

# MAJOR SITE PLAN & PLAN REVISION

## APPLICATION



January 1, 2016

**Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until **June 18, 2017**.**

### **Stafford County Department of Planning & Zoning**

1300 Courthouse Road  
P.O. Box 339  
Stafford, VA 22555-0339

Phone: (540) 658-8668  
Fax: (540) 658-6824

[www.staffordcountyva.gov](http://www.staffordcountyva.gov)

## Major Site Plan Process

**Per Stafford County Code, Section 28-25 “Definitions of Specific Terms” states a major site plan is “Any nonresidential development involving construction and/or land disturbance greater than or equal to two thousand five hundred (2,500) square feet, or any residential development not subject to Chapter 22 of the subdivision ordinance.”**

1. Submittal deadline is 4:30 PM on Monday, ONE (1) month prior to the scheduled TRC meeting (refer to TRC schedule dates on the last page of this application).
2. Once a complete application has been submitted to the CDSC/Permit Center, the application and fees are verified, logged and a project number is assigned
3. The plan is initially reviewed and discussed with the applicant and /or engineer at the semi-monthly Technical Review Committee (TRC) meeting, held on the 2<sup>nd</sup> and 4th Wednesday of each month. All County departments plan review and comments can be viewed on the Integrated Web Response System (IWR) at <http://hello.stafford.va.us>.
4. The engineer/surveyor makes changes to the plan requested at TRC. The applicant resubmits plans for every outstanding review plus one (1) for the file for a second review with a comment response letter listing and addressing each outstanding comment. Changes to the plans shall be submitted within 120 days of last County comments received per Sec. 28-251.
5. Prior to plan signature: A **stormwater management agreement** must be submitted and recorded. Any necessary deeds and plats of dedication for off-site easements and/or right-of-way improvements must be approved and recorded.
6. After plans are reviewed and it is determined by staff that all review comments are addressed, submit twelve (12) full sets of the plan for final signature.
7. Approved copies of the plan shall be picked up by the applicant, and the remaining copies are distributed by staff to appropriate agencies.
8. Applicant applies for **grading/ building permits** and bonding in the Department of Public Works (540) 658-8650.
9. **Securities** are required for SWM, Grading and E&S prior to Grading Permit issuance.
10. All **on-site easements** are required to be **dedicated and recorded** prior to occupancy permit.
11. **Landscaping** is required to be **installed** prior to final occupancy permit, unless securities posted prior to occupancy permit.
12. Securities Section in the Department of Public Works accepts posting, releasing and reducing required securities.
13. Zoning Site **As-built Plan** application must be submitted to the Department of Planning and Zoning at least one week prior to issuance of an occupancy permit, Contact the Department of Planning and Zoning (540) 658-8668 for information.

## Application Submittal Checklist

- Completed **“Project Information & Primary Contacts”** Form
- Complete **“Detailed Project Description”** form with description of project: Example: Description & Location of Project: A site plan for 3,956 sq ft addition to ex Some Commercial Project, located south of Smith St and approx. 1,000 ft east of Jones Dr.
- Completed **“Major Site Plan Review Fee Calculation”** Sheet and appropriate fees payable to the “County of Stafford” **including 2.75% TECHNOLOGY FEE.**
- Signed **“Statements of Understanding”** from the owners and applicant
- Completed List **“Certification of Notice to Adjoining Property Owners”**
- “Certified Mail Receipts”** of adjacent property owner’s letters per Section 28-250 of the Zoning Ordinance
- Completed **“Major Site Plan Checklist”** signed by the engineer who prepared the plan.
- Twelve (12) 24”x 36” sets and four (4) copies of 11”x 17”
- All County Projects require a journal entry form at time of plan submission

**RECEIVED:**

DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

**OFFICIALLY SUBMITTED:**

DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

**Project Information & Primary Contacts**  
**MAJOR SITE PLAN**

<b><u>PROJECT INFORMATION</u></b>		<b><u>PROJECT #</u></b> _____
_____ PROJECT NAME		_____ SECTION
_____ ADDRESS (IF AVAILABLE)		_____ TOTAL SITE ACREAGE
_____ TAX MAP /PARCEL(S)	_____ ELECTION DISTRICT	_____ ZONING DISTRICT
DESCRIPTION AND LOCATION OF PROJECT: _____ _____ _____		

