

**CONTENT REQUIREMENTS FOR PLANS SUBMITTED WITH APPLICATIONS FOR A  
PRELIMINARY SUBDIVISION PLAN**

<b>GENERAL INFORMATION: included in the plan set</b>	
<b>1.</b>	Town Cover Sheet (available on TOH website)
<b>2.</b>	North arrow on each sheet with plans
<b>3.</b>	Scale of drawings (metric scale should not be used) on each sheet
<b>4.</b>	Cover sheet, date each plan sheet prepared and all revision dates
<b>5.</b>	Cover sheet; Index showing number of sheets and title of each sheet
<b>6.</b>	In title block on cover sheet; current zoning, proposed uses, total site area, FFX CO tax map number, applicant and engineer information
<b>7.</b>	A boundary survey of the tract with an error of closure within the limit of one in 10,000 related to the true meridian and showing the location and type of boundary evidence. and boundary credit, where done by others
<b>8.</b>	Seal and signature of preparer on each sheet
<b>9.</b>	Topography credit, where done by others
<b>10.</b>	Match lines, if prepared on more than one sheet, to clearly indicate where the several sheets join
<b>11.</b>	Compliance with applicable established design criteria, construction standards and specifications for improvements required by ordinance or a duly adopted resolution by the Town Council; or recommended by the staff based on accepted planning and engineering practices
<b>EXISTING CONDITIONS: shown as a separate sheet in the plan set</b>	
<b>12.</b>	Owner, zoning, and present use of all adjacent property
<b>13.</b>	Within 10 feet of the site, features on adjoining properties including: departing property lines, drip line of trees, and easements
<b>14.</b>	Existing topography with a maximum of two-foot contour intervals
<b>15.</b>	A delineation of those general areas that have scenic assets or natural features deserving of protection and preservation, and a statement of how such will be accomplished
<b>16.</b>	Watercourses and their names
<b>17.</b>	Site specific delineation of Resource Protection Areas, and a water quality impact assessment, if required, and any other information required in Herndon Town Code <a href="#">Section 78-60.4</a> , Chesapeake Bay Preservation Overlay District
<b>18.</b>	If outside a Resource Protection Area, include a note indicating that exclusion
<b>19.</b>	Existing structures and adjacent property structures within 25' of property line
<b>20.</b>	Existing streets abutting or through the site, including: right-of-way lines, width and category of street, streetscape, pavement markings layout, name and route number
<b>21.</b>	Street centerline with stations and points of curvature, slopes and radii of curves
<b>22.</b>	Existing easements traversing the property, with size, on site and on adjoining properties for: sanitary sewer with flow direction indicated: storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other
<b>23.</b>	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes
<b>24.</b>	Statement of burial sites present or absent
<b>SURVEY of EXISTING TREES: prepared by an ISA Certified Arborist, shown on a separate sheet</b>	

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25.	The existing tree canopy cover	
26.	Existing trees having a caliper of eight inches or greater when measured four feet, six inches above the ground, or a tree stand delineation as approved for group identification by the community forester	
27.	Ornamental trees having a caliper of two to four inches measured at six inches above the ground or a caliper greater than four inches measured at 12 inches above the ground shall also be included in the inventory	
28.	Groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas," shall be accurately identified, located on the tree survey, and shown on the plan of proposed development	
29.	All trees located off-site which have drip lines extending into the site shall be shown and considered as within the site for purposes of protective field practices	
<b>PROPOSED CONDITIONS: shown in TABULAR FORM indicated minimum required/maximum permitted and proposed</b>		
30.	Lot area devoted to each land use	
31.	Lot width; corner (or end) and interior	
32.	Setbacks	
33.	Side yards	
34.	Rear yard	
35.	Total site area	
36.	Lot area and lot area as percentage of total area	
37.	Number of lots, where applicable	
38.	Density (dwellings per acre)	
39.	Average lot size, where applicable	
40.	Floor area by use	
41.	Height of buildings	
42.	For residential buildings, the number, size and type of dwelling units	
43.	Number of parking spaces	
44.	Parking ratio	
45.	Parking spaces for persons with disabilities	
46.	Amount of impervious surface	
47.	Area of dedicated right-of-way	
48.	Open space as percentage of total site or lot area	
<b>PROPOSED CONDITIONS: shown on the plan</b>		
49.	Overall site layout plan showing all phases of development	
50.	Lot numbers and lot size on each lot	
51.	Lot lines dimensioned	

