



Rouss City Hall  
15 North Cameron Street  
Winchester, VA 22601  
540-667-1815  
TDD 540-722-0782

## SITEPLAN CHECKLIST CITY OF WINCHESTER, VIRGINIA

**NOTE: A completed Checklist is required for all site plans submitted to the City's Planning Department.**

This is a generalized list of requirements extracted from the Zoning Ordinance. Not all requirements may be applicable to every application. Additional requirements may apply to specific types of development or changes of use. Consult a current copy of the Zoning Ordinance.

### BACKGROUND INFORMATION:

Site Plan Title: \_\_\_\_\_

Location: \_\_\_\_\_

Zoning District ....: \_\_\_\_\_ Historic District -- BAR Case # \_\_\_\_\_  
Corner Lot (Y/N)...: \_\_\_\_\_ Minimum Lot Area...: \_\_\_\_\_  
Minimum Lot Width ..: \_\_\_\_\_

#### Required Setbacks

Front .....: \_\_\_\_\_ Side .....: \_\_\_\_\_  
Corner side .....: \_\_\_\_\_ Rear .....: \_\_\_\_\_

Height Limit .....: \_\_\_\_\_

Grandfathering claimed: \_\_\_\_\_

Any existing Ordinance violations: \_\_\_\_\_

Any waivers requested: \_\_\_\_\_

### Planning Department

#### SITE PLAN SPECIFICATIONS (19-3 & 19-4)

YES NO N/A

_____	Scale (19-4-2)
_____	Scale not less than 1:50 (19-3-1)
_____	24"x36" sheet size (19-3-2)
_____	Match lines provided for plans on more than one sheet (19-3-3)
_____	Horizontal dimensions in feet and decimals of feet to the closest 1/100th of a foot (19-3-4)
_____	Project title (19-4-1)
_____	Developer's name (19-4-1)
_____	Certified by licensed surveyor, architect or professional engineer licensed to practice in the Commonwealth of Virginia (within limits of license) (19-4)
_____	Director of Planning signature block in lower right hand corner (19-4-1)
_____	Northpoint (19-4-2)
_____	Date and revision dates (19-4-2)
_____	Vicinity map (19-4-2)
_____	Existing zoning and district boundaries (19-4-3)
_____	Adjoining property zoning, current use and owner information (19-4-4)
_____	Boundaries of property involved by bearings and distances certified by a land surveyor licensed to practice in the Commonwealth of Virginia (19-4-5)

**EXISTING FEATURES (18-13 & 19-4)**

YES NO N/A

\_\_\_\_\_ Property lines (19-4-6)  
 \_\_\_\_\_ Streets (19-4-6)  
 \_\_\_\_\_ Buildings (19-4-6) (show what is to be demolished/retained)  
 \_\_\_\_\_ Other physical features in or adjoining the project (19-4-6)  
 \_\_\_\_\_ Topography with contour interval of two (2) feet or less (19-4-7)  
 \_\_\_\_\_ Location of all trees with a caliper of 6 inches or greater (19-4-12)  
 \_\_\_\_\_ Location, size, and type of all trees in right of way and adjacent to project (19-4-12)  
 \_\_\_\_\_ Construction Type

**OFF-STREET PARKING, LOADING AND WALKWAYS (18-6, 19-4 & 19-5)**

YES NO N/A

\_\_\_\_\_ Location (19-4-11)  
 \_\_\_\_\_ Surfacing- 2" Bituminous concrete or better (18-6-3.5 & 19-4-11)  
 \_\_\_\_\_ Continuous curbing- provide detail and dimension curb lengths and radii (18-6-2.3)  
 \_\_\_\_\_ Driveway width (19-4-11)  
 \_\_\_\_\_ Off-street loading required/provided (18-6-7)  
 \_\_\_\_\_ Loading spaces 10'x25'x15' height (18-6-2.2)  
 \_\_\_\_\_ Shopping Cart corral locations depicted and accounted for in parking calculations

