



**CHESTERFIELD COUNTY
DEPARTMENT OF PLANNING
ADMINISTRATIVE POLICIES AND PROCEDURES**

**Subject: Chesterfield County Planning Commission
Residential Sidewalk Policy**

Policy Number:

Adopted: Planning Commission

Supersedes:

Authorization: Kirkland A. Turner, Director

Date Issued: 06-20-2006

A. General

The Subdivider shall construct sidewalks where they meet the criteria as defined in the Publicly Maintained Sidewalk Criteria section below. Exceptions to this policy shall be at the discretion of both the Directors of Planning and Transportation. All proposed pedestrian access facilities shall be approved as part of the Tentative Approval process. Pedestrian access facilities are defined as public or private sidewalks, trails, and grade separated facilities.

Sidewalks shall be required as a condition of approval for development through either the site plan or tentative subdivision process unless otherwise determined by the County. At the request of the County, an overall pedestrian plan that identifies sidewalk locations shall be submitted in conjunction with either a site plan or tentative subdivision plan submission. Construction may be phased, as approved by the County, but, as a minimum, shall be bonded and constructed with each section recorded through which the sidewalk passes.

Where sidewalks are required by the county, they shall be designed and installed in accordance with VDOT Subdivision Street Design Guide requirements and as modified herein. All sidewalks required by the county shall be installed in street right-of-way unless approved otherwise by the Directors of Environmental Engineering, Planning, and Transportation.

B. Publicly Maintained Sidewalk Criteria

1. Sidewalks shall be provided on both sides of all proposed arterial streets and collector streets shown on the County Thoroughfare Plan and all proposed residential collector streets. Sidewalks shall be provided on all existing arterial, collector and residential collector streets adjacent to any proposed development unless determined otherwise by the Directors of Environmental Engineering, Planning, and Transportation.
2. Sidewalks shall be provided on at least one side of all local through streets (streets with more than one way in and out) in subdivisions which are within one-half mile walking distance of a pedestrian attraction such as a public facility, commercial site, neighborhood recreational facility, or property zoned for commercial use. This condition may be modified with a pedestrian access plan approved by the Directors of Environmental Engineering, Planning, and Transportation.

3. Sidewalks may be allowed anywhere VDOT Maintenance Requirements are met with concurrence of the Directors of Environmental Engineering, Planning, and Transportation.
4. Sidewalks shall be provided between adjacent residential streets and public schools, public parks or public libraries, within easements or rights-of-way, as determined by the County, if the maintenance responsibility has been accepted by the County and the location of the sidewalk offers convenient, desired access to facilities without creating unusual detriment to adjoining property.
5. Where sidewalks are constructed adjacent to streets with ditch sections, the locational criteria shall be deemed to include the requirement to provide intersecting sidewalks with appropriate drainage structures generally perpendicular to the sidewalk and the street at all street intersections on the opposing street side.
6. All sidewalks that qualify for VDOT maintenance shall be constructed of concrete, unless approved otherwise by Transportation, shall be five (5) feet in width and shall be constructed per VDOT specifications, unless otherwise approved by the Directors of Environmental Engineering, Planning, and Transportation.

Note: Sidewalk requirements within non-residential areas shall be determined on a case by case basis by VDOT, Transportation and Planning at the time of site plan review.

C. Privately Maintained Sidewalk Criteria

The following requirements shall be met by the Subdivider prior to the recordation of any subdivision section containing private sidewalks:

1. Establishment of a corporate homeowner's association which has, through restrictive covenants, accepted the obligation to maintain the sidewalks. The restrictive covenants shall include requirements for the collection of funds by the homeowner's association in an amount and manner acceptable to the County to cover annual costs for sidewalk maintenance. All private sidewalks shall be approved through the Tentative Approval process.
2. Recordation of County approved easements and restrictive covenants relative to sidewalks. Such easements and restrictive covenants shall be noted, to include deed book and page number, on the record plat.
3. Privately maintained sidewalks adjacent to a street/accessway that is eligible for state acceptance shall be constructed to the standards in B-6 above unless otherwise approved by the Directors of Environmental Engineering, Planning, and Transportation.