<b><u>APPLICANT/AGENT</u></b>		Primary Contact Person <input type="checkbox"/>	
_____ NAME		_____ COMPANY	
_____ ADDRESS	_____ CITY	_____ STATE	_____ ZIP
_____ PHONE NUMBER	_____ FAX NUMBER	_____ EMAIL ADDRESS	

<b><u>OWNER (Provide attachments if multiple owners)</u></b>		Primary Contact Person <input type="checkbox"/>	
_____ NAME		_____ COMPANY	
_____ ADDRESS	_____ CITY	_____ STATE	_____ ZIP
_____ PHONE NUMBER	_____ FAX NUMBER	_____ EMAIL ADDRESS	

<b><u>PROFESSIONAL (Engineer, Surveyor, etc.)</u></b>		Primary Contact Person <input type="checkbox"/>	
_____ NAME		_____ COMPANY	
_____ ADDRESS	_____ CITY	_____ STATE	_____ ZIP
_____ PHONE NUMBER	_____ FAX NUMBER	_____ EMAIL ADDRESS	

**Detailed Project Description**

**CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT:**

Is this a **REVISION** to a previously approved Major Site Plan?    YES                       NO

If YES, please provide Major Site Plan Project #: \_\_\_\_\_

If YES, please provide Major Site Plan Revision Description: \_\_\_\_\_

\_\_\_\_\_

**REQUIRED CALCULATIONS**

- \_\_\_\_\_ # of Impervious Acres
- \_\_\_\_\_ # of Disturbed Acres
- \_\_\_\_\_ # of Buildings
- \_\_\_\_\_ # of SWM Facilities
- \_\_\_\_\_ # of Building Sq. Ft.
- \_\_\_\_\_ # of Dwellings
- \_\_\_\_\_ # of Stories

- :
- Water (additional fee required)
  - Sewer (additional fee required)
  - Well
  - Septic
  - Public Streets
  - Private Streets
  - Fire Lane (additional fee required)

**INFRASTRUCTURE INFORMATION**

**BUILDING USE:**

\_\_\_\_\_

Are/were there any **CONDITIONS** associated with this application?

Please provide Project Application Number:

- |                                    |                                       |                             |
|------------------------------------|---------------------------------------|-----------------------------|
| Conditional Use Permit(s)          | <input type="checkbox"/> YES, # _____ | <input type="checkbox"/> NO |
| Resolution(s)                      | <input type="checkbox"/> YES, # _____ | <input type="checkbox"/> NO |
| Rezoning(s)                        | <input type="checkbox"/> YES, # _____ | <input type="checkbox"/> NO |
| Ordinance(s)/Proffers              | <input type="checkbox"/> YES, # _____ | <input type="checkbox"/> NO |
| Zoning Appeal(s), Variance(s)      | <input type="checkbox"/> YES, # _____ | <input type="checkbox"/> NO |
| Special Exception(s)               | <input type="checkbox"/> YES, # _____ | <input type="checkbox"/> NO |
| Waiver(s), Appeal(s), Exception(s) | <input type="checkbox"/> YES, # _____ | <input type="checkbox"/> NO |

**MAJOR SITE PLAN**  
**Review Fee Calculation**  
**(DO NOT ROUND)**

\*\*\* Total application fee includes ONLY 1<sup>st</sup> & 2<sup>nd</sup> Reviews, for administrative process/review & does not constitute approval

