

MAJOR SITE PLAN
MAJOR SITE PLAN AMENDMENT
GRADING PLAN
APPLICATION



July 1, 2022

Physical Address:
601 Caroline Street, Suite 400
Fredericksburg, VA 22401

Mailing Address:
PO Box 7447
Fredericksburg, VA 22404-7447

Phone: (540) 372-1179

Email: planning@fredericksburgva.gov

Procedures for this application can be found in
[Part 2, Section 9.I of the UDO Procedures Manual.](#)

APPLICATION SUBMITTAL CHECKLIST

- Pre-Application TRC Date _____
- ["Cultural Resources Assessment Form"](#) completed on (date): _____
This must be completed prior to and included with the submittal of the Major Site Plan Application
- Completed Phase IA Archaeology Study, if required per Assessment Form findings ([§72-50.5](#))
- Completed "Project Information and Primary Contacts" Form
- Completed "Ownership" Form with related documents
- Completed "Detailed Project Description" Form
- Signed "Statements of Understanding" Form (Owners and Applicant)
- Copy of completed "Notification Letter to Adjoining Property Owners"
(mailed to adjoining property owners between 0-5 days prior to submitting application)
- Completed List "Certification of Notice to Adjoining Property Owners"
- "Certified Mail Receipts" of adjacent property owner's letters per Procedures Manual
- Completed "Checklist for Major Site Plan, Major Site Plan Amendment, Grading Plan"
signed by the engineer who prepared the plan
- Nine (9) 24"x36" sets
- Required fee
- Emailed PDF to Development Administrator

FOR OFFICIAL USE: RECEIVED DATE _____ INITIALS _____	OFFICIALLY SUBMITTED DATE _____ INITIALS _____
POST APPLICATION TRC DATE _____	PROJECT NUMBER _____

PROJECT INFORMATION & PRIMARY CONTACTS

Select One:

Major SP

Major Site Plan Amendment

Grading Plan

PROJECT INFORMATION

PROJECT NAME

ADDRESS (IF AVAILABLE)

LOCATION OF PROJECT

TOTAL SITE ACREAGE

GPIN #

ZONING DISTRICT

APPLICANT /AGENT

PRIMARY CONTACT PERSON

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

OWNER (Provide attachments if multiple owners)

PRIMARY CONTACT PERSON

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

PROFESSIONAL (ENGINEER, SURVEYOR, etc.)

PRIMARY CONTACT PERSON

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

CELL NUMBER

EMAIL ADDRESS

OWNERSHIP

Source of Title / Instrument #:

If owned by a Limited Liability Corporation (LLC):

1. Attach a ["Certificate of Fact of Existence"](#) from the State Corporation Commission; and
2. List the names and titles with authority to sign on behalf of the LLC:

OR

If owned by a Corporation (Inc.):

1. Attach a ["Certificate of Good Standing"](#) from the State Corporation Commission; and
2. List the names and titles with authority to sign on behalf of the corporation:

STATEMENTS OF UNDERSTANDING

As owner/co-owner of the property subject to this application, I do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and, further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name/Title	Date
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Signature of Owner/Co-Owner	Printed Name/Title	Date
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Signature of Owner/Co-Owner	Printed Name/Title	Date
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As Applicant or Agent for the Owner(s) of the property subject to this application, I do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Applicant/Agent	Printed Name/Title	Date
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DETAILED PROJECT DESCRIPTION

Clearly Indicate All Information That Applies To This Project.

Description (Including Use): _____

Site Statistics:

_____ # Project Acres	_____ # of Buildings	_____ Public Streets
_____ # Impervious Acres	_____ # of Building SF	_____ Private Streets
_____ # of Open Space Acres	_____ # of Dwelling Units/Lots	_____ # SWM Facilities
	_____ # of Stories	

Zoning:

Zoning District: _____

Are there any **CONDITIONS** associated with this application?

