



Major Site Plan & Plan Revisions

Grading Plan

Infrastructure Plan

Application

Stafford County Department of Planning and Zoning

1300 Courthouse Road

P.O. Box 339

Stafford, VA 22555

Phone: (540)-658-8668

www.staffordcountyva.gov

planning@staffordcountyva.gov

NOTICE

Stafford County treats all applications and applicants equally. The County does not discriminate against religion, or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against any religion or on the basis of race, sex, age, national origin, or disability, in its planning, permitting, utilities, and land use processes.

Under the Religious Land Use and Institutionalized Persons Act (“RLUIPA”), no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, assembly, or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on unequal terms with a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Stafford County does not discriminate in its planning, permitting, utilities, and land use processes, practices, and policies. Stafford County treats all applications and applicants equally.

SUBMITTAL AND APPROVAL PROCESS

1. This application is to be used for new commercial site plans or infrastructure plans **totaling 2,500 square feet or more of construction and/or land disturbance**, revisions to previously approved Major Site Plans, or grading plans that do not involve structures or impervious surfaces. **Refer to page 6 for additional information on project types. Prior to submitting a Site Plan Revision application, please contact the Planning & Zoning Department to verify that the application may be submitted as a major or minor revision.** Applications for Site Plan Revisions are intended for those projects which are not fully built out.
2. Electronic applications and plans may be submitted through the ePLANS website at <https://progress.staffordcountyva.gov>. For initial submittals and resubmittals, please refer to the [ePlans User Guide](#).
3. Once a complete application and fee payment has been submitted, the application will be processed, a project number and project manager will be assigned, and the application will be routed for review. **Incomplete applications will be rejected and returned to the applicant.**
4. Reviews will be completed in accordance with Code of Virginia § 15.2-2259.
5. The applicant and professional will be notified via email once all reviews have been completed. Comments for plan submittals may be viewed through the ePLANS website - <https://progress.staffordcountyva.gov>.
6. Please contact your project manager if you would like to schedule a Technical Review Committee (TRC) meeting to discuss first review comments with reviewers. (For site plans only.)
7. The engineer will make corrections to the plan per the review comments. Once all comments have been addressed, the applicant will resubmit the plans for another review cycle as outlined in #4 above. **Resubmittals must include a comment response describing how each comment was addressed.**
8. Prior to plan approval: A stormwater management agreement must be submitted and recorded, with the LR# provided on the plan. **Any necessary deeds and plats of dedication for off-site easements must be approved and recorded prior to plan approval.**
 - After plans are reviewed and it is determined by staff that all review comments are addressed electronic signatures will be applied and the primary contact will be notified via email that the plan is ready to access/download through ePLANS.
9. As outlined in Sec. 28-252(a) of the Zoning Ordinance, the application must be approved **within 18 months** or will be deemed disapproved and closed. If a project closes, a new application and fee payment will be required to continue review of the project.
10. Securities are required for public improvements, SWM, grading, and E&S prior to grading permit issuance (contact Development Services Department for securities). All **on-site** easements are required to be recorded prior to occupancy permit (see dedication plat application). Landscaping is required to be installed prior to final occupancy permit, unless securities are posted. For Major Site Plans, a Zoning As-Built Plan application must be submitted to the Planning and Zoning Department at least one week prior to issuance of occupancy permit.

APPLICATION SUBMITTAL CHECKLIST
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

