

**CONTENT REQUIREMENTS FOR PLANS SUBMITTED WITH APPLICATIONS FOR A
MAJOR SITE PLAN and SUBDIVISION SITE PLAN**

GENERAL INFORMATION: included in the plan set		
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.	Cover sheet; reference datum	
7.	In title block on cover sheet; current zoning, proposed uses, total site area, FFX CO tax map number, applicant and engineer information	
8.	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	
9.	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	
10.	Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title	
11.	Seal and signature of preparer on each sheet	
12.	Topography credit, where done by others	
13.	Match lines, if prepared on more than one sheet, to clearly indicate where the several sheets join	
14.	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	
15.	The plan review fee as calculated on the cover sheet	
16.	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		
17.	Owner, zoning, and present use of all adjacent property	
18.	Within 10 feet of the site, features on adjoining properties including: departing property lines, drip line of trees, and easements	
19.	Existing topography with a maximum of two-foot contour intervals	
20.	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	
21.	Existing topography extending at least 25 feet beyond the boundary of the site	
22.	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	
23.	Watercourses and their names	

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24.	Site specific delineation of Resource Protection Areas, and a water quality impact assessment, if required, and any other information required in Herndon Town Code Section 78-60.4 , Chesapeake Bay Preservation Overlay District	
25.	If outside a Resource Protection Area, include a note indicating that exclusion	
26.	Existing structures and adjacent property structures within 25' of property line	
27.	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	
28.	Street centerline with stations and points of curvature, slopes and radii of curves	
29.	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	
30.	Existing above and below ground utilities, including, electric, communications, and the like	
31.	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes	
32.	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system	
33.	Statement of burial sites present or absent	
SURVEY of EXISTING TREES: prepared by an ISA Certified Arborist, shown on a separate sheet		
34.	The existing tree canopy cover	
35.	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	
36.	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	
37.	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	
38.	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	
PROPOSED CONDITIONS: shown in TABULAR FORM indicated minimum required/maximum permitted and proposed		
39.	Lot area devoted to each land use	
40.	Lot width; corner (or end) and interior	
41.	Setbacks	
42.	Side yards	
43.	Rear yard	
44.	Total site area	
45.	Lot area and lot area as percentage of total area	
46.	Number of lots, where applicable	
47.	Density (dwellings per acre)	
48.	Average lot size, where applicable	

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49.	Building coverage, per lot	
50.	Floor area ratio, where applicable	
51.	Floor area by use	
52.	Number of floors	
53.	Height of buildings	
54.	For residential buildings, the number, size and type of dwelling units	
55.	Number of parking spaces	
56.	Parking ratio	
57.	Parking spaces for persons with disabilities	
58.	Amount of impervious surface	
59.	Area of dedicated right-of-way	
60.	Open space as percentage of total site or lot area	
PROPOSED CONDITIONS: shown on the plan		
61.	Overall site layout plan showing all phases of development	
62.	Lot numbers and lot size on each lot	
63.	Lot lines dimensioned	
64.	Front setback, side yard and rear yard labeled and dimensioned	
65.	Proposed finished grading by contours supplemented where necessary by spot elevations	
66.	Provisions for fire protection	
67.	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	
68.	Construction entrances with wash racks at all access points	
69.	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	
70.	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	
71.	Proposed above and below ground utilities, including electric, communications, and the like	
72.	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	
73.	Plan and profile of water mains and hydrants, including pipe material classification, sizes, stationing, tie-ins to existing, and utility crossings	
74.	Test pit results for crossings with less than 1' vertical clearance	
75.	Show water meter locations (outside only) and sizes	

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76.	Foot prints of buildings and other structures	
77.	Dimensions of buildings and other structures	
78.	Finished floor elevations	
79.	Location, type and size of pedestrian, bicycle, and vehicular circulation facilities on the site	
80.	Design of vehicular entrances and exits in relation to streets giving access to the site and in relation to pedestrian and bicycle traffic	
81.	If applicable, facilities to comply with Master Trails Plan per town comprehensive plan	
82.	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	
83.	Street centerline with stations and points of curvature, slopes and radii of curves	
84.	Parking areas (on and off-street); size and angle of stalls, loading spaces, associated walkways, type of surfacing, and aisle widths	
85.	When applicable, location and design of inter-parcel access	
86.	Visual and acoustical screening of mechanical equipment (roof-mounted and ground-mounted), in compliance with Section 78-114.2	
87.	Trash facilities, designed and screened in compliance with Section 78-71.16(m) and Section 78-114.2(c)	
88.	Location of any freestanding signage	
89.	Proposed public use dedications, if applicable	
LANDSCAPING and OPENSOURCE: shown on separate sheet		
90.	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)	
91.	The location of tree wells and tree walls shall be accurately located on the site plan	
92.	All trees within the site and shown to be saved on the site plan shall be shown according to the total spread of the tree canopy/crown/cover at the drip line	
93.	Applicable diagrams of standard tree protection devices	
94.	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	
95.	Methods of proposed irrigation and drainage for maintenance of required landscaping	
96.	Drawings showing planting details for landscape materials proposed to be placed on the site	
97.	Location of open space and recreation facilities, with associated calculations showing amount and type per Herndon Town Code Section 78-113.2 & Section 78-113.3	
98.	Landscape Plan in accordance with Section 78-110.1(f)(3) , on separate sheet	
99.	Table of required and proposed plant materials	
100.	Schedule of the proposed plant species, size, common and botanical name	
101.	Show generally on the plan and in tabular form how the plan meets the requirements of Section 78-113.2	
102.	Proposed ownership of open space	
EROSION & SEDIMENTATION: shown on separate sheet		