Special Use Permit (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Rezoning (s)	YES <input type="checkbox"/>	Ord# _____	NO <input type="checkbox"/>
Special Exception (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Waiver(s), Appeal(s), Exception(s)	YES <input type="checkbox"/>	# _____	NO <input type="checkbox"/>

Plan Amendments:

Is this a **REVISION** to a previously approved Major Site Plan? YES NO

If YES, provide original Project #: _____

If YES, please provide Amendment Description: _____

**MAJOR SITE PLAN, MAJOR SITE PLAN AMENDMENT, AND GRADING PLAN FEES
EFFECTIVE JULY 1, 2022 (ORD 22-08)**

1. Administrative (Choose One)	Major Site Plan \$1,200.00	Fee	
	Grading Plan \$800		
2. Erosion and Sediment Control (Choose One)	Residential Site Plans < 10 Lots, Multi-Family, and Non-Residential Projects \$800	Fee	
	Residential Site Plans > 10 Lots And Mixed Use Projects \$1,200		
	Grading Plan \$800		
3. Utilities		Linear Footage	
Storm Sewer Systems	\$150.00 plus 0.70/In ft of pipe	Fee	
Sanitary Sewer Systems	\$150.00 plus 0.70/In ft of pipe	Linear Footage	
		Fee	
Water Distribution Systems	\$150.00 plus 0.70/In ft of pipe	Linear Footage	
		Fee	
4. Public Streets	\$700.00 plus 0.70/In ft of each travel lane	Linear Footage	
		Fee	
5. Parking Areas / Vehicular Travel	\$150.00 plus 0.05/sq ft of paved area	Square Footage	
		Fee	
6. Fire	\$175.00	Fee	\$175.00
7. Alternative Parking Plan Alternative Landscaping Plan Site Plan Exception	\$150.00 each	Fee	
8. Archaeology	\$150.00	Fee	\$150.00
Major Site Plan Amendment	50% of the original fee; Minimum Fee of \$650.00	Fee	
Total Fees Due			

FOR INFORMATION PURPOSES ONLY:

Additional fees will be collected in association with a separate land disturbance permit prior to commencement of work – see page 8 for fee schedule.

LAND DISTURBANCE PERMIT FEES
EFFECTIVE JULY 1, 2022 (ORD 22-13)

FOR INFORMATION ONLY – NO NEED TO COMPLETE

Land Disturbing Activity less than 10,000 sq. ft. not associated with single family dwelling or residential accessory improvements (valid for six months)	\$250
Renewal fee for each succeeding 6 month period	\$250
Land Disturbing Activity less than two month’s duration (valid for twelve months)	\$250
Renewal fee for additional two month period	\$250
Land Disturbing Activity 10,000 sq. ft. or greater (valid for twelve months)	\$700 + \$350/acre Max. \$4,100
Renewal fee for each succeeding 6 month period	\$900
Land Disturbing Activity 10,000 sq. ft. or greater associated with single family attached/detached of 10 lots or more and mixed use development (valid for 30 months)	\$6,500 + \$680/acre, no limit to acreage ¹
Renewal fee for each succeeding 6 month period	\$1,850

FOR INFORMATION PURPOSES ONLY:

¹Single Family attached/detached residential units in subdivisions also pay the Residential Lot Grading Plan fee when the building permit is applied for on the individual lot.

NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS

Date: _____

Dear Adjoining Property Owner,

This is to notify you that a **Major Site Plan / Grading Plan Application** will be submitted for approval to the Fredericksburg Community Planning and Building Department.

You may review the application at 601 Caroline Street, Suite 400, or call (540) 372-1179 to obtain more information. Public comment shall be submitted in writing to the Development Administrator within 21 days of the date of this letter. Public comments shall be addressed to the following address:

Development Administrator, Planning Services Division
Community Planning & Building Department
PO Box 7447, Fredericksburg, VA 22404
or by Email: mesherman@fredericksburgva.gov.

