City of Harrisonburg, Virginia

Design & Construction Standards Manual - APPENDIX B

Site Plan Requirements

Comprehensive Site Plan Review

AS A MINIMUM, THE FOLLOWING INFORMATION SHALL BE INCLUDED AND 3 COPIES SUBMITTED. Please indicate the sheet number where each item is shown and return copies of this list attached to each set of site plans. Incomplete plans will be returned without review.

PROJECT NAME _____ DATE_____

CONTACT PERSON _____ PHONE # _____

ADDRESS _____

Sheet #

_____ 1. Sheet Size: Preferred minimum 24”x36”; Maximum 30”x42”. All sheets shall bear the seal and signature of the design professional.

_____ 2. Tax Map Number, Parcel Number and Zoning Classification for proposed development.

_____ 3. Zoning Classification, Parcel Number, Usage and Owner’s or Subdivision names for surrounding lots.

_____ 4. Setbacks to all property lines shown.

_____ 5. Title of Project.

_____ 6. Name, Address and Phone Number of Professional Designer.

_____ 7. Name, Address and Phone Number of Developer/Owner.

_____ 8. North Point on all plan sheets.

_____ 9. Scale 1” = 50’ or less, unless approved prior to submission (submit written authorization.)

_____ 10. Date. Revision dates upon resubmission.

_____ 11. Vicinity Map.

_____ 12. Gross Acreage/Square footage of lot developed.

_____ 13. Metes and Bounds of lot(s).

_____ 14. All existing property lines.

_____ 15. Existing streets in and adjoining the development.

_____ 16. Location, dimensions, typical sections and constructions specifications of proposed streets and street widening, alleys, curb and gutter, sidewalk and driveways, including proposed street names.

_____ 17. Plan and profiles of proposed public streets:

Plan View to include centerline location and data, curb & gutter line, sidewalk, R/W lines, horizontal curve data and control points, curve superelevation data where applicable, roadway appurtenances as appropriate, stationing and spot elevations to define curb elevations along intersection fillet radii. Provide conduits at intersections per 3.10.5. Show locations for required centerline monuments.

Profile Views drawn to plan scale, to include stationing, percent grades, elevations at 50-foot stations in vertical tangent sections and on 25-foot stations in vertical curves, vertical curve data and control points, K-factor for all crest and sag vertical curves.

_____ 18. Location, type, throat width and fillet radii for all entrances to a public street or alley. Sight distance in plan at all entrances, other than single-family driveways, unless warranted by unique topographical conditions. Sight distance easements where required. Sight distance profiles if requested.

_____ 19. Geotechnical report for proposed streets (submit 2 copies). (Optional)

_____ 20. Existing and proposed geographic features (such as lakes, springs, streams, watercourses, rock outcrops, etc.)

_____ 21. Existing and proposed buildings and accessory structures including area and proposed use.

_____ 22. Location of existing and proposed utilities within and adjacent to the development including size and elevation. Provide elevation profile where grading is proposed above utility or within easement limits. Include design and construction tables for water and sewer laterals.

Specify milling and paving of City street where utility trench cuts are proposed (for streets paved within previous 5 years).

_____ 23. Location, size and profiles of proposed water, storm sewer and sanitary sewer mains. Location of gas, telephone, electric, and other utility lines and other underground or overhead structures in or affecting the project. Plans shall include detail of utility appurtenances and construction procedures (or specific reference to City or VDOT construction standards). Specify test pits at utility crossings not confirmed by topographic survey.

_____ 24. Provisions for water service, including:

(A) Route of service line from public utility to building, showing adequate space for meter installation and conflicting objects along route.
(B) Sizing information provided including pages 4-27A and 4-27B; sizes shown on drawing

_____ 25. Provisions for sewer service, including:

(A) Route of sewer lateral from public utility to building, showing cleanout and conflicting objects along route.
(B) Calculation of lateral size justified per BOCA and lateral grade information provided on drawing

_____ 26. Provisions for fire suppression, including:

Is Fire Suppression Needed?_____If yes, provide:

(A) Route of service line from public utility to building, show location of detector check and make reference to backflow device location.
(B) Provide fire suppression requirements and calculations showing system adequacy.

_____ 27. Location of or distance to nearest existing fire hydrant. Location of proposed fire hydrant(s). Calculations showing availability of required fireflow (4.3.4.3).

_____ 28. Accompanying submittal of standard engineering report for Water and Sewer with all questions answered, all calculations supplied and a signed imprint of the seal of the licensed professional engineer who prepared or supervised the preparation.

