



Rouss City Hall
 15 North Cameron Street
 Winchester, VA 22601
 540-667-1815
 TDD 540-722-0782

SITEPLAN CHECKLIST CITY OF WINCHESTER, VIRGINIA

NOTE: A completed Checklist is required for all site plans submitted to the City's Planning Department. All documents and reports submitted should include a digital submission as well.

This is a generalized list of requirements extracted from the Zoning Ordinance. Not all requirements may be applicable to every application. Additional requirements may apply to specific types of development or changes of use. Consult a current copy of the Zoning Ordinance.

BACKGROUND INFORMATION:

Site Plan Title: _____

Location: _____

Zoning District: _____ Historic District -- BAR Case # _____
 Corner Lot (Y/N)...: _____ Minimum Lot Area...: _____
 Minimum Lot Width ..: _____

Required Setbacks
 Front: _____ Side: _____
 Corner side: _____ Rear: _____

Height Limit: _____

Grandfathering claimed: _____

Any existing Ordinance violations: _____

Any waivers requested: _____

Planning Department

SITE PLAN SPECIFICATIONS (19-3 & 19-4)

YES NO N/A

- ____ Scale (19-4-2)
- ____ Scale not less than 1:50 (19-3-1)
- ____ 24"x36" sheet size (19-3-2)
- ____ Match lines provided for plans on more than one sheet (19-3-3)
- ____ Horizontal dimensions in feet and decimals of feet to the closest 1/100th of a foot (19-3-4)
- ____ Project title (19-4-1)
- ____ Developer's name (19-4-1)
- ____ Certified by licensed surveyor, architect or professional engineer licensed to practice in the Commonwealth of Virginia (within limits of license) (19-4)
- ____ Director of Planning signature block in lower right hand corner (19-4-1)
- ____ Northpoint (19-4-2)
- ____ Date and revision dates (19-4-2)
- ____ Vicinity map (19-4-2)
- ____ Existing zoning and district boundaries (19-4-3)
- ____ Adjoining property zoning, current use and owner information (19-4-4)
- ____ Boundaries of property involved by bearings and distances certified by a land surveyor licensed to practice in the Commonwealth of Virginia (19-4-5)

EXISTING FEATURES (18-13 & 19-4)

YES NO N/A

- ____ Property lines (19-4-6)
- ____ Streets (19-4-6)
- ____ Buildings (19-4-6) (show what is to be demolished/retained)
- ____ Other physical features in or adjoining the project (19-4-6)
- ____ Topography with contour interval of two (2) feet or less (19-4-7)
- ____ Location of all trees with a caliper of 6 inches or greater (19-4-12)
- ____ Location, size, and type of all trees in right of way and adjacent to project (19-4-12)
- ____ Construction Type

OFF-STREET PARKING, LOADING AND WALKWAYS (18-6, 19-4 & 19-5)

YES NO N/A

- ____ Location (19-4-11)
- ____ Surfacing- 2" Bituminous concrete or better (18-6-3.5 & 19-4-11)
- ____ Continuous curbing- provide detail and dimension curb lengths and radii (18-6-2.3)
- ____ Driveway width (19-4-11)
- ____ Off-street loading required/provided (18-6-7)
- ____ Loading spaces 10'x25'x15' height (18-6-2.2)
- ____ Shopping Cart corral locations depicted and accounted for in parking calculations

YES NO N/A **OFF-STREET PARKING**

- ____ Parking not located within 5' of rear or side property lines if adjacent zoning is non-residential, and not within 15' of rear or side property lines if adjacent zoning is residential (18-6-3.2)
- ____ Schedule of required versus provided spaces itemized by use group (18-6-5.1 & 19-4-11)
- ____ Angle of stalls (19-4-11)
- ____ Width of aisles (19-4-11 & 18-6-2.4)
- ____ Parking spaces 9'x18' (except disabled) (18-6-2.4)
- ____ Parking delineated by striping/wheel blocks (18-6-3.4)
- ____ Head to head parking w/o at least a 4' wide curbed median requires 20' deep stalls (18-6-2.4)
- ____ 9' curbed landscaped area at end of rows (19-5-6.4c)
- ____ 10' wide curbed median every 6th row (19-5-6.4c)
- ____ 3' separation from any site feature more than 6" above or below parking lot pavement elevation (18-6-2.3)
~ Detail of 3-foot separation provided on plan- *detail available from Planning Dept.* (18-6-2.3)
- ____ Standing spaces 9'x18' (18-6-2.6)
- ____ Standing space schedule required versus provided (18-6-8.1)

