

**MANASSAS PARK OFFICE OF PLANNING**

**PLAN NAME:**

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**SITE PLAN MINIMUM SUBMISSION REQUIREMENTS CHECKLIST**

<b>Requirements</b>	<b>Code Section</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Site Plan certified by an engineer, architect, or land surveyor.	31.4.31-37			
The Site Plan was prepared in a scale of not more than 1 inch equals 100 feet.	31.4.31-37			
If the Site Plan contains more than one sheet, do the sheets include match lines to show where the sheets join?	31.4.31-37			
All horizontal dimensions are in feet and decimals of a foot to the nearest one hundredth of a foot.	31.4.31-37			
All bearings are given in degrees, minutes, and seconds to the nearest 10 seconds.	31.4.31-37			
The name and address of the owner or developer, the north point, the date, the scale of drawing and the number of sheets is included. In addition, it shall reserve a blank space three (3) inches wide and five (5) inches high for the use of the approving authority.	31.4.31-37			
Nine copies of the site plan must be submitted	31.4.31-37			
All associated fees have been paid.	31.4.31-37			
An insert of a scale of not less than 1 inch equals 2,000 feet is included. On this insert, the north arrow, names and numbers of adjoining roads, streams and bodies of water, railroads, subdivisions, or other landmarks are included to help clarify the location of the property.	31.4.31-38			
A boundary survey of the tract using bearings and distances is included and was certified by a licensed land surveyor.	31.4.31-38			
A certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title has been	31.4.31-38			

included.				
All existing property lines; existing streets and easements, their names, numbers, and width; the location and sizes of existing sanitary and storm sewers, gas lines, water mains, culverts, and other utilities and their easements; existing buildings; existing watercourses, waterways or lakes and their names; and other existing physical features in or adjoining the project are included.	31.4.31-38			
Existing zoning and zoning district boundaries on the property and on immediately surrounding properties are accurately labeled.	31.4.31-38			
Existing zoning and zoning district boundaries on the property in question and on immediately surrounding properties are properly labeled.	31.4.31-38			
The present use of all contiguous or abutting property is given.	31.4.31-38			
Existing topography is shown with a maximum of two (2) foot contour intervals. Where existing ground is on a slope of less than two (2) per cent, either one (1) foot contours are used or spot elevations are used where necessary but not more than fifty (50) feet apart in both directions.	31.4.31-38			
Proposed changes in zoning, if any are outlined.	31.4.31-38			
The location, dimensions, and character of construction of proposed streets, alleys, driveways, and the location, type, and size of vehicular entrances to the site are given.	31.4.31-38			
All off-street parking, loading spaces and walkways indicating type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of parking spaces provided are included in the plans.	31.4.31-38			
All proposed water and sanitary sewer facilities, indicating all pipe sizes, types, and grades and where connection is to be made to city or to other utility systems is included; all proposed gas lines and other utilities and their easements are depicted in the plans.	31.4.31-38			
The proposed location, general use, number of floors, height and floor area for each building, accessory and main, and where applicable the number, size and type of dwelling units is included.	31.4.31-38			

Proposed finished grading by contours has been supplemented where necessary by spot elevations.	31.4.31-38			
Provisions for the adequate disposition of natural and storm water in accordance with design criteria and construction standards of the city, indicating location, sizes, types, and grades of ditches, catch basins, and pipes and connections to existing drainage systems has been included on the plans.	31.4.31-38			
Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading, and construction.	31.4.31-38			
Delineation of any floodplain limits.	31.4.31-38			
Location, type, size and height of fencing, retaining walls and screen planting where required under the provisions of this chapter.	31.4.31-38			
The location of wooded areas on the property, and the location of trees and wooded areas that will be retained.	31.4.31-38			
A landscape plan, drawn to scale, including dimensions and distances and the location, type, size and description of all proposed landscape materials.	31.4.31-38			
The location and dimensions of proposed recreation, open space, and required amenities and improvements, including details of disposition.	31.4.31-38			
The location, character, size, height, and orientation of proposed signs and outdoor lighting systems.	31.4.31-38			
A site lighting plan, prepared by a qualified engineer, that displays the anticipated intensity of light originating from sources on the subject property, measured at the boundaries of the property.	31.4.31-38			

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED IN THE ATTACHED PLAN AND/OR DOCUMENTS.

SIGNATURE:

DATE:

