



City of Colonial Heights

P.O. Box 3401

Colonial Heights, VA 23834-9001

www.colonialheightsva.gov

Preliminary Site Plan Review Checklist

Plan Name: _____ **Date:** _____

1. A preliminary site plan shall be prepared on one or more sheets as needed to show clearly the information required by this article and to facilitate review and approval of the preliminary plan of development. If prepared in more than one sheet, match lines shall clearly indicate where the sheets join.
2. A preliminary master concept plan may be requested for large areas planned to be developed in stages. Further changes, additions or deletions may be submitted as preliminary plans of development wherein only that portion of the land or building affected need be shown.
3. The preliminary site plan must be submitted on the City Preliminary standard border sheet (24 x 36 inches), which may be obtained from the City's website at www.colonialheightsva.gov.
4. Every preliminary site plan shall show the following information on plan sheets and include where necessary and applicable such additional supporting documentation as may be required:
 - a. Name and location of development.
 - b. Name(s) and address(es) of the owner(s) of record and the name and address of the applicant.
 - c. Name and address of the preparer of the plan of development.
 - d. Current zoning and proposed use of the parcel to be developed and current zoning and use of all contiguous or abutting property.
 - e. Subdivision name, block and lot numbers or tax map designations, if not a subdivision, of the parcel to be developed and all adjacent parcels.
 - f. A vicinity aerial map that shows the location of the proposed development and the relationship of the site to existing community facilities which serve or influence it and shall include the site name, main traffic arteries, schools, parks, scale and North arrow.
 - g. A boundary survey with an error of closure within the limit of one in 10,000, being drawn to scale with dimensions to the nearest one foot, which shall indicate the acreage of the site.

- h. Plan sheets shall indicate city, title, date, scale, North arrow and number of sheets. Scale shall be one inch equals 50 feet or larger for all plan sheets showing buildings or building lots and at least one inch equals 100 feet on plan sheets not showing buildings or building lots.
- i. All building restriction lines, highway setback lines, utility easements, covenants, reservations and rights-of-way on or adjacent to the site.
- j. Existing topography on and adjacent to the site as necessary, with a maximum contour interval of two feet.
- k. Existing storm drainage systems and natural and artificial watercourses on or adjacent to the site.
- l. Limits and elevations of any established one-hundred-year floodplain.
- m. Limits of the Floodway.
- n. Location of tidal and nontidal wetlands, delineated in accordance with the Federal Manual for Delineating Jurisdictional Wetlands.
- o. The boundaries of all lands designated Chesapeake Bay Preservation Areas/RPA by City Council and delineated on the CBPA maps.
- p. All existing improvements, including public and privately owned utilities.
- q. Submit Institute of Transportation Engineers (ITE) trip generations for the proposed development.
- r. Proposed improvements: the approximate locations, dimensions, elevations, grades, size and heights of the following proposed items may be shown in sketch form:
 - (1) Proposed sidewalks, curb and gutter, streets, street lighting, alleys, easements and pertinent construction related to the plan of development.
 - (2) Proposed public improvements as may be required by 286-506.12
 - (3) Approximate finished grading with a maximum contour interval of two feet.

- (4) Buildings and structures, to include, in sketch form:
 - (a) Approximate dimensions of buildings.
 - (b) Proposed building line and side and rear yard setbacks.
 - (c) Distances between buildings.
 - (d) Number of stories and building height.
 - (e) Area in square feet of each floor.
 - (f) Approximate number of dwelling units.
 - (g) Building elevations and architectural treatment as required by 286-314 Boulevard Overlay District.
- (5) Proposed entrances, exits, off-street parking areas, loading and handicapped spaces, interior drives and walkways, indicating size, angle of stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by 286-518 Off-Street Parking
- (6) Proposed public and private sanitary sewer and water systems on and adjacent to the site.
- (7) Proposed storm drainage systems and storm water management systems on and adjacent to the site.
- (8) Proposed recreation or open spaces.
- (9) Landscaping as required by 286-512 Landscaping Requirements and 286-314 Boulevard Overlay District.

Must be signed by one of the following:

Professional Engineer, Land Surveyor, Architect, or Certified Landscape Architect

Signature

Title

Contacts:

Department of Public Works, Engineering & Development Division
Department of Planning and Community Development

804-520-9334
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