4. All other privately maintained sidewalks shall be constructed per Chesterfield Residential Sidewalks Requirements/Procedures Section IV unless otherwise approved by the Directors of Environmental Engineering, Planning and Transportation.

Note: Sidewalk requirements within non-residential areas shall be determined on a case by case basis by VDOT, Transportation, and Planning at the time of site plan review.

D. Grade Separated Pedestrian Facilities for Public Roads

No grade separated pedestrian facilities shall be required on existing or proposed roads unless required otherwise by zoning.

Grade separated pedestrian facilities will be allowed on all new road construction located within a proposed subdivision when the following criteria is met:

1. The Subdivider is required to submit a preliminary schematic or pedestrian access plan as part of the Tentative Approval process for a subdivision.
2. The structure is available for unrestricted public use.
3. The structure is accessible to pedestrian facilities, if any, situated along the street.
4. The projected traffic volume of the street is not less than 4,000, vpd or if the structure otherwise serves as part of the principle pedestrian access to a school and a peak hour traffic volume of 450 vph is projected.

All grade separated pedestrian facilities shall be designed and constructed in accordance with VDOT standards.

Adopted June 20, 2006

CHESTERFIELD COUNTY RESIDENTIAL SIDEWALKS
REQUIREMENTS / PROCEDURES

June 20, 2006
Table of Contents

	Page
I. Design Standards – Publicly Maintained.....	2
II. Sidewalks Qualifying for Public Maintenance by VDOT.....	3
III. Sidewalks Qualifying for Public Maintenance by the County.....	4
IV. Sidewalks - Private Maintenance.....	6
V. Applicability.....	8
I. Design Standards – Publicly Maintained	
A. All sidewalks shall be designed and constructed in accordance with VDOT Subdivision Street Design Guide Requirements, Section I.1 entitled Sidewalk Standards except as modified herein.	
B. Where sidewalks are required along streets constructed with concrete curb, concrete sidewalks must be used. Sidewalks shall be constructed adjacent to the back of curb on all no-lot frontage streets unless approved otherwise by VDOT, Transportation, and the Environmental Engineering Department. Adjacent shall be interpreted to include the area immediately tangential to the rear face of the curb, any landscape/utility strip allowed by VDOT standards, and a tree planting strip not less than six (6) feet in width.	
C. All sidewalks constructed within rights-of-way shall be concrete and shall be a minimum of four (4) inches thick except when crossing driveways, in which case they shall be a minimum of seven (7) inches thick unless approved otherwise by VDOT, Transportation, and the Environmental Engineering Department.	
D. Handicapped ramps shall be provided at all sidewalk/street intersections in accordance with VDOT standards.	
E. Sidewalks shall be a minimum of five (5) feet wide or of a sufficient width to meet current Americans with Disabilities Act (ADA) requirements.	
F. Sidewalk grades shall match the road grades as determined to be practical by VDOT, Transportation, and the Environmental Engineering Department.	
G. All bituminous concrete (asphalt) sidewalks, where permitted, shall be a minimum of four (4) inches thick except when crossing driveways, in which case they shall be a minimum of seven (7) inches thick.	
H. All drainage ways that cross beneath sidewalks shall be designed to accommodate a minimum ten-year storm.	

NOTE: The Directors of Chesterfield's Departments of Transportation and Environmental Engineering may reduce these requirements at their discretion, except where sidewalks qualify for VDOT maintenance.

II. Sidewalks Qualifying for Public Maintenance by VDOT

A. Tentative Subdivision / Site Plan

1. Sidewalk location and/or the sidewalk template approval is to be a joint decision by VDOT, Transportation, the Environmental Engineering Department, and the Planning Department.
2. Sidewalk and/or the sidewalk template locations and maintenance responsibility shall be shown on the site plan, or by a line on the tentative subdivision with a note that construction is to conform to VDOT standards. Privately maintained sidewalks shall be noted as the responsibility of the Homeowners Association on the final check and record plats.

B. Road and Drainage Construction Plans

1. All plan view sheets with road and drainage construction plans must show the location of sidewalks and/or the sidewalk template and identify, if necessary, handicapped ramp locations. Review and approval of the location of all water and sewer lines and appurtenances, in relation to proposed sidewalks, shall be performed at the time of construction plan submittal. All water and sewer lines and appurtenances shall be installed in accordance with the Chesterfield County Water and Sewer Specifications and Procedures Manual.