_____ 29. Projects requiring utility pumping storage or treatment facilities shall require structural, hydraulic, electrical and mechanical drawings, with accompanying specifications. In addition, all submittals which have been forwarded to the Virginia Department of Health (VDH), the Department of Environmental Quality – Water Division (DEQ) and the Harrisonburg-Rockingham Regional Sewer Authority (HRRSA) shall be provided.

_____ 30. Provisions for storm water drainage including locations of existing and proposed stormwater conveyance channels, piping and drop inlets, indicating size, type & grade. Typical sections for all channels. Profiles required for all public storm drains.

_____ 31. Provisions for stormwater management (SWM) when applicable, including detailed plan and section views of and calculations for all BMPs, citing further references to the State SWM Handbook. Provide calculations showing overall site compliance with VASWM Handbook pollutant removal standards. Provide (on the plans) narrative, details, scheduling and responsible party for perpetual inspection and maintenance of proposed BMPs. Provide standard BMP Table and required notes per 2.5. Delineate BMP Boundary Areas

_____ 32. Two complete sets of comprehensive storm drainage, E&S and SWM calculations. Submit standard forms as necessary. Provide drainage area map(s) for pre- and post-developed conditions.

_____ 33. Location, width and purpose of all existing and proposed utility right-of-ways and easements.

_____ 34. Existing (identify source) and proposed topography with contour intervals of two feet (2') or less, extending 25' minimum beyond property lines and/or limits of construction. Maximum slopes for grass areas. Supplemental spot elevations.

_____ 35. Boundaries of flood plain and floodway if applicable.

_____ 36. Provisions and specifications for erosion control, including required narrative. Include detailed plan and section views of detention pond berms and control devices, showing orientations and critical elevations. Separate Erosion Control Plan required for developments disturbing greater than 2 acres. Submit completed checklist from State Handbook.

_____ 37. Location and dimensions of proposed:

(A) Recreation Areas (including pedestrian walkways, bike paths, etc.)
(B) Open Space
(C) Amenities
(D) Improvements (show distances to property lines)
(E) Retaining Walls (include calculations where required)
(F) Sidewalk across property street frontage
(G) Transit accommodations (shelter, bench, etc.)
(H) Bicycle rack location & details

_____ 38. Signage, including street safety, public and private street name and advertising signs. Add note to plan that a separate sign permit is required for all advertising signs.

(A) Location
(B) Character
(C) Orientation of

_____ 39. Provisions for Adequate Site Lighting.

(A) Impact on Traffic Safety
(B) Impact on Character of Neighborhood
(C) Foot-Candle Distributions

_____ 40. Trash Pick Up.

(A) City of Harrisonburg
(B) Dumpster
    1. Location
    2. Required screening.

_____ 41. Provisions for off-street parking, travelways and loading (include space analysis).

(A) Building square footage/use class unit
(B) Plan for internal traffic circulation.
(C) Size of spaces, angle of stalls, width of aisles.
(D) Surfacing
(E) Pavements striping and marking
(F) Dimensions to property lines
(G) Calculation of landscape area as percentage of pavement area per Zoning Ordinance. Provide exhibit highlighting landscape areas qualified in calculations.
(H) Provision of interparcel connections per 3.1.13.

_____ 42. Removal of Trees/Natural Features.

_____ 43. Location, size and type of all proposed plant materials and screening measures

_____ 44. On-site water courses.

(A) Treatment
(B) Preservation

_____ 45. Emergency Access/Fire Protection

(A) Construction phase access roads
(B) Permanent fire lanes
(C) Construction phase fire protection

_____ 46. Provisions for traffic control

_____ 47. Traffic signal plans and details where applicable.

_____ 48. Provisions for handicap accessibility:

(A) Parking spaces & signage
(B) On-site curb ramps
(C) Ramps at street intersections (all) and entrances (where applicable)(specify 7 inch thickness)
(D) Location & grade of accessible routes
(E) Spot elevations defining grade within accessible parking spaces.

_____ 49. City Standard General Notes.

_____ 50. Plan additions or revisions required as a result of Preliminary Fire Chief review.

_____ 51. Traffic Impacts:

(A) List peak hour trip generation for project. Traffic Impact Analysis (TIA) required prior to plan submission if greater than 100 vehicles in peak hour.
(B) Plan and associated profiles and details for any site, street, traffic signal or intersection improvements required under approved Traffic Impact Analysis (TIA), as applicable.

_____ 52. Stormwater Utility Fee Calculations:

(A) List changes to impervious SF. (total current, total changes, total after development)
(B) List separate calculations for Impervious SF for: buildings, private amenities, common area amenities.

CERTIFICATION: I hereby declare, to the best of my knowledge, that the above requirements are shown on these plans as applicable. (Affix, sign and date professional seal below).

Seal

Accepted by City for Comprehensive Review: _____(leave blank)