**YES NO N/A OFF-STREET PARKING**

\_\_\_\_\_ Parking not located within 5' of rear or side property lines if adjacent zoning is non-residential, and not within 15' of rear or side property lines if adjacent zoning is residential (18-6-3.2)  
 \_\_\_\_\_ Schedule of required versus provided spaces itemized by use group (18-6-5.1 & 19-4-11)  
 \_\_\_\_\_ Angle of stalls (19-4-11)  
 \_\_\_\_\_ Width of aisles (19-4-11 & 18-6-2.4)  
 \_\_\_\_\_ Parking spaces 9'x18' (except disabled) (18-6-2.4)  
 \_\_\_\_\_ Parking delineated by striping/wheel blocks (18-6-3.4)  
 \_\_\_\_\_ Head to head parking w/o at least a 4' wide curbed median requires 20' deep stalls (18-6-2.4)  
 \_\_\_\_\_ 9' curbed landscaped area at end of rows (19-5-6.4c)  
 \_\_\_\_\_ 10' wide curbed median every 6th row (19-5-6.4c)  
 \_\_\_\_\_ 3' separation from any site feature more than 6" above or below parking lot pavement elevation (18-6-2.3)  
 \_\_\_\_\_ ~ Detail of 3-foot separation provided on plan- *detail available from Planning Dept.* (19-4-22)  
 \_\_\_\_\_ Standing spaces 9'x18' (18-6-2.6)  
 \_\_\_\_\_ Standing space schedule required versus provided (18-6-8.1)

**YES NO N/A SIDEWALKS AND PEDESTRIAN WALKWAYS (19-5 & 18-9)**

\_\_\_\_\_ Safe and convenient access within the site (19-5-5 & 18-9-2.4)

**PROPOSED BUILDINGS AND STRUCTURES (19-8, 18-9, 18-10, 18-12, 18-21 & 19-4)**YES NO N/A **MAIN**

\_\_\_\_\_ Location tied down to property boundaries (19-4-14)  
 \_\_\_\_\_ Number of stories including mezzanines (19-4-14)  
 \_\_\_\_\_ Height- also height and clearance of canopies, porte-cocheres, porches (19-4-14)  
 \_\_\_\_\_ Dimensions- also dotted line annotating of overhangs (19-4-14)  
 \_\_\_\_\_ Use annotated by gross floor area including basements (19-4-14)  
 \_\_\_\_\_ Number, size and type of dwelling units specified (19-4-14)  
 \_\_\_\_\_ ~ RB-1 District, Minimum average floor area per-unit is 450 square feet, with the absolute minimum of 400 square feet. (7-3-1.2)  
 \_\_\_\_\_ ~ B-1 District, Minimum average floor area per-unit is 425 square feet, with the absolute minimum of 350 square feet. (9-3-1)  
 \_\_\_\_\_ Finished floor elevations (19-4-14)  
 \_\_\_\_\_ Street addresses-consult *Planning Department for new addresses* (19-4-14)  
 \_\_\_\_\_ Constructed before accessory structures (18-10-7)

YES NO N/A **SOLID WASTE RECEPTACLES** (19-4-15)

\_\_\_\_ Location - unobstructed access for pickup (19-4-15)  
\_\_\_\_ Detail of concrete pad and enclosure; Pad should extend 10'x10' in front of the receptacle (19-4-15)  
\_\_\_\_ Screening equal or higher than receptacle (19-4-15)  
\_\_\_\_ Landscaping around perimeter of receptacle (19-4-15)  
\_\_\_\_ Opaque gates if visible from public or private street or alley (19-4-15)

YES NO N/A **OTHER**

\_\_\_\_ Proposed finished grades by contour and spot elevations (19-4-18)  
\_\_\_\_ Total Project Area calculation provided. (18-21-1)  
\_\_\_\_ Visual obstructions at corners (18-12-1)