A. Base Fee		<u>\$ 7,400.00</u>
B. General Fee		
(_____ Impervious Acres) x (\$625.00) =		\$ _____
<b>(total acres to the nearest hundredth)</b>		
C. Disturbed Acres Fee		
< 1 disturbed acre	(\$250.00)	\$ _____
1 – 5 disturbed acres	(\$350.00)	\$ _____
\$75.00/per add'l acre > 5 acres=		\$ _____
D. Stormwater Management / E&S Review Fee		<u>\$ 3,300.00</u>
E. Utilities Review Fee		<u>\$ 850.00</u>
F. Transportation Review Fee		<u>\$ 475.00</u>
G. Fire Lane Fee		<u>\$ 200.00</u>
<b>SUBTOTAL</b>		\$ _____

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017. + 2.75%**      \$ \_\_\_\_\_

**GRAND TOTAL**      \$ \_\_\_\_\_

**All 3<sup>rd</sup> and subsequent Review Fees are as follows:**

Planning & Zoning	(\$3,100.00)	Transportation	(\$160.00)
SWM / E&S	(\$1,700.00)	Fire & Rescue	(\$125.00)
Utilities	(\$ 240.00)		

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**

**GRAND TOTAL**      \$ \_\_\_\_\_

THE ABOVE FEES ARE TO BE MADE PAYABLE TO: **COUNTY OF STAFFORD**

**MAJOR SITE PLAN**  
**Review Fee Calculation**  
**ADDITIONS TO EXISTING BLDGS ONLY**

**BUILDING ADDITION Greater than 2,500 sq. ft. AND Less than 10,000 sq. ft.**  
**ORDINANCE O15-26**

A. Building addition >2,500 & < 10,000 sq. ft. Base Fee		<b>\$ <u>4,500.00</u></b>
B. Utilities**	(\$365.00)	\$ <u>.00</u>
C. Fire**	(\$125.00)	\$ <u>.00</u>
D. Transportation**	(\$160.00)	\$ <u>.00</u>
E. SWM & E/S**	(\$1,700.00)	\$ <u>.00</u>
<b>**IF APPLICABLE** PER ORDINANCE O15-26 SUBTOTAL</b>		<b>\$ _____</b>

**Per Ordinance O12-19, a 2.75% technology fee will be assessed until June 18, 2017.**

**All 3<sup>rd</sup> and subsequent Review Fees are as follows:**

Planning & Zoning	(\$3,100.00)	Transportation	(\$160.00)
SWM / E&S	(\$1,700.00)	Fire & Rescue	(\$125.00)
Utilities	(\$ 240.00)		

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**

**GRAND TOTAL      \$ \_\_\_\_\_**

**MAJOR SITE PLAN**  
**Review Fee Calculation**  
**REVISIONS**

See Section 28-254 of the Zoning Ordinance for qualifications of any revision to a Major Site Plan.

**MAJOR REVISION TO MAJOR SITE PLAN**

A. Major Site Plan <b>REVISION</b> Base Fee		\$ <u>4,500.00</u>
B. Utilities**	(\$365.00)	\$ <u>.00</u>
C. Fire**	(\$125.00)	\$ <u>.00</u>
D. Transportation**	(\$160.00)	\$ <u>.00</u>
E. SWM & E/S**	(\$1,700.00)	\$ <u>.00</u>
<b>**IF APPLICABLE**</b>	<b>SUBTOTAL</b>	<b>\$ <u>.00</u></b>

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.** + 2.75% \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

**All 3<sup>rd</sup> and subsequent Review Fees are as follows:**

Public Works	(\$160.00)	Utilities	(\$180.00)
SWM / E&S	(\$1,700.00)	Fire & Rescue	(\$125.00)

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**

**MINOR REVISION TO MAJOR SITE PLAN**

A. Major Site Plan <b>MINOR REVISION</b> Base Fee		\$ <u>2,100.00</u>
B. Utilities**	(\$365.00)	\$ <u>.00</u>
C. Fire**	(\$125.00)	\$ <u>.00</u>
D. Transportation**	(\$160.00)	\$ <u>.00</u>
E. SWM & E/S**	(\$1,700.00)	\$ <u>.00</u>
		+ 2.75% \$ _____

**\*\*IF APPLICABLE\*\*** **GRAND TOTAL** \$ \_\_\_\_\_

**All 3<sup>rd</sup> and subsequent Review Fees are as follows:**

Transportation	(\$160.00)	Utilities	(\$180.00)
SWM / E&S	(\$1,700.00)	Fire & Rescue	(\$125.00)

**Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.**

## Statements of Understanding

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of the Major Site Plan for review and approval as provided under the Code, and, further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance, Chapter 28 of the Stafford County Code for the zoning districts in which this project is located.

