SUBDIVISION PLAN CHECKLIST

Richmond District 2021

Project Name: _____

Connects to roadway Name: _____ **Connects to route #** : _____

County: _____ **County Project No.:** _____

Applicant: _____ **Phone No.:** _____

Street Address: _____

		Sheet where shown	If item is not provided, explain below
SUBMITTAL PACKAGE			
Project Narrative	Two (2) copies including a detailed description of the project.		
Project Plan	Two (2) folded copies.		
Project Rezoning	Two (2) bound copies of the official rezoning approval, proffers, and conditions.		
Drainage Report	Two (2) bound copies including narrative, summary of results, Drainage Area Maps, and all applicable calculations for hydrology; including storm frequencies according to the VDOT Drainage Manual: Form LD-268 ditches, form LD-269 culverts, form LD-229 pipes, form LD-204 structures, form LD-347 HGL, storm water management, outfalls and MS-19.		
Geotechnical Report	Two (2) bound copies shall be submitted in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia.		
Pavement Design Calculations	Two (2) bound copies shall be provided in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia.		
Traffic Information	Two (2) bound copies including functional classification of roadways, existing AADT, Trip Generation Report, Turn Lane and Taper Warrant Analysis, and Intersection Analysis, at a minimum, according to VTIS 24VAC30-155-60. Contact Land Use Engineer to determine if additional traffic analyses are required.		
Waivers/ Exceptions	Appropriate form(s) signed, sealed, and completed in its entirety. Include index listing the form and all attachments.		
COVER SHEET			
1	Project name and date of preparation.		
2	Seal and signature on each sheet by a professional engineer or land surveyor, licensed by the Commonwealth of Virginia.		
3	Title block information, index of sheets, consulting firm and contact information, including e-mail address.		
4	Owner and Developer name and contact information(street address, not P.O. Box)		
5	Vicinity Map with north arrow.		
6	Latitude/Longitude of the connection to the state maintained road.		

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7	Reference all previously approved master plans, waivers, variances or proffers approved for this site by case number and date.		
8	Legend detailing graphic descriptions for all road items, drainage & utility items.		
9	Parcel identification, legal reference, tax map reference, numbers, present zoning, proposed zoning, and total acreage of subject parcels.		
10	Regulatory Floodplain and 100 Year Flood Elevation.		
11	VDOT Richmond District Standard Notes (current version).		
12	Signature block that plan is “Acceptable to VDOT”.		
	GENERAL INFORMATION		
13	Survey and mapping control information including north arrow, benchmark, datum, elevations, and tie distance to nearest intersection of a state route.		
14	Graphic Scale (1”=50’ or larger) Horizontal. Graphic Scale (1”=5’ or larger) Vertical		
15	Provide parcel identification, tax map reference numbers, owners’ names, present zoning, and use of all abutting parcels		
16	Clearly identify the site layout, including lot numbers, acreage in lots, right of way, and total acres.		
17	Label existing State maintained roadways with street name, route numbers, and right of way width.		
18	Show the latest version of all VDOT Standards Details applicable to the development, including PB-1, IS-1, ES-1, WP-2, CG-6, CG-12, etc.		
19	Identify proposed right of way lines, road width, limits of construction, centerlines (stationed at 100’ intervals) and pavement widths.		
20	Identify areas of right of way dedication.		
21	Identify all proposed street names, label public or private (include private maintenance note)		
22	Identify building locations, use, square footage, and distance from right of way.		
23	Identify all existing and proposed easements within or immediately adjacent to State maintained right of way, include use, legal reference, and bearings and distances.		
	DRAINAGE		
24	Provide detailed drainage area maps defining the contributing areas and sub-areas, in acres, used for computations.		
25	Provide an offsite drainage area map at a maximum scale 1”= 200’.		
26	Show all storm sewer structures by type and number. Stations on plan must match stations on profile. Show top and invert elevation of each structure.		
27	Show field located limits of existing and proposed 100yr flood zones and backwater inundation from existing and proposed structures and pipes..		
28	Identify the size, length, and slope of all culverts and storm sewer in plan and profile. Identify type and class of pipe to be installed.		
29	Identify all storm water management facilities, structures, access roads, stabilization and fencing as applicable		
30	Grading plan: existing contours and proposed contours to achieve minimum pipe cover.		

