



PRINCE WILLIAM COUNTY
Department of Development Services – Land Development Division
FINAL SITE/SUBDIVISION PLAN/REVISIONS CHECKLIST
(Minimum Acceptance Requirements)

Plan Name: _____

Plans may require a resubmission QC fee at the discretion of the LDD Chief

Item #	ADMINISTRATIVE ITEMS	YES	NO	N/A
1	Fees in accordance with the LDD Fee Schedule . A certified Prince William County (PWC) Review Fee Calculation Sheet. [Administrative Procedures Manual , Section 4.05.1]			
2	Standard Prince William County Development Control Form with all required information. (Signed by owner or authorized agent). [APM, Section 4.05.4(A1)]			
3	A completed standard PWC cover sheet with the current revision date. [APM, Section 4.05.4(A2)]			
4	The following will be provided on either the plan or provided in a separate bound and indexed booklet of project information which shall include: <ul style="list-style-type: none"> a. A copy of the stamped approved proffer statement and analysis, if applicable (plan); b. A copy of the stamped approved special use permit conditions and analysis, if applicable (plan); c. A Concurrent Processing form, if the application is the subject of a waiver request, rezoning, proffer amendment and/or special use application at time of submittal (plan) d. A copy of either the Planning Commission resolution, or the Director of Planning’s determination of conformity, if the application requires a Public Facilities Review (plan) e. Copies of any approved variances, waivers, or letters of agreement concerning the application (plan); f. Copy of the approved GDP; g. A copy of the Unit Price List (plan); h. Signed and sealed Traffic Impact Analysis (booklet); i. Geotechnical Report (booklet) <p>[APM, Sections 4.05.4(A3) through (A3i)]</p>			
	PLAN DETAILS			
5	Sheet size not to exceed 24” x 36”. More than two (2) sheets indexed with match lines following lot lines for lots of five acres or less in size. [APM, Section 4.05.4(B1)]			
6	A scale of no less than 1” = 50’ for subdivisions, and 1” = 30’ for site plans shall be displayed on all grading & utility plan sheets. [APM, Section 4.05.4(B2)]			
7	Contour interval no greater than 2’ referenced USGS Datum, extending 50’ beyond the parcel’s property lines. [APM, Section 4.05.4(B3)]			
8	Date of plan, north arrow with designation, and sheet numbers. [APM, Section 4.05.4(B4)]			
9	Vicinity and soils maps. [APM, Section 4.05.4(B5), pp. 88]			
10	The seal and signature of the design professional engineer, land surveyor or architect shall be on each plan sheet unless included for informational purposes only [APM, Section 4.05.4(B6)]			
11	Present zoning of the project parcel(s) and all adjacent parcels, along with their present use. The project and plan name and number if available shall be noted for all adjoining parcels, if applicable. [APM, Section 4.05.4(B7)]			
12	The project parcel(s) GPINs and all adjacent parcels’ GPINs. [APM, Section 4.05.4(B8)]			
13	Total project site acreage. [APM, Section 4.05.4(B9)]			

