

**CONTENT REQUIREMENTS FOR PLANS SUBMITTED WITH APPLICATIONS FOR A
MINOR SITE PLAN or SITE PLAN REVISION**

| GENERAL INFORMATION: included in the plan set | |
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| 1. | Town Cover Sheet (available on TOH website) |
| 2. | North arrow on each sheet with plans |
| 3. | Scale of drawings (metric scale should not be used) on each sheet |
| 4. | Cover sheet, date each plan sheet prepared and all revision dates |
| 5. | Cover sheet; Index showing number of sheets and title of each sheet |
| 6. | In title block on cover sheet; current zoning, proposed zoning and uses, total site area, FFX CO tax map number, applicant and engineer information |
| 7. | On cover sheet, Location of tract by an insert map at a scale of not less than one inch equals 2,000 feet, indicating scaled coordinates referred to in NGS; A north direction arrow referenced to the Virginia Coordinate System of 1983 (VCS 83); and such information as the names and numbers of adjoining roads, streams and bodies of water, railroads, subdivisions, towns and magisterial districts or other landmarks sufficient to clearly identify the location of the property |
| 8. | Seal and signature of preparer on each sheet |
| 9. | Topography credit, where done by others |
| 10. | The plan review fee as calculated on the cover sheet |
| 11. | Conservation cash escrow calculation, including erosion and siltation control, tree protection, tree replacement, new landscape material, and damage to existing utilities, as calculated on the cover sheet |
| EXISTING CONDITIONS: shown as a separate sheet in the plan set | |
| 12. | Owner, zoning, and present use of all adjacent property |
| 13. | Existing topography with a maximum of two-foot contour intervals |
| 14. | Where existing ground is on a slope of less than two percent: either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions |
| 15. | Site specific delineation of Resource Protection Areas, if applicable, and any other information required in Herndon Town Code Section 78-60.4 , Chesapeake Bay Preservation Overlay District |
| 16. | If outside a Resource Protection Area, a note verifying that exclusion |
| 17. | Existing structures and uses |
| 18. | Existing streets abutting or through the site, including: right-of-way lines, streetscape, name and route number |
| PROPOSED CONDITIONS: shown in TABULAR FORM indicated minimum required/maximum permitted and proposed | |
| 19. | Lot area |
| 20. | Building coverage |
| 21. | Number of parking spaces |
| 22. | Parking ratio |
| 23. | Impervious surface coverage |
| PROPOSED CONDITIONS: shown on the grading plan | |

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| 24. | Overall site layout plan | |
| 25. | Front setback, side yard and rear yard labeled and dimensioned | |
| 26. | Proposed finished grading by contours supplemented where necessary by spot elevations | |
| 27. | Foot prints of buildings/additions and other structures | |
| 28. | Finished floor elevations | |
| 29. | Proposed public use dedication, if applicable | |
| 30. | Parking areas; size and angle of stalls, loading spaces, associated walkways, type of surfacing, and aisle widths | |
| 31. | Site lighting location and photometrics, if applicable | |
| 32. | Standard construction entrance | |
| LANDSCAPING: shown on separate sheet | | |
| 33. | The existing tree canopy cover, prepared by an ISA Certified Arborist | |
| 34. | Existing trees having a caliper of eight inches or greater or a tree stand delineation as approved for group identification by the community forester | |
| 35. | Existing ornamental trees having a caliper of two inches or greater | |
| 36. | Demarcation of groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas" | |
| 37. | Applicable diagrams of standard tree protection devices | |
| 38. | A note on the site plan prohibiting disturbance inside the tree protection areas. Prohibited disturbance includes, but is not limited to: grading, clearing, storage of materials, dumping of materials, and parking or transporting of vehicles and equipment | |
| 39. | 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 | |
| 40. | Description of location and type of alien, invasive plant species to be removed from the site in accordance with Section 78-110.2(a)(2) | |
| 41. | Landscape Plan in accordance with Section 78-110.1(f)(3) | |
| 42. | Drawings showing planting details for landscape materials proposed to be placed on the site | |
| 43. | Table of required and proposed plant materials | |
| 44. | Schedule of the proposed plant species, size, common and botanical name | |
| EROSION & SEDIMENTATION: shown on separate sheet | | |
| 45. | Soil erosion and siltation control measures complying with state minimum standards and specifications | |
| STORMWATER MANAGEMENT & DRAINAGE: shown on separate sheet | | |
| 46. | Natural features, including drainage divides and 100-year flood plain | |
| 47. | Overlot grading and drainage shown on plan with stormwater narrative relating | |
| 48. | Existing site conditions | |
| 49. | Run-off conditions on adjacent properties | |

