



City of Colonial Heights

P.O. Box 3401
Colonial Heights, VA 23834-9001
www.colonialheightsva.com

Preliminary Site Plan Review Checklist

Plan Name : _____

Date: _____

Applicant: _____

Address of the Project : _____

Per §286-506 of City Code, a preliminary site plan shall be prepared for all proposed new development and any proposed modifications to existing development that results in 2,500 square feet or greater increase of impervious surface area of the site or 10,000 square feet of land disturbance, excluding single-family and duplex dwellings. The preliminary site plan shall be submitted according to city code Per §286-506.04. All preliminary site plans must receive approval from the City's Planning Commission to advance to final plan consideration by the Department of Public Works.

This checklist is provided as a courtesy to assist applicants and staff with ensuring a legible and approvable plan has been submitted for review that contains the minimum information necessary to determine compliance with City codes and regulations. Submissions meeting the minimum qualifications necessary for a review does not preclude a staff review that may generate comments that must be addressed prior to consideration by the Planning Commission. At a minimum, every preliminary site plan is required to show the information described or listed below in order to facilitate an earnest review and approval of the preliminary plan of development. Include where necessary or applicable any additional supporting documentation as may be valuable for performing a proper review and reduce comments in a response letter.

A preliminary plan review fee of \$500 shall be paid to the Planning & Community Development Department at the time of initial plan submission for the application to be considered complete (§286-506.04). Checks payable to ‘City of Colonial Heights’. A review will not commence until the application fee has been paid. Incomplete submissions will be rejected without review.

The preliminary site plan shall be submitted on 24" x 36" inch City of Colonial Heights standard border sheet(s). Plan templates including those for a standard sheet and title sheet may be obtained from our “Documents Online” located on the Public Works Department’s webpage, on the City’s website at www.colonialheightsva.gov.

A preliminary master concept plan may be requested for large areas planned to be developed in sections. When used, “match lines” shall clearly indicate where the sheets join. Please note that any environmental features on a parcel may require adherence to federal and state regulations codified in local ordinance(s).

Please email planning@colonialheightsva.gov or call (804) 520-9297 with any questions regarding the preliminary site plan review checklist or process.

General Plan Requirements

- 1. Name of the project is clearly shown on Title Sheet with Colonial Heights, VA below it.
- 2. Name, address, phone, and email of property owner and developer.

- ____ 3. Name and contact information of the site plan design firm. All site plans must be prepared and sealed by a professional whose license is registered in VA, §286-506.C.
- ____ 4. Subdivision name, block, and lot number(s). If not a subdivision, list the parcel identification number(s) of those being developed and adjacent parcels to the site.
- ____ 5. Include a vicinity map of the site's location. §286-316.06.D(1).
- ____ 6. 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.
- ____ 7. Each plan sheet shall use the City's standard plan border and indicate the project's title, date of submission, scale of drawing, North arrow and have a unique but consecutive page number. The scale shall be 1" = 50' or larger for all plan sheets showing buildings or building lots, otherwise, the minimum scale is 1" = 100'.
- ____ 8. List parcel identification number and legal acreage for all parcels proposed with the development. Surveyed acreage may be listed separately.
- ____ 9. Include existing topography on and adjacent to the site with a maximum contour interval of two feet.
- ____ 10. Show and identify the location of all existing and proposed site features.
- ____ 11. Provide a north arrow on every sheet.
- ____ 12. Identify all symbology on every sheet.

Planning & Zoning Requirements to Determine Regulatory Compliance

- ____ 13. List and identify the current zoning district (s) of the site subject to the application.
- ____ 14. List the current zoning of all contiguous and abutting property including properties adjacent to the site across public and private roadways.
- ____ 15. List and identify proposed use of the parcel to be developed as such use is listed in the respective zoning district for the parcel(s). If the use is not listed in the zoning district, contact the Planning & Community Development Department to discuss before submission.
- ____ 16. Buildings and structures must be shown and include the following information: approximate dimensions of buildings, area of each floor, distances between structures, number of stories, approximate building height, and number of dwelling units.
- ____ 17. List the required building setbacks and proposed setbacks. Show all building restriction lines and zoning setbacks.
- ____ 18. List the required total number of parking spaces and the total number of parking spaces provided.

Engineering & Public Works Requirements to Determine Regulatory Compliance

- ____ 19. Site functionality features must be shown and include: proposed ingress and egresses, on-street and off-street parking, handicapped parking, parking space dimensions and stall angles, interior drive aisle widths, fire lane, loading zones, and pedestrian walkways. Identify all existing and proposed private utilities.
- ____ 20. Show the approximate locations and dimensions of the following: proposed improvements: sidewalks, curb and gutter, streets, street lighting, alleys, easements, and other improvements or pertinent construction related to the plan of development.

- ____ 21. Show all easements, covenants, reservations, and right-of-way's on or adjacent to the site property (provide entire extent for right-of-way adjacent to site). Show sanitary sewer, water, and drainage master plan. §286-316.06.D(5).
- ____ 22. Show approximate boundaries of each section, the location of streets, and common recreation and green open space areas. §286-316.06.D(3).
- ____ 23. List the required and proposed building coverage and lot coverage.
- ____ 24. Submit an Institute of Transportation Engineers (ITE) trip generations report for the proposed development.

Fire & EMS Requirements to Determine Regulatory Compliance

- ____ 25. Show the approximate location of the required fire lane and list details.
- ____ 26. Include standard detail for hydrant (attached).

Police Department Requirements to Determine Regulatory Compliance

- ____ 27. Show location and size of landscaping surrounding buildings.
- ____ 28. Show location and type of lighting proposed throughout the site.

Chesapeake Bay Preservation Area (CBPA) Requirements (if applicable to site)

- ____ 29. A site-specific RPA and RMA delineation through the performance of an environmental site assessment performed by a professional qualified to perform such work.
- ____ 30. All RPA features shall be shown: tidal wetlands; non-tidal wetlands connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow; tidal shores; non-tidal wetlands connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow; a vegetated buffer area not less than 100 feet in width located adjacent to and landward of a component of an RPA feature listed above, and along both sides of any water body with perennial flow.
- ____ 31. All RMA features shall be shown: floodplains; highly erodible soils, including steep slopes; highly permeable soils; nontidal wetlands not included in the RPA; and such other lands necessary to protect the quality of state waters.
- ____ 32. A Water Quality Impact Assessment has been performed when required and deemed necessary by the Director of Planning & Community Development.
- ____ 33. Encroachment(s) of the proposed site into designated CBPA is identified and shown. Include these RPA conservation notes: "Development in the RPA is limited to water-dependent facilities and redevelopment." and "Retain an undisturbed and vegetated 100-foot-wide buffer area in the RPA." (if applicable).
- ____ 34. Show the limits and elevations of any established one-hundred-year floodplain and the limits of the floodway.
- ____ 35. Depiction of existing vegetation has been shown on the site plan and the intent to disturb or preserve it has been shown or otherwise called out on the plan.
- ____ 36. Pictorial and/or video evidence of pre-developed undisturbed RPA has been submitted.