

SITE PLAN CHECKLIST
ARTICLE 18 REQUIREMENTS

APPLICANT: PROJECT:	PROJECT LOCATION:
REVIEWED BY: DATE REVIEWED:	PLAN DATED:

Zoning Ordinance
Reference

18-1 SITE PLAN REQUIREMENTS

- Business/Industrial (EXCEPT PUD, Barns, Silos, items used for farming only)
- More than 2 residences on one lot or parcel
- Manufactured Home Park
- Public gathering buildings; churches over 7,500 sq. ft; church expansion over 5,000 sq. ft.
- Public or Semi-public Development
- All Special Use Permit (SUP) uses in the Conservation District (C-1)

18-2 PREPARATION OF SITE DEVELOPMENT PLAN

- Prepared by professional engineer, architect or land surveyor licensed in Virginia
- Licensed preparer requirement waived by Zoning Administrator for minor projects with limited impact on adjacent properties.

18-3 SPECIFIC ITEMS TO BE SHOWN

- 18-3.1 ↑ ___ Area of the site in square feet
- 18-3.2 ↑ ___ Location of the lot by vicinity map
 - North Arrow
 - Original Date
 - Revision Dates
 - Graphical Scale
- 18-3.3 ___ Property parcel lines with distances and bearings or limits of development line for partial parcel development
- 18-3.4 Name and Address of:
 - Property Owner
 - Developer if different from owner
 - Person or firm preparing plan
- 18-3.5 ___ Tax map numbers for parcels proposed for development

- 18-3.6 Names, tax map numbers, existing land use and zoning of:
- Adjacent property owners
 - Owners of any property on which any utility or drainage easement may be required in conjunction with the proposed development.
- 18-3.7 ____ Nature of land use proposed for site
- 18-3.8 Proposed public or private streets, alleys, easements on or adjacent to the site:
- On site -
 - Names
 - Route Numbers
 - Existing Locations
 - Proposed Locations
 - Width
 - Adjacent to site -
 - Names
 - Route Numbers
 - Existing Locations
 - Proposed Locations
 - Center Lines or Boundary
 - Width
- 18-3.9 Site access points:
- Location
 - Type (driveways, curb openings, crossovers, etc.)
 - Size
 - Median cuts - Existing
 - Median Cuts - Proposed
- 18-3.10 ↑ Parking areas:
- Off-street parking areas and parking spaces w/type of surfacing, size & angle of stalls, width of aisles
 - Handicapped spaces w/type of surfacing, size & angle of stalls, width of aisles
 - Loading spaces w/type of surfacing, size & angle of stalls, width of aisles
 - Walkways w/type of surfacing, width and length
 - Schedule indicating number of spaces provided
 - Schedule indication number of spaces required
- 18-3.11 ↑ Location of buildings and structures:
- Existing
 - Proposed
 - Setbacks from property lines
 - Distance between buildings or structures

- 18-3.12 Building and structure dimensions for each land use, if more than one land use is proposed, the floor area of each land use shall be provided:
- Number of stories
 - Floor area in square footage
 - Building height
- 18-3.13 ↑ Utility location:
- Existing Water
 - Existing Sewer
 - Existing Gas
 - Existing Electric
 - Other Utilities

 - Proposed Water
 - Proposed Sewer
 - Proposed Gas
 - Proposed Electric
 - Proposed Other
- 18-3.14 ↑ Topography (Required if project requires a Land Disturbing Permit)
- Contour intervals of two feet or less
 - Waiver of contour intervals by Zoning Administrator
 - Proposed finished grading contours supplemented where necessary with spot elevations
- 18-3.15 ↑ Freestanding sign location, type, size (pylon, monument, menu boards, etc.)
- Existing
 - Proposed
- 18-3.16 ↑ Proposed exterior lighting
- Location
 - Type (Pole height, fixture style, etc.)
- 18-3.17 Floodplain (100 year) location and relationship of buildings and structures to the floodplain
- 18-3.18 Landscaping, Screening and Buffers Areas – Article 24 (when applicable)
- Front Landscaped Area
 - Buffer area
 - Landscaped Main Parking Area
 - Screening of Outdoor Storage Areas and Storage Buildings
 - Screening Mechanical Equipment

- Central Solid Waste Storage Area
- Unoccupied Lot Areas
- Type and size of plant materials
- Type and size of other screening materials

18-3.19 Additional information required by zoning administrator

- Dumpster Location and screening

All items waived by zoning administrator as not necessary to insure conformance with county ordinances or standards should be marked with a "W".

18-3 FORMAT

- 18-4.1 ___ Engineering scale no less than 1" = 50, unless smaller scale receives prior approval of Zoning Administrator
- 18-4.2 ___ Statement signed by owner or developer stating that the project will be built according to the plan
- 18-4.3 ___ Number of copies of plan to be submitted is determined by zoning administrator
- 18-4.4 ___ Site development plans shall provide a location for the Zoning Administrator's signature of approval, Site Plan Petition Number, notes, and date of approval in accordance with the sample table provided in the "Tables and Charts" section of the Pulaski County Zoning Ordinance.

18-5 COMPLIANCE WITH ADDITIONAL REQUIRMENTS FOR MOBILE HOME PARK SITE PLANS AND MULTI-FAMILIY RESIDENTAL SITE PLANS

Please refer to Sections 18-5.1 thru 18-5.10.5 for the additional requirements to be shown on the site plan.

18-6 APPROVAL PROCEDURES/CONDITIONS

18-6.1 Date submitted to Zoning Administrator for Approval ____/____/____

18-6.2 Check if required. Date and initial when completed

Consultation

- ↑ VDOT
 - ↑ VDH
 - ↑ Pulaski County Erosion & Sediment Admin.
 - ↑ Other
-

18-7 Conditions

- ↑ Bond Amount \$ _____
- ↑ Bond Paid
- ↑ Approved copy returned to owner _____

18-8 Fees

- ↑ Fee amount \$ _____
- ↑ Paid \$ _____ (Date) ____/____/____ (Initials) _____