

SECTION C-6 SITE PLAN REVIEW

I. CHECKLISTS FOR SITE PLAN COMPLETENESS

A. HOW TO USE THE CHECKLISTS

A Preliminary Site Plan/Rezoning Application Checklist and a Site Plan Checklist are provided.

The site plan should be checked for completeness by the appropriate county staff, then by the VDOT residency staff (except in Northern Virginia where the district staff should check it). To be most effective, complete site plans based on the checklist should be mandated by a county site plan ordinance. The checker should review the site plan to determine if every applicable item on the checklist is contained in the plan.

After the check for completeness, the checker will determine whether or not all the information necessary for a site plan review is available in the plan. If complete, the site plan is ready for review. If incomplete, the site plan should be returned for resubmittal.

B. CHECKLIST FOR PRELIMINARY SITE PLAN/REZONING APPLICATION COMPLETENESS

Check each item that is included in the site plan.

I. PROJECT IDENTIFICATION

- a. _____ Date.
- b. _____ Project name.
- c. _____ Name/address of applicant and land owner.
- d. _____ Magisterial district, county, state.
- e. _____ Map and parcel number.
- f. _____ Type of use.
- g. _____ Total hectares (acreage).
- h. _____ Current zoning.
- i. _____ Name of engineer/surveyor.