The following information is supplied for your convenience:

Name of Project: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone #: _____

Name of Engineer: _____

Type of Use: _____

Specific Location: _____

Additional Information: _____

Sincerely,

Signature

Printed Name

NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS

Date: _____

Re: _____ (Address/GPIN #)

Dear Adjoining Property Owner,

This letter is to notify you that a request for **Site Plan Exception** will be submitted for approval to the City of Fredericksburg on _____.

You may review the application in Suite 400, 601 Caroline Street, Fredericksburg, Virginia, 22401 or call (540) 372-1179 to obtain more information. Public comment will be accepted, in writing, within 21 days from the submission of the application. Public comments should be addressed to the following address:

Development Administrator, Planning Services Division
Community Planning and Building Department
P.O. Box 7447, Fredericksburg, Virginia 22404-7447
By email to: mesherman@fredericksburgva.gov

The following information is supplied for your convenience:

Name of Project: _____

Description of Project: _____

(Include Code Section For Exception Request): _____

Specific Location: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone # of Applicant: _____

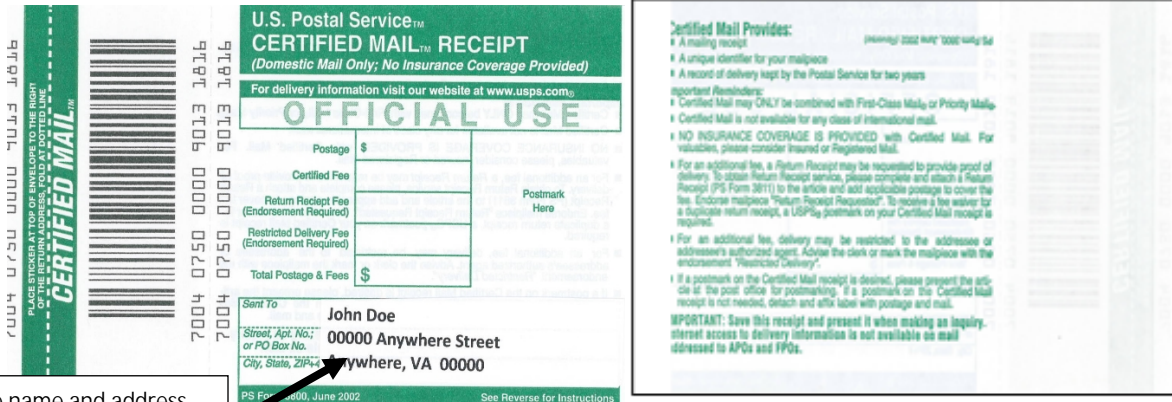
Name of Engineer: _____

Sincerely,

Signature

Printed Name

CERTIFICATE OF NOTICE TO ADJOINING PROPERTY OWNERS



Fill in the name and address of the person to whom the notice is to be sent and attach to the completed application.

PS Form 3800 (Front) (Back)

In accordance with the policies of the Community Planning and Building Department, attached are the postmarked certified mail receipts that will serve as proof of notification of the adjacent property owners.

Signature of Applicant/Agent

Printed Name

Date

EXAMPLE DIAGRAM OF ADJOINING PROPERTY OWNERS

Adjoining property owner names and addresses can be obtained by visiting the City website at www.fredericksburgva.gov and following the link to GIS, or by visiting the Office of Real Estate at City Hall, 715 Princess Anne Street, Room 107.

SUBJECT ADDRESS

GPIN #

Adjoining Property Owner's Name and Mailing Address:

Property Address		GPIN NUMBER
Owner Name		
Mailing Address		

City, State, Zip		
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Property Address		
Owner Name		<hr/> GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		<hr/> GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		<hr/> GPIN NUMBER
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City, State, Zip		

Property Address		
Owner Name		<hr/> GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

ATTACH ADDITIONAL SHEETS IF NECESSARY

CHECKLIST FOR MAJOR SITE PLAN, MAJOR SITE PLAN AMENDMENT, AND GRADING PLAN

A. General Information		
1	Application, nine folded (9) copies of plans, list of adjacent property owners, copy of public notice letter, certified mail receipts for public notice, and fee.	
2	Per §72-21.6.A.(5), the applicant shall provide satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owed to the locality and have been properly assessed against the subject property, have been paid.	
3	Project name.	
4	Project number on the bottom right corner of all sheets, e.g. SPMAJ 20XX-XX.	
5	Brief narrative describing project on coversheet.	
6	Geographic Parcel Identification Number (GPIN) number for parent parcel(s).	
7	Name, address, email address, phone number of developer.	
8	Name, address, email address, phone number of owner.	
9	Source of Title. A certificate signed by the surveyor or engineer shall be submitted setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.	
10	Engineer's Certificate. A certificate signed by the surveyor/engineer stating that all requirements of the City of Fredericksburg, Virginia, have been complied with.	
11	Names of holders of any easements affecting the property.	
12	Name, address, email address, phone number, and registration seal of the engineer/surveyor/landscape architect who prepared the plan.	
13	Date of drawing (including the revision dates).	
14	Number of sheets.	
15	Match-line key plan, if multiple sheets; overall plan, if multiple sheets, showing the plan in its entirety on one sheet, with an information legend and without the match-line key plan information.	
16	North arrow shown, and where practical, oriented to the top of the page; graphic scale.	
17	Approval Block containing: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Development Administrator <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Zoning Administrator (if conditional zoning applies) <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Historic Resources Planner (if in Historic District or Gateway Overlays) <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Stormwater Administrator Approved for Fire Lanes and Signage, Hydrant locations and Color Coding, FDC and PIV Locations, Turning Radii and Roadway Width for Emergency Vehicles	

	<hr/> Fire Marshal Approved for Work Related to Public Water, Sewer, Storm Drainage, Street Trees and Rights-of-Ways <hr/> Department of Public Works	
18	Vicinity map. The location of tract shall be shown by a vicinity map at a scale of not less than one inch equals 2,000 feet and such information as the names and numbers of adjoining streets, streams and bodies of water, railroads, subdivisions, and districts or other landmarks sufficient to clearly identify the location of the property.	
19	Boundary. A boundary survey of the tract with an error of closure within the limit of one in 10,000 related to the true meridian and showing the location and type of boundary evidence shall be included. The survey shall indicate scaled coordinates referred to in United States Coast and Geodetic Survey (USC&GS), Virginia grid north 1983, and shall be tied to the Virginia State Plane Coordinate System, North American Datum of 1983 (NAD 83), horizontally, and North American Vertical Datum of 1988 (NAVD 88) vertically.	
20	Owner names, use, and GPIN numbers labeled for adjacent properties.	
21	All horizontal dimensions shown on the plan shall be in feet and decimal fractions of a foot to the closest 1/100 foot, and all bearings in degrees, minutes and seconds to the nearest ten seconds.	
22	A geotechnical report, prepared by or under the direction of a professional engineer experienced in soil and foundation engineering, shall be included for site plans.	
23	Geometric location data and areas for all private or public rights-of-way, common areas, utility centerlines and easements, structures, and lot lines shall be indicated.	
24	Existing topography of the parcel(s) and surrounding vicinity with a maximum contour interval of two feet shall be provided, except where existing ground is on a slope of less than two percent, and then either one-foot contours or spot elevations, not more than 50 feet apart in both directions, shall be provided. Reference source and date of all topography.	
25	Proposed finished grading by two-foot contours (or one-foot contours at City staff discretion) shall be indicated, to be supplemented where necessary by spot elevations and sectional information. Limits of grading shall be clearly indicated.	
26	Stand-alone lot grading sheet for all proposed residential subdivision lots that includes at a minimum: <ul style="list-style-type: none"> a. Lot lines b. Two-foot topography over the entire lot c. Show grading/spot shots that verify 6 inches of fall within the first 10 feet of the foundation d. Streets e. Environmental features (RPA, floodplain, wetlands, etc.) clearly delineated and labeled f. Easements 	