If the proposed location of sidewalks on road and drainage construction plans is different from the approved tentative subdivision or pedestrian plan, the Environmental Engineering Department shall require that the tentative subdivision or pedestrian plan be resubmitted and approved prior to the review of road and drainage construction plans.

2. A typical right-of-way cross section, including sidewalks and/or the sidewalk template and the design for the sidewalks (i.e. type of material, width, depth, etc.) shall be shown to scale on the construction plans. In addition, right-of-way cross sections at critical locations shall be shown on the construction plans.
3. All drainage ways that cross beneath sidewalks shall be designed to accommodate a minimum ten-year storm.

C. Sidewalk Construction

1. The complete roadway section, including sidewalks and/or the sidewalk template, shall be graded at the same time grading is performed for road construction.
2. All sidewalks shall be completed with each section before roads for that section are accepted for VDOT maintenance.

D. VDOT Acceptance of Sidewalks

1. VDOT will require certification of sidewalk subgrade for proper compaction. (Note: If surety is to be reduced, authorization must be received from VDOT prior to reduction.)
2. VDOT will inspect sidewalks and provide a punch list (if necessary) to the Subdivider at the time of road inspection for VDOT acceptance.
3. VDOT will be responsible for State maintenance of sidewalks.

E. County Responsibilities After VDOT Acceptance

1. The Environmental Engineering Department will be responsible for inspecting sidewalks for damage in front of each lot prior to recommending that a certificate of occupancy be issued for the house located on the lot.
2. If the sidewalk is damaged, the Environmental Engineering Department will not recommend a certificate of occupancy be issued until the damage is corrected or a third party surety, as determined by the Environmental Engineering Department, is submitted for the cost of work to correct the damage.

III. Sidewalks Qualifying for Public Maintenance by the County

A. Tentative Subdivision / Site Plan

1. The County department accepting maintenance of the sidewalk (Parks and Recreation Department or the School Administration) must confirm to the Planning Department, in writing, the acceptance of maintenance responsibility prior to tentative approval.
2. Sidewalk location approval is to be a joint decision by Transportation, the Environmental Engineering Department, the Planning Department, and the County Department accepting maintenance responsibility (Parks and Recreation Department or the School Administration).
3. Sidewalk locations and maintenance responsibility shall be shown on the site plan, and/or by a line on the tentative subdivision with a note that construction is to conform to VDOT standards.

B. Road and Drainage Construction Plans

1. All plan view sheets with road and drainage construction plans must show the location of sidewalks and/or sidewalk space and identify, if necessary, handicapped ramp locations. Review and approval of the location of all water and sewer lines and appurtenances, in relation to proposed sidewalks, shall be performed at the time of construction plan submittal. All water and sewer lines and appurtenances shall be installed in accordance with the Chesterfield County Water and Sewer Specifications and Procedures Manual.

If the proposed location of sidewalks on road and drainage construction plans is different from the approved tentative subdivision or pedestrian plan, the Environmental

Engineering Department shall require that the tentative subdivision or pedestrian plan be resubmitted and approved prior to the review of road and drainage construction plans.

2. A typical right-of-way cross section, including sidewalks and/or sidewalk space and the design for the sidewalks (i.e. type of material, width, depth, etc.) shall be shown to scale on the construction plans. In addition, right-of-way cross sections at critical locations shall be included in the construction plans.
3. All drainage ways that cross beneath sidewalks shall be designed to accommodate a minimum ten-year storm.

C. Sidewalk Construction

1. The complete roadway section, including sidewalks and/or sidewalk space, shall be graded at the same time grading is performed for road construction.
2. All sidewalks shall be completed with each section before roads for that section are accepted for VDOT maintenance.

D. County Acceptance of Sidewalks

1. The County department, responsible for the maintenance of the sidewalks, will be involved in the Final Inspection process of sidewalks. At the time of inspection for VDOT acceptance of roads, the Environmental Engineering Department will request the Department responsible for County maintenance to inspect the sidewalk and provide the Environmental Engineering Department with a punch list, (if necessary) or an acceptance letter within two weeks.
2. An Environmental Engineering Department inspector will notify the Subdivider of any punch list items, relative to sidewalks, at the time of inspection for VDOT acceptance of roads. The Environmental Engineering Department will not recommend VDOT acceptance of roads into the State system unless all items on the punch list, relative to sidewalks, have been corrected.

