



1601 Orange Road
Culpeper, VA 22701

SUBDIVISION AND SITE PLAN CHECKLIST

NAME OF PROJECT _____ ROUTE _____
 DEVELOPER _____ PHONE (____) _____ - _____
 ADDRESS _____ ZIP _____
 ENGINEER _____ PHONE (____) _____ - _____
 COUNTY _____ DATE: _____

Plan Sheet to Include		Yes	No	Reason for No
I. GENERAL INFORMATION				
1	Site plan name.			
2	Date of plan.			
3	Standard cover sheet with surveying and mapping control information. Vicinity map (1" = 2000') and title block information section completed.			
4	Scale shown on plans 1" = 50' or larger. (1"=25'-horz and 1"=5'-vert preferred scales on road plans)			
5	Contour interval not to exceed 5'.			
6	Boundary survey of record.			
7	Original seal and signature on each sheet by a Virginia Registered Professional Engineer or Land Surveyor.			
8	Show total acreage, current zoning, and proposed zoning by acres.			
9	Parcel identification, tax map, ref. Numbers, owners name, present zoning, and use of all abutting parcels.			
10	Any waivers, zoning variances, or proffers granted for the project shown on the plans.			
11	Master plan (all phases or proposed sections).			
12	Show site layout including lot numbers and acres.			
13	North Arrow on each sheet			

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	Plan Sheet to Include	Yes	No	Reason for No
14	Show state route numbers and names on all existing streets to which connections are to be made. Also, all proposed street names.			
15	Show right-of-way lines, width, centerline, limits of construction, and pavement width.			
16	Set of general notes explaining details of plan.			
17	Written description of all plan revisions, including date, shall accompany all revised plans submitted for re-evaluation and approval.			
18	Proposed bldg. location(s), use square footages and distance to property lines.			

II. STREET GEOMETRY & PROFILES

1	Location of entrance and distance measured to nearest intersection of state route or crossovers for field verification of sight distance.			
2	Radius of all curb returns to face of curb. On streets where curb and gutter are not required, indicate radius to edge of pavement.			
3	Plan view of planned streets and intersection improvements.			
4	Profile of all planned streets with stationing, centerline elevations, functional classification and design speed indicated.			
5	Profile of street widening and/or turn lane additions.			
6	Indicate right-of-way width, centerline bearings and stationing on planned streets. Include full curve data			
7	TC-5 Superelevation rates and transitions			
8	Indicate all temporary turnaround construction with sufficient easements.			
9	Show existing entrances, street connections, crossovers, etc., located along existing roadway that may be affected by the development.			
10	Existing and proposed rights-of-way, centerline, width, posted speed and route number on adjacent streets.			
11	Crossover spacing and sight distance.			
12	Indicate lengths of existing and/or proposed deceleration left and right turn storage lanes.			

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Plan Sheet to Include		Yes	No	Reason for No
13	Show sight distance at all street intersections with profiles. Allow for landscaping, sign placement and all obstructions that may affect or obstruct sight distance.			
14	Provide sufficient information on each existing and proposed street, including estimated traffic volumes.			
15	Soils map information and actual tested CBR values under proposed roadway.			
16	Driveway locations shown. <i>Note:</i> Spacing and distances from intersections should be in accordance with VDOT & FHWA Guidelines			
III. DRAINAGE				
1	Show storm sewers, curb & gutters, sub-drains and/or culverts with direction arrows of drainage flow.			
2	Show location of all streams or drainage way related to construction. Flow directions should be included.			
3	Existing and proposed storm drainage and storm sewers calculation.			
4	Show 100-yr. Flood boundaries, source of information, and square footage used.			
5	Driveway culverts, size and location. Include flow direction arrows			
6	Profile of crossing culverts and/or storm sewer systems			
7	Details of major structure or special design structures. Include shop drawings if appropriate.			
8	Show Hydraulic Grade Line in storm sewer systems.			
9	Pre and post construction drainage divides			
10	Road and other construction insures drainage water will not rise higher than 18" below the shoulder of proposed or existing public roads. At a minimum, culverts designed to accommodate the following flood frequencies: Secondary and Subdivision streets: 10-yr Primary and Parkways: 25-year			

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IV. UTILITIES			
1			
	Show all existing utilities within limits of proposed and/or existing right-of-way including sanitary sewer, waterline, fire hydrants and other.		
2			
	Show all proposed utilities within limits of proposed and/or existing right-of-way. <i>Note:</i> Manholes shall not be located in the pavement or shoulder of highways.		
3			
	Profile existing and proposed utilities within street's right of way. Depths below finished grade should be clearly defined.		
4			
	All utilities placed within the highway right of way located on the outer 3 to 5 feet of the edge of the right of way.		
5			
	Provide a note or necessary documentation explaining maintenance entity of the utilities within the proposed or existing right of way.		
6			
	Proposed utilities other than water and sewer. (Gas, Electric, Telephone, etc)		
7			
	Existing and proposed easements, width, and use. Note certifying applicant has right to use existing ingress easement to make any proposed improvements.		
V. TYPICAL SECTION			
1			
	Full width typical sections shown for each street classification planned.		
2			
	Full width typical sections for widening of existing streets or turn lane additions.		
3			
	All planned assets and dimensions shown. <i>Note:</i> Show separate typical sections for multiple street widths or configuration.		
4			
	Planned pavement structure and projected CBR values.		
5			
	Note indicating Flexible Pavement Design Worksheets, based on 2000 Pavement Design Guide, will be provided to VDOT prior to material placement.		

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VI. TRAFFIC IMPACT ANALYSIS				
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> Scoped and Submitted Previously? <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
1	Introduction. A. Site and study area boundaries. B. Existing and proposed site uses. C. Existing and proposed nearby uses. D. Existing and proposed roadways and intersections.			
2	Analysis of existing traffic conditions. A. Daily and peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
3	Analysis of future conditions without development. A. Daily and peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
4	Trip generation with ITE land use codes. (Include spreadsheet for calculating pass-by and internal capture trips)			
5	Trip distribution/direction split.			
6	Traffic assignment/turning movements.			
7	Recommended improvements. A. Proposed recommended improvements. B. Capacity analysis at critical points. C. Levels of service at critical points.			
8	Conclusion			

If a Traffic Impact Analysis has been completed prior to this plan review include a comparison narrative to document the plan is consistent with the conclusions of the previously submitted study.

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VII. PAVEMENT MARKINGS AND SIGNAGE			
1	Include pavement markings layout.		
2	Indicate type and class of pavement markings.		
3	Sign placements with MUTCD designation		
VIII. OTHER			
1	Name of any previously approved plan must be referenced on plans.		
2	Certification by submitter that plans conform to all VDOT design standards, as well as county ordinances, comprehensive plans and regulations.		
3	Approval of Erosion and Sediment Control Plan by local Conservation District or DCR		
IX. NOTES			
1	The developer is responsible for supplying sufficient information for the department to determine entrance and road design features to adequately serve the existing roadway and the proposed development.		
2	Subdivision plans shall be designed in accordance with VDOT's "Subdivision Street Requirements" manual and "Road and Bridge Standards."		
3	All commercial entrances must meet VDOT standards and specifications as designated in the "Minimum Standards of Entrances to State Highways" manual.		
4	Plans submitted need to include two sets of plans for review.		
5	Explain all "NO" answers if information is not included in the site/subdivision plans.		

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Certification:

I hereby certify the information outlined within this checklist is accurately shown in the attached plans. I further certify the submitted plans and profiles are in accordance with Virginia Department of Transportation standards and specifications.

Engineer's or Land Surveyor's Signature

Date:

SEAL: