

<h1 style="margin: 0;">SITE PLAN SUBMITTAL CHECKLISTS</h1> <p style="margin: 0;">(This sheet to be attached to Site Plan Review Application Form)</p> <p style="margin: 0;">PRINCE GEORGE COUNTY PLANNING DEPARTMENT</p>	OFFICE USE ONLY
	APPLICATION #:
	DATE RECEIVED:

NOTE: Only complete the checklist section(s) as applicable based on the type of Site Plan submitted. If in doubt about what type of Site Plan is being submitted, please contact the Planning Department at 804-722-8678 or planning@princegeorgecountyva.gov.

MAJOR AND MINOR SITE PLANS PURSUANT TO SECTION 90-824

Item	Sheet # (Engineer Complete)	Reviewer Notes
(1) Name and location of the proposed development.		
(2) The boundary of the entire tract showing distances and bearings.		
(3) The name and address of the property owner and/or developer of the site, if different than the owner and the name and address of the person or firm preparing the site plan.		
(4) Area and present zoning of the site proposed for development.		
(5) Adjacent and abutting properties with information on ownership, zoning and current use.		
(6) Location of the lot or parcel by vicinity map. Site plans shall also contain a north arrow, original date, revision dates and graphical scale.		
(7) The names and locations of existing and proposed public or private streets, alleys and easements on or adjacent to the site. The center lines or boundary of adjacent rights-of-way shall be known.		
(8) The exact location of buildings or structures existing on or proposed for the site, including their setbacks from property lines, and the distance between buildings or structures.		
(9) The existing topography of the parcel prior to grading and the proposed finished contours of the site with a maximum of two foot contour intervals.		
(10) Property lines of the parcel(s) proposed for development, including the distances and bearings of these lines. If only a portion of a parcel is proposed for development, a limit of development line shall also be shown.		
(11) The tax parcel number(s) of parcels proposed for development depicted on the site plan.		
(12) The name of adjacent property owners and owners of any property on which any utility or drainage easement may be required in conjunction with the development. Tax parcel numbers for each of these properties shall also be provided.		
(13) The nature of the land use(s) proposed for the site.		
(14) The location, type, and size of site access points such as driveways, curb openings, and crossovers. Sight distances at these access points shall be provided. If existing median cuts will serve the site they shall be shown. If new median cuts are proposed, their location shall also be shown.		
(15) All applicable approved rezoning/special exception, etc. zoning cases with approval date, and all proffers and conditions shall be shown on the plan.*		
(16) Off-street parking areas and parking spaces including handicapped spaces, loading spaces, and walkways indicating type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of spaces provided and the number required by the ordinance.*		
(17) The number of stories, floor area, building height, and elevations of each building proposed. If more than one land use is proposed, the floor area of each land use shall be provided. Floor area shall be calculated on the basis of parking required for the use(s).		

(18) For residential developments, the type of dwelling unit shall be stated along with the number of units proposed. Where necessary for determining the number of required parking spaces, the number of bedrooms in each unit shall also be provided.		
(19) The location of proposed or required fire lanes and signs.		
(20) Detailed utility plans and calculations shall be submitted for sites for which public water or sewer will be provided or for sites on which existing utilities will be modified. The county engineer shall have the authority to set the standards for such plans.		
(21) An erosion and sedimentation control plan and detail sheet shall be submitted for site developments involving the grading disturbance of greater than 2500 square feet of area or 1,000 cubic yards of material.		
(22) A detailed storm water management plan and calculations shall be submitted. The county engineer shall determine the requirements for such plans.		
(23) The location of existing and proposed freestanding signs on the parcel.		
(24) The location and type of proposed exterior site lighting, including height of poles and type of fixtures.		
(25) The location of any 100-year floodplain and floodway on the site and the relationship of buildings and structures to the floodplain and floodway.		
(26) The location of required or proposed buffer yards, screening, fencing, and site landscaping and irrigation. The type and size of the plant materials and screening to be used shall be provided. In addition, the relationship of these materials to physical site improvements and easements shall be provided.		
(27) Chesapeake Bay Preservation Areas including at a minimum any Resource Protection Areas.*		
(28) Notation of requirement of pump-out of on-site sewage treatment systems in Chesapeake Bay Preservation Areas every five years.		
(29) Notation of requirement for 100% reserve drainfield site for on-site sewage treatment systems in Chesapeake Bay Preservation Areas.		
(30) Notation of requirement for retention of an undisturbed and vegetated 100-foot wide buffer area in the Resource Protection Area.		
(31) Notation of the permissibility of only water dependent facilities or redevelopment in the Resource Protection Area.		
(32) Notation of whether the property is located in the Prince George Planning Area or Rural Conservation Area.*		
(33) Notation whether the property is located inside or outside the Chesapeake Bay Preservation Area.**		
(34) The location of all wetlands.**		
(35) Source and date of wetland and/or RPA delineations.**		
(36) The zoning district designation of the parcel(s) proposed for development and the zoning designation and current land use of adjacent parcels.**		

For Businesses

Include a drawing of where the windows and doors are to be located.**		
Include where the dumpster will be located and how they will be enclosed.**		
Include information on any signage that will be erected whether it is for the business name or traffic control and parking.**		

Design Standards Check

CONFIRM PLAN MEETS ALL APPLICABLE REQUIREMENTS OF SECTIONS 90-825 THROUGH 90-862.5		
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* Indicates wording corrected/clarified vs. County Code

** Indicates additional completeness items compared to County Code

ENGINEERING PLANS

This checklist is applicable for plans designing residential subdivisions with public infrastructure, private road plans, etc. to be completed for public or off-site infrastructure projects, with submittal requirements pursuant to Section 70-514.4.