	<ul style="list-style-type: none"> g. Tree lines h. Buildable area within each lot i. Proposed house location on each lot for an average size house for the proposed development j. Limits of disturbance for typical/reasonable sized yard k. Driveway location l. Silt fence depicted along all downslope sides of the lot at the edge of the buildable area AND along the road frontage m. 100-year backwater from cross culverts in sags assuming 100% blockage, adjacent drainage ways, wetlands, ponds, etc. n. For all buildings where the Q100 backwater/overflow is directed between the structures, add a note to each of them stating that all HVAC units must be installed either i) elevated or; ii) behind the units clearly outside of the Q100 flood path o. Show the 100-year backwater elevation for all culverts (assume 100% blockage) under the road and provide the minimum finished floor elevation for each house 1.5 feet above the low point in the road/curb over the culvert 	
27	<p>Historic/Archaeological.</p> <ul style="list-style-type: none"> a. Delineate all known historic and archaeological sites and resources, as identified by the Virginia Department of Historic Resources or by the Fredericksburg Planning Office. b. A Phase IA reconnaissance study prepared by a professional archaeologist identifying any potential archaeological sites or resources. A Phase IB, Phase II, or Phase III study may be substituted. The requirement is waived for sites assessed at a low, medium-low, or medium probability for archaeological resources on the City's predictive model; if the applicant can demonstrate that previous grading or disturbance has destroyed any potential resources; or the development has been approved through a compliance process for Section 106 of the National Historic Preservation Act. c. If a site is determined likely to exist or archaeological resources adversely impacted by the development, a Phase IB identification survey prepared by a professional archaeologist. d. If a site is identified, determined likely to be significant, and impacted by the development, a memorandum of agreement detailing a scope of work for additional Phase II or Phase III investigation and mitigation measures, including avoidance or site interpretation, must be approved. 	
28	Cemeteries. Any grave, object or structure marking a place of burial shall be identified	
29	Building Use. Plans shall identify proposed building types by building use codes as defined in the Virginia Uniform Statewide Building Code	
30	Additional information specific to the proposed use shall be included, as deemed necessary by the Development Administrator for adequate site plan review.	
B. Environmental		

1	<p>Water Quality Impact Assessment shall be provided to assess the site for the presence of Chesapeake Bay Resource Management and Resource Protection Areas (RMA/RPA), perennial features, and wetlands. The site plan shall include:</p> <ul style="list-style-type: none"> a. "To scale" field-surveyed locations of all RPA features, 100-yr floodplains and wetlands b. Dam-break inundation zones a. Original signed copy, by a qualified professional (state licensed professional engineer, soil scientist, geologist, wetland delineator) of a site-specific in-field evaluation and delineation for perennial flow based on the latest edition of guidance documents issued by the Chesapeake Bay Local Assistance Department (CBLAD). Form provided by Planning Services Environmental Section. 	
2	<p>PASS Note (on the coversheet)</p> <p>Due to recent findings of possible acid sulfate soils (PASS) within the proximity of the City of Fredericksburg, the developer, builder and engineer acknowledge that if acid sulfate soils or other soils that produce a pH of <4 are present on the project site, extensive treatment to bring the soils acid/pH level to an acceptable level to sustain plant growth may be required.</p>	
3	<p>FIRM note (on the coversheet):</p> <p>The property shown hereon is located in Zone (insert flood hazard area, i.e. zone), an area determined to be (insert percent) annual chance flood, as graphically shown on FIRM map community panel number (insert panel number), dated September 19, 2007 (last revised FIRM).</p>	
4	<p>Chesapeake Bay Preservation Act note (on the coversheet):</p> <p>The property is in/out of (<i>select one</i>) a Chesapeake Bay Resource Management Area (RMA) and does/does not (<i>select one</i>) contain a 100-foot Resource Protection Area Buffer. (Must be supported by the WQIA)</p>	
5	<p>RPA Impacts Table (on the coversheet)</p> <p>Provide a table that provides the following information:</p> <ul style="list-style-type: none"> a. States amount of RPA disturbance type broken into following categories: road, storm sewer, utilities b. States the square footage of each RPA disturbance occurrence c. States a final total of all RPA disturbances d. Also, provide on the plan sheets the square footage of RPA disturbed by each disturbance type to support the table 	
6	<p>Sixth Order Hydraulic Unit Code (HUC) (on the coversheet)</p> <p>HUC RA45 – Portions of "Celebrate Virginia South" (confirm using DCR's Virginia Hydraulic Unit Explorer website)</p> <p>HUC RA46 – All other areas</p>	

