Required Site Plan Content Checklist
Department of Neighborhood Development Services
P. O. Box 911, City Hall
Charlottesville, VA  22902
Telephone:  (434) 970-3182

Project Name ___________________________________________________________

Note: This checklist is only a guide and should not replace due diligence in code compliance. For detailed description of the items on this checklist, refer to the City Zoning Ordinance Article VII, Site Plans, Sections 34-827 and 34-828.

Complete and submit with your Site Plan

Site Plan Requirements

___ 16 Copies
___ Name of Development
___ Name of Owner/Developer/and other individuals who prepared the plan (including professional seal with signature and date)
___ Zoning District (Classifications/Variances/Proffers/Bonuses)
___ Tax Map and Parcel Number
___ City and State
___ North point
___ Scale (1:20 required unless an alternate scale is approved by staff)
___ USGS Datum Reference
___ Source of Topography and Survey
___ Sheet Number and Total Number of Sheets
___ Date of Drawing and Revisions (Note: All revision dates and descriptions must be included on amended site plans)
___ Adjacent Property Info (Zoning/Tax Map and Parcel/Present Use)
___ Signature Panel (for NDS director)

Existing and Proposed Items

___ Lot lines, minimum setback lines, separation requirements for yard and building
___ Vicinity Sketch
___ Boundary Dimensions
___ Proposed Use (maximum acreage for each)
___ Maximum Dwelling Units by Type
___ Gross Residential Density
___ Residential Unit Information (# of bedrooms, units for rent or for sale)
___ Recreation Areas: square footage
___ Open Space: percentage and square footage
___ Maximums: (non-residential uses, lot coverage, height, impervious cover paved parking and vehicular circulation)
___ Site Plan Phasing
___ Topography

Revision Date: May 19, 2022
___ Existing Watercourses and Floodplains
___ Existing and Proposed Streets (Including Easements, Right-of-ways, street sections, turn radius and other detailed measurements)
___ Street Sections (centerline, radius, ingress & egress, culvert)
___ Existing Storm Sewer Facilities (Drainage Channels and Easements)
___ Drainage and Grading Plans (profiles & drainage summary)
___ Storm Drainage Facilities with Storm Detention and Water Flow
___ Show Roof Drain location(s) and output(s)
___ Existing Utilities (including easements)
___ Proposed Improvements (Including Buildings and Other Structures, walkways, trash containers, lighting, parking lots, loading areas, etc)
___ Water & Sanitary Sewer Facilities (size, types, connections, easements, cross sections of lines, fire hydrants)
___ Areas Dedicated for Public Use (if applicable)
___ Stormwater Management Plan Utilizing BMP’s
___ Outdoor Lighting Information

**Landscaping**
___ Utility lines shown
___ Proposed Landscaping (location, size, shape and generic type) including screens
___ Proposed Plantings (Number, height, size and name. This shall include calculations of open space and tree coverage. See City of Charlottesville Recommended Plant Species for reference)
___ Street Trees: Corridor District? Primary or linking?
___ Existing Vegetation and Landscape Features (Tree survey – all trees over 6” in caliper and a signed conservation checklist)

**Traffic**
___ Schedule of Parking (min. required, amount provided, paved and circulation)
___ Ingress and Egress (showing centerline)
___ Estimated Traffic Generation Figures (ITE Trip Generation)
___ Signs (location, character, height and orientation) in accordance with Article IX, Section 34-1020 City Code