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31	Identify the 10 year & 100 year storm water elevations in management facilities on the plan		
32	Identify the direction of drainage flow for roadways, storm sewers, gutters, and ditches.		
33	Identify the receiving storm water conveyance and provide MS-19.		
34	Provide driveway entrance culvert sizing calculations for each lot, in accordance with the drainage report outlined above.		
35	Show under drains in road plan and profile: CD-1 cut/fill, CD-2 sags, UD-5 medians, UD-4 ADT over 1,000; EW-12 outfalls		
36	Identify the type, length, slope, cross section, and stabilization measures of all proposed ditches in accordance with the drainage report outlined above.		
	EROSION CONTROL		
37	Identify the limits of construction within and immediately adjacent to the right of way.		
38	Show temporary construction access to state maintained right of way in accordance with MS-17.		
39	Provide adequate erosion control measures for all areas within and immediately adjacent to State maintained right of way receiving runoff from construction activities in accordance with the current Virginia Erosion & Sediment Control Handbook.		
40	Identify the location of the staging and stockpile areas and applicable erosion control measures.		
41	Address restoration within and immediately adjacent to State maintained right of way		
	RIGHT OF WAY & GEOMETRICS		
42	Identify lengths and widths of existing and proposed tapers and turn storage lanes.		
43	Identify the distance measured from the centerline of the proposed intersections to the centerline of the nearest entrances, street connections, crossovers, etc. per access management spacing requirements.		
44	Identify geometrics of proposed and/or modified roadway centerlines, including delta, radius, arc length, chord, tangent and stationing at PC, PT, and intersections.		
45	Provide required street connectivity to adjacent parcels and roads.		
46	Show all proposed street frontage and intersection improvements including proposed landscaping and signs.		
47	Show sight distance triangles for required minimum distance and applicable sight easements at all entrances and intersections, including left turn(AASHTO).		
48	Identify the radius of all returns to the face of curb or edge of pavement.		
49	Provide road profiles showing stations and grades at 100 foot intervals along the roadway centerline including; BVC, EVC, PVI, high points, low points, intersections, section limits, and turnarounds.		
50	Provide information on vertical curves such as AD, K, L, percent grade, and vertical sight distance.		
51	Provide existing ground profiles at centerline, left and right along the edge of right of way.		
52	Provide profiles of intersection sight distance at each location, including existing roads.		
53	Provide site specific cross sections at key locations including, but not limited to, entrances, pavement widening, ditch relocations, culvert crossings, etc.		

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54	Provide a roadway classification schedule with pavement sections.		
55	Provide roadway typical sections for each classification.		
56	Provide utility profiles for any proposed work in State maintained right of way		
57	Identify all temporary turnarounds and applicable easements and right of way, including radii.		
58	Identify all stub roads with VDOT barricade and details M4-6, M4-7.		
59	Show all existing entrances, street connections, crossovers, etc. that are located along both sides of the existing roadway that may be affected by the development and dimension the distance to entrances/connections that do not meet access management requirements.		
60	Provide adequate survey information and labeling including, but not limited to, all physical features, ditch locations, spot elevations, edge of pavement, centerline of pavement, pavement markings, radii, etc. for a minimum of 100 feet beyond the limits of work.		
61	When proposed streets intersect with or join existing streets, indicate both edges of existing pavement or curb & gutter for a minimum of 100 feet or the length of the connection, whichever is greater.		
62	Provide roadway Landscape Plan, if any.		
63	Provide roadway Lighting Plan, if any.		
	TRAFFIC		
64	Label existing and proposed speed limits of all roadways. Provide an overall view of how traffic will flow in and out of the site and how it will affect adjacent driveways, public roads, and nearest intersections, including the nearest signalized intersections, to demonstrate a full picture of the road network. This shall include enough of the surrounding roadway to identify traffic interactions and conflicts with the proposed driveway(s). At a minimum, this will include the adjacent side of the street, medians and median openings and any driveways or public roads along the frontage of the property (or within 500 feet of the proposed connection).		
65	Identify all existing and proposed pavement markings and signage in accordance with the 2009 MUTCD.		
66	Provide a Traffic Control Plan in accordance with the 2011 Virginia Work Area Protection Manual.		
	UTILITIES		
67	Identify and label all existing and proposed underground and overhead utilities within and immediately adjacent to State maintained right of way including deed reference.		
68	Identify the owner(s) of all proposed utilities.		
69	Identify the minimum depth of all underground utilities in plan and profile views.		
70	Verify clear zone requirements are met when locating utilities within State maintained right of way.		
	OTHER		
71	VDOT Waiver.		
72	VDOT Exception.		
73	Official written request.		

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74	MS-4		
75	Bicycle path		
Please provide any additional information that will assist VDOT in this review.			

NOTE:

a) Any previously approved plan that is to be considered with this plan submittal shall be included. All modifications shall be clearly noted and adequately addressed.

b) Any calculations or reports previously approved by the Department that are to be considered with this plan submittal shall be included and re-certified by the applicant's engineer. All modifications shall be clearly noted and adequately addressed.

c) The developer is responsible for supplying sufficient information for the Department to verify existing and proposed entrance and road design features adequately serve the existing roadway and the proposed development.

d) All construction methods and materials within State maintained right of way shall comply with the current standards and specifications of the Virginia Department of Transportation.

e) All proposed subdivisions shall be designed in accordance with current Access Management 24VAC30-73, Appendix 'F' and SSAR requirements.

CERTIFICATION

I certify that the above stated information is included in the attached plans and reports.

_____ _____ _____

Engineer or Land Surveyor 'B' signature VA LIC # date

_____

Engineer or Land Surveyor 'B' printed name