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52.	Front setback, side yard and rear yard labeled and dimensioned	
53.	The limits of clearing shall be located at the outermost limits of the area to be cleared, shall be accurately shown and labeled, shall not include any unnecessary clearing, shall be shown on the plan of proposed development, and shall match on the landscaping sheet, the E&S sheet and the GDP sheet, if applicable	
54.	Proposed easements, with size, on site and on adjoining properties for: sanitary sewer with flow direction indicated: storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other easements	
55.	Common or shared easements to franchised cable television operators furnishing cable television and to public service corporations furnishing cable television, gas, telephone and electric service to the proposed subdivision according to the standards of state subdivision law	
56.	Proposed above and below ground utilities, including electric, communications, and the like	
57.	Proposed water, sanitary sewer, storm sewer, and fire hydrants indicating pipe sizes, types, flow direction, grades and where connection is to be made to the town or other utility system	
58.	Foot prints of buildings and other structures	
59.	Location, type and size of pedestrian, bicycle, and vehicular circulation facilities on the site	
60.	Design of vehicular entrances and exits in relation to streets giving access to the site and in relation to pedestrian and bicycle traffic	
61.	If applicable, facilities to comply with Master Trails Plan per town comprehensive plan	
62.	Proposed streets or rights-of-way abutting or through the site, including: right-of-way lines, width and category of street, streetscape, pavement markings layout, name and route number	
63.	Street centerline with stations and points of curvature, slopes and radii of curves	
64.	Parking areas (on and off-street); size and angle of stalls, loading spaces, associated walkways, type of surfacing, and aisle widths	
65.	When applicable, location and design of inter-parcel access	
66.	Proposed public use dedications, if applicable	
<b>LANDSCAPING and OPENSOURCE: shown on separate sheet</b>		
67.	Location of open space and recreation facilities, with associated calculations showing amount and type per Herndon Town Code <a href="#">Section 78-113.2</a> & <a href="#">Section 78-113.3</a>	
68.	Proposed ownership of open space	
<b>STORMWATER MANAGEMENT &amp; DRAINAGE: shown on separate sheet</b>		
69.	Natural features, including drainage divides and 100-year flood plain	
70.	Overlot grading and drainage shown on plan with stormwater narrative relating	
71.	Existing site conditions	
72.	Run-off conditions on adjacent properties	
73.	Proposed detention methods	
74.	Proposed method for meeting stormwater management requirements	
75.	How stormwater will outfall without adverse effect on other properties or to the public drainage system	
76.	Review of outfall adequacy	

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77.	Inspection and maintenance responsibilities	
78.	SWM/BMP facilities access with 12' wide all weather surface and access easement	
79.	Provisions for the adequate disposition of natural water and stormwater in accordance with the duly adopted design criteria and standards of the town, indicating location, pipe sizes and slopes, types and grades of ditches, catch basins and pipes, inlets and connections to existing drainage system	
80.	Off-site drainage area and acreages annotated	
81.	The surface waters into which the facility will discharge	
82.	Flood plain easement provided referencing flood plain study	
83.	Documentation and calculations verifying compliance with the water quality and quantity requirements of <a href="#">Section 26-326</a>	
84.	SWM/BMP facilities access with 12' wide all weather surface and access easement	
<b>DOCUMENTATION OF PRIOR APPROVALS: include on a separate detail sheet</b>		
85.	Copy of any ordinance of rezoning of site, including any approved written proffers, waivers, modifications or conditions	
86.	Copy of any approved generalized development plan for site	
87.	Copy of any variance resolution granted for site	
88.	Copy of any resolution approving a special exception or conditional use permit for site	
89.	Copy of any applicable zoning administrator interpretations for site	
90.	Copy of any court order applicable to site development	
<b>SUPPLEMENTAL MATERIALS: submitted with plan</b>		
91.	A traffic impact study prepared in accordance with <a href="#">Section 78-156.1</a> , if applicable	
92.	A form that certifies whether or not VDOT review is required for the development proposal in accordance with Virginia Code § 15.2-2222.1 and 24 VAC 30-155-10 and applicable VDOT regulations	
93.	Letter of certification from a licensed engineer as proof of compliance of any proposed exterior equipment (generators, compressors, and the like) with the standards of <a href="#">Section 78-130.2</a> , Noise and <a href="#">Section 78-130.3</a> , Earthborn vibration standards.	
94.	The zoning administrator or subdivision administrator may require additional information, as reasonable, if necessary for the evaluation of the application.	
95.	Prior to submittal of the application materials, the applicant may request that the zoning administrator or subdivision administrator approve relief from any specific submittal requirements listed in <a href="#">Section 78-155.6(l)</a> or elsewhere if the zoning administrator or subdivision administrator deems such requirements unnecessary for the evaluation of the application	
96.	Resource Protection Area Permit	
97.	A statement of requested waivers, if any	