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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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### **ENGINEERS CERTIFICATION OF PLAN COMPLETION:**

I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of the Major Site Plan for review and approval as provided under the Code, and, further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance, Chapter 28 of the Stafford County Code for the zoning districts in which this project is located.

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Signature of Applicant/Agent	Printed Name	Date
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## Certificate of Notice to Adjoining Property Owners

In accordance with the policies of the Stafford County Department of Planning and Zoning, attached are the postmarked certified mail receipts that will serve as proof of notification of the adjacent property owners.

Signature of Applicant/Agent

Printed Name

Date

Listed below are the names and addresses of the adjoining property owners notified.

Provide additional pages if needed.

TAX MAP / PARCEL	NAME	
ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
ADDRESS		
CITY	STATE	ZIP

**Notification Letter to Adjoining Property Owners**

\_\_\_\_\_

Date

Dear \_\_\_\_\_,

This is to notify you that a Major Site Plan Application will be submitted for approval to the Stafford County Department of Planning and Zoning located at the Stafford County Administration Center, 1300 Courthouse Road, Stafford, VA 22555 on \_\_\_\_\_.

You may review the application at the above-mentioned address or call (540) 658-8668.

The following information is supplied for your convenience:

Name of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_

Type of Use: \_\_\_\_\_

Specific Location: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

## Major Site Plan Checklist

This checklist is to be completed, signed and certified by the engineer/plan preparer and shall be submitted as part of the application. Refer to the appropriate sections of the County Code and the DCSL.

**N/A      COMPLETE**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Table of Uses and Standards</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-34 PURPOSE OF DISTRICT
<input type="checkbox"/>	<input type="checkbox"/>	28-35 BUILDING HEIGHT
<input type="checkbox"/>	<input type="checkbox"/>	28-35 FLOOR AREA RATIO
<input type="checkbox"/>	<input type="checkbox"/>	28-35 OPEN SPACE RATIO
<input type="checkbox"/>	<input type="checkbox"/>	28-35 SITE INTENSITY
<input type="checkbox"/>	<input type="checkbox"/>	28-35 TABLE 3.1 USES/STANDARDS
<input type="checkbox"/>	<input type="checkbox"/>	28-35 SETBACKS

**N/A      COMPLETE**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Submission Requirements for Major Site Development Plans</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A NAME OF PROJECT
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A ASSESSORS PARCEL #
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A DATE (INCL REVISIONS)
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A MAG.DIST/CNTY/STATE
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A NAME/ADDR OF APPLICNT
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A NAME/ADDR OF OWNER
<input type="checkbox"/>	<input type="checkbox"/>	28-248.A NORTH INDICATOR ARROW
<input type="checkbox"/>	<input type="checkbox"/>	28-248.B SCALE (1"=50' OR >)
<input type="checkbox"/>	<input type="checkbox"/>	28-248.C # OF SHEETS OF PLAN
<input type="checkbox"/>	<input type="checkbox"/>	28-248.C INDICATE MATCH LINES
<input type="checkbox"/>	<input type="checkbox"/>	28-248.D OVERALL SHEET W/ PG INDICATORS
<input type="checkbox"/>	<input type="checkbox"/>	28-248.E 10 COPIES PLAN
<input type="checkbox"/>	<input type="checkbox"/>	28-248.F SHEET SIZE (42" MAX)
<input type="checkbox"/>	<input type="checkbox"/>	28-248.F SPECIAL STUDIES AS REQ
<input type="checkbox"/>	<input type="checkbox"/>	28-248.G HORIZONTAL DIMENSIONS

