

Preliminary Plan Checklist (To be filled out by the firm or person(s) preparing the plans)

The following is a suggested guideline for minimum information to be included with the submittal. The extent of review comments provided will be commensurate with the accuracy and completeness of the information provided.

- o **Mylar.** – One standard 24' x 36' reproducible sheet of the site layout plan
- o **Fifteen (15) sets of the site plan.** (Please indicate all information provided by checking the adjacent box.)
 - o Proffers and Conditions (if applicable): Zoning proffers, previous POD conditions, Provisional or Conditional Use Conditions, and Board of Zoning Appeals Conditions
 - o Proposed name of development and proposed use
 - o Name and address of Owner and Representative
 - o Zoning of development and adjacent property
 - o Scale: 1" = 100' or larger
 - o Existing topography
 - o Vicinity map (1" = 2000')
 - o Location of existing physical features including buildings within the development
 - o Proposed location of streets and alleys showing width and names
 - o Location, width and purpose of rights-of-way and easements
 - o Location of existing trees and required transitional buffers
 - o Parking calculations
 - o Environmental Site Assessment and Acknowledgements completed and signed in accordance with Chapter 10 of the County Code.
 - o Location and type of Best Management Practices with Design Calculations shown on the plan.
 - o A drainage area map (minimum scale of 1" = 400) feet showing offsite drainage to the property and drainage to the BMP.
 - o The location of all Chesapeake Bay Preservation Areas, Resource Protection Areas, wetlands, Special Flood Hazard Areas (100-year floodplain), and mapped dam break inundation zones.
 - o Schematic floor plans and elevations, if available
- o **Utilities:** (If detailed comments for water and sewer are required, submit the following information.)
 - o On site utility layout
 - o Location and size of existing water and sewer mains in relation to the property
 - o Estimated sewage discharge
 - o Estimated water demands and fire flow requirements
 - o Results of fire flow request
 - o If individual well system is proposed, complete the following:
 - *What is the shortest distance from the property to public water supply? _____
 - o If individual septic tanks are proposed, complete the following:
 - * What is the minimum distance from the property to public sewer? _____
- o **Multi-family data for apartments, townhouses, detached, semi-detached dwellings** (as applicable)
 - o Include the following calculations on the site plan:
 - a. gross site area, net site area (exclude public road dedication and Special Flood Hazard Area (flood plain))
 - b. total number of units and project density (units/net acre)
 - c. number of stories and number of bedroom units for each type of unit
 - d. parking required and provided
- o **Shopping Center Data** (as applicable)
 - o Include the following calculations on the site plan:
 - a. gross site area, net site area (exclude public road dedications and Special Flood Hazard Area (flood plain))
 - b. existing and proposed: gross floor area of buildings, gross leaseable space, gross storage area
 - c. percentage of ground covered by buildings, interior, and exterior loading areas (Site Coverage)
 - o Provide a copy of existing maintenance agreements (i.e. joint access, easements, parking, etc.)
- o **Traffic Impact Analysis** (as applicable)(5 copies)
 - o Henrico County Traffic Impact Analysis Application (POF 027)
 - o Completed VDOT Pre-Scope of Work Meeting Forms found at VDOT website : <http://www.virginia-dot.org/projects/chapter527/default.asp>