

## SUBMITTAL CHECKLIST

**All of the items listed below must be provided** in order for your plans to be accepted for review. Please complete, print your name at the bottom and provide your telephone number. Please call the Planning Department at 804-748-1050 if you have any questions.

<u>ITEM NUMBER</u>	<u>SHEET</u>						
1. Project Name (on cover sheet and in title block of all sheets)	_____						
2. Geographic Parcel Identification Number(s) (GPIN) (shown on the title sheet and layout/site plan sheet)	_____						
3. Name, street address, phone and fax number of the developer owner/agent shown on the title sheet and layout sheet. The same information is needed for the person preparing the plan.	_____						
4. Location Map shown on the title sheet and layout sheet and shall be correct and clear.	_____						
5. Zoning of all adjacent property shown on the layout sheet.	_____						
6. On site plan applications, and on the site plan, list the zoning of the property and all zoning, variance, substantial accord, and other cases that pertain to the site must be shown. Also, label which development district the site is in: Emerging Growth, Post Development, Jefferson Davis Corridor, Village District or other district.	_____						
7. List on the site plan the existing/proposed uses in the building and/or site.	_____						
8. An erosion and sediment control program administration fee must be included as follows:	_____						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"><u>Area of Land Disturbance</u></th> <th style="text-align: left;"><u>Fee</u></th> </tr> </thead> <tbody> <tr> <td>10,000 SF or greater</td> <td>\$1360, plus \$60 per disturbed acre</td> </tr> <tr> <td>2,500 SF to less than 10,000 SF</td> <td>\$100</td> </tr> </tbody> </table>	<u>Area of Land Disturbance</u>	<u>Fee</u>	10,000 SF or greater	\$1360, plus \$60 per disturbed acre	2,500 SF to less than 10,000 SF	\$100	
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9. The plans must bear a signed certification seal of a professional engineer, certified land surveyor, or architect with original signature and dated on cover.	_____						

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- 10. An erosion and sediment control plan must be provided with construction narrative and erosion control details. \_\_\_\_\_
- 11. A drainage area map is required for all on-site or off-site drainage areas. (Maximum scale of 1"=200') \_\_\_\_\_
- 12. Existing and proposed grading contours must be provided on the plan and must have their elevations clearly labeled. \_\_\_\_\_
- 13. Calculations must be submitted to support the design of all proposed culverts, open ditches, drop inlets and storm sewers on VDOT standard calculation sheets. \_\_\_\_\_
- 14. Profiles must be shown for all proposed storm sewer and outfall channels. \_\_\_\_\_
- 15. A highly visible note must be provided on the first sheet showing how compliance with the Chesapeake Bay Preservation Ordinance has been accomplished. If compliance has been achieved through the opt-out procedure, the name of the person who performed the CBPA Opt-Out and date of the approval must be shown. \_\_\_\_\_
- 16. A data map must be submitted which outlines all drainage areas, impervious areas (existing and proposed), RPA and RMA limits, etc., which were used in determining compliance with the Chesapeake Bay Preservation Ordinance. \_\_\_\_\_
- 17. A copy of the Water Quality Section approval letter for the Resource Protection Area Designation, if applicable, must be provided. \_\_\_\_\_
- 18. If public water and/or sewer are to be used, the plan must clearly depict the location and alignment of all proposed lines and how they will connect to the existing utility system. \_\_\_\_\_
- 19. Profiles must be shown for all proposed public water and/or sewer line extension. \_\_\_\_\_
- 20. Show required and proposed parking calculations based upon parking requirements listed in the Zoning Ordinance. \_\_\_\_\_
- 21. Provide ISO calculations on plans. \_\_\_\_\_

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- 22. A site plan review fee must be included per Section 19-25 of the Chesterfield County Zoning Ordinance. (You may call the Planning Department to verify required fees at 804-748-1050.) \_\_\_\_\_
- 23. Submit completed copy of the VDOT Pre-construction Checklist including consultant's signature. \_\_\_\_\_
- 24. Submit completed copy of the VDOT Site Construction Plan Checklist including consultant's signature. \_\_\_\_\_
- 25. Thirteen (13) **folded** sets of plans. \_\_\_\_\_
- 26. Applications that are to be heard by the Planning Commission required an 8 ½" X 11" or 8 ½" X 14" reduction copy of the site plan for staff reports. \_\_\_\_\_

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Consultant's Name

\_\_\_\_\_  
Phone Number

You can assist the Planning Department and speed up acceptance of your plans if you bring a GIS map from Environmental Engineering with your site centered on the map. The cost of \$1. For your own use, you can also get these GIS maps with existing water, sewer and fire hydrant information for \$2 a map. Topography on the GIS maps cost \$12 (with water, sewer and fire hydrants included).

REV: Jan. 13, 2022