

Appendix 14.D:  
**SITE PLAN CHECKLIST**

Two copies of the Site Plan Checklist shall be prepared and certified by the person(s) preparing the plan and shall be submitted with any initial application or resubmission for a Preliminary or Final Site Plan. The checklist shall be deemed "incomplete" if all items are not fully addressed.

*(Official Copy)*

**MINIMUM SUBMISSION REQUIREMENTS CHECKLIST  
FOR SITE PLANS**

The Town of Smithfield

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Tax Map and Deed Book:** \_\_\_\_\_

**Town Project Ref. #:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

**Date of Revision:** \_\_\_\_\_

**Applicant (Type or print):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Engineer/Surveyor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**SITE PLAN TITLE SHEET**

	YES	NO	N/A
1. Title of project.	—	—	—
2. Name, address, phone number and seal of preparer of plan, boundary survey, and topographic mapping.	—	—	—
3. Name, address and phone number of owner of property.	—	—	—
4. Tax map number, parcel number, deed book reference and zoning classification for parcel and adjacent properties.	—	—	—
5. Proposed zoning classification.	—	—	—
6. Description of planned land use, along with projected number of employees (for non-residential land uses) and other information related to the activities to be conducted on the property.	—	—	—
7. Date of plan and mapping preparation.	—	—	—
8. Vicinity map and location of zoning district boundaries.	—	—	—
9. Gross acreage (or square footage) of property.	—	—	—
10. Net developable area of property and supporting calculations.	—	—	—
11. Copy of rezoning proffers, special use permit conditions, and waivers or variances granted.	—	—	—
12. A blank space, sized 4" x 4", for Town review and approval notations.	—	—	—

**MAPPING AND BOUNDARY SURVEY INFORMATION:**

- 1. Title, title source, and name of owner of lot and subdivision names and/or lot owners for surrounding lots. \_\_\_ \_\_\_ \_\_\_
  
- 2. Metes and bounds of property. A current certified boundary survey of the property prepared to National Mapping Standards accuracy shall be submitted with the site plan in both paper and digital form and shall include the following:
  
- 3. Location and metes and bounds of all existing property lines, rights of way and easements. \_\_\_ \_\_\_ \_\_\_
  
- 4. Names of existing streets in and adjoining the development. \_\_\_ \_\_\_ \_\_\_
  
- 5. Setback and yard lines in accord with zoning requirements. \_\_\_ \_\_\_ \_\_\_
  
- 6. Location of Chesapeake Bay Preservation Area RPA boundaries. \_\_\_ \_\_\_ \_\_\_
  
- 7. Reference to survey datum. Horizontal control shall be based on Virginia State Plane Coordinate System, Zone 5576 in a North American Datum 1983 coordinate system. \_\_\_ \_\_\_ \_\_\_
  
- 8. All digital survey data must be contained in a .dxf file on either a 1.44 mb floppy disk or 100 mb zip disk, and the submission file must contain a list providing the name and a brief description of each layer in the file. \_\_\_ \_\_\_ \_\_\_
  
- 9. Statement of boundary survey closure accuracy and compliance with National Mapping Standards including a certification that the digital data is a true representation of the paper copy. \_\_\_ \_\_\_ \_\_\_
  
- 10. Signature and seal of person certifying boundary and topographic mapping. \_\_\_ \_\_\_ \_\_\_

**MINIMUM INFORMATION TO BE INCLUDED ON SITE PLANS:**

1. Location, dimensions, design sections, grading, construction specifications of all site improvements, including, but not limited to, existing and proposed streets, travelways, alleys, curb and gutter, sidewalk and driveways, including proposed street names and locations for street lights, street signs, and traffic signals. — — —
  
2. Location of existing and proposed buildings and accessory structures, including land area coverage and floor elevations of proposed use. — — —
  
3. Location of existing utilities within and adjacent to the development including size and elevation. Provide elevation profile where grading is proposed above utility or within easement limits. — — —
  