Item	Sheet # (Engineer Complete)	Reviewer Notes
(1) General information:		
a. Name of subdivision.		
b. True, record, or grid north (identified as such).		
c. Scale of drawing.		
d. Number of sheets.		
e. Name and address of person and firm preparing the plan.		
f. Approval block providing for signatures and dates.		
g. Vicinity map indicating adjoining roads and road names, and at a scale not smaller than 1" = 2,000'.		
h. Date drawing prepared, and revision dates.		
(2) General notes:		
a. Name and address of owner and developer.		
b. Address and tax map number of property to be subdivided.		
c. Zoning district.		
d. Number of lots.		
e. Total acreage of subdivision.		
f. Means of providing potable water and sewage disposal to each lot.		
(3) Street information:		
a. Plan and profile of all streets.		
b. Vertical and horizontal curve data for all streets.		
c. Sight distances.		
d. Typical section of all streets including pavement structure proposed and typical grading.		
e. Traffic projections and analysis where necessary to estimate warrants for signalization, turn lanes, and other related features.		
f. VDOT road classification, speed limit and access road geometric standards.		
g. Other information as determined by VDOT.		
(4) Stormwater management information:		
a. Engineering calculations establishing pre- and post-development runoff for the subdivision.		
b. Detention facility calculations establishing the adequacy of proposed measures and downstream channels.		
c. Erosion and sediment control plan and narrative.		
d. Plan and profile and grading of a typical section of any proposed detention facilities.		
(5) Drainage information:		
a. Plan and profile of all proposed stormwater collection drain pipes and channels identifying all inlets, specifying material type and size, with design of invert and top elevation.		
b. All existing and proposed drainage easements.		
c. Watercourses, springs and other natural drainage features.		
(6) Public water supply information (if applicable):		
a. Plan and profile, including material, size, cover and utility crossings, of existing and proposed water mains.		
b. Existing and proposed hydrants, valves and other associated features.		
c. Existing and proposed service laterals and meter locations.		
d. Existing and proposed easements.		
e. Fire flow and water pressure calculations.		
(7) Public sanitary sewer information (if applicable):		
a. Plan and profile, including material, size, cover, grade, structures, invert, top elevation and utility crossings.		
b. Existing and proposed service laterals and clean out locations.		

c. Existing and proposed easements.		
d. Downstream sewer capacity analysis.		
e. Lowest floor elevation sewerable by gravity on each lot.		
(8) Landscaping plan and management program.		
(9) Street lighting plan.		
(10) Other information:		
a. Information, details or design as necessary to demonstrate or achieve compliance with the standards of this ordinance.		
b. Existing and proposed topographic lines at two-inch intervals.		
c. Notation of requirement of pump-out of on-site sewage treatment systems in Chesapeake Bay Preservation Areas every five years.		
d. Notation of requirement for 100% reserve drainfield site for on-site sewage treatment systems in Chesapeake Bay Preservation Areas.		
e. Notation of requirement for retention of an undisturbed and vegetated 100-foot wide buffer area in the Resource Protection Area.		
f. Notation of the permissibility of only water dependent facilities or redevelopment in the Resource Protection Area.		

For Subdivision Plans

Include signs for traffic control (Stop Signs, Speed Limit Signs, etc.)		
Include information on signage identifying the subdivision		
Include information on street lights to be installed along with a cut sheet showing the specifics on what type, wattage, photometric data and mounting height		
Include signature line for the owner of the land proposed for subdivision to certify that the owner is aware of the design requirements imposed by the plan and other applicable county or state codes, and shall further certify that the owner agrees to comply with these requirements, unless modified in accordance with the County Code.		

Design Standards Check

REVIEW SUBDIVISION ORDINANCE ARTICLE VII. – “REQUIREMENTS FOR DESIGNS STANDARDS AND PUBLIC IMPROVEMENTS”, AND CONFIRM PLAN MEETS ALL APPLICABLE REQUIREMENTS.		
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“PLAN OF DEVELOPMENT” PURSUANT TO CHESAPEAKE BAY PRESERVATION ORDINANCE SEC. 90-667(B)(5)

For this type of plan, download a copy of Section 90-669 from the Zoning Ordinance (available online) and check off each of the requirements to confirm that all of the required information has been provided on the plan. Provided the completed document as an attachment to the Site Plan (instead of this checklist document).

ADDITIONAL INFORMATION

Additional permits may be required for crossing or entering easements or rights-of-way. Contacts include:

- VDOT – (804) 863-4012 for the VDOT Area Land Use Engineer for Prince George County
- Dominion Energy - (804) 240-5575 for guidelines for encroachment requests on electric transmission rights-of-way
- Prince George Electric Cooperative – (804) 834-2424 to apply for a Right-of-Way Crossing Permit
- Columbia Gas Transmission - (540) 465-6429 for guidelines for construction near all natural gas pipeline facilities

Land Disturbance Requirements

A Land Disturbance permit and associated fees is required for any area disturbed greater than 2,500 square feet in the Chesapeake Bay Preservation Area or 10,000 square feet in any other part of the County. An application is available on the County website or may be obtained by contacting the Environmental Program Coordinator at (804) 722-8659. Approval of a Site Plan does not constitute approval of any land disturbance activities.

Format of Plans

Plans shall be designed using an engineering scale. Site plans shall be submitted on sheets no greater in size than 34x44 inches. Engineering plans shall be either 17x22 or 24x36 inches in size. A sheet size of 24x36 inches is preferred for all plans. The scale shall not be greater than 1"=10', and not smaller than 1"=50', unless an alternate scale is approved by the Planning Department.