7	Engineer Certification for Land Disturbance (on the coversheet): I, (<u>Name</u>), certify that XXX.XX acres of land disturbance and XXX.XX square feet of impervious area will be created with the project. Signed (<u>Signature</u>) License #: _____	
8	Responsible Land Disturber Note (on the coversheet): Until further notice, the Responsible Land Disturber for this project is: _____ _____ Name Certification # _____ Expiration Date	
C. Fire Protection		
1	Locations of existing and proposed fire hydrants including proposed connection points.	
2	Flow calculations for fire hydrants in gallons per minute.	
3	Fire lane locations and markings per the Statewide Fire Prevention Code.	
4	Post indicator valve locations.	
5	Typical detail including make and model number for proposed fire hydrants.	
6	Turning radius on all turns including cul-de-sacs.	
7	Connections and color flow charts.	
D. Stormwater Management/Erosion & Sediment Control		
1	Provide the drainage area in acres (supported by outlined contour map).	
2	Provide runoff coefficients for the pre-developed and post-developed drainage areas. They must reflect the conditions of ultimate development.	
3	Provide supporting calculations for the computations of Q1, Q2, Q10, Q25, Q50 and Q100, both pre-developed and post-developed where required.	
4	Provide supporting calculations for all channels, existing and proposed, natural and man-made, including the following: a. Depth b. Type of lining c. Manning's "n" value d. Typical channel cross section e. Side slope ratios f. Q2, Q10, Q100, V2, D10	

	<ul style="list-style-type: none"> g. Longitudinal slope h. Linings described by stations i. Contributing drainage areas j. Flow arrows 	
5	<p>Provide for all culverts the following:</p> <ul style="list-style-type: none"> a. Inverts b. Length c. Type, (min. RCP Class III) d. Headwater depth e. Discharge protection f. Outlet velocity g. Diameter (min. 15 inches) h. Design cover i. Provide additional information as required on VDOT culvert design form LD-269 	
6	<p>Provide for all curb and gutter/storm sewer systems the following:</p> <ul style="list-style-type: none"> a. Depth and spread in gutter b. Length of throats and placement of inlets c. Type of material d. Diameter (min. 15 inches) e. Velocity (min. allowable of 3 FPS maintained) f. Capacity (based on 10-year storm event) g. For all inlets and yard drains delineate the 100-year headwater elevation and label "Limits of 100-yr storm" h. Hydraulic grade line (HGL) computations noting elevations at key points (drop inlets, manholes, etc.) in VDOT standard form (See VDOT Drainage Manual, Section 9.5.6 Hydraulic Grade Line Procedure) i. Concrete flume transition details from curb to ditch j. VDOT Road and Bridge Standard details for structures and practices (drop inlets, curb/gutter, 	

