



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/Variations/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

- _____ 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