway.			

DRAINAGE

1	Show direction of drainage flow for streets, storm sewer, valley gutters, subdrains, & the like, & all existing streams.			
2	Show location of all streams or drainageway related to construction.			
3	Existing storm drainage system & proposed major drainage structures.			
4	Show 100-yr. flood boundaries, source of information, & square footage used.			

UTILITIES

1	Show all existing utilities & if within limits of proposed right of way.			
2	Provide any notes or information necessary to explain intent & purpose of utilities or adjustment of existing utilities.			
3	Existing & proposed easements, width, & use. Note certifying applicant has right to use existing ingress easement to make any proposed improvements.			

FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE _____ ROUTE _____

	Plan Sheet to include	Yes	No	Reason for No
4	Existing sanitary sewer, waterline, fire hydrants, & other existing utilities.			

TRAFFIC ANALYSIS

1	Apts., townhouses, or time-share units should include no. of units & how parking will be handled.			
2	Traffic analysis for development on existing & proposed facility. Level of service with & without proposed development. Must include existing & buildout year.			
3	Intersection analysis including need for signalization, channelization, turn lanes, & modification of existing signals.			
4	Recommendations for roadway improvements to accommodate existing traffic & proposed traffic generated by development.			
5	Indicate any notes or information necessary to explain intent & purpose of proposed traffic analysis.			
6	Traffic counts, left/right turn movements, & typical street section. Traffic impact study, if required.			

TRAFFIC IMPACT ANALYSIS REPORT CONTENTS

1	Introduction. A. Site & study area boundaries. B. Existing & proposed site uses. C. Existing & proposed nearby uses. D. Existing & proposed roadways & intersections.			
2	Analysis of existing traffic conditions. A. Daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
3	Analysis of future conditions without development. A. Daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			

FINAL SUBDIVISION AND SITE PLAN CHECK LIST

NAME OF WORK SITE _____ ROUTE _____

	Plan Sheet to Include	Yes	No	Reason for No
4	Trip generation.			
5	Trip distribution/direction split.			
6	Traffic assignment/turning movements.			
7	Analysis of future conditions with development. A. Future daily & peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
8	Recommended improvements. A. Proposed recommended improvements. B. Capacity analysis at critical points. C. Levels of service at critical points.			
9	Conclusion.			

OTHER

1	Name of any previously approved plan must be referenced on plans.			
2	Certification by submitter that plans conform to all VDOT design standards, as well as county ordinances, comprehensive plans & regulations.			

Certification

I certify that the above stated information is included in the attached plans.

Engineer's Signature

Date



PLATS CHECK LIST SUBDIVISION PLATS

NAME OF WORK SITE _____ ROUTE _____
 DEVELOPER _____ PH. (____) _____ - _____
 ADDRESS _____ ZIP _____
 ENGINEER _____ PHONE (____) _____ - _____
 COUNTY _____ VDOT RESIDENCY _____

	Plan Sheet to Include	Yes	No	Reason for No
1	Subdivision or site name. Must be same as preliminary.			
2	Name and address of surveying/engineering firm.			
3	Magisterial district.			
4	Graphic scale.			
5	Date of preparation.			
6	Description of plat.			
7	Vicinity map.			
8	Seal and signature of a VA registered professional engineer or land surveyor.			
9	Surveyor's certificate.			
10	Owner's dedication.			
11	Location and width of ingress and egress.			
12	Area of r/w dedication in sq. ft. & labeled "Hereby dedicated for public st. purposes."			
13	100-yr. flood area boundaries including ties to property lines & corners with bearings & distances and/or curve data.			
14	Parcel identification no., existing zoning and use.			
15	Match lines shown.			
16	Flood plain limits.			
17	New address (alpha designator).			

PLATS CHECK LIST SUBDIVISION PLATS

NAME OF WORK SITE _____ **ROUTE** _____

	Plan Sheet to Include	Yes	No	Reason for No
18	Street right of way boundaries with bearings and distances including CENTER LINE.			
19	Metes and bounds of each parcel.			
20	Adjacent property owners, parcel identification no., present zoning, use, deed book, and page number.			
21	North arrow and designation of north orientation.			
22	All existing dwellings, structures, showing use and distance from property line, underground utilities (electrical, telephone, etc.) wells, waterlines, underground storage vessels, sewer lines, septic systems, as installed, and drain field locations on undeveloped parcels.			
23	Existing & proposed easements & use w/bearings & distances.			
24	Easements for dams. VDOT is not liable or responsible for dams and its structures.			
25	Detention ponds need to have a note that VDOT is not liable or responsible for ponds or its structures.			

Certification

I hereby certify that the above stated information is included in the attached plans.

Engineer's signature _____