YES NO N/A **SIDEWALKS AND PEDESTRIAN WALKWAYS (19-5 & 18-9)**

- ____ Safe and convenient access within the site (19-5-5 & 18-9-2.4)

PROPOSED BUILDINGS AND STRUCTURES (19-8, 18-9, 18-10, 18-12, 18-21 & 19-4)

YES NO N/A **MAIN**

- ____ Location tied down to property boundaries (19-4-14)
- ____ Number of stories including mezzanines (19-4-14)
- ____ Height- also height and clearance of canopies, porte-cocheres, porches (19-4-14)
- ____ Dimensions- also dotted line annotating of overhangs (19-4-14)
- ____ Use annotated by gross floor area including basements (19-4-14)
- ____ Number, size and type of dwelling units specified (19-4-14)
- ____ ~ RB-1 District, Minimum average floor area per-unit is 450 square feet, with the absolute minimum of 400 square feet. (7-3-1.2)
- ____ ~ B-1 District, Minimum average floor area per-unit is 425 square feet, with the absolute minimum of 350 square feet. (9-3-1)
- ____ Finished floor elevations (19-4-14)
- ____ Street addresses-*consult Planning Department for new addresses* (19-4-14)
- ____ Constructed before accessory structures (18-10-7)

YES NO N/A **SOLID WASTE RECEPTACLES (19-4-15)**

- ____ Location - unobstructed access for pickup (19-4-15)
- ____ Detail of concrete pad and enclosure; Pad should extend 10'x10' in front of the receptacle (19-4-15)

- ___ Screening equal or higher than receptacle (19-4-15)
- ___ Landscaping around perimeter of receptacle (19-4-15)
- ___ Opaque gates if visible from public or private street or alley (19-4-15)

YES NO N/A OTHER

- ___ Proposed finished grades by contour and spot elevations (19-4-18)
- ___ Total Project Area calculation provided. (18-21-1)
- ___ Visual obstructions at corners (18-12-1)

LANDSCAPING AND OPEN SPACE (18-20, 19-4 & 19-5)

YES NO N/A

- ___ Location and dimensions of proposed recreation, open space, and required amenities and improvements (19-4-21)
- ___ Open space (19-5-6.1)
 - ___ ~ 15% for non-residential site plan (19-5-6.1)
 - ___ ~ 30% for residential site plan in historic district (19-5-6.1)
 - ___ ~ 45% for residential site plan not in historic district (19-5-6.1)
 - 20% of the required open space available for active recreation for multifamily residential (19-5-6.4g)
- ___ Board of Architectural Review action on waiver of open space requested in historic district (19-5-6.3)
- ___ Landscape plan clearly shows all landscape, buffering, and recreational areas (19-5-6.4h)
- ___ Landscape schedule (table) clearly shows quantity, type and size of all landscape material (19-5-6.4h)
- ___ Landscaped area 10 feet wide adjacent to existing or future public right of way or private street (19-5-6.4a)
- ___ Waiver for 4 foot strip for B-1 district (19-5-6.4a)
- ___ Landscaping details of all buildings and grounds (19-4-13)
- ___ Foundation plantings- upright landscaping in area minimum of 3' deep between parking and building (19-5-6.4i)
- ___ Irrigation system details- at least show hose bib locations (19-4-8)
- ___ All landscaped area covered with living ground cover (19-5-6.4f)

YES NO N/A SCREENING REQUIREMENTS (18-20 & 19-4-13)

- ___ Location (19-4-13)
- ___ Height (19-4-13)
- ___ Type and material (19-4-13)
- ___ Parking lot screening provided (19-5-6.4d)
- ___ Raised (36 inch minimum) landscaping required (19-5-6.4b)
- ___ Opaque screening along property lines to less intensive zoning district (19-5-6.4d)
 - ___ ~ 6 foot high fence (19-5-6.4d)
 - ___ ~ Double row of evergreens 5 feet high, staggered rows, ten feet apart (19-5-6.4d)
- ___ Outdoor storage/display screening provided (18-20)
 - ___ ~ Exemption for motor vehicles, nursery plant stock, agricultural/construction equipment sales/rental (18-20)