**N/A      COMPLETE**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Contents of Site Development Plans</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.1 LOCATION OF SITE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.2 VIC MAP (1"=2,000')
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.2 NAMES / RT # RDS / SUBD / RR / ETC
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.3 TOPO NOT > 5'
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.4 BOUNDARY SURVEY
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.5 PROPOSED STREETS / ESMTS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.5 BLDG SETBACKS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.6 FLOODPLAINS / RPA
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.7 PROPOSED UTILITIES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.8 EXISTING ROADS / ESMTS / ETC
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.8 ADJACENT ZONING
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.8 PROFFERS / CONDITIONS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.8 PROFFERS IMPLEMENTATION
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.8 ZONING DESIGNATION OF ABUTTING PROPERTIES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.11 SOURCE OF TITLE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.12 SIGN FIRE MARSHALL
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.12 SIGN FOR HEALTH
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.12 SIGN FOR UTILITIES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.12 SIGN LINE FOR E&S/STORMWATER MGMT ADMIN
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.12 SIGN LINE FOR VDOT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.12 SIGN LINE FOR AGENT

N/A	COMPLETE	
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.13 ADJ OWNER NAMES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.13 ADJ PROPERTY TAX MAP
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.13 ADJACENT USE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.13 ADJACENT PROP LOC
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.14 BLD DISTANCE FROM PROP LINE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.14 BLDG_SETBACK LINES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.15 STREET TYPE, SIZE & LOC
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.15 STREET ACCESS PTS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.15 TYPICAL SECTION ST
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.16 RET WALL LOC/WIDTH/SIZE/HGT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.17 EXISTING TOPOGRAPHY (2'INTRVLS)
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.17 PROP FINISH GRADE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.17 TYPE & LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.19 OFF STREET PARKING
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.19 OFF STREET LOADING
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.20 NAME & RTE#/OR LR# OF ROW
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.20 LR# OF EXISTING ESMTS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.20 MAINTENANCE OF ESMT PUB/PVT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.20 PURPOSE OF ESMTS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.20 LOCATION/SIZE/WIDTH OF ESMT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.20 ROW WIDTH
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.21 EXSTNG/PROPOSED ST
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.21 SIGHT DISTANCE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.21 ST CURVE DATA
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.21 STREET GRADES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.21 STREET LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.21 STREET NAME
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.21 STREET WIDTH
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.23 LOC OF SEWER LINES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.23 LOC/DIM OF UTILS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.23 PT OF SEWR CONNECT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.23 SANITARY SEWER FAC
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.24 HYDRANT LOCATIONS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.24 WATER SYSTEMS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.24 LOC OF WTR MNS/VALV
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.25 LOC OF RECPTACLES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.25 METHOD OF COLLECTION
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.26 TOTAL ACREAGE OF SITE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.26 ACREAGE FOR EA TYPE OF USE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.26 PROP USE FOR EA BLDG
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.26 # MULTFMLY DWLNGS
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.26 LOC&USE OF STRUCTURES
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.26 STRUCTURES DIM/SZ & HGT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.27 LOC REC/OPEN SPCE AREA
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.27 SIZE OF OPEN SPACE
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.28 PROPERTY ADDRESS ON BLDG FOOTPRINT
<input type="checkbox"/>	<input type="checkbox"/>	28-249.B.29 PROFFERS/IMPLEMENTATION PLAN
<input type="checkbox"/>	<input type="checkbox"/>	28-256.B ENG CRTFD COST EST
<input type="checkbox"/>	<input type="checkbox"/>	28-256.C.1 ROW DED PLAT&DEED
<input type="checkbox"/>	<input type="checkbox"/>	28-256.C.2 ST/HWY STNDS REFER TO SUBD ORD
<input type="checkbox"/>	<input type="checkbox"/>	28-256.C.3 TRAVEL LANES WIDTHS