**LANDSCAPING AND OPEN SPACE** (18-20, 19-4 & 19-5)

---

YES NO N/A

\_\_\_\_ Location and dimensions of proposed recreation, open space, and required amenities and improvements (19-4-21)  
\_\_\_\_ Open space (19-5-6.1)  
\_\_\_\_ ~ 15% for non-residential site plan (19-5-6.1)  
\_\_\_\_ ~ 30% for residential site plan in historic district (19-5-6.1)  
\_\_\_\_ ~ 45% for residential site plan not in historic district (19-5-6.1)  
\_\_\_\_ • 20% of the required open space available for active recreation for multifamily residential (19-5-6.4g)  
\_\_\_\_ Board of Architectural Review action on waiver of open space requested in historic district (19-5-6.3)  
\_\_\_\_ Landscape plan clearly shows all landscape, buffering, and recreational areas (19-5-6.4h)  
\_\_\_\_ Landscape schedule (table) clearly shows quantity, type and size of all landscape material (19-5-6.4h)  
\_\_\_\_ Landscaped area 10 feet wide adjacent to existing or future public right of way or private street (19-5-6.4a)  
\_\_\_\_ Waiver for 4 foot strip for B-1 district (19-5-6.4a)  
\_\_\_\_ Landscaping details of all buildings and grounds (19-4-13)  
\_\_\_\_ Foundation plantings- upright landscaping in area minimum of 3' deep between parking and building (19-5-6.4i)  
\_\_\_\_ Irrigation system details- at least show hose bib locations (19-4-8)  
\_\_\_\_ All landscaped area covered with living ground cover (19-5-6.4f)

YES NO N/A **SCREENING REQUIREMENTS** (18-20 & 19-4-13)

\_\_\_\_ Location (19-4-13)  
\_\_\_\_ Height (19-4-13)  
\_\_\_\_ Type and material (19-4-13)  
\_\_\_\_ Parking lot screening provided (19-5-6.4d)  
\_\_\_\_ Raised (36 inch minimum) landscaped berm required (19-5-6.4b)  
\_\_\_\_ Opaque screening along property lines to less intensive zoning district (19-5-6.4d)  
\_\_\_\_ ~ 6 foot high fence (19-5-6.4d)  
\_\_\_\_ ~ Double row of evergreens 5 feet high, staggered rows, ten feet apart (19-5-6.4d)  
\_\_\_\_ Outdoor storage/display screening provided (18-20)  
\_\_\_\_ ~ Exemption for motor vehicles, nursery plant stock, agricultural/construction equipment sales/rental (18-20)

YES NO N/A **TREE REQUIREMENTS**

\_\_\_\_ Trees 6 inch caliper or larger preserved (19-5-7)  
\_\_\_\_ Ornamental trees preserved (19-5-7)  
\_\_\_\_ Trees within required setbacks preserved (19-5-7)  
\_\_\_\_ Designation of trees to remain or be removed (19-4-12 & 19-5-7)  
\_\_\_\_ New trees meet large deciduous shade tree standard preferably from adopted Tree Commission list (19-5-6.4h)  
\_\_\_\_ Tree planting detail provided on plan- *preferred detail available from Planning Dept.* (19-4-22)  
\_\_\_\_ 1 tree per 35 feet of public right of way or private street frontage (19-5-6.4a & 19-5-6.4h)  
\_\_\_\_ 1 tree per 2000 square feet of paved surface parking area (19-5-6.4c & 19-5-6.4h)  
\_\_\_\_ 1 tree per 35 feet of property line (within 10 feet of property line) if maximum structure height is greater than height permitted in adjacent zoning district (19-5-6.4e)  
\_\_\_\_ Trees planted are 2 inch caliper at 6 inches above grade. (19-5-6.4h)  
\_\_\_\_ Spaced minimum of 20 feet apart (19-5-6.4h)

YES NO N/A **MAINTENANCE OF LANDSCAPING** (provide notes included on plan to address next five items)