- ☐ This application is periodically updated. Please make sure you are using the current application, available on our website: [Planning and Zoning Application Forms](#). Outdated applications will be rejected.
- ☐ Completed **"Project Information & Primary Contacts"** form, including a brief description of project - example description: *A MAJOR SITE PLAN FOR THE CONSTRUCTION OF 1 BUILDING LOCATED ON THE NORTH SIDE OF SWEET WILLIAM DR BETWEEN COSMOS CT AND GLENVIEW CT ON TM # 12-34 ZONED A-1 CONSISTING OF 20 ACRES WITHIN THE AQUIA ELECTION DISTRICT.*
- ☐ Completed **"Detailed Project Description"** form.
- ☐ Completed fee calculation form (including 2.75% Technology Fee).
FEES MUST BE PAID WITHIN 72 HOURS OF APPLICATION ACCEPTANCE
Fees may be paid by:
- A check made payable to "Stafford County"
If mailing fee check, mail to:
ATTN: PLANNING DEPARTMENT
1300 Courthouse Rd. Suite 255
Stafford, VA 22555
 - Online payment through the ePLANS website - <https://progress.staffordcountyva.gov>
 - In person Credit or Debit Card (Credit Card transactions have a 2% processing fee)
- ☐ Signed **"Statements of Understanding"** from the owner(s) and applicant.
- ☐ The owner and applicant signatures must match what is on pg.5.
 - ☐ If the owner is a company, provide signature authority documents.
- ☐ Completed list of **"Certification of Notice to Adjoining Property Owners"** (not required for plan revisions)
- ☐ **Certified Mail Receipts** of Adjacent Property Owner letters per Sec. 28-250 of the Zoning Ordinance (not required for plan revisions)
- ☐ Completed **"Major Site Plan & Plan Revision / Infrastructure Plan / Grading Plan Checklist"**, signed by the engineer who prepared the plan

AS OF 11/01/2024 PAPER APPLICATION FORMS AND SUPPORTING DOCUMENTS WILL NO LONGER BE ACCEPTED.
Please go to our ePLANS website - <https://progress.staffordcountyva.gov> to submit a new application or register as a new user.

- ☐ In addition to the .pdf copy of plans, you must submit three (3) 24" x 36" hardcopies of the plan to the planning counter within 72 hours after online submission acceptance and fees are paid or the project will be void and you will have to apply for a new project online.
- For initial submittals and resubmittals, please refer to the [ePlans User Guide](#).
 - **Do not** separate the plan/plat file into multiple parts, if the file is too large for the portal please reach out to us via email for assistance.
 - Once your project is accepted, you will receive an email to pay fees and submit 3 paper copies of the plan, do not send in the paper copies before you receive this email.

PROJECT INFORMATION & PRIMARY CONTACTS

PROJECT # _____ (ISSUED UPON SUBMITTAL)

PROJECT INFORMATION

PROJECT NAME _____

SECTION _____

ADDRESS (IF AVAILABLE) _____

TOTAL SITE ACREAGE _____

TAX MAP/PARCEL(S) _____

ELECTION DISTRICT _____

ZONING DISTRICT _____

DESCRIPTION OF PROJECT: PLEASE SEE EXAMPLE ON PG.4

A _____ FOR _____
PLAN TYPE CONCISE PROJECT DESCRIPTION

LOCATED ON THE _____ SIDE OF _____ BETWEEN _____
N/S/E/W STREET NAME STREET NAME

AND _____ ON TM # _____ ZONED _____
STREET NAME TAX MAP # ZONING DISTRICT

CONSISTING OF _____ ACRES WITHIN THE _____ ELECTION DISTRICT.
ACREAGE ELECTION DISTRICT

☐ **APPLICANT** / ☐ **AGENT** (check appropriate box & provide attachment if applicant and agent differ)

NAME _____

COMPANY _____

ADDRESS _____

COUNTY / CITY _____

STATE _____

ZIP CODE _____

PHONE NUMBER _____

EMAIL ADDRESS _____

OWNER (PROVIDE ATTACHMENTS IF MORE THAN ONE OWNER)

NAME _____

(IF OWNED BY A COMPANY – LEAVE THIS FIELD BLANK)

COMPANY _____

ADDRESS _____

COUNTY / CITY _____

STATE _____

ZIP CODE _____

PHONE NUMBER _____

EMAIL ADDRESS _____

PROFESSIONAL (ENGINEER, SURVEYOR, ETC.)