YES NO N/A TREE REQUIREMENTS

- ___ Trees 6 inch caliper or larger preserved (19-5-7)
- ___ Ornamental trees preserved (19-5-7)
- ___ Trees within required setbacks preserved (19-5-7)
- ___ Designation of trees to remain or be removed (19-4-12 & 19-5-7)
- ___ New trees meet large deciduous shade tree standard preferably from current Recommended Tree list (19-5-6.4h)
- ___ Tree planting detail provided on plan- *preferred detail available from Planning Dept.* (19-4-22)
- ___ 1 tree per 35 feet of public right of way or private street frontage (19-5-6.4a & 19-5-6.4h)
- ___ 1 tree per 2000 square feet of paved surface parking area (19-5-6.4c & 19-5-6.4h)
- ___ 1 tree per 35 feet of property line (within 10 feet of property line) if maximum structure height is greater than height permitted in adjacent zoning district (19-5-6.4e)
- ___ Trees planted are 2 inch caliper at 6 inches above grade. (19-5-6.4h)
- ___ Spaced minimum of 20 feet apart (19-5-6.4h)

YES NO N/A MAINTENANCE OF LANDSCAPING (provide notes included on plan to address next five items)

- ___ All landscaped area shall be maintained in good condition by owner. (19-5-6.4j)
- ___ Reasonable provisions for protection from vehicles, pedestrians, shopping carts. (19-5-6.4j)
- ___ Dead or dying vegetation shall be replaced at direction of Administrator. (19-5-6.4j)
- ___ Replacement shrub size consistent with that expected for species and time since installation. (19-5-6.4j)
- ___ Replacement trees at 0.5" caliper above 2" for every year since installation up to 5" caliper. (19-5-6.4j)

OUTDOOR LIGHTING (18-6, 19-4 & 19-5)

YES NO N/A

- ___ ___ ___ Lighting plan shown (19-4-13 & 19-5-8)
- ___ ___ ___ ~ Location, including underground wires and meters (19-4-13)
- ___ ___ ___ ~ Height (19-4-13)
- ___ ___ ___ ~ Character (19-4-13)
- ___ ___ ___ Lighting sufficient to provide security and enhance personal safety (19-5-8)
- ___ ___ ___ Lighting arranged and hooded to confine direct rays entirely within site (19-5-8)
- ___ ___ ___ Uniformity of parking lot lighting doesn't exceed ratio of 4:1 (19-5-8.1)
- ___ ___ ___ Illumination schematic depicts minimum average vertical & horizontal footcandle levels (19-5-8.1)
- ___ ___ ___ Lighting not create a nuisance (18-16)

FENCES (18-9-2.7, 19-4-13)

YES NO N/A

- ___ ___ ___ Location (19-4-13)
- ___ ___ ___ Height (18-9-2.7, 19-4-13)
- ___ ___ ___ Type, construction details, and material (19-4-13)

DOCUMENTS

YES NO N/A

- ___ ___ ___ Homeowner Association documents for maintenance of open space and private streets
- ___ ___ ___ Plats (ALL PLATS MUST BE RECORDED BEFORE A SITE PLAN CAN BE APPROVED)

OTHER

YES NO N/A

- ___ ___ ___ Superimposed photoreductions of City Council (e.g. C.U.P.) or BZA (e.g. variance) approval letters, if any
- ___ ___ ___ All Planning Commission waivers annotated on plans
- ___ ___ ___ Board of Architectural Review approval of Historic District Site Plan completed (14, 19-5-6.3)
- ___ ___ ___ Electronic Version of Site Plan
- ___ ___ ___ Watts per square foot calculations (VECC CO45-6.2-6.22)

Building Official

OFF-STREET PARKING, LOADING AND WALKWAYS (18-6, 19-4 & 19-5)

YES NO N/A

DEFINE THE ACCESSIBLE SITE FEATURES: VUSBC 1101 & ANSI A117.1

- ___ ___ ___ Parking
- ___ ___ ___ Loading zones
- ___ ___ ___ Route from public sidewalks to the accessible entrance
- ___ ___ ___ Detectable warnings
- ___ ___ ___ Signage
- ___ ___ ___ ADA Ramps/lifts

YES NO N/A

INDICATE WITHIN THE BUILDING FOOTPRINT

- ___ ___ ___ Building use- VUSBC 302,
- ___ ___ ___ Construction type VUSBC 602
- ___ ___ ___ Height and Area VUSBC 503