\_\_\_\_ All landscaped area shall be maintained in good condition by owner. (19-5-6.4j)  
\_\_\_\_ Reasonable provisions for protection from vehicles, pedestrians, shopping carts. (19-5-6.4j)  
\_\_\_\_ Dead or dying vegetation shall be replaced at direction of Administrator. (19-5-6.4j)  
\_\_\_\_ Replacement shrub size consistent with that expected for species and time since installation. (19-5-6.4j)  
\_\_\_\_ Replacement trees at 0.5" caliper above 2" for every year since installation up to 5" caliper. (19-5-6.4j)

**OUTDOOR LIGHTING (18-6, 19-4 & 19-5)**

---

YES NO N/A

- \_\_\_ Lighting plan shown (19-4-13 & 19-5-8)
- \_\_\_ ~ Location, including underground wires and meters (19-4-13)
- \_\_\_ ~ Height (19-4-13)
- \_\_\_ ~ Character (19-4-13)
- \_\_\_ Lighting sufficient to provide security and enhance personal safety (19-5-8)
- \_\_\_ Lighting arranged and hooded to confine direct rays entirely within site (19-5-8)
- \_\_\_ Uniformity of parking lot lighting doesn't exceed ratio of 4:1 (19-5-8.1)
- \_\_\_ Illumination schematic depicts minimum average vertical & horizontal footcandle levels (19-5-8.1)
- \_\_\_ Lighting not create a nuisance (18-16)

**FENCES (18-9-2.7, 19-4-13)**

---

YES NO N/A

- \_\_\_ Location (19-4-13)
- \_\_\_ Height (18-9-2.7, 19-4-13)
- \_\_\_ Type, construction details, and material (19-4-13)

**DOCUMENTS**

---

YES NO N/A

- \_\_\_ Homeowner Association documents for maintenance of open space and private streets
- \_\_\_ Proportional Improvements Worksheet included for expansion or conversion of existing development.
- \_\_\_ Plats (ALL PLATS MUST BE RECORDED BEFORE A SITE PLAN CAN BE APPROVED)

**OTHER**

---

YES NO N/A

- \_\_\_ Superimposed photoreductions of City Council (e.g. C.U.P.) or BZA (e.g. variance) approval letters, if any
- \_\_\_ All Planning Commission waivers annotated on plans
- \_\_\_ Board of Architectural Review approval of Historic District Site Plan completed (14, 19-5-6.3)
- \_\_\_ Electronic Version of Approved Site Plan
- \_\_\_ Watts per square foot calculations (VECC CO45-6.2-6.22)

**Building Official****OFF-STREET PARKING, LOADING AND WALKWAYS (18-6, 19-4 & 19-5)**

---

YES NO N/A

**DEFINE THE ACCESSIBLE SITE FEATURES: VUSBC 1101 & ANSI A117.1**

- \_\_\_ Parking
- \_\_\_ Loading zones
- \_\_\_ Route from public sidewalks to the accessible entrance
- \_\_\_ Detectable warnings
- \_\_\_ Signage
- \_\_\_ ADA Ramps/lifts

YES NO N/A

**INDICATE WITHIN THE BUILDING FOOTPRINT**

- \_\_\_ Building use- VUSBC 302,
- \_\_\_ Construction type VUSBC 602
- \_\_\_ Height and Area VUSBC 503

YES NO N/A

**BUILDING PERMITS REQUIRED FOR: (VUSBC 108.2)**

- \_\_\_ Accessory structure for anything other than a shed <256 sq. ft.
- \_\_\_ Monument signs (engineering)
- \_\_\_ Street light pole bases (engineering or manufacturer's spec for 1,500 psf soil and 90mph wind)
- \_\_\_ Retaining walls with 3' or more of unbalanced fill
- \_\_\_ Swimming pools

