

ENGINEERING SERVICES

SITE PLAN CHECKLIST

Please carefully review this checklist, and make sure you accurately fill it out. If this checklist is not accurately filled-out, you will be notified within 3 business days that your submittal is incomplete. If the checklist is inaccurately submitted the Site Plan Review committee will not begin the technical review of the site plan until the Site Plan is re-submitted to include the information contained within this checklist.

Everything herein is in correlation to, support of, and in compliance with the Code of Hampton, Article IV. Site Plans.

Please check one (1):

- This project is in a Special Public Interest District that requires Design Review, and I have already received approval to go forth with this Site Plan. (**Note: Design Review approval must be given prior to Site Plan submission**)
- This project is not in a Special Public Interest District, and does not require Design Review.

A. COVER SHEET

- Name of site & site address (street number required)
- Owner/developer, address, phone, email & fax
- Vicinity Map (include north arrow pointing to the top of the sheet); scale 1" = 1000' (min)
- Sheet Index
- Reserve space in lower right-hand corner for large, bold, Site Plan number (outside the border)
- Approval block which contains; name and date lines for the City Engineer, Director of Public Works, Director of Codes & Compliance
- Any variances or re-zonings, conditional privileges, use permits, or wetlands permit (case number, date, and conditions).
- Reference to City of Hampton, Design & Construction Standards Manual, Department of Public Works, Rev. 1995.
- Hampton Standard Construction Notes.
- Before you dig, call Miss Utility (1-800-552-7001)
- Datum & bench mark (i.e. NAVD 88, TBM or City benchmark number)
- Flood plain; flood zone _____, per panel _____, dated _____, indicate IN or OUT.
- Method of refuse collection
- City of Hampton, Virginia Site Development Standard Notes, September 1, 2003.
- Signed and sealed by PE or LS (dependent upon project); date

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- Legend of existing & proposed site plan symbols

Site Statistical Resume

- Tax parcel map number
- Tile number
- CBPD Map No.; indicate IN or OUT
- Zoning & intended use; special interest area (where applicable)
- Total site area (square feet/acre)
- Total development area (square feet/acre)
- Existing development impervious area (square feet/acre)
- Proposed development impervious area (square feet/acre)
- Total site impervious (square feet/acre/percentage)
- Total disturbed area (square feet/acre/percentage)
- Total building area (square feet/acre)
- Breakdown square footage and use of proposed building
- Total parking lot area (square feet/acre)
- Number of parking spaces required (including handicap), and the number provided (including compact spaces)
- Total sidewalk area (square feet/acre)
- Total green area requirement, and total provided
- Interior green area requirement, and total provided
- Front yard green area requirement, and total provided
- Give tree count (number required and number provided)

B. DEMOLITION PLAN (WHEN APPLICABLE)

C. SITE PLAN (a.k.a. LAYOUT)

- Graphic scale
- North arrow (pointing to the top of the sheet)
- Bearings and distances
- Adjacent parcels and adjacent zoning labeled
- Adjacent streets (to minimum center line) labeled; name and right-of-way width
- Site grading notes
- Pavement design (when applicable)
- All proposed & existing buildings/structures
- Buildings dimensioned (linear feet), layout, square footage, number of stories, height, and finished floor
- Parking lot radii, curb & gutter, wheel stops
- Parking space dimensions; back up dimensions (to include compact spaces)
- Handicap accessibility (spaces, curb ramp, curb wipe downs, path of travel, accessible parking signage, building entrance)
- Curb cuts (dimensions)
- Commercial loading space (dimensions, minimum 10' X 25')

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- Building set backs, parking setbacks, landscape set backs (where applicable)
- Dumpster location (if applicable)
- BMP location (impervious greater than 34% and or post development flow to equal predevelopment flow)
- Building statistics and configuration for all buildings (bedroom count for apartments)
- Fire lane
- Fire Department access
- Fire Separation distance (distances to boundaries and other structures)
- Chesapeake Bay features (waterbodies shown and labeled) – if applicable
- ACUS (if applicable)
- Show existing trees

