



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

- ___ ___ ___ Swimming Pool barriers (fences)
- ___ ___ ___ Flag poles >30' height
- ___ ___ ___ Any structural slabs
- ___ ___ ___ Tanks: identify chemical and size/quantity stored (VSFPC)

YES NO N/A **OTHER**

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

- ___ ___ ___ Watercourses, waterways, lakes, (19-4-6)
- ___ ___ ___ Flood Plain Boundaries
- ___ ___ ___ Drainage patterns shown (18-13-1)

YES NO N/A **EXISTING UTILITY LOCATIONS AND EASEMENTS (19-4-8)**

- ___ ___ ___ 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 **PROPOSED UTILITY LOCATIONS AND EASEMENTS (19-4-8)**

- ___ ___ ___ 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 **STORM WATER MANAGEMENT**

- ___ ___ ___ 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 **STREETS** (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 **SIDEWALKS AND PEDESTRIAN WALKWAYS** (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 **ACCESSORY**
 ___ ___ ___ 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)

YES NO N/A **SIGNS** (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 ([Chapter 10 and Appendix D](#) of the Fire Code)
- ___ ___ ___ Gate accesses ([Chapter 10 and Appendix D](#) of the Fire Code)
- ___ ___ ___ ~Knox box locations
- ___ ___ ___ Turning radius
- ___ ___ ___ Existing Fire Hydrant locations(see [Utility Department Standards](#))
- ___ ___ ___ Proposed Fire Hydrant locations (see [Utility Department Standards](#))
- ___ ___ ___ ~Allowed distance from trees and other barriers
- ___ ___ ___ Fire Lane Sign Location
- ___ ___ ___ Fire Lanes and markings
- ___ ___ ___ Fire Equipment access