YES NO N/A

BUILDING PERMITS REQUIRED FOR: (VUSBC 108.2)

- ___ ___ ___ Accessory structure for anything other than a shed <256 sq. ft.
- ___ ___ ___ Monument signs (engineering)
- ___ ___ ___ Street light pole bases (engineering or manufacturer's spec for 1,500 psf soil and 115mph wind)
- ___ ___ ___ Retaining walls with 3' or more of unbalanced fill
- ___ ___ ___ Swimming pools
- ___ ___ ___ Swimming Pool barriers (fences)
- ___ ___ ___ Flag poles >30' height
- ___ ___ ___ Any structural slabs
- ___ ___ ___ Tanks: identify chemical and size/quantity stored (VSFPC)

YES	NO	N/A	OTHER
___	___	___	Provide exterior lighting zone and watts / sq.ft. (VECC 405.5.2-(2))
___	___	___	Emergency Generator locations and related tank storage
___	___	___	Final grade shall fall a minimum 6" within first 10' from structure or proper swales (VCC 1804.4)
___	___	___	Roof drains and leaders may not discharge over sidewalks or create a public nuisance (VPC)
___	___	___	Retaining Walls (18-9-2.7, 18-10, 19-4-13,)
___	___	___	~ Location (19-4-13)
___	___	___	~ Height (19-4-13)
___	___	___	~ Type and material (19-4-13)
___	___	___	Footing Survey required (19-10-3)

Public Service Department (Engineering Division)

FACILITY LOCATIONS, IMPROVEMENTS, AND STANDARDS (ZO Sec 18-13, 19-4 & 19-5)

YES	NO	N/A	EXISTING FEATURES (18-13 & 19-4)
___	___	___	Watercourses, waterways, lakes, and other existing physical features (19-4-6)
___	___	___	Flood Plain Boundaries with FEMA designations (14.1-3)
___	___	___	Drainage Area Map (18-13-1)
___	___	___	Existing and proposed topographic map (18-13-1)
YES	NO	N/A	EXISTING UTILITY LOCATIONS AND EASEMENTS (19-4-8)
___	___	___	sanitary sewer system and appurtenances with associated pipe sizes and manhole inverts(19-4-8)
___	___	___	Storm Sewer system and appurtenances with associated pipe sizes, inverts, and slopes. (19-4-8)
___	___	___	Gas lines (19-4-8)
___	___	___	Water mains, meters, valves, hydrants, and appurtenances (19-4-8)
___	___	___	Culverts (19-4-8)
___	___	___	Other underground structures proximate to, or potentially affecting the project (19-4-8)
___	___	___	Easements (19-4-8)
YES	NO	N/A	PROPOSED UTILITY LOCATIONS AND EASEMENTS (19-4-8) (see Public Utilities Standards and Specifications)
___	___	___	Sanitary sewers (19-4-8)
___	___	___	Storm Sewer systems with required easements (19-4-8)
___	___	___	Gas lines (19-4-8)
___	___	___	Water mains (19-4-8)
___	___	___	Culverts (19-4-8)
___	___	___	Other underground structures in or effecting the project (19-4-8)
___	___	___	Easements (19-5-4)
___	___	___	~ Minimum width 20 feet (19-5-4)
___	___	___	~ Edge of easement 5 feet clear of outside pipes (19-5-4)
___	___	___	~ Easement 5 feet from any buildings (19-5-4)
YES	NO	N/A	STORM WATER MANAGEMENT (see Public Utilities Standards and Specifications)
___	___	___	Pre and Post-Development Drainage Area Map (ZO 18-13-1; CO 9-51)
___	___	___	Stormwater Management Plan
___	___	___	~ Ditches (19-4-16)
___	___	___	• Location, Size, Type, Grade (19-4-16),
___	___	___	• Connection to existing drainage system (19-4-16)
___	___	___	• Proposed contours (19-4-18)~ Catch basins & Inlets (19-4-16)
___	___	___	• Location, Size, Type (19-4-16)
___	___	___	• Elevations: Rim, Invert In, Invert Out (19-4-16)
___	___	___	~ Pipes (19-4-16)
___	___	___	• Location, Slope, Material, Size (19-4-16)
___	___	___	• Connection to existing drainage system (19-4-16)
___	___	___	Engineering computations to support the design of all closed conduit systems
___	___	___	Stormwater routings for all stormwater management quantity control facilities
___	___	___	Quantity calculations (Channel Adequacy, Flood Control)
___	___	___	Quality calculations (Latest edition of the VRRM Spreadsheet)