**N/A COMPLETE**

- 28-256.C.3 INTERPCL ACCESS
- 28-256.C.4 CUL-DE-SAC
- 28-256.C.5 PAVING WAIVERS
- 28-256.C.5 PAVEMENT TYPE/VDOT STANDARDS
- 28-256.C.6 ESMT FOR DRAINAGE/UTILITIES
- 28-256.C.7 LOC OF SEPTIC FLDS
- 28-256.C.7 SEPTIC SYSTEMS
- 28-256.C.7 SOIL EVALUATION
- 28-256.C.12 DETAILED LIGHTING PLAN
- 28-250.A MAIL RECEIPTS

**N/A COMPLETE**

**Overlay Districts**

- 28-35 HERITAGE INTERPRETATION
- 28-57 FLOOD HAZARD
- 28-58 HISTORIC RESOURCE
- 28-59 HIGHWAY CORRIDOR
- 28-62 CHESAPEAKE BAY PRESERVATION
- 28-63 MILITARY FACILITY IMPACT
- 28-64 AIRPORT IMPACT
- 28-65 HISTORIC GATEWAY CORRIDOR

**N/A COMPLETE**

**Performance Regulations**

- 28-38.A BUFFER YARDS
- 28-38.B CORNER LOTS
- 28-38.C ACCESSORY BLDGS /STRCT
- 28-38.D EXCPT TO HEIGHT
- 28-38.E SETBACKS APPRV IND PRKS
- 28-38.F SETBACK REQ FOR STRT IMPRV
- 28-38.G OUTDOOR DISPLAY / STRG
- 28-38.H DENSITY (MULTI-FAM)
- 28-38.I FAR
- 28-38.J EXCPT TO OPEN SPACE RATIO

**N/A COMPLETE**

**Special Regulations**

- 28-39.A FENCES
- 28-39.B.1 INDUSTRIAL SCREENING
- 28-39.H GOLF COURSES / DRIVING RANGES STANDARD
- 28-39.I.2 RBC ARCHT DESIGN
- 28-39.I.3-7 RBC LIGHT / SIDEWLK / PED AREAS
- 28-39.I.8 RBC DRIVE THROUGH SCREENING
- 28-39.I.9 RBC SRV BAY
- 28-39.I.10 RBC GROSS AREA
- 28-39.I.11 RBC DRV THROUGH BUFFERS
- 28-39.I.17 RBC OUTDOOR STORAGE SCREENING
- 28-39.I.18 RBC DUMPSTER PAD SCREENING
- 28-39.I.19 RBC LOADING SPACE SCREENING
- 28-39.I.20 RBC ARCHITECTURAL DESIGN
- 28-39.I.21 RBC NOTE: SERVICES ENCLOSED
- 28-39.I.22 RBC OVERNIGHT STORAGE
- 28-39.I.23 RBC CURB & GUTTER REQ FOR ALL TRAVEL LANES
- 28-39.I.24 RBC COLLECTOR RD CONSTRUCTION REQUIREMENT
- 28-39.I.24 RBC LANDSCAPING W/IN MEDIAN
- 28-39.I.25 RBC PARKING

