



Haymarket Code Section	<b>ARTICLE XIII. SITE PLAN REQUIREMENTS</b> <b>Administrative Items</b>	YES	NO	N/A
58-506	<p><b>Preliminary and Final Site Plans</b>, where required, shall conform with the following procedures and requirements:</p> <ol style="list-style-type: none"> <li>1) Applicant shall submit a <b>PRELIMINARY SITE PLAN</b> or a <b>FINAL SITE PLAN</b> for review to the Town Planner and Town Engineer. A Preliminary Site Plan, prepared by a licensed engineer or land surveyor, shall be reviewed and returned to the applicant with comments within 30 days. This requirement for a Preliminary Site Plan may be waived by the Town Council where the information has already been provided. A Final Site Plan, prepared by a licensed engineer or land surveyor, shall be reviewed and returned to the applicant with comments within 45 days. The applicant is responsible for submitting plans and gaining approvals from outside agencies for the Final Site Plan. The Town Clerk will provide a list of outside agencies requiring Final Site Plan approval upon request.</li> <li>2) The <b>PRELIMINARY SITE PLAN</b> shall include the following minimum information:             <ol style="list-style-type: none"> <li>a. Name and address of development, owner and applicant.</li> <li>b. Seal and signature of the design professional engineer or land surveyor shall be on each sheet.</li> <li>c. 1)Existing topography with a maximum five-foot contour intervals referenced USGS Datum, extending a minimum of 50’ beyond the parcel(s) property line; 2) north point; 3) scale (not to exceed one inch equals 100 feet); 4)date of plan; 5)boundary of the entire tract by courses and distances; 6) vicinity map no smaller than 1”=3000’; 7) total project site acreage.</li> <li>d. Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.</li> <li>e. A Zoning Tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, also provide required and provided density.</li> <li>f. Approximate plan view location of all existing structures and improvements, including 1)existing storm drainage on the parcel(s) and within 50’of the property lines with type, size and direction of flow labeled; 2)streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s) , and within 50’ of the property lines; 3)RPA boundary or a note indicating there are no mapped RPA’s on the site; 4)the approximate 100-year flood area boundary and the source of the information; 5) the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.</li> <li>g. Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.</li> <li>h. Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.</li> <li>i. Location of all existing and proposed easements, their widths and uses.</li> <li>j. Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, streetlights, fencing and screening.</li> <li>k. For residential site plans, a Lot Tabulation including: 1) Individual lots and open spaces; 2) Lot/open space area; 3) Lot coverage; 4)Frontage length at the setback line.</li> <li>l. Number of stories, gross and net floor areas for each existing and proposed</li> </ol> </li> </ol>			