D. GRADING/EROSION & SEDIMENT CONTROL PLAN

- Graphic scale
- North arrow (pointing to the top of the sheet)
- Bearings and distances
- Adjacent parcels and adjacent zoning labeled
- Adjacent streets (to minimum center line) labeled; name and right-of-way width
- Existing and proposed elevations
- Existing OH & UG electrical, telephone, traffic control
- Existing utilities (sanitary sewer, sewer force main, water)
- Connection to existing storm drain system (if applicable) with rim & inverts of applicable storm drain structures
- Proposed storm drain system (all structures labeled with structure number, rim, invert)
- Proposed storm drain system (all pipe labeled with length, diameter, material & slope)
- Rip rap (sized) for flared ends, headwalls, etc.; grouted rip rap for outfall into existing City ditches
- Building finished floor
- Existing & proposed ditches; indicate material (i.e. PD-1 or grassed), flow line
- Construction entrance
- Protection of proposed and existing inlets & outlets
- Protection of existing water bodies
- Protection of adjacent properties from storm water
- Drainage easements; existing (deedbook and page number) and proposed (recorded with instrument number)
- Reference to Virginia Erosion and Sediment Control Handbook, 1992 Edition.
- City of Hampton BMP Maintenance plan (if applicable)
- Applicable E & S details.
- Refer to VESECH for minimum E & S notes (Table 6-1) & include, at least, minimum notes on the plan
- Permanent seeding schedule per VESECH 3.32

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- Temporary sediment basin for 3 acres or greater (include sizing).

E. UTILITY PLAN

- Graphic scale
- North arrow (pointing to the top of the sheet)
- Bearings and distances
- Adjacent parcels and adjacent zoning labeled
- Adjacent streets (to minimum center line) labeled; name and right-of-way width
- Existing and proposed elevations
- Existing OH & UG electrical, telephone, traffic control
- Existing utilities (sanitary sewer, sewer force main, water, gas, electrical)
- Proposed sanitary sewer (gravity) linear feet, diameter, material, slope; Manhole rims & inverts proposed and existing (where applicable)
- Proposed sanitary sewer clean outs at property line and building(s) with inverts
- Proposed sewer force main (if applicable)
- Proposed pump station location; invert in and out, type and gallons per minute (if applicable). Provide certification from wastewater division regarding capacity.
- Proposed water line, sanitary sewer & sewer force main connections
- Proposed water line; linear feet, diameter, and material
- Proposed water meter size
- Fire hydrants; existing and proposed
- Fire suppression service
- Proposed and existing sanitary sewer and water line easements
- Gas service line size and material, or indicate not required

F. E & S DETAILS & GENERAL CONSTRUCTION NOTES (Optional)

- City of Hampton BMP maintenance plan (if applicable)
- Applicable E & S details
- On site construction sequencing
- General notes
- E & S notes

G. DETAIL SHEET (Optional)

- Do not include City of Hampton standard details unless revised for specific site
- Handicap parking sign detail
- BMP details, such as outlet structure and section
- Ditch section
- Any other applicable details

H. SITE PHOTOMETRIC PLAN (Separate Review)

I. LANDSCAPE PLAN (Separate Review)

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Title Block to include:

- Project name, address and Site Plan #
- Designer name, address and phone number
- Date of proposed plan (include revision dates)

Plan sheet (24" x 36" max.) to include:

- Property owner name, address and phone number
- Developer name, address and phone number
- North arrow
- Graphic scale
- Project limits
- Existing and proposed above ground and under ground utilities
- Easements
- Location, name and size of existing trees/shrubs to be removed and retained. Where plants occur in mass, the canopy drip line and a general description of plant types and sizes is sufficient information. Label these areas "Tree Save Areas."
- Proposed site layout as depicted on the Site Plan (e.g. footprint of building and structures, pavement, fences, site light, poles, signs, stormwater facilities, property lines, water feature, etc.)
- Limits of disturbance
- Proposed grade alterations
- Curbs and retaining walls
- Location of proposed trees/shrubs/groundcovers labeling plant names and quantities.
- Limits of proposed turf areas and bed lines
- Plant list for new plants to include the botanical and common names, sizes at planting (i.e. height, spread and caliper), condition of plant (i.e. containerized or balled and burlapped, tree-form or shrub-form, multi-stem or standard), size of containers if containerized, spacing between plants if not indicated on the plan, code key or legend of codes or symbols are used.
- Plant list for existing trees to be retained to include botanical and common names, quantities and caliper sizes.
- Location, name and description of non-plant landscape improvements (e.g. mulch material, decorative stones / boulders, art work, site furniture, etc.) when proposed.
- Identify areas to be irrigated when irrigation is required.
- Areas to receive sod when sod is required.
- City of Hampton General Landscape Plan Notes
- Director of Planning signature line for plan approval (include line for date of signature)

Date Received:

SP# _____

- Detail plan and section views as necessary to convey design and implementation intent.

Sign Here: _____

I hereby understand that the checklist above has been filled out accurately. This checklist accurately conveys what has been submitted on the Site Plan. I understand that if the Land Development Services Office determines this checklist to be incomplete and/or inaccurate the Site Plan Review Committee will not begin the technical review until this Site Plan is re-submitted with an accurate checklist. I assume complete responsibility for the accuracy of the information provided on this checklist.

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