YES NO N/A **EROSION AND SEDIMENT CONTROL PLAN**
 _____ Delineated areas to be disturbed for the project (CO 9-34)
 _____ Disturbed Area Estimate
 _____ Erosion controls consistent with Standards and Specifications of the Virginia Erosion and Sediment Control Handbook (VESCH),
 _____ • Temporary Construction Entrance
 _____ • Inlet Protection
 _____ • Silt Fence
 _____ • Temporary Sediment Traps
 _____ • Temporary Sediment Basins

YES NO N/A **STREETS** (18-6, 19-4 & 19-5)
 _____ Location, type and size of ingress and egress to site (19-4-9)
 _____ Street and highway construction standards and geometric design standards in accordance with Subdivision Ordinance (19-5-1)
 _____ Cul-de-sac designed in accordance with Subdivision Ordinance 19-5-3)
 _____ ~ Length (19-5-3)
 _____ ~ Radius (19-5-3)
 _____ Location, dimensions and character of construction of proposed public and/or private streets (19-4-9)
 _____ Location, dimensions and character of construction of proposed alleys (19-4-9)
 _____ Location, dimensions and character of construction of proposed driveways (19-4-9)
 _____ For proposed intersections with existing streets, both edges of existing pavement surface of curb and gutter shown for 50 feet or the length of connections whichever is greater (19-4-10)
 _____ Driveway spacing standards met (18-6-3.6a and 18-6-3.6b)
 _____ Traffic control sign locations (19-4-20)
 _____ Pavement markings
 _____ Street Signs

YES NO N/A **SIDEWALKS AND PEDESTRIAN WALKWAYS** (19-5 & 18-9)
 _____ Disabled ramps installed per VDOT standards for right of way (ADAAG 4.7)
 _____ Detectable warning surface for ADAAG Ramps and hazardous vehicular travel areas (ADAAG 4.29)

DOCUMENTS

YES NO N/A
 _____ Erosion and Sedimentation Control Report and Narrative (19-4-17)
 _____ Water System Report (in case of main/system extension)
 _____ Sewer System Report (in case of main/ system extension)
 _____ Stormwater Management Plan (9-51)
 _____ Flood Plain and Flood Way studies (19-4-19)
 _____ Traffic impact analysis required (19-5-1)
 _____ Deeds of Dedication
 _____ List of proposed easements

OTHER

YES NO N/A
 _____ Provisions for wastewater pretreatment (19-4-23)
 _____ All development out of right-of-way (18-15)
 _____ Streams preserved in natural condition (19-5-7)

Zoning & Inspections Department

PROPOSED BUILDINGS AND STRUCTURES (19-8, 18-9, 18-10, 18-12, 18-21 & 19-4)

YES NO N/A **ACCESSORY**
 _____ Not located in front or side yard (18-10-1)
 _____ Not more than 30% of rear yard (18-10-6)
 _____ Location tied down to property boundaries (19-4-14)
 _____ Height (18-10-2 & 19-4-14)
 _____ Dimensions (19-4-14)

YES NO N/A	SIGNS (19-4-20 & 18-8)
___ ___ ___	Location- 5' separation from right-of-way line for freestanding signs in certain districts (19-4-20 & 18-8)
___ ___ ___	Character- if illuminated, show underground electric service connection (19-4-20)
___ ___ ___	Size (19-4-20)
___ ___ ___	Height (19-4-20)
___ ___ ___	Orientation (19-4-20)

Fire Marshal Office

Fire Code Standards (For more details look in [Chapter 10 and Appendix D](#) of the Fire Code)

YES NO N/A	
___ ___ ___	FDC signs (Chapter 10 and Appendix D of the Fire Code)
___ ___ ___	Gate accesses (Chapter 10 and Appendix D of the Fire Code)
___ ___ ___	~Knox box locations
___ ___ ___	Turning radius
___ ___ ___	Existing Fire Hydrant locations(see Utility Department Standards)
___ ___ ___	Proposed Fire Hydrant locations (see Utility Department Standards)
___ ___ ___	~Allowed distance from trees and other barriers
___ ___ ___	Fire Lane Sign Location
___ ___ ___	Fire Lanes and markings
___ ___ ___	Fire Equipment access