YES	NO	N/A	<b>BUILDING PERMITS REQUIRED FOR: (VUSBC 108.2)</b>
_____	_____	_____	Swimming Pool barriers (fences)
_____	_____	_____	Flag poles >30' height
_____	_____	_____	Any structural slabs
_____	_____	_____	Tanks: identify chemical and size/quantity stored (VSFPC)
YES	NO	N/A	<b>OTHER</b>
_____	_____	_____	Provide exterior lighting zone and watts / sq.ft. (VECC C405.6.2-(2))
_____	_____	_____	Emergency Generator locations and related tank storage
_____	_____	_____	Final grade shall fall a minimum 6" within first 10' from structure or proper swales (VCC 401.2)
_____	_____	_____	Roof drains and leaders may not discharge over sidewalks or create a public nuisance (VPC)
_____	_____	_____	Retaining Walls (18-9-2.7, 18-10, 19-4-13,)
_____	_____	_____	~ Location (19-4-13)
_____	_____	_____	~ Height (19-4-13)
_____	_____	_____	~ Type and material (19-4-13)
_____	_____	_____	Footing Survey required (19-10-3)

## Public Service Department (Engineering Division)

### **FACILITY LOCATIONS, IMPROVEMENTS, AND STANDARDS (18-13, 19-4 & 19-5)**

YES	NO	N/A	<b>EXISTING FEATURES (18-13 &amp; 19-4)</b>
_____	_____	_____	Watercourses, waterways, lakes, (19-4-6)
_____	_____	_____	Flood Plain Boundaries
_____	_____	_____	Drainage patterns shown (18-13-1)
YES	NO	N/A	<b>EXISTING UTILITY LOCATIONS AND EASEMENTS (19-4-8)</b>
_____	_____	_____	Sanitary sewers (19-4-8)
_____	_____	_____	Storm Sewers (19-4-8)
_____	_____	_____	Gas lines (19-4-8)
_____	_____	_____	Water mains (19-4-8)
_____	_____	_____	Culverts (19-4-8)
_____	_____	_____	Other underground structures in or effecting the project (19-4-8)
_____	_____	_____	Easements (19-4-8)
YES	NO	N/A	<b>PROPOSED UTILITY LOCATIONS AND EASEMENTS (19-4-8)</b>
_____	_____	_____	Sanitary sewers (19-4-8) (see Public Utilities Standards and Specifications)
_____	_____	_____	Storm Sewers (19-4-8)
_____	_____	_____	Gas lines (19-4-8)
_____	_____	_____	Water mains (19-4-8) (see Public Utilities Standards and Specifications)
_____	_____	_____	Culverts (19-4-8)
_____	_____	_____	Other underground structures in or effecting the project (19-4-8)
_____	_____	_____	Easements (19-5-4)
_____	_____	_____	~ Minimum width 20 feet (19-5-4)
_____	_____	_____	~ Edge of easement 5 feet clear of outside pipes (19-5-4)
_____	_____	_____	~ Easement 5 feet from any buildings (19-5-4)
YES	NO	N/A	<b>STORM WATER MANAGEMENT</b>
_____	_____	_____	Drainage patterns shown (18-13-1)
_____	_____	_____	Storm water handling provisions and schedule
_____	_____	_____	~ Ditches (19-4-16)
_____	_____	_____	• Location, Size, Type, Grade (19-4-16),
_____	_____	_____	• Connection to existing drainage system (19-4-16)
_____	_____	_____	~ Catch basins & Inlets (19-4-16)
_____	_____	_____	• Location, Size, Type (19-4-16)
_____	_____	_____	• Elevations: Rim, Invert In, Invert Out (19-4-16)
_____	_____	_____	~ Pipes (19-4-16)
_____	_____	_____	• Location, Slope, Type, Size (19-4-16)
_____	_____	_____	• Connection to existing drainage system (19-4-16)
_____	_____	_____	Quantity calculations
_____	_____	_____	Quality calculations

