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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<table>
<thead>
<tr>
<th>Key: “Staff Responsible”</th>
<th>Code for Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>(P) Planner</td>
<td>√ = provided and adequate</td>
</tr>
<tr>
<td>(E) Engineer</td>
<td>0 = provided but not adequate</td>
</tr>
<tr>
<td>(TE) Traffic Engineer</td>
<td>X = not provided</td>
</tr>
<tr>
<td>(ZA) Zoning Administrator</td>
<td></td>
</tr>
<tr>
<td>(BO) Building Official</td>
<td></td>
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</tbody>
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#### Site Plan Requirements

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

#### Existing and Proposed Items

- Lot lines, minimum setback lines, separation requirements for yard and building (Violations)
- Vicinity Sketch

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Section 34-827

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Please complete both sides of this form
Boundary Dimensions.................................................................1
Proposed Use (max. acreage for each)............................................2
Max. Dwelling Units by Type.........................................................2
Gross Residential Density.............................................................2
Recreation Areas: sq. footage.........................................................2
Open Space: percentage and sq. footage........................................2
Maximums: (non-residential uses, lot coverage, height, impervious cover
paved parking and vehicular circulation)........................................2
Site Plan Phasing...........................................................................3
Topography...................................................................................4
Existing Watercourses and Floodplains.........................................6, 7
Existing and Proposed Streets (Including Easements, Right-of-ways,
and detailed measurements)......................................................8
Existing Sewer Facilities, Drainage Channels and Easements.........9
Storm Drainage Facilities with Storm Detention and Water Flow.....10
Show Roof Drain location(s) and output(s).................................10
Utilities (including easements).....................................................11
Proposed Improvements (Including Buildings and Other Structures,
walkways, trash containers, lighting, parking lots, loading areas, etc)....13
Areas Dedicated for Public Use (if applicable)...............................14
Stormwater Management Plan Utilizing BMP's

Utility lines shown........................................................................11
Proposed Landscaping (location, size, shape and generic type)
including screens.........................................................................1
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
Street Trees: Corridor District? Primary or linking?......................3
Existing Vegetation and Landscape Features (Tree survey - all trees over
6” in caliper and a signed conservation checklist).........................4, 5

Schedule of Parking (min. required, amount provided,
paved and circulation)...............................................................2
Ingress and Egress (showing centerline).........................................12
Estimated Traffic Generation Figures (ITE Trip Generation).........16
Signs (location, character, height and orientation) in accordance with
Article IX, Section 34-1020 City Code.........................................17

Comments:
____________________________________________________________________________
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____________________________________________________________________________
____________________________________________________________________________
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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.

Revised: July 2019