4. Site plan and design profiles of proposed streets and travelways (public or private) depicting:
  - (a) street stations at appropriate station intervals,
  - (b) percent of longitudinal grades,
  - (c) elevations at 50-foot stations in vertical tangent sections and on 25-foot stations in vertical curves,
  - (d) finished grades (on site plans),
  - (e) spot elevations for all non-typical sections,
  - (f) locations of entrances, taper design and any necessary structures and roadway appurtenances.
  - (g) horizontal and vertical curve data, including definition of curve control point (PI, PC, PT, PVI, etc.)
  - (h) sight distances for all crest and sag vertical curves.
  - (i) sight distances (horizontal and vertical) at all street intersections and road entrances other than single family driveways, unless warranted by unique topographical conditions.
  - (j) street intersections showing spot elevations along curb radii and in pavement area as necessary to define surface drainage patterns.
  - (k) super-elevation tables shall be provided where streets require super-elevation. — — —
  
5. Site plan location and design specifications for off-street parking, travelways, parking lots, sidewalks, and loading areas, including:
  - (a) building square footage / use class unit.

- (b) site access plan for internal traffic and pedestrian circulation, including handicap access.
  - (c) size of parking spaces, angle of stalls, width of aisles.
  - (d) travelway and parking lot pavement sections.
  - (e) pavement design calculations.
  - (f) parking calculations, including ADA requirements.
  - (g) provisions for emergency access / fire protection.
  - (h) location and marking of permanent fire lanes, if required.
  - (i) pavement striping and marking.
  - (j) finished grades and spot elevations at critical design points.
- \_\_\_\_\_
6. Location, size, and characteristics of geophysical and environmental features (such as wetlands, ponds, springs, streams, watercourses, high shrink/swell soils, adverse soils conditions, etc.) and other conditions which impact the calculation of net developable area, as defined. The site plan shall graphically depict the location and calculations of net developable area shall be provided for the site's physical land units (to the nearest 0.1 acre).
- \_\_\_\_\_
7. Location, size, design profiles and design calculations for proposed domestic water service and sanitary sewer mains and laterals. Invert elevations shall be shown to the nearest 0.01' accuracy. Location of gas, telephone, electric and other utility lines and other underground or overhead structures in or affecting the project. Plans shall include detail of utility appurtenances and construction procedures.
- \_\_\_\_\_
8. Site plans for projects which require utility pumping storage or treatment facilities shall be supported by appropriate structural, hydraulic, electrical and mechanical plans and construction specifications.
- \_\_\_\_\_
9. Detailed site grading plan depicting finished contours, to be prepared at a minimum two (2) foot contour interval, with spot elevations, as required, at key locations of paving, sidewalks, curb and gutter, and other proposed surface improvements.
- \_\_\_\_\_
10. Site plan and design profiles for storm water drainage improvements, including locations of existing and proposed stormwater drainage conveyance pipes, culverts, channels and drop inlets, indicating size, type and grade of all proposed improvements. Typical sections and linings for all channels shall be included. Invert elevations and other design details for all drainage improvements shall be shown to the nearest 0.01' accuracy.

Energy grade lines shall be shown on profiles. A drainage delineation map, prepared at the same scale as the site plan, shall include drainage divides and areas of contributing runoff to proposed improvements.

— — —

- 11. Site plan and design profiles for stormwater management (SWM) and Best Management Practices (BMP) structures, including detailed plan and section views of retention/detention ponds, underground storage structures, and other facilities. Elevations for the calculated 2-, 10-, and 100-year post-development water surface elevations shall be shown.

— — —

- 12. Location, width and purpose of all existing and proposed utility easements.

— — —

- 13. Location and boundaries of existing water courses, 100-year flood plain and floodways.

— — —

- 14. Location of tidal and non-tidal wetlands, including location and characterization of Chesapeake Bay Preservation Areas.

— — —

- 15. Erosion and sediment control plan and narrative report.

— — —

- 16. Site plan location and design criteria for the following:

- (a) recreation areas (including playgrounds, courts, fields, pedestrian walkways, bike paths, etc.)
- (b) open space, including required land area calculations.
- (c) site amenities.
- (d) retaining walls (include calculations).
- (e) site and building signage, including street and advertising signs
- (f) site lighting (exterior and building mounted), including height, illumination intensity, foot-candle distributions, and fixture type and shielding, as required).
- (g) provisions and location for public trash pick-up.
- (h) refuse collection and dumpster locations, including access and screening.
- (i) locations and design for traffic control devices and signalization.
- (j) building and structural footings.