YES	NO	N/A	
___	___	___	<b>STREETS</b> (18-6, 19-4 & 19-5)
___	___	___	Location, type and size of ingress and egress to site (19-4-9)
___	___	___	Street and highway construction standards and geometric design standards in accordance with Subdivision Ordinance (19-5-1)
___	___	___	Cul-de-sac designed in accordance with Subdivision Ordinance 19-5-3)
___	___	___	~ Length (19-5-3)
___	___	___	~ Radius (19-5-3)
___	___	___	Location, dimensions and character of construction of proposed public and/or private streets (19-4-9)
___	___	___	Location, dimensions and character of construction of proposed alleys (19-4-9)
___	___	___	Location, dimensions and character of construction of proposed driveways (19-4-9)
___	___	___	For proposed intersections with existing streets, both edges of existing pavement surface of curb and gutter shown for 50 feet or the length of connections whichever is greater (19-4-10)
___	___	___	Driveway spacing standards met (18-6-3.6a and 18-6-3.6b)
___	___	___	Traffic control sign locations (19-4-20)
___	___	___	Pavement markings
___	___	___	Street Signs

YES	NO	N/A	
___	___	___	<b>SIDEWALKS AND PEDESTRIAN WALKWAYS</b> (19-5 & 18-9)
___	___	___	Disabled ramps installed per VDOT standards for right of way (ADAAG 4.7)
___	___	___	Detectable warning surface for ADAAG Ramps and hazardous vehicular travel areas (ADAAG 4.29)

## DOCUMENTS

YES	NO	N/A	
___	___	___	Erosion and Sedimentation Control Report and Narrative (19-4-17)
___	___	___	Water System Report (in case of main/system extension)
___	___	___	Sewer System Report (in case of main/ system extension)
___	___	___	Storm Water Management Report
___	___	___	Flood plain and flood way studies (19-4-19)
___	___	___	Traffic impact analysis required (19-5-1)
___	___	___	Deeds of Dedication
___	___	___	List of proposed easements

## OTHER

YES	NO	N/A	
___	___	___	Provisions for wastewater pretreatment (19-4-23)
___	___	___	All development out of right-of-way (18-15)
___	___	___	Streams preserved in natural condition (19-5-7)

## Zoning & Inspections Department

### PROPOSED BUILDINGS AND STRUCTURES (19-8, 18-9, 18-10, 18-12, 18-21 & 19-4)

YES	NO	N/A	
___	___	___	<b>ACCESSORY</b>
___	___	___	Not located in front or side yard (18-10-1)
___	___	___	Not more than 30% of rear yard (18-10-6)
___	___	___	Location tied down to property boundaries (19-4-14)
___	___	___	Height (18-10-2 & 19-4-14)
___	___	___	Dimensions (19-4-14)
___	___	___	<b>SIGNS</b> (19-4-20 & 18-8)
___	___	___	Location- 5' separation from right-of-way line for freestanding signs in certain districts (19-4-20 & 18-8)
___	___	___	Character- if illuminated, show underground electric service connection (19-4-20)
___	___	___	Size (19-4-20)
___	___	___	Height (19-4-20)
___	___	___	Orientation (19-4-20)

Fire Marshal Office

Fire Code Standards (For more details look in [Chapter 10 and Appendix D](#) of the Fire Code)

---

YES	NO	N/A	
___	___	___	FDC signs ( <a href="#">Chapter 10 and Appendix D</a> of the Fire Code)
___	___	___	Gate accesses ( <a href="#">Chapter 10 and Appendix D</a> of the Fire Code)
___	___	___	~Knox box locations
___	___	___	Turning radius
___	___	___	Existing Fire Hydrant locations(see <a href="#">Utility Department Standards</a> )
___	___	___	Proposed Fire Hydrant locations (see <a href="#">Utility Department Standards</a> )
___	___	___	~Allowed distance from trees and other barriers
___	___	___	Fire Lane Sign Location
___	___	___	Fire Lanes and markings
___	___	___	Fire Equipment access