NAME _____

COMPANY _____

ADDRESS _____

COUNTY / CITY _____

STATE _____

ZIP CODE _____

PHONE NUMBER _____

EMAIL ADDRESS _____

DETAILED PROJECT DESCRIPTION

CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT

APPLICATION TYPE:

- ☐ Major Site Plan – **New commercial development totaling 2,500+ sq ft of construction and/or land disturbance**
- ☐ Major Revision to approved major site plan **AP#** _____
- ☐ Minor Revision to approved major site plan **AP#** _____
- ☐ Infrastructure Plan - **New development totaling 2,500+ sqft of disturbance (no buildings)**
- Is this a LAP project? ☐ Yes ☐ No
- ☐ Major Grading Plan* – **total land disturbance of 21,780 sqft (1/2 acre) or more**
- ☐ Minor Grading Plan* – **total land disturbance between 2,500 and 21,780 sqft (1/2 acre)**

*Grading Plans are for clearing, grading and stockpiling that does not involve any structures or impervious surfaces. Only storm drainage necessary to maintain positive drainage, and stormwater management structures necessary to comply with State and County SWM regulations are permitted as part of a grading plan.

REQUIRED CALCULATIONS:

_____ # of Impervious Acres

_____ # of Disturbed Acres

_____ # of Buildings

_____ # of Building sqft

_____ # of Stories

_____ # of SWM Facilities

_____ # of Lots

INFRASTRUCTURE INFORMATION:

- ☐ County Water (Utilities review fee required)
- ☐ Private Well
- ☐ County Sewer (Utilities review fee required)
- ☐ Private Septic
- ☐ Public Streets
- ☐ Private Streets
- ☐ Fire Lane (Fire Lane review fee required)

PROPOSED USE(S):

(must conform to list of allowed uses in Zoning Ordinance for the zoning district, refer to table 3.1)

ASSOCIATED APPROVALS & CONDITIONS:

Are there any **APPROVALS OR CONDITIONS** associated with this application?

If so, please provide any relevant application numbers:

Conditional Use Permit(s)	☐ YES	# _____	☐ NO
Resolution(s)	☐ YES	# _____	☐ NO
Rezoning(s)	☐ YES	# _____	☐ NO
Ordinance(s)/Proffers	☐ YES	# _____	☐ NO
Zoning Appeal(s), Variance(s)	☐ YES	# _____	☐ NO
Special Exception(s)	☐ YES	# _____	☐ NO
Waiver(s), Appeal(s), Exception(s)	☐ YES	# _____	☐ NO

MAJOR SITE PLAN

Review Fee Calculation

Total application fee includes **ONLY** the 1st & 2nd reviews.
Additional fees apply for 3rd and subsequent reviews (see below).

☐ Major Site Plan	
A. Base Fee (\$5,600.00)	\$ _____
B. General Fee ((_____ Impervious Acres) x (\$755.00))	\$ _____
C. Fire Review Fee	
☐ < 1 disturbed acre (\$120.00)	\$ _____
☐ 1-5 disturbed acres (\$360.00)	\$ _____
☐ > 5 disturbed acres ((\$720) + (\$60/disturbed acre over 5)) # of acres over 5 _____	\$ _____
D. E&S/SWM Review Fee (\$1,760.00)	\$ _____
E. Utilities Review Fee (☐ if County water/sewer) (\$3,390.00)	\$ _____
F. Transportation Review Fee (\$600.00)	\$ _____
G. Building Review Fee (\$95.00)	\$ _____
H. Mapping & Geographic Information Review Fee ((_____ # of Lots) x (\$40/lot))	\$ _____
	SUBTOTAL \$ _____
	2.75% TECH FEE \$ _____
	GRANDTOTAL \$ _____

For reference, all 3rd and subsequent Review Fees are as follows.

Subsequent review fees are visible through the ePLANS website after the 2nd and subsequent reviews are completed.

For questions regarding subsequent review fees, please contact the Planning and Zoning Department.

The 2.75% Technology Fee will be