14	Revisions to an approved plan shall have a completed revision block on each sheet identifying the revisions. A detailed narrative must be stapled to the page sheet or included in the plan set. All revisions shall be circled in red on the initial submission. The project/plan numbers for any previously approved plan shall also be referenced on the revision. [APM, Section 4.05.4 (B11)]			
15	Street rights-of-way, including names, recordation references, or route numbers, and widths. [APM, Section 4.05.4(B13)]			
16	All existing and proposed easements, including type, width, recordation reference, and use restrictions, if any. (For ingress/egress easements, a note shall be provided certifying that the applicant has been granted the right to use, and make improvements within the easements.) [APM, Section 4.05.4(B14), pp. 88]			
17	Streams, ponds, marshes, wetland areas on the project parcel(s), and within 100' of the property lines, including names, if applicable. [APM, Section 4.05.4(B15)]			
18	Final Resource Protection Area (RPA) boundary, as identified by the Preservation Area Site Assessment in accordance with Section 742.03 of the DCSM , or a note indicating there are no mapped RPAs on the site. [APM, Section 4.05.4(B16)]			
19	The 100 year flood hazard area boundary and the source of the information. For floodplain studies, the hydrologic, hydraulic, input and output summaries, cross sections, and profiles must be added to the plan. [APM, Section 4.05.4(B18)]			
20	Permanent open space tabulation in acreage, buffers, parks, and recreation areas, including ownership and size of the facility. [APM, Section 4.05.4(B19)]			
21	Municipal or other publicly owned land within 50' of the property lines, including the distance to the nearest school or school site. [APM, Section 4.05.4(B20)]			
22	Existing utility lines and structures, such as water, sewer, gas, electric, telephone, well, and drainfields on the project parcel and within 50' of the property lines (if known), including size and/or capacity. [APM, Section 4.05.4(B21)]			
23	Existing buildings and other structures on the project parcel(s) and within 50' of the property lines. [APM, Section 4.05.4(B22)]			
24	Traffic counts (vehicles per day). [APM, Section 4.05.4(B23)]			
25	All entrances labeled to proper VDOT or PWC standards. [APM, Section 4.05.4(B24)]			
26	Percent of grades noted at all commercial entrances. [APM, Section 4.05.4(B25)]			
27	Location of all cemeteries and other historic sites on the parcel, or a statement that no such facilities are known to exist on the site. [APM, Section 4.05.4(B26)]			
28	Any project which has within its limits one or more geodetic control monuments shall show those monuments with the following note: "The geodetic control monument(s) (list all pertinent monuments) located on or in proximity to the site will not be disturbed. The developer assumes the responsibilities for replacement of the monument(s) should it/they are disturbed during any development related to this project." [APM, Section 4.05.4(B27)]			
29	A subdivision easement and/or dedication plat, if applicable, in accordance with Section 4.05.5. Subdivision and easement plats shall be included no later than second (2 nd) submission at the discretion of the Project Manager. [APM, Section 4.05.4(B28)]			
30	Floodplain study, if applicable. [APM, Section 4.05.4(B29)] An approved N Value must be obtained from Public Works Watershed prior to final plan submittal. This approval letter must be incorporated onto the plan set.			
31	Documentation, analysis, and photos related to adequate outfalls. [DCSM 701.01 F]			
32	Lot layout, including lot numbers, area of each lot, and street dedication area. All resultant areas of recorded parcels less than 10 acres in size shall be shown on the plans, and indicated in the area tabulation. All resultant areas of recorded parcels 10 acres or greater in size are considered as residue and shall be indicated in the area tabulation, but not shown on the plans. [APM, Section 4.05.4(B30)]			
33	Density tabulation (provide by section and overall), total number of proposed lots and/or dwelling units. [APM, Section 4.05.4(B31)]			