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| 50. | Proposed detention methods | |
| 51. | Proposed method for meeting stormwater management requirements | |
| 52. | How stormwater will outfall without adverse effect on other properties or to the public drainage system | |
| 53. | Review of outfall adequacy | |
| 54. | Inspection and maintenance responsibilities | |
| 55. | SWM/BMP facilities access with 12' wide all weather surface and access easement | |
| 56. | 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 | |
| 57. | Off-site drainage area and acreages annotated | |
| 58. | The surface waters into which the facility will discharge | |
| 59. | Easements for concentrated surface water discharged offsite | |
| 60. | Overland relief provided for sump conditions and to clear building | |
| 61. | Cross-sections of channel showing channel type, depth, velocity, water surface elevation, computations for adequacy and erosion control | |
| 62. | Flood plain easement provided referencing flood plain study | |
| 63. | Analysis of capacity and proposed flow if site runoff is proposed to outfall to existing system | |
| 64. | Design computations provided for closed and open systems (include hydraulic grade line (HGL) if needed) | |
| 65. | On and off site drainage areas to each drainage structure with area and 'c' factor | |
| 66. | Inlet structures designed with 7.27 inches/hour intensity | |
| 67. | Storm water management (SWM) facility structure details showing access, hydraulic outlet geometric data and coefficients, stage/storage and stage/discharge tables and graphs, 2 and 10 year in/out hydrographs, Spillway Design Flood hydrograph, freeboard analysis | |
| 68. | Documentation and calculations verifying compliance with the water quality and quantity requirements of Section 26-326 | |
| 69. | Allowable release calculation: $Q_{post} = Q_{pre} + \text{offsite controlled} - \text{on site uncontrolled}$ | |
| 70. | Riser/Outlet structure flotation analysis with 1.3 factor of safety | |
| 71. | Pond profiles and sections showing top and bottom elevations, BMP and 2, 10 and 100 year elevations, riser and outfall pipe, dam embankment, side slopes, etc | |
| 72. | Spillway outfall pipe reinforced concrete pipe (RCP) class III 18" minimum, ASTM ³ C361 watertight joints | |
| 73. | Foundation cut off trench at centerline (4' minimum width x 4' deep, 1:1 side slopes) | |
| 74. | Show anti-seep collar(s) (detail required) around outfall pipe through dam | |
| 75. | Concrete cradle required on outfall pipe through dam | |
| 76. | Orifices and riser tops to have state standard trash racks and anti-vortex devices | |
| 77. | Permanent security fences required for SWM/BMP ponds in residential areas | |

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| 78. | Infiltration facilities designed in accordance with Fairfax County's TESTING GUIDELINES FOR INFILTRATION FACILITIES, dated March 2007 | |
| DOCUMENTATION OF PRIOR APPROVALS: | | |
| 79. | Copy of any ordinance of rezoning of site, including any approved proffers, modifications or conditions applicable to the site development | |
| 80. | Copy of any variance applicable to site development | |
| 81. | Copy of any special exception or conditional use permit applicable to site development | |
| 82. | Copy of any zoning administrator interpretations applicable to site development | |
| 83. | Copy of any applicable court order applicable to site development | |
| SUPPLEMENTAL MATERIALS: may be required with plan | | |
| 84. | Any additional information the zoning administrator deems appropriate, as reasonable, using the standards of the zoning ordinance, for the evaluation of the application | |
| 85. | Any additional information that the applicant may desire to provide in consideration of the application | |
| 86. | 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 if the zoning administrator or subdivision administrator deems such requirements unnecessary for the evaluation of the application. | |
| 87. | A Resource Protection Permit, if applicable | |
| 88. | Stormwater Facility Maintenance Agreement, if applicable | |
| 89. | A plat and deed of any easements or dedications, if applicable | |
| 90. | A conservation escrow and escrow agreement, if applicable | |
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