— — —

- 17. Landscape architecture plan and screening plan, showing tree save areas. — — —
  
- 18. Water quality impact assessment, pursuant to Chesapeake Bay Preservation Area Ordinance. — — —

**ADDITIONAL REQUIRED SUPPORTING INFORMATION:**

- 1. Storm drainage and stormwater management engineering report, to include:
  - (a) hydrologic calculations and hydraulic modeling of the contributing drainage basin.
  - (b) energy grade line calculations for all enclosed pipe systems.
  - (c) storm runoff for pre-development and post-development characteristics, based on TR-55, the Modified Rational Formula or other appropriate modeling techniques as approved by the Planning and Zoning Administrator.
  - (d) analysis and verification of receiving channel capacity.
  - (e) stormwater management pond or retention/detention structure routing and performance analysis, and
  - (f) storm culvert, pipe, and inlet (street and yard) design loading and sizing calculations. — — —
  
- 2. Geotechnical report for proposed buildings, structures, streets, pavements, and other infrastructure, as required. — — —
  
- 3. Foundation design calculations and construction criteria, where required. — — —
  
- 4. Pavement design calculations for all streets and travelways. — — —
  
- 5. A phasing plan, if the development is to be constructed in more than one phase. The phasing plan shall clearly indicate by phase lines, notes or other methods which facilities are to be constructed under each phase. Plans shall indicate locations of contour tie-ins for each phase and specific measures for phased termination of all water, sewer, storm drainage, streets and other public improvements. Plans for erosion control and drainage facilities shall be designed and displayed independently for each phase. — — —
  
- 6. Articles of incorporation, covenants and property maintenance documents related to the ownership, management, and maintenance functions for any

condominium development or other property wherein common ownership agreements exist or as otherwise required by this ordinance.

\_\_\_ \_\_\_ \_\_\_

- 7. Statement of facility and land use operations and activities, including hours of operation, number of employees and number of work shifts.

\_\_\_ \_\_\_ \_\_\_

- 8. Every use requiring the establishment of a buffer yard or screening area shall note the following restriction regarding the use of such buffer on a plan or other instrument recorded among the land records:

*“Land designated as required buffers or landscape screening shall be landscaped and may only be used for structures, uses, or facilities in accord with the Zoning Ordinance.”*

\_\_\_ \_\_\_ \_\_\_

- 9. Application for waiver, variance or substitution (copies attached.)

\_\_\_ \_\_\_ \_\_\_

- 10. Public improvements bond estimate (copies attached.)

\_\_\_ \_\_\_ \_\_\_

- 11. Erosion and sediment control bond estimate (copies attached.)

\_\_\_ \_\_\_ \_\_\_

- 12. Traffic generation volumes of proposed project.

\_\_\_ \_\_\_ \_\_\_

- 13. Floor Plan (8.5" x 11" sheet) for use by the Smithfield Volunteer Fire Dept

\_\_\_ \_\_\_ \_\_\_

**PROVISIONAL INFORMATION ON MAJOR SITE PLANS:**

The Planning and Zoning Administrator may require any or all of the following information and any other materials as may be deemed necessary for its review (to be determined at pre-application conference:)

- 1. Statement of estimated construction time.

\_\_\_ \_\_\_ \_\_\_

- 2. Photographs and maps relating proposed use to surrounding properties.

\_\_\_ \_\_\_ \_\_\_

- 3. Site design drawings, showing building configuration, topography and relationship to site improvements, color and building materials.

\_\_\_ \_\_\_ \_\_\_

- 4. Architectural drawings showing plan and elevations of new planned construction or renovations, including drawings of the original building. \_\_\_\_
  
- 5. Traffic impact assessment (per Town requirements). \_\_\_\_
  
- 6. Additional documentation and technical reports (copies attached) as may be required by Planning and Zoning Administrator. (List on attached sheet) \_\_\_\_

**Surveyor/Engineer’s Certification of Completion of Check List:**

I have fully reviewed the Town’s requirements and certify this application to be a complete submission. I understand that an incomplete plat or incomplete check list shall be deemed an incomplete submission and shall be returned to the applicant upon determination of such by the Planning and Zoning Administrator.

\_\_\_\_\_

*Name* \_\_\_\_\_ *date*

\_\_\_\_\_

*Professional Seal and Registration #*