

Please complete both sides of this form

CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES
Site Plan Checklist: Preliminary Review

- This checklist has been created to provide better customer service and streamline our review process. We ask that you use this checklist to insure a timely review and to avoid multiple site plan submittals. Thank you, Neighborhood Development Services.

Project Name _____
Tax Map and Parcel _____ Existing Zoning and Use _____
Special Overlay Zoning? Architectural Design Control (ADC) or Entrance Corridor (ECH) circle if applicable
Physical Street Address _____
Property Location _____

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Key: "Staff Responsible"

- (P) Planner
- (E) Engineer
- (TE) Traffic Engineer
- (ZA) Zoning Administrator
- (BO) Building Official

Code for Checklist

- √ = provided and adequate
- 0 = provided but not adequate
- X = not provided

Site Plan Requirements

Section 34-827

___	P	___	10 Copies.....	a
___	P	___	Name of Development.....	1
___	P	___	Name of Owner/Developer/and other individuals who prepared the plan (including professional seal with signature and date).....	1
___	P	___	Zoning District (Classifications/Variances/Proffers/Bonuses).....	1
___	P	___	Tax Map and Parcel Number.....	1
___	P	___	City and State.....	1
___	P	___	North point.....	1
___	P	___	Scale 1:20.....	c
___	P	___	USGS Datum Reference.....	1
___	P&E	___	Source of Topography and Survey.....	1
___	P	___	Sheet Number and Total Number of Sheets.....	1
___	P	___	Date of Drawing and Revisions (Note: All revision dates and descriptions must be included on amended site plans).....	1
___	P	___	Adjacent Property Info (Zoning/Tax Map and Parcel/Present Use).....	1

Existing and Proposed Items

___	P&ZA	___	Lot lines, minimum setback lines, separation requirements for yard and building (Violations_____).	1
___	P	___	Vicinity Sketch.....	1

<u> </u>	<u> </u>	<u>P&E</u>	<u> </u>	Boundary Dimensions.....	1
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Proposed Use (max. acreage for each).....	2
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Max. Dwelling Units by Type.....	2
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Gross Residential Density.....	2
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Recreation Areas: sq. footage.....	2
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Open Space: percentage and sq. footage.....	2
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Maximums: (non-residential uses, lot coverage, height, impervious cover paved parking and vehicular circulation).....	2
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Site Plan Phasing.....	3
<u> </u>	<u> </u>	<u>P&E</u>	<u> </u>	Topography.....	4
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Existing Watercourses and Floodplains.....	6, 7
<u> </u>	<u> </u>	<u>P&E&TE</u>	<u> </u>	Existing and Proposed Streets (Including Easements, Right-of-ways, and detailed measurements).....	8
<u> </u>	<u> </u>	<u>P&E</u>	<u> </u>	Existing Sewer Facilities, Drainage Channels and Easements.....	9
<u> </u>	<u> </u>	<u>E</u>	<u> </u>	Storm Drainage Facilities with Storm Detention and Water Flow.....	10
<u> </u>	<u> </u>	<u>E</u>	<u> </u>	Show Roof Drain location(s) and output(s).....	10
<u> </u>	<u> </u>	<u>E</u>	<u> </u>	Utilities (including easements).....	11
<u> </u>	<u> </u>	<u>E&P</u>	<u> </u>	Proposed Improvements (Including Buildings and Other Structures, walkways, trash containers, lighting, parking lots, loading areas, etc)....	13
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Areas Dedicated for Public Use (if applicable).....	14
<u> </u>	<u> </u>		<u> </u>	Stormwater Management Plan Utilizing BMP's	
		<u>Landscaping</u>		Section 34-867	
<u> </u>	<u> </u>	<u>E</u>	<u> </u>	Utility lines shown.....	11
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Proposed Landscaping (location, size, shape and generic type) including screens.....	1
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Proposed Plantings (Number, height, size and name. This shall include calculations of open space and tree coverage. See City of Charlottesville Recommended Plant Species for reference).....	2
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Street Trees: Corridor District? Primary or linking?.....	3
<u> </u>	<u> </u>	<u>P</u>	<u> </u>	Existing Vegetation and Landscape Features (Tree survey – all trees over 6" in caliper and a signed conservation checklist).....	4,5
		<u>Traffic</u>			
<u> </u>	<u> </u>	<u>P&ZA</u>	<u> </u>	Schedule of Parking (min. required, amount provided, paved and circulation).....	2
<u> </u>	<u> </u>	<u>TE</u>	<u> </u>	Ingress and Egress (showing centerline).....	12
<u> </u>	<u> </u>	<u>TE</u>	<u> </u>	Estimated Traffic Generation Figures (ITE Trip Generation).....	16
<u> </u>	<u> </u>	<u>P&ZA</u>	<u> </u>	Signs (location, character, height and orientation) in accordance with Article IX, Section 34-1020 City Code.....	17

Comments:

Note: For detailed description of the items on this checklist, refer to the City Zoning Ordinance Article VII, Site Plans, Section 34-827.

- It is recognized that there may be other ways to accomplish the solutions to items/issues listed above, which may come out in the preliminary review conference.