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103	Provision for the control of erosion and sedimentation in accordance with state minimum standards and specifications, and indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction	
104	Erosion and sedimentation (E&S) control narrative including construction sequence, existing conditions, critical areas, calculations, permanent stabilization, drainage, and maintenance	
105	2 phase E&S controls identified and computations shown	
106	Soils map and characteristics. Overlay soil boundaries on Phase I E&S plan	
107	Note that a geotechnical soil report is required if building is proposed in problem class "A" soil	
SITE LIGHTING: shown on separate sheet		
108	Site lighting depicted on a lighting plan, in conformance with Section 78-130.9	
109	Description of all luminaires (location, output and type) and the method of fixture mounting, output (distribution patterns), and mounting height above grade	
110	Levels of illumination diagrammed in a photometrics plan with maintained horizontal footcandle values at a distance of three feet above the ground, with grid spacing no greater than 15 feet covering the entire site and adjacent areas	
111	Detail sheet showing poles and fixtures, and whether poles are foundation-mounted or direct burial; as well as detail for fixtures mounted on buildings	
112	Detail of shielding devices and methods, as well as the distribution patterns for each type of shielding	
113	Statements on the plan sheet that: a. Sodium vapor luminaires shall not be used for site lighting b. All direct light rays from site lighting fixtures shall be confined entirely within the boundary line of the site	
114	Product cut sheets and individual distribution patterns	
115	Streetlights provided on public or private streets, with specifications	
STORMWATER MANAGEMENT & DRAINAGE: shown on separate sheet		
116	Natural features, including drainage divides and 100-year flood plain	
117	Overlot grading and drainage shown on plan with stormwater narrative relating	
118	Existing site conditions	
119	Run-off conditions on adjacent properties	
120	Proposed detention methods	
121	Proposed method for meeting stormwater management requirements	
122	How stormwater will outfall without adverse effect on other properties or to the public drainage system	
123	Review of outfall adequacy	
124	Inspection and maintenance responsibilities	
125	SWM/BMP facilities access with 12' wide all weather surface and access easement	
126	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	
127	Off-site drainage area and acreages annotated	

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128	The surface waters into which the facility will discharge	
129	Easements for concentrated surface water discharged offsite	
130	Overland relief provided for sump conditions and to clear building	
131	Cross-sections of channel showing channel type, depth, velocity, water surface elevation, computations for adequacy and erosion control	
132	Flood plain easement provided referencing flood plain study	
133	Analysis of capacity and proposed flow if site runoff is proposed to outfall to existing system,	
134	Design computations provided for closed and open systems (include hydraulic grade line (HGL) if needed)	
135	On and off site drainage areas to each drainage structure with area and 'c' factor	
136	Inlet structures designed with 7.27 inches/hour intensity	
137	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	
138	Documentation and calculations verifying compliance with the water quality and quantity requirements of Section 26-326	
139	Allowable release calculation: $Q_{post} = Q_{pre} + \text{offsite controlled} - \text{on site uncontrolled}$	
140	Riser/Outlet structure flotation analysis with 1.3 factor of safety	
141	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	
142	Spillway outfall pipe reinforced concrete pipe (RCP) class III 18" minimum, ASTM ³ C361 watertight joints	
143	Foundation cut off trench at centerline (4' minimum width x 4' deep, 1:1 side slopes)	
144	Show anti-seep collar(s) (detail required) around outfall pipe through dam	
145	Concrete cradle required on outfall pipe through dam	
146	Orifices and riser tops to have state standard trash racks and anti-vortex devices	
147	Plan shall include note: A Stormwater Management/BMP Facility Maintenance Agreement will be completed and recorded in Fairfax County Land Records prior to plan approval	
148	SWM/BMP facilities access with 12' wide all weather surface and access easement	
149	Permanent security fences required for SWM/BMP ponds in residential areas	
150	Infiltration facilities shall be designed in accordance with Fairfax County's TESTING GUIDELINES FOR INFILTRATION FACILITIES, dated March 2007	
DOCUMENTATION OF PRIOR APPROVALS: include on a separate detail sheet		
151	Copy of any ordinance of rezoning of site, including any approved written proffers, waivers, modifications or conditions	
152	Copy of any approved generalized development plan for site	
153	Copy of any variance resolution granted for site	
154	Copy of any resolution approving a special exception or conditional use permit for site	
155	Copy of any applicable zoning administrator interpretations for site	

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156	Copy of any court order applicable to site development	
157	Copy of approved preliminary subdivision plan for site	
SUPPLEMENTAL MATERIALS: submitted with plan		
158	A traffic impact study prepared in accordance with <u>Section 78-156.1</u>	
159	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	
160	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 <u>Section 78-130.2</u> , Noise and <u>Section 78-130.3</u> , Earthborn vibration standards.	
161	The zoning administrator or subdivision administrator may require additional information, as reasonable, if necessary for the evaluation of the application.	
162	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 <u>section 78-201.3</u> or elsewhere if the zoning administrator or subdivision administrator deems such requirements unnecessary for the evaluation of the application	
163	Resource Protection Area Permit	
164	Stormwater Detention Facility Maintenance Agreement	
165	Plat and deed of easements and/or dedications	
166	Conservation cash escrow and escrow agreement	
167	Performance Bonding	
168	A statement of requested waivers, if any	
169	Virginia Stormwater Management Plan	