	<p>nonresidential structure labeled on the plan view.</p> <ul style="list-style-type: none"> <li>m. Parking layout shown in plan view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.</li> <li>n. Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives and points of access to adjacent properties. Street widths and VDOT classification noted.</li> <li>o. Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.</li> <li>p. Typical roadway pavement and design section for all proposed public streets.</li> <li>q. Street right-of-ways, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.</li> <li>r. Location and general character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drainfields on the project parcel (2) and within 50' of the property lines.</li> <li>s. Estimate of anticipated sewage flows in gallons per day.</li> <li>t. Preliminary stormwater management and BMP locations identified and type noted.</li> <li>u. Preliminary storm drainage layout.</li> <li>v. General limits of proposed clearing and grading.</li> <li>w. Preliminary landscape plan.</li> <li>x. Plan for the phasing of development, if any.</li> <li>y. Revisions shall have a completed revision block on each sheet identifying the revisions. A revision to an approved plan shall include a detailed narrative outlining the proposed revisions.</li> </ul> <p>3) The <b>FINAL SITE PLAN</b> shall include the following minimum information:</p> <ul style="list-style-type: none"> <li>a. Name and address of development, owner and applicant.</li> <li>b. Seal and signature of the design professional engineer or land surveyor shall be on each sheet.</li> <li>c. 1)Existing topography with a maximum two-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line; 2)north point; 3) scale (not to exceed one inch equals 30 feet); 4) date of plan; 5)boundary of record for the entire tract by courses and distances and with 1/10,000 closure ratio; 6) vicinity map no smaller than 1"=3000'; 7) total project site acreage;</li> <li>d. Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.</li> <li>e. A Zoning Tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, also provide required and provided density.</li> <li>f. Approximate plan view location of all existing structures and improvements, including 1)existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled; 2)streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s) , and within 50' of the property lines; 3)RPA boundary or a note indicating there are no mapped RPA's on the site; 4)the approximate 100-year flood area boundary, the source of the information; the hydrologic, hydraulic, input and output summaries, cross sections and profiles must be added to the plan; 5) the location of all cemeteries and other historic sites on the parcel or note</li> </ul>			
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	<p>indicating that there are none on site.</p> <ul style="list-style-type: none"> <li>g. Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.</li> <li>h. Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.</li> <li>i. Location of all existing and proposed easements, their widths and uses.</li> <li>j. For residential site plans, a Lot Tabulation including: 1) Individual lots and open spaces; 2) Lot/open space area; 3) Lot coverage; 4) Frontage length at the setback line.</li> <li>k. Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.</li> <li>l. Parking layout shown in plan view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.</li> <li>m. Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, handicap access curb ramps, guardrail, streetlights, fencing and screening. Sizes and widths annotated.</li> <li>n. Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives, driveways and points of access to adjacent properties. Street widths, VDOT classification, rates of superelevation, vertical curves with sight distance noted. Horizontal and vertical sight distances verified at all intersections. All entrances labeled to proper standards and percent of grades noted at all commercial entrances.</li> <li>o. Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.</li> <li>p. Typical roadway pavement and design section for all proposed public streets.</li> <li>q. Street right-of-ways, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.</li> <li>r. Location and character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drainfields on the project parcel (2) and within 50' of the property lines with sizes and types labeled. Profiles for proposed water, sewer and gas included in the plans. Fire flow calculations shall be submitted separately to Town Clerk.</li> <li>s. Current Prince William County Service Authority Information Sheet included, filled out and signed.</li> <li>t. Floodplain study, if applicable.</li> <li>u. 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.</li> <li>v. Stormwater Management and BMP facilities, including 10- and 100-year water surface elevations, and all required computations, BMP map, and access and maintenance easements.</li> <li>w. Final Grading Plan.</li> <li>x. Limits of proposed clearing and grading.</li> <li>y. Erosion and Sediment Control Plans including devices, locations, notes, and narratives. Erosion and Sediment Control Checklist per the Virginia Erosion and Sediment Control Handbook included in plans.</li> <li>z. Documentation and analysis for adequate outfall.</li> <li>aa. Final Landscape Plan.</li> </ul>			
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	<ul style="list-style-type: none"> <li>bb. Final Lighting/Photometric Plan.</li> <li>cc. Comprehensive Sign Plan, if applicable.</li> <li>dd. Unit Price List for Bonds and Escrows completed using current Prince William County Unit Price List.</li> <li>ee. Any approved waivers, variances or proffers included in plan set.</li> <li>ff. Plan for the phasing of development, if any.</li> <li>gg. Names of streets. Prior to being placed on any agendas, each proposed building shall be annotated with premise address assigned by the County Mapping Office.</li> <li>hh. Plat, draft deed(s) and draft stormwater management agreement shall be submitted with first submittal.</li> <li>ii. Revisions shall have a completed revision block on each sheet identifying the revisions. In addition, a revision to an approved plan shall include a detailed narrative outlining the proposed revisions and all revisions shall be circled in red.</li> </ul> <p>4) Any additional information which the approving authority deems necessary and appropriate to demonstrate compliance with this article or other conditions imposed by this chapter shall be submitted upon request of the Town Council.</p>			
58-507	<p><b>NUMBER, AND SIZE OF SHEETS; NUMBER OF COPIES</b></p> <ul style="list-style-type: none"> <li>(a) A site plan may be prepared in one or more sheets to show clearly the information required by this article, to facilitate review and approval of the plan. If prepared on more than one sheet, match lines shall clearly indicate where the several sheets join and a single sheet of a general nature shall be provided which shows the individual sheets in proper relationship to one another.</li> <li>(b) The sheet to be used shall be a maximum of 24 inches by 36 inches in size.</li> <li>(c) The number of complete sets of blue or black line copies, prepared in accordance with the requirements of this article, shall be submitted as follows:             <ul style="list-style-type: none"> <li>1. Preliminary and Final Site Plan Review by Town Planner and Engineer: 2 Sets;</li> <li>2. Preliminary Site Plan for Approval: 3 Sets;</li> <li>3. Final Site Plan for Approval: 3 sets.</li> </ul> </li> </ul>			
58-512	<p><b>MINIMUM REQUIRED IMPROVEMENTS</b></p> <ul style="list-style-type: none"> <li>(a) The following minimum requirements, when show on the plan, shall be assured by the applicant, and shall be constructed before any building permits are issued unless the applicant enters into an agreement to so construct and posts a bond for:             <ul style="list-style-type: none"> <li>1. Screening, fences or walls, sidewalks, and curb and gutter.</li> <li>2. Easements or right-of-way for all facilities to be publicly maintained; however, each easement shall be clearly defined for the purpose intended.</li> <li>3. Dedication or reservation of land for streets and service roads.</li> </ul> </li> <li>(b) The construction standards for both off-site and on-site improvements required by this article shall conform to the criteria of the County service authority; the State Department of Health; the State Department of Transportation; the State Erosion and Sediment Control laws and regulations; and the State Stormwater Management laws and regulations. Any construction items not covered by these entities shall be constructed in accordance with acceptable engineering practice, which design shall be shown in detail on the site plan and shall be approved by the town council.</li> </ul>			
58-514	<ul style="list-style-type: none"> <li>(a) A fee, payable to the Town, shall be paid at the time of submission of the application for review, in accordance with the fee schedule adopted by the Town Council pursuant to resolution.</li> </ul>			