	IS-1, etc.) k. Provide the profile for the storm sewer and associated HGL in conjunction with any road profiles or other utilities	
7	Provide details of all special design structures (flumes, basin outlets, energy dissipaters, etc.)	
8	Provide for all detention/retention basins the following: a. Construction details for the basin and outlet devices b. Storm routings for the 2-, 10-, and 100-year/24 hour storms (also 1-year/24 hour storm for “energy balance”) c. Delineate the approximate 100-year storm elevation d. Contributing drainage areas e. Compliance with all specifications and appendices of the Virginia Stormwater BMP Clearinghouse f. A maintenance plan for short and long-term maintenance requirements	
9	Stormwater Management Facility/BMP Maintenance Agreement: This agreement will be on a form provided and approved by City Attorney. The recorded instrument number must be referenced on the plan before approval. Provide the following note: There is a maintenance agreement for this facility recorded by instrument # _____ that requires, in addition to the maintenance conditions contained therein, that the on-site facility/dam (including outlet works) must be inspected by a professional engineer within 30 days of completion of the facility, and at least once every five years thereafter. The engineer’s inspection report must be subsequently submitted to the City of Fredericksburg Planning Services Division for their review and file.	
10	Virginia Runoff Reduction Method (VRRM) Calculations: Provide all applicable spreadsheet tabs including Site Area, Drainage Area tabs, and Compliance Summary tab on the site plan. Provide a plan sheet that supports the site area tab figures for pre- and post-developed land cover conditions.	
11	Nutrient credit availability letter on the site plan if required.	
12	Stormwater Management Narrative: Provide a narrative that discusses how channel protection/localized flooding criteria has been addressed at each discharge point/analysis point.	
13	Water Quality Narrative: Provide a narrative that discusses how water quality technical criteria has been addressed for the land disturbing activity.	

14	Erosion and Sediment Control Narrative: <ul style="list-style-type: none"> a. A brief project description of the nature and purpose of the land disturbing activity, and the amount of grading involved b. A description of the existing topography, vegetation, and drainage c. A description of neighboring areas such as streams, lakes, residential areas, streets, etc., which might be affected by the land disturbance d. A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture, and soil structure e. A description of areas on the site which have potentially serious erosion problems. f. A description of the methods which will be used to control erosion and sedimentation on the site. g. A brief description, including specifications, of how the site will be stabilized after construction is completed. h. A schedule of regular inspection and repair of erosion and sediment control structures i. Any calculations for the design of such items as sediment traps, sediment basins, diversions, etc. 	
15	Delineate the limits of all land disturbance associated with the proposed project and label the acreage amount.	
16	Show the boundaries of different soil types on the plan.	
17	Show the locations of the erosion and sediment control measures to be used on the proposed project. Include drainage divides to those measures and provide a sequence of construction.	
18	Provide latest Virginia Erosion and Sediment Control Handbook (VESCH) details of all structural practices used to control erosion and sedimentation.	
19	Provide a temporary and permanent seeding schedule on the plans (reference VESCH).	
20	Provide City standard Erosion and Sediment Control and Pollution Prevention Plan notes on the plan.	
21	Stormwater Pollution Prevention Plan (SWPPP) for all land disturbing activities that disturb 1 or more acres (two copies). A template is available upon request.	
22	Cost estimates for stormwater and erosion and sediment control devices and facilities per § 72-27	
E. Streets		
1	All existing and proposed streets and easements, identified with names, numbers and widths.	
2	An estimate of the daily vehicle trips generated by the project shall be included.	
3	Typical street and parking area pavement and design sections shall be included.	
4	Provide VDOT Flexible Design Worksheets for New Subdivision Streets (Re. Appendix IV, VDOT – Pavement Design Guide for Subdivision and Secondary Streets in Virginia).	