34	Streets, roads, travel ways and other rights-of-way, recordation reference (if known), street classification, widths, rates of roadway super-elevation, when applicable, vertical curves and the typical cross-section, profile sight distance noted, vertical and horizontal sight distances verified at all intersections, and improvements within the State right-of-way. Guard rail and paved ditches shall be shown as required. Handicapped access curb ramps shall be provided at all street intersections on urban design roadways. [APM, Section 4.05.4(B32)]			
35	Off-street parking (including ADA) and loading layout, if applicable, including typical size, number of spaces by location, and required and provided tabulation by use type. [APM, Section 4.05.4(B33)]			
36	Sidewalk/Trails shown in conformance with Comprehensive Plan [Citation Needed]			
37	Existing and proposed buildings and structures, including use, height, square footage, distance to property lines and between buildings, and any applicable building restriction lines. (Site Plans only) [APM, Section 4.05.4(B34)]			
38	Utility lines and structures, including sewer, water, gas, wells and drainfields with sizes, types of pipe, plan and profile views, location of fire hydrants, control valves, pump stations, and anticipated flows and calculations (fire flow computations submitted separately to PWCSA). Proposed drainfields shall include the following note, if applicable: “The proposed drainfields shall provide a reserve drainfield area at least equal to that of the primary sewage disposal site.” [APM, Section 4.05.4(B35)]			
39	Utility easements, including gas, electric, telephone and cable television, with the width and type indicated (if known). [APM, Section 4.05.4(B36)]			
40	Storm drainage system, including all required computations, on the project parcel(s) and within 50’ of the property line, with sizes, type of pipe, gradients, invert elevations, profiles, direction of flow, drainage divides and areas for each structure. [APM, Section 4.05.4(B37)]			
41	Stormwater Management and BMP facilities, including 10- and 100-year water surface elevations, and all required computations/VRRM spreadsheet if applicable, access and maintenance easements, and a storm water management fact sheet. (If approved with a previous section, note the PWC plan number). [APM, Section 4.05.4(B38)]			
42	Final grading plan including top and bottom elevation labels for retaining walls [APM, Section 4.05.4(B39)]			
43	Limits of clearing and grading or limits of disturbance marked and clearly labeled. [APM, Section 4.05.4(B40)]			
44	Erosion and sediment control devices, their design and locations. [APM, Section 4.05.4(B41)]			
45	Erosion Control narrative and checklist added to erosion control sheet. [DCSM, Section 752.01]			
46	Location of street name signs, street lights, stubouts, and their easements. [APM, Section 4.05.4(B42)]			
47	Photometric Plan with light details included (Site plan only). [Zoning Ordinance, Section 32.250.208]			
48	Buffer area, screening, landscaping and tree canopy requirements in accordance with Section 800.00 of the DCSM. [APM, Section 4.05.4(B43)]			
49	Tree Save Areas indicating dominant species and average size, area tabulations for substantiating area size compliance, and proposed new tree plantings and landscaping, in accordance with Section 800.00 of the DCSM. [APM, Section 4.05.4(B44)]			
50	Provide a copy of the approved Comprehensive Landscape plan. [DCSM, Section 801.03]			
51	Limits of the mapped dam break inundation zone. [DCSM, Section 725.00]			
52	Fire lane plan (Site plan only) [DCSM, Section 300.00]			

PRINCE WILLIAM WATER REQUIREMENTS		YES	NO	N/A
1	The Prince William Water Information sheet has been included and completely filled out when water and/or sanitary sewer utilities are proposed in the Prince William Water's area of service. [USM, Section 4.14 D. and 5.16 D]			
2	All existing and proposed water and sanitary sewer utilities are identified in the plan view per Prince William Water requirements. [USM, Section 4.14 B & 5.16 B]			
3	All proposed water and sanitary utilities are profiled per Prince William Water requirements. [USM, Section 4.14 C & 5.16 C.]			
4	Water main restrains are specified in the water main profile per Prince William Water requirements. [USM, Section 4.4 C & 4.14 C. 8.]			
5	All known design variances from the USM have been discussed and coordinated with Prince William Water. [USM, Section 1.2]			

AFFORDABLE DWELLING UNIT (ADU) REQUIREMENTS (IF APPLICABLE)		YES	NO	N/A
1	Identify specific Units/Lots. For SFD show exact locations. For Multifamily indicate units by type and building. [Zoning Ordinance, Section 32 290.06(a.1. & 2.)]			
2	Provide Written & Graphic Descriptions of ADUs including square footage, number of bedrooms and bathrooms, floor plans for each unit type, placement of ADUs within the development, number and percentage of ADUs by unit type compared to market-rate units. [Zoning Ordinance, Section 32-290.06(b.1 to 5.)]			
3	Sworn, signed, and notarized statement confirming that designated ADUs meet minimum ordinance standards included in the site plan. [Zoning Ordinance, Section 32-290.06(c.)]			
4	If applicable, for affordable rental units, specify number of each unit type by bedroom count that will remain affordable. [Zoning Ordinance, Section 32-290.06(d.)]			

Engineer/Surveyor Signature

Date

Attachments/Hyperlinks:

- Land Development Division Fee Schedule [{http://www.pwcva.gov/LDDFeeSchedule}](http://www.pwcva.gov/LDDFeeSchedule)
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- Design and Construction Standards Manual (DCSM) [{http://www.pwcva.gov/DCSM}](http://www.pwcva.gov/DCSM)
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- Administrative Procedures Manual [{http://www.pwcva.gov/APM}](http://www.pwcva.gov/APM)