E. After County Acceptance

1. The County department requesting the sidewalks (Parks and Recreation Department or the School Administration) will be responsible for the maintenance of the sidewalks.
2. Additional County responsibilities:
 - a. The Environmental Engineering Department will be responsible for inspecting sidewalks for damage adjacent to each lot prior to recommending that a certificate of occupancy be issued for the house located on the lot.
 - b. If the sidewalk is damaged, the Environmental Engineering Department will not recommend a certificate of occupancy be issued until the damage is corrected or

a third party surety, as determined by the Environmental Engineering Department, is submitted for the cost of work to correct the damage.

IV. Sidewalks - Private Maintenance

A. Tentative Subdivision / Site Plan

1. Sidewalk location approval is to be a joint decision by Transportation, the Environmental Engineering Department, and the Planning Department.
2. Sidewalk locations and maintenance responsibility shall be shown on the site plan, and/or by a line on the tentative subdivision with a note that construction is to conform to the VDOT standards where required or the following standards in other locations:
 - (a) adjacent to streets, concrete walks shall be a minimum of five (5) feet in width with a depth of four (4) inches of 3000 psi concrete placed on native soil or satisfactorily compacted fill or crushed aggregate as appropriate with the top surface appropriately finished to increase traction,
 - (b) in locations not adjacent to streets, asphalt walks/ paths shall be a minimum of four (4) feet in width with a depth of six (6) inches of compacted aggregate and two (2) inches of S5 asphalt placed on native soil or satisfactorily compacted fill or crushed aggregate as appropriate,
 - (c) brick or concrete paver walks may be approved in either locations and shall be a minimum of four (4) feet in width laid on an appropriate base.

These standards shall be complied with unless approved otherwise by the Directors of Environmental Engineering and Transportation. Privately maintained sidewalks shall be noted as the responsibility of the Homeowners Association on the final check and record plats.

B. Road and Drainage Construction Plans

1. All plan view sheets with road and drainage construction plans must show the location of sidewalks and/or sidewalk space and identify, if necessary, handicapped ramp locations. Review and approval of the location of all water and sewer lines and appurtenances, in relation to proposed sidewalks, shall be performed at the time of construction plan submittal. All water and sewer lines and appurtenances shall be installed in accordance with the Chesterfield County Water and Sewer Specifications and Procedures Manual.

If the proposed location of sidewalks on road and drainage construction plans is different from the approved tentative subdivision or pedestrian plan, the Environmental Engineering Department shall require that the tentative subdivision or pedestrian plan be resubmitted and approved prior to the review of road and drainage construction plans.

2. A typical cross section, including sidewalks and/or sidewalk space and the design for the sidewalks (i.e. type of material, width, depth, etc.) shall be shown to scale on the construction plans. In addition, right-of-way cross sections at critical locations shall be included in the construction plans.
3. All drainage ways that cross beneath sidewalks shall be designed to accommodate a minimum ten-year storm.

C. Sidewalk Construction

1. The complete roadway section, including sidewalks and/or sidewalk space, shall be graded at the same time grading is performed for road construction.
2. All sidewalks shall be completed with each section before roads for that section are accepted for VDOT maintenance.

D. County Review of Sidewalks

1. An Environmental Engineering Department inspector will notify the Subdivider of any punch list items, relative to sidewalks, at the time of inspection for VDOT acceptance of roads or release of bonding for private streets as appropriate. The Environmental Engineering Department will not recommend VDOT acceptance of roads into the State system or release of bonding for private streets unless all items on the punch list, relative to sidewalks, have been corrected.

V. Applicability

These procedures will apply to any project constructed in accordance with the Sidewalk Policy adopted by the Chesterfield County Planning Commission on June 20, 2006. Any project that was required to provide sidewalks before that date continues to have those obligations. Any Subdivider having a previous obligation to provide sidewalks may, at his discretion, apply through either the Tentative Subdivision or Site Plan process to have existing conditions modified to conform with the requirements of this Sidewalk Policy.