

Chesterfield County

PRELIMINARY SUBDIVISION PLAT FIRST GLANCE REVIEW CHECKLIST

Reviewer: _____

Review #: _____

ACCEPTED/
NOT ACCEPTED

PROJECT NAME:

DATE:

ENGINEER/CONTACT PERSON:

If any department identifies missing information and does not recommend routing of the plat, Planning shall immediately notify the consultant to provide the missing information. Missing information must be provided by the following Tuesday by 5 pm to have the plan routed for a second First Glance review. If all departments recommend routing the plat, Planning will notify the applicant and consultant of the date and time for the mandatory staff/developer conference.

CUSTOMER ASSISTANCE BRANCH (PLANNING DEPARTMENT)

INITIAL _____

13 complete folded sets of the preliminary plat
(and one 8 1/2" x 11" reduction of each plat sheet)

ROUTE: YES NO

Completed application forms:

- Application cover page
- Subject parcel information page
- Investigation Worksheet for Graves, Memorials and Places of Burial
- VDOT checklist (available from VDOT)
- Water flow calculations
- Limited Power of Attorney form (If Applicable)

CDOT

INITIAL _____

- County and VDOT road classifications
- Existing and ultimate right of way widths
- Existing and projected traffic volumes
- Sidewalk locations, where applicable
- Proposed road improvements, where applicable

ROUTE: YES NO

VDOT

INITIAL _____

The general location and configuration, including the terminus, of each street

ROUTE: YES NO

- Including the traffic generation and traffic distribution in and out to the proposed development when the land served is fully developed in accordance with the land uses anticipated.

The location and area of each type of permitted land use within the subdivision.

The location of any proposed transportation facility, within the subdivision's boundaries, included in the comprehensive plan of the governing body.

The proposed functional classification for each street in the subdivision.

Other available information pertinent to the intended development of the subdivision, including but not limited to any proposed phased development of streets according to SSR/SSAR (Phased development of subdivision streets).

- An updated master plan for phase road development, if any
- Compliance with Access Management spacing for external and internal street connections
- Compliance with Public Service Pedestrian Accommodations and Connectivity requirements of SSAR
- Center line curve radii data of each street
- FEMA floodplain crossing, if any
- Proposed design speed limit for each street.
- Right and left turn lane warrants for each external connection.

UTILITIES

INITIAL _____

- Show proposed on-site water/sewer lines with lines sizes
- Flow test from engineer for developments having more than 50 lots
- Show existing water/sewer line with line sizes and county contract number with tie-in points to proposed on-site water/sewer lines

ROUTE: YES NO

ENVIRONMENTAL ENGINEERING

INITIAL _____

- CBPA note
- CBPA plan and calculations
- Boundaries of Subdivision (Length & Bearings)
- Location, width and purpose of all onsite & offsite existing easements
- Adjacent subdivision names, owner names and GPINS
- Property lines of adjacent properties
- Vicinity Map
- Graphic Scale, NAD 83 North Arrow
- Street Names
- Route #'s for Existing Streets
- Existing structures (buildings, bridges) on the subject property
- Clearly labeled topographic lines labeled at intervals of not less than 5'
- Environmental features, to include:
- Limits of established watercourses
 - Existing manmade drainage conveyance systems
 - Existing floodplains
 - Existing dam break inundation zones
 - Preliminary wetland boundaries and their anticipated impacts
 - Conservation areas
 - RPA's, with designated documentation
 - RMA's
 - Approximate location and surface area of BMPs
- Index Sheet for multiple page plat submittals
- Method of street stormwater drainage (curb and gutter/roadside ditches)

ROUTE: YES NO

PLANNING DEPARTMENT

INITIAL _____

- Correct GPIN (plans & application)
- Name of Project (Unique Name, No Duplications)
- Name, E-mail & Contact Information of Applicant
- Name, E-mail & Contact Information of Consultant
- Existing & Proposed uses
- Number of Proposed Lots, Sequential Lot Numbers
- Lot Dimensions
- Area in Subdivision, in Lots, Open Space & Rights-of-Way
- Minimum, Maximum & Average Lot Size
- Any parcels or land to be dedicated for public use (Sec. 17-71)
- Overall Conceptual Plan, in accordance with Sec. 17-40 (if necessary)
- Location of any existing cemeteries/graveyards on the property
- Date of Plat
- Location and holder of any natural gas, petroleum-based and/or electric transmission line easements on property
- Reduced copy of preliminary plat (or receipt of digital copy (PDF) of plat)
- Location and approximate size of any required buffers, landscape strips or tree preservation areas.
- Previously recorded sections, internal to the development, depicting the actual recorded layout with recordation dates, plat book(s) and page number(s) (Substitute/Adjusted Plats Only).
- Existing zoning and zoning case lines within preliminary boundary.

ROUTE: YES NO