

Chesterfield County

SUBDIVISION CONSTRUCTION PLAN

FIRST GLANCE REVIEW CHECKLIST

Reviewer: _____

Review #: _____

ACCEPTED/

NOT ACCEPTED

PROJECT NAME:

DATE:

ENGINEER/CONTACT PERSON:

If any department identifies missing information and does not recommend routing of the plan, Planning shall immediately notify the consultant to provide the missing information. Missing information must be provided by Tuesday 5 PM to have the plan routed for review for a second first glance review. If all departments recommend routing the plan, Planning will notify the applicant and consultant of the date and time for the mandatory staff/developer conference.

CUSTOMER ASSISTANCE BRANCH (PLANNING DEPARTMENT)

INITIAL _____

- 8 complete folded sets of the construction plan

ROUTE: YES NO

(1 extra set for Health if Septic)

- Completed application forms:
- Application cover page
- Subject parcel information page
- Investigation Worksheet for Graves, Memorials and Places of Burial
- VDOT checklist (available from VDOT)
- Water flow calculations
- Limited Power of Attorney form (If Applicable)

CDOT

INITIAL _____

- County and VDOT road classifications*
- Existing and ultimate right of way widths*
- Existing and projected traffic volumes*
- Sidewalks, including all pertinent design information, as shown on the approved preliminary
- Road improvements, including all pertinent design information, as shown on the approved preliminary

ROUTE: YES NO

VDOT

INITIAL _____

- The general location and configuration, including the terminus, of each street
- Including the traffic generation and traffic distribution in and out to the proposed development when the land served is fully developed in accordance with the land uses anticipated.*
- The location and area of each type of permitted land use within the subdivision.*
- The location of any proposed transportation facility, within the subdivision's boundaries, included in the comprehensive plan of the governing body.*
- The proposed functional classification for each street in the subdivision.*
- Other available information pertinent to the intended development of the subdivision, including but not limited to any proposed phased development of streets according to SSR/SSAR (Phased development of subdivision streets).
- An updated master plan for phase road development, if any*
 - Compliance with Access Management spacing for external and internal street connections*
 - Compliance with Public Service Pedestrian Accommodations and Connectivity requirements of SSAR*
 - Center line curve radii data of each street*
 - FEMA floodplain crossing, if any*
 - Proposed design speed limit for each street*
 - Right and left turn lane warrants for each external connection*
 - Limits of right of way, existing and proposed
 - Typical sections for each road type

ROUTE: YES NO

* Denotes items from the preliminary plat checklist.

FIRE DEPARTMENT

- The location of all required or existing fire hydrants
- The zoning case number, indicated on the cover sheet

INITIAL _____

ROUTE: YES NO

UTILITIES

- Title Page
 - Project Name
 - Engineer's or Class B Surveyor's Seal and Signature
 - Vicinity Sketch (complete in detail)
 - Table of Estimated Quantities (including breakdown of type of pipe).
 - Title Block
 - Tax Identification Numbers (formerly known as the Tax Map and Parcel Numbers)
 - Magisterial District
 - Name, Address, and Phone Number of Developer/Owner
 - Legend of sanitary sewer and water lines, other utilities and structures existing and proposed ground and pavement profile. Profile information must be shown on profile sheet.
- General
 - The utility plan includes an overall plan of the water and sewer layout, including any phasing of the development.
- Standards
 - Water and Sewer Notes (as a minimum, reference has been made to County Standard specifications and details).
 - Vertical scale is 1" = 5' or 1" = 10'; and horizontal scale is 1" = 50' or as approved by the County. A "bar" scale is shown on each sheet.
 - Plan and Profile sheets are on 24" x 36" paper.
 - Scale drawings are accurate to within +/- 2% for vertical and horizontal scales.
- All Plans include:
 - Existing water and/or sewer lines are properly labeled with size and with horizontal and vertical distances referenced on the plan.
 - All existing easements are shown accurately and proposed utility easements are shown on plans.
 - Road names, state route numbers, and right-of-way widths are shown.
 - Plan and profile are drawn in the same direction. Stations shall ascend from left to right.
 - All property lines and property markers (stones, rods, pins, pipes, monuments, etc.) are shown.
 - Location of existing houses, buildings, fences, wells and other structures are shown on plans. In lawn or kept areas, trees and shrubs in the easements are shown (size and type).
 - Proper labeling of subdivision (lot, block, street names, subdivision boundaries, etc.).
 - Proposed, existing, and original ground elevations are shown.
 - North Arrow is reflected on all plan sheets.
 - Alignment of utility in existing VDOT right of ways is consistent with County guidelines. A copy of a transmittal letter to Virginia Department of Transportation for their review is attached.
- Sanitary Sewer Plans
 - All sanitary sewer plans are labeled with size, grade, length, direction of flow, and type & class of pipes.
 - Manholes are labeled with top and invert elevations, coordinates, and locations.
 - The engineer has field verified the inverts of the existing manhole(s).
 - Greater than 0.4% minimum slope has been used whenever possible.
 - Solid lines have been used for proposed sewers, short dashed lines for existing sewer and labeled future sewer or portions covered under other phases of construction.