<b>N/A</b>	<b>COMPLETE</b>	
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.26 RBC PARKING LOT CURB & GUTTER
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.27 RBC PARKING LOT ISLAND LANDSCAPING
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.28 LANDSCAPING PLAN
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.29 RBC HELISTOPS
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.30 RBC AUTO / VEHICLE SERVICE / SALES
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.31 RBC CONVIENIENCE CENTERS
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.32 RBC LIGHT INDUSTRIAL / MANUFACTURING
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.33 RBC CEMETERY
<input type="checkbox"/>	<input type="checkbox"/>	28-39.I.34 RBC HISTORIC SITES
<input type="checkbox"/>	<input type="checkbox"/>	28-39.K RBC CAR / TRUCK WASH
<b>N/A</b>	<b>COMPLETE</b>	<b>Flood Hazard Overlay District (FH)</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-57.F.1 FLD PLN & SRCE DATA
<b>N/A</b>	<b>COMPLETE</b>	<b>Highway Corridor Overlay District (HC)</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-59.E CONDITIONAL USES
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F1 ACCESS/ CIRCULATION
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F2 PEDESTRAIN CIRCULATION
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F3 OUTDOOR STORAGE SCREENING
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F4 PAVED PKING/DRIVEWAYS
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F5 PKING/BERM/SETBACK
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F6 UTILITY LOCATIONS
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F7 SCREENING LOADING/BAYS/ETC
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F8 DUMPSTER SCREENING
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F9 ARCHTICURAL TREATMENT
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F10 HEIGHT OF BLDGS
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F10 REDUCE SETBACK ALLOWANCE
<input type="checkbox"/>	<input type="checkbox"/>	28-59.F11 LANDSCAPING & PLANTING PLAN
<input type="checkbox"/>	<input type="checkbox"/>	28-59F12 HC EXEMPTIONS
<b>N/A</b>	<b>COMPLETE</b>	<b>CRPA</b>
<input type="checkbox"/>	<input type="checkbox"/>	27B CHESAPEAKE BAY PRESERVATION AREA
<b>N/A</b>	<b>COMPLETE</b>	<b>Required Landscaping / Buffers</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-82.A SZ BUFFR/LNDSCPD AREA
<input type="checkbox"/>	<input type="checkbox"/>	28-83 BUFFR HISTORIC PROP/DIST
<input type="checkbox"/>	<input type="checkbox"/>	28-86.A PARK LOT LANDSCAPING
<b>N/A</b>	<b>COMPLETE</b>	<b>Design and Construction Standards for Landscaping</b>
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 110.1 STREET BUFFERS/INTERSTATE
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 110.2 STREET BUFFERS/ARTERIAL MAJ HWY
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 110.3 TRANSITIONAL BUFFER
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 120.1 INTERIOR PARKING LOT LANSCLAPING
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 120.2 PERIMETER PARKING LOT LANDSCAPING
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 120.3 VEHICLE ACCESS DRIVE LANDSCAPING
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 120.4 STREET LANDSCAPING
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 130 SCREENING
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 140 CREDITS
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 141 SUBSTITUTIONS PERMITTED
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 142 ALTERNATIVE COMPLIANCE
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 143 DEPARTURE FROM DESIGN STANDARDS
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 152 TYPE OF PLANTS/SIZE/CHARACTERS
<input type="checkbox"/>	<input type="checkbox"/>	DCSL 153 PLANTING SCHEDULES
<input type="checkbox"/>	<input type="checkbox"/>	DCSL TABLE 3.0 PERMITTED PLANTINGS

<b>N/A</b>	<b>COMPLETE</b>	<b>Outdoor Lighting Standards</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-87 PARKING LOT LIGHTING
<b>N/A</b>	<b>COMPLETE</b>	<b>Screening Standards for Appurtenances</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-88.1-9 SCRNING OF RECPTICLS
<b>N/A</b>	<b>COMPLETE</b>	<b>Parking, Loading, Road and Access Requirements</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-102.1 PKING SIZE
<input type="checkbox"/>	<input type="checkbox"/>	28-102.2 PKING AISLES
<input type="checkbox"/>	<input type="checkbox"/>	28-102.3 PKNG LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	28-102.4 REQ PKING SPACES
<input type="checkbox"/>	<input type="checkbox"/>	28-102.5 VEHICLE SALES LOTS
<input type="checkbox"/>	<input type="checkbox"/>	28-102.6 OTHER USES NOT LISTED
<input type="checkbox"/>	<input type="checkbox"/>	28-102.7 COMPS/FRACTION SPACES
<input type="checkbox"/>	<input type="checkbox"/>	28-102.8 DRIVE-THRU REQ
<input type="checkbox"/>	<input type="checkbox"/>	28-102.9 USE OF REQ PKING SPACES
<input type="checkbox"/>	<input type="checkbox"/>	28-102.10 SPECIAL EXCEPTIONS
<input type="checkbox"/>	<input type="checkbox"/>	28-102.11 IN/EGRESS LOADING/PKING REQ
<input type="checkbox"/>	<input type="checkbox"/>	28-102.12 COMMERCIAL PKING
<input type="checkbox"/>	<input type="checkbox"/>	28-102.13 SHARED PKING
<input type="checkbox"/>	<input type="checkbox"/>	28-102.14 PKING CREDITS
<input type="checkbox"/>	<input type="checkbox"/>	28-103 HC PKING
<input type="checkbox"/>	<input type="checkbox"/>	28-104 OFF-ST LOADING SPACE
<input type="checkbox"/>	<input type="checkbox"/>	28-105 CLEAR SITE TRIANGLE
<input type="checkbox"/>	<input type="checkbox"/>	28-106 ROW PROTECTION
<input type="checkbox"/>	<input type="checkbox"/>	TABLE 7.1 REQ PKING SPACES
<input type="checkbox"/>	<input type="checkbox"/>	TABLE 7.2 REQ HC SPACES
<input type="checkbox"/>	<input type="checkbox"/>	TABLE 7.3 REQ LOADING SPACES
<b>N/A</b>	<b>COMPLETE</b>	<b>Fees</b>
<input type="checkbox"/>	<input type="checkbox"/>	28-246 PRO-RATA SHARE REQ