Town of Haymarket  
15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169



703-753-2600  
Fax 703-753-2800  
www.townofhaymarket.org  
Facebook: Haymarket Town Hall

Submitted by or on behalf of property owner:

\_\_\_\_\_ Signed

\_\_\_\_\_ Print

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip

\_\_\_\_\_ Phone Number

**OFFICE USE ONLY**

Received by (clerk): \_\_\_\_\_ Date: \_\_\_\_\_

\$ \_\_\_\_\_ Fees Collected



(703)-753-2600 \* (703) 753-2800 fax

Please submit plans to the following departments. In your transmittal, please request emailed comments be sent to yourself as well as the Town Planner and Town Engineer.

### PRELIMINARY SITE PLANS FOR REVIEW

- 13 Hard Copies
- Town Preliminary Plan Check-list
- CD with electronic files (or .pdf sent via email or FTP link)

**Town Planner:**  
15000 Washington Street, Suite 100  
Haymarket, Virginia 20169  
703-753-2600

1 Copy Planner, 1 Copy Engineer, 1 Copy Building Official, 7 copies Planning Commission, 3 copies for signatures of approval



## FINAL SITE PLANS FOR REVIEW

### **APPLICANT TO SEND DIRECTLY TO DEQ**

- Two Hard Copies of SWM and E&S Plans
- Two Hard Copies of supporting calculations
- SWM Plan Review Checklist

### **VSMP Review (If over 1 Ac of Land Disturbance):**

#### **VIA Postal Mail:**

DEQ  
Office of Stormwater Management, 10<sup>th</sup> Floor  
ATTN: Stormwater Plan Review Coordinator  
P.O. Box 1105  
Richmond, Virginia 23218

#### **VIA FedEx or UPS:**

DEQ  
Office of Stormwater Management, 10<sup>th</sup> Floor  
ATTN: Stormwater Plan Review Coordinator  
629 East Main Street  
Richmond, Virginia 23219

- One Hard Copy
- Transmittal to include: What is being sent, why being sent, full contact info for who to give comments to, full contact info for design engineer, due date for comments

#### **P.W.C.S.A.**

Attn: Samantha Kearney  
4 County Complex Court  
Post Office Box 2266  
Woodbridge, Virginia 22195  
(703) 335-7900

- Three Hard Copies

#### **VDOT:**

Attn: Yao, Lu, PE  
NOVA Land Development  
4975 Alliance Drive  
Fairfax, Virginia 22030  
(703) 259-2775



- Two Hard Copies

**Fire Marshall:**  
Chip Carson, PE  
Fire Protection Engineers & Code Consultants  
35 Horner Street, Suite 120  
Warrenton, Virginia 20186  
540-347-7488

- Two Hard Copies

**Prince William County:**  
Attn: Christopher Price, AICP  
Planning Director  
5 County Complex Court, Suite 210  
Prince William, VA 22192-9201

- 13 Hard Copies
- Town Final Site Plan Checklist
- CD with electronic files (or .pdf sent via email or FTP link)

**Town Planner:**  
15000 Washington Street, Suite 100  
Haymarket, Virginia 20169  
703-753-2600

1 Copy Planner, 1 Copy Engineer, 1 Copy Building Official, 7 copies Planning Commission, 3 copies for signatures of approval

APPLICANT TO SEND DIRECTLY TO DEQ IF LAND DISTURBANCE IS  $\geq$  1 ACRE: 2 Hard Copies of SWM and E&S Plans (or additional full sets).



## TRAFFIC IMPACT ANALYSIS (TIA) FOR REVIEW

- Three Hard Copies
- Two CD with electronic files
- If Chapter 870, also need:  
Chapter 870  
VDOT  
Checklist & check for \$1,000 payable to "Commonwealth of VA"

**VDOT:**  
Attn: Yao, Lu, PE  
NOVA Land Development  
4975 Alliance Drive  
Fairfax, Virginia 22030  
(703) 259-2775

- Two Hard Copies
- CD with electronic files

**Prince William County:**  
Attn: Christopher Price, AICP  
Planning Director  
5 County Complex Court, Suite 210  
Prince William, VA 22192-9201

- Three Hard Copies
- CD with electronic files (or .pdf in email or FTP link)

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