5	On the coversheet, state which streets will be public and which will be private and add the following notes: <ul style="list-style-type: none"> a. Inspection and approval of the subgrade (proof roll) is required prior to the placement of stone; City staff will provide the inspection within 48-hours of notification. b. Inspection and approval of the compacted aggregate surface for depth (minimum 6 inches) and condition is required prior to the placement of asphalt; City staff will provide the inspection within 48-hours of notification. 	
6	Plans and profiles for all streets shall be included, including centerline elevations computed to the nearest 1/100 foot at 50 foot horizontal station intervals and at other locations of geometric importance.	
7	Cost estimates for public street improvements and drainage.	
8	Address plan, if applicable.	
9	Traffic control plan, where appropriate, for work with the public right-of-way.	
10	A detail and the location of street signs shall be shown.	
F. Water/Sewer		
1	Existing and proposed utilities and easements.	
2	Provide water and sewer analysis.	
3	Plans and profiles shall be included detailing all existing and proposed utilities, including water and sanitary sewer facilities, all pipe sizes, types and grades with supporting capacity calculations, and where connection is to be made to the City or to another utility system. Plans and profiles shall be submitted on federal aid sheets or the equivalent thereof, to a scale of one inch (horizontal) equals 50 feet or larger and one inch (vertical) equals five feet or larger.	
4	Cost estimates for public water and sewer improvements per § 72-27.	
G. Zoning		
1	The zoning classification and land use for the area being developed and for adjoining properties. As applicable, a copy of the conditional zoning ordinance, variance approval, special exception, and/or special use permit resolution for the property being developed with narrative and graphic description how proffers and/or conditions will be implemented shall be included on the plan.	
2	Density. Calculations comparing the permitted and proposed residential density, where applicable.	
3	Open Space. Calculations comparing the minimum required open space and proposed open space for the area being developed.	
4	Bulk Regulations. Building setbacks, minimum frontage requirements, and minimum lot width requirements shall be noted on the plan.	
5	The proposed location, general use, number of floors, height, floor area ratio and the net and gross floor area for each building shall be indicated, including outside display areas and the number, size and type of dwelling units.	
6	Parking calculations comparing the minimum required parking and proposed parking (Non-ADA, ADA, Bicycle Parking, and Loading Spaces).	

7	The location and dimension from any property line of the following in accordance with § 72-82.4.C(2): a. Heating, ventilation, air conditioning, and emergency electricity generation equipment; b. Bay or display windows that project beyond the building line; c. Chimneys; d. Covered and uncovered porches and stoops; e. Basement entrances, fire escapes, and uncovered stairs; f. Awnings, cornices, canopies, eaves, and balconies; g. Carports; h. Uncovered decks; i. Roofed deck	
H. Other Site Improvements		
1	All off-street parking, related driveways, entrance types, loading spaces and walkways shall be shown, indicating type and dimensioning of surfacing, size, stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by UDO Article 72-5.	
2	Locations for all open spaces, identifying areas for and improvements to all recreational facilities, tot lots, natural areas, and related pedestrian accommodations, shall be included.	
3	The location of the proposed project sign.	
4	The location and method of garbage and refuse collection in accordance with § 72-55.5 and 57 of the UDO shall be indicated. All screening of refuse and pads shall be shown with typical detail.	
5	Detail, location, and photometric plan for lighting shall be indicated in accordance with § 72-58.	
6	A landscape plan, including dimensions and distances and the location, size and description of all proposed landscape materials, and specimen tree inventory as required by UDO Article 72-5 shall be submitted. Existing vegetation, proposed removal of vegetation, and proposed replacement of vegetation shall also be indicated. Planting and tree well details.	
7	Location, type, size and height of fencing, retaining walls and screen planting, as required by the provisions of by UDO Article 72-5, shall be indicated.	

I, _____, duly licensed / certified in the Commonwealth of Virginia, do hereby certify that the plan submitted with this checklist conforms to the requirements of the Fredericksburg City Code. I further certify that the above checklist is complete and accurate.

Signature

Printed Name

Date