

FULL SITE PLAN CHECKLIST

FULL SITE PLANS. The following items shall be included with all Full Site Plan application submissions in order to have them accepted for review:

- **Culpeper County Full Site Plan Application Form.**
- **A digital copy of the site plan in Autocad format.**
- **Twenty (20) copies of a Site Plan, at a scale of no less than 1 inch = 50 feet, with a sheet size not exceeding 24" x 36" and, if prepared on more than one (1) sheet, match lines shall clearly indicate where the sheets join and a sheet key shall be provided, and indicating:**
 - 1. Location of the site shown on a vicinity map at a scale of not less than one inch equals two thousand feet (1" = 2000') and such information as numbers of adjoining streets, streams and bodies of water, railroads, subdivisions and town or other landmarks sufficient to clearly identify the location of the property.**
 - 2. Name and address of the owner and developer, the Magisterial District, County, State, north point, date and scale of drawing, number of sheets and tax map reference. In addition, a blank space, three (3) inches wide and five (5) inches high, shall be reserved for the use of the Approving Authority.**
 - 3. A boundary survey of the site, with an error of closure within the limit of one (1) in twenty thousand 20,000, related to the North American Datum, Virginia North Zone of 1983 (NAD 83). Two (2) adjacent corners or two points on every plan sheet shall be referenced to the NAD 183 with coordinate values shown in feet. Plans may be related to true north or meridian of record for properties located more than 1.24 miles from one or both of the two (2) nearest NAD 83 monuments, with distance measured along a straight line from each monument to the closest point on the property boundary.**
 - 4. Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the site and the place of record of the last instrument in the chain of title.**
 - 5. Existing topography with a maximum contour interval of two (2) feet, except that, where existing ground is on a slope of less than two (2) percent, one (1) foot contour or spot elevations shall be provided where necessary, but not more than fifty (50) feet apart in both directions.**

6. **Horizontal dimensions shown on the Site Plan shall be shown in feet and decimal fractions of a foot accurate to the closest one-hundredth of a foot (.00). All bearings in degrees, minutes and seconds shall be shown to a minimum accuracy of 10 seconds.**
7. **All existing and proposed streets and easements, their names, widths and street route numbers; existing and proposed utilities; watercourses and their names; owners, zoning and present use of all adjoining properties.**
8. **All off-street parking, related driveways and other points of access, 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 required by the provisions of Article 10 for each use and the total number of spaces provided.**
9. **A map identifying the classification of soil types at a scale of not less than one inch equals two hundred feet (1" = 200'), based upon soils information identified by a professional, hired by the owner/developer, authorized by the State to provide such information.**
10. **Proposed finished grading by contours, supplemented where necessary by spot elevations.**
11. **The proposed location, general use, number of floors, height and gross floor area for each building, to include outside display and storage areas; the proposed floor area ratio; the number, size and type of dwelling units; and the amount of required and provided open space.**
12. **Location, type, size and height of any fencing and retaining walls.**
13. **Location of existing and proposed solid waste and recycling storage containers, if any.**
14. **Provisions for the adequate disposition of natural and stormwater and grades of ditches, catch basins and pipes and connections to existing drainage system.**
15. **All existing and proposed water and sanitary sewer facilities, indicating all pipe sizes, type and grades and where connection is to be made to the County or other utility system.**
16. **All setback requirements, including front, side and rear yards, and buffer requirements imposed under this Ordinance.**

17. **Location and height of all light poles, including parking lot and walkway light poles, illustrations of each style of freestanding lighting fixture that demonstrate that such fixture is either a full cut-off or directionally shielded lighting fixture, as required by Article 32 and a statement by the owner/developer certifying that all outdoor lighting provisions of Article 32 shall be met.**
18. **Identification of any grave, object or structure marking a place of burial on the site and if none, a statement to that effect.**
19. **For all sites, a statement by the owner/developer certifying that all wetlands permits required by law shall be obtained prior to commencing land-disturbing activities in any areas requiring such permits.**
20. **A Landscape Plan, in accordance with Article 33 of this Ordinance, drawn to scale, showing existing vegetation to be preserved and any of the following proposed required landscape materials to be installed:**
 - a. **Parking lot landscaping, transitional screening, buffering and tree cover as required by the provisions of Article 33, to include the location, type and height of barriers.**
 - b. **Replacement vegetation in accordance with the policies and requirements of this Ordinance.**
 - c. **Plantings required as a development condition of an approved rezoning, special permit or variance.**
21. **Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practice and measures that will be implemented during all phases of clearing, grading and construction.**
22. **The location of any stream valleys and floodplains.**
23. **Sufficient information to show how the physical improvements associated with the proposed development interrelate with existing or proposed developments of record on adjacent properties (e.g., interparcel access, contiguous open space or tree save areas, etc.).**
24. **Such additional information as may be required by other County departments and agencies, or the Zoning Administrator.**
25. **Any other information as may be required by the provisions of this Ordinance, Subdivision Ordinance and/or The Code.**