### **Checklist for Major Site Plan (SWM & Erosion Control)**

Stafford County Code, Stormwater Management Design Manual & VA Erosion/Sediment Control Hdbk

<b>N/A</b>	<b>COMPLETE</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Design Plans, SWM Design Manual, Chapter
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Area Map, SWMDM, 6.3.3
<input type="checkbox"/>	<input type="checkbox"/>	Soils Map, SWMDM, 6.3.3
<input type="checkbox"/>	<input type="checkbox"/>	Plan Views, SWMDM, 6.3.4
<input type="checkbox"/>	<input type="checkbox"/>	Drainage System Design, SWMDM, 6.3
<input type="checkbox"/>	<input type="checkbox"/>	Profile Views, SWMDM 6.3.5
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section Views, SWMDM, 6.3.5
<input type="checkbox"/>	<input type="checkbox"/>	Retention & Detention Basins, SWMDM, 6.3.4 & 6.3.5

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Management Facilities, SWMDM, 6.3.5.2 thru 6.3.6        |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Management Agreement, SWMDM, 6.4                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Erosion & Sediment Control (E&SC) Plan SWMDM, 6.3.7 and<br>VA ESCH |

**ENGINEER'S CERTIFICATION OF PLAN COMPLETION:**

I, \_\_\_\_\_  
 duly licensed / certified in the Commonwealth of Virginia, do hereby certify that the plan submitted with these checklists conforms to the requirements of the Stafford County Code, Stafford County Zoning Ordinance, Stafford County Stormwater Management Design Manual and the Virginia Erosion and Sediment Control Handbook. I further certify that the above checklists are complete and accurate.

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Signature	Certification	Date
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2016 TRC Meetings - ABC Conference Room  
(Time and Location subject to change)

APPLICATION SUBMISSION

Submission Date

TRC MEETING DATE

JANUARY 11  
JANUARY 25  
FEBRUARY 8  
FEBRUARY 22  
MARCH 14  
MARCH 28

FEBRUARY 10  
FEBRUARY 24  
MARCH 9  
MARCH 23  
APRIL 13  
APRIL 27

APRIL 11  
APRIL 25

MAY 11  
MAY 25

MAY 9  
MAY 23

JUNE 8  
JUNE 22

JUNE 13

JULY 13

JULY 11  
JULY 25

AUGUST 10  
AUGUST 24

AUGUST 15  
AUGUST 29

SEPTEMBER 14  
SEPTEMBER 28

SEPTEMBER 12  
SEPTEMBER 26

OCTOBER 12  
OCTOBER 26

OCTOBER 10

NOVEMBER 9

NOVEMBER 7

DECEMBER 14

2017

DECEMBER 12  
DECEMBER 19

JANUARY 11  
JANUARY 25

JANUARY 9  
JANUARY 23

FEBRUARY 8  
FEBRUARY 22