INITIAL _____

ROUTE: YES NO

* Denotes items from the preliminary plat checklist.

- All temporary and/or permanent silt basins are shown and the sewer lines and manholes have been designed around these structures.
- **Water Plans**
 - Vertical separation distances at water, sanitary sewer and storm sewer crossings have been addressed at each applicable location in the profile views.
 - Fire hydrants and air relief valves are shown on plans and profile.
 - Plans show all connections to the existing subdivision mains, etc.
 - Engineer has designed water system in accordance with available pressures and has provided fire flow and pressure calculations, in accordance with Appendix 14.
 - Line location is shown 4' from face of curb or 2' off pavement where there is ditch.
 - Pipe sizes noted on plans.
 - Ditch lines are shown on the plan and depth of ditch(s) are shown on the profile.
 - Water line profiles are shown.

ENVIRONMENTAL ENGINEERING

INITIAL _____

- **Transmittal Letter**
 - The Subdivision Plan Design/Review Checklist dated 4/17/13 must be included in EE's submittal.
- **Two (2) copies of approved preliminary conditions/plans and zoning conditions (if any)**
- **Compliance with Environmental Zoning & Preliminary Conditions.**
- **Phased Erosion Control Plan with construction narratives, EC narrative checklist, EC notes, MS-19 table**
- **Onsite/Offsite MS-19 analysis on all outfalls and natural drainways**
 - Section locations shown accompanied by calculations
- **On-site Hydrology/Drainage Area Plan**
 - Minimum 5 foot contours with incremental drainage areas showing acreage contribution to each point of entry to drainage system. Drainage area plan shall be 1" = 50' unless otherwise approved.
- **Off-site Hydrology/Drainage Area Plan**
 - Off-site hydrology must be included in the plan assembly.
- **Profiles of all roads & stubs**
 - To include existing ground, left/right offsets along RW, sags/crests, percent slope, storm sewer/inlet structures and profiles of stub roads 300 feet beyond property line.
- **Profiles of all drainage easement outfalls**
 - To include percent of slope, as well as stationing that corresponds to plan view stationing.
- **Stationing on plan view of all easements and right-of-way for correlation with profiles**
- **10/100 year design calculations provided for drainage improvements – culvert, storm sewer, open channel, HGL, pond routing, etc.**
- **100 year backwaters and 100 year floodplains with section locations and elevations shown in plan view**
- **Drainage structure schedules as applicable on each plan sheet, every pipe segment and inlet assigned structure number**
- **Information on existing structures that affect site, e.g., 'Existing 24" CMP invert in and out'**
- **Chesapeake Bay compliance sheets**
 - CBPA compliance note on title sheet. Compliance sheets must include wetlands, RPA limits, BMP design, CBPA/MS4 table, etc.*
- **Streetlights**
 - A separate, detached plan sheet must be submitted depicting all existing and proposed roads, vehicle counts, and locations of required streetlights as determined under the guidelines of the Chesterfield County Streetlight Policy as it pertains to new development.

* Denotes items from the preliminary plat checklist.

- ROUTE: YES NO
- Correct GPIN or Tax Identification Numbers (plans & application)*
 - Name of Project (Unique Name, No Duplications)*
 - Compliance with Zoning & Preliminary Conditions, as applicable to Planning conditions and notes.
 - Transmittal Letter
 - All submissions will be accompanied by separate transmittal letters clearly identifying the submitting firm, design engineer, contents, and any explanations needed to clarify the purpose of the submittal.
 - Nine (9) sets of construction plans – 2 VDOT, 2 Utilities, 2EE, Planning, CDOT, Fire – must be folded and bundled for each agency. (extra set for Health if Septic)
 - Title Sheet
 - Vicinity Sketch showing existing road names
 - Developer and applicant's name, contact, and walk-in address (street address as well as P.O. Box, if any)
 - Zoning classification, zoning case number
 - Planning/Commission preliminary case number and approval date
 - Existing & Proposed uses*
 - Number of Proposed Lots, Sequential Lot Numbers*
 - Lot Dimensions*
 - Area in Subdivision, in Lots, Open Space & Rights-of-Way*
 - Minimum, Maximum & Average Lot Size*
 - Any parcels or land to be dedicated for public use (Sec. 17-71)*
 - Location of any existing cemeteries/graveyards on the property*
 - Date of Plan*
 - Location and holder of any natural gas, petroleum-based and/or electric transmission line easements on property*
 - Retaining wall note, located on cover sheet
 - Limits of required buffers and tree preservation areas
 - Tree protection tape note and notation (if required)
 - M4-6 / M4-7 notation and detail on all stub and temporary turnaround roads

* Denotes items from the preliminary plat checklist.