



TOWN OF WARRENTON

Community Development Department

PO BOX 341
 WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
landdevelopment@warrentonva.gov
 (540) 347-2405

Site Development Plan Submission Checklist

Project Information	Permit # _____
Project Name:	Submission #:
Associated Plans:	
Submitting Firm:	
Engineer:	
Email:	Phone #:

Yes	No	N/A	Code	Required Items
			10-5.9	Application
			10-5.9 & Fee Sheet 2018-05	Site Plan Review Fee: - \$3,600 +400* _____ #Acres (rounding up) - = \$ _____ - 3 rd and Subsequent Submissions are \$600 each
			10-5.4 & 10-5.6	Twelve (12) clearly legible blue or black line hard copies of the site plan. Prepared to the scale of 1 inch equals 50 feet or larger; sheets shall measure 18" X 24" at a minimum and no larger than 36" X 24".
			10-5.6	Digital Copy of ALL submission documents.
			Federal / State Code	Any Floodplain or Wetlands Documentation (Ex: Base Flood Elevation Certificate, CLOMR, LOMR, Jurisdictional Determination, etc).
			If applicable	Special Use Permit Conditions Letter (also include SUP Approvals on plan sheets).

Yes	No	N/A	Code	Other Required Items (at time of Second Submission at Minimum)
			Article 5	Stormwater Management Agreement (3x copies).
			10-8	Draft Bonds (3x copies).
			10-6.3	Easement, Boundary Line Adjustment, Recombination, or Other Plat (as applicable): - Application - Fee per Adopted Schedule - Plats (5x) - Draft Deeds
			If applicable	Draft HOA / Condominium Documents (2x copies).
				Comment response letter, on resubmission (same # copies as SDP).

Yes	No	N/A	Code	Required Information/Minimum Standards (on site plan)	Sheet #
			10-4.1 #1	A boundary survey of the tract or site plan limit with an error of closure within the nearest second related to the true meridian, and showing the location and type of boundary evidence except where a tract or site is a part of a subdivision of record.	
			10-4.1 #2	All horizontal dimensions shown on the SDP shall be in feet and decimals of a foot to the closest one hundredth of a foot; and all bearings in degrees, minutes and seconds to the nearest second.	
			10-4.1 #3	A certificate signed by the engineer or surveyor setting forth the source and title of the owner of the tract and the place of record of the last instrument in the chain of title.	
			10-4.1 #4	The name, phone number, and mailing address of the owner, or their authorized agent, of the subject parcel to whom which all correspondence regarding site plan review will be addressed.	
			10-5.1, 10-5.2	Certified/Stamped Plans.	
			10-5.3	North point, date, and scale of drawing and number of sheets.	
			10-5.3	A blank space 4 inches by 4 inches in size on the plan face for the use of the approving authority.	
			10-5.7	Profiles for all sanitary and storm sewers, streets and curbs adjacent thereto, and other utilities.	
			10-5.7	Special studies for sewer, water, and stormwater may be required on standard cross section paper at a scale of 1 inch equals 50 feet horizontally and 1 inch equals 5 feet vertically.	
			3-5.1.3 3.5.1.4 3.5.1.5 10-5.7	Flood plain limit studies required shall be shown on profile sheets with reference to properties affected and center line of stream. Includes all engineering calculations, studies, and documentation to show compliance with Zoning Ordinance.	
			10-5.8	2 datum references for elevations used on plans and profiles and correlated to U. S. Geological Survey datum. At least 1 datum reference shall be on-site.	
			10-6.2	All streets and highway construction standards and geometric design standards shall be in accordance with the Town's PFM and Subdivision Ordinance unless such geometric design standards are specifically modified by the Town Council upon recommendation of the Planning Director.	
			Art. 4 Art. 5 10-6.4	Adequate drainage for the disposition of storm and nature waters both on-site and off-site shall be provided. Includes all engineering calculations, studies, and documentation to show compliance with Zoning Ordinance.	
			Art. 4 9-17 10-6.5	Provisions shall be made for all necessary temporary and permanent erosion and sedimentation control measures, both on-site and off-site. Slopes of 25 percent or greater may be unsuitable for development and shall be in accordance with Zoning Ordinance, for grading or development.	
			10-6.5	Adequate provision shall be made by the owner or applicant to construct all utilities, required to service the development, both on-site and off-site in accordance with the Town's PFM, Zoning Ordinance, and Subdivision Ordinance.	
			10-6.7	Percolation tests and/or other methods of soil evaluation deemed necessary by the Administrator for the Town shall be the responsibility of the owner or applicant.	

Yes	No	N/A	Code	Required Information/Minimum Standards (on site plan)	Sheet #
			10-6.8	When central water and/or sewer systems having sufficient capacity either exist or are proposed within a reasonable distance of the area of the site development plan, provisions shall be made to connect to the system as provided in the Town Code.	
			10-6.9	Landscape planting, screening, fences, walks, curbs, gutters, and other physical improvements as required by this Ordinance or other ordinances of the Town of Warrenton, Virginia, and the regulations of the VDOT shall be provided by the owner/applicant.	
			10-6.10	Sidewalks and curb and gutter shall be provided along both sides of all public streets, private streets, and public access areas; unless a waiver is granted by Town Council.	
			10-6.11	Lighting will be provided by the developer along all newly constructed public roads, private roads, within parking lots, along pedestrian walkways, and within public common areas, designed to ensure the safe and convenient movement of vehicles and pedestrians during evening and nighttime hours.	
			10-6.12	A Tree Protection Plan that indicates the location of trunks and driplines for trees or wooded areas that are to be retained. In the case of wooded areas that will be preserved only, the trunks and driplines of perimeter trees shall be sufficient indication of location. Methods of protection shall be clearly indicated, including details of all retaining walls, tree guards, tree wells, indications that grading changes will not alter surface water movement to or from trees to be retained, and methods to mark trees and wooded areas to be preserved during grading and construction activities.	

Yes	No	N/A	Code	Required as Determined Appropriate by the Planning Director	Sheet #
			10-4.1 #1	Existing and proposed streets and easements; names and width, existing and proposed property line; existing and proposed utilities of all types; water courses and their names; Flood plain limits scaled from the current FIRM; owners, zoning, and present use of adjoining tracts; and present zoning of the subject parcel.	
			10-4.1 #2	Location, type, and size of ingress and egress to the site. Projected number of vehicle trips per day.	
			10-4.1 #3	Location, type, size, and height of all fencing, screening and retaining walls where required under applicable ordinances.	
			10-4.1 #4	All off-street parking, parking bays, loading spaces, and walkways; indicating surfacing type, size, angle of stalls, & width of aisles. Specific parking schedule and number spaces required.	
			10-4.1 #5	Number of floors, floor area, height, and location of each building; building setback lines; and proposed general use for each building (if multifamily residential building, townhouse, or patio house, show the number, size, and type of dwelling units).	
			10-4.1 #6	Front elevations of commercial, industrial, and multifamily developments.	

Yes	No	N/A	Code	Required as Determined Appropriate by the Planning Director	Sheet #
			10-4.1 #7	Existing and proposed water and sanitary sewer facilities indicating all pipe sizes, types, and grades and where connection is to be made to an existing or a proposed central water and sewer system.	
			3-5.1 Art. 5 10-4.1 #8	Provisions for the adequate disposition of natural and storm water in accordance with the Town PFM and Zoning Ordinance, indicating location, sizes, types, and grades of ditches, catch basins, and pipes, and connection to the existing drainage system.	
			Art. 4 10-4.1 #9	Provisions and schedules for the adequate control of erosion and sedimentation, indicating the proposed temporary/permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction, in accordance with Zoning Ordinance, the Virginia E&S Control Handbook, and State law.	
			10-4.1 #10	Existing topography accurately shown with a maximum of 2 foot contour intervals at a scale of not less than 50 feet to the inch. The requirement for a contour map may be waived where existing grades are less than 3 percent and spot elevations are provided.	
			10-4.1 #11	Proposed finished grading by contour and spot elevations.	
			Art. 8 10-4.1 #12	A landscape design plan based upon accepted professional design layouts and principles as required by the Zoning Ordinance shall be submitted.	
			10-4.1 #13	The proposed location of all outside trash receptacles and dumpsters and proposed methods of screening. Refuse containers or refuse storage areas shall be located in a paved area and hidden from general public view, either from within or outside the lot, by means of fences, walls, or landscape planting.	
			10-4.1 #14 9-8	Lighting for parking lots, pedestrian walkways, public spaces, and common areas	
			10-4.1 #15	The location of all trees on the site with a caliper of 6 inches or greater should be indicated. Wooded areas shall also be designated by symbols that indicate the perimeter of the area covered by the canopy of the trees. Trees to be removed shall be indicated. Trees and/or wooded areas to be retained, and methods to be used to assure adequate protection for trees adjacent to disturbed areas, shall be indicated. Such methods shall conform to Section 3, Subsection 1.85, Tree Preservation and Protection of the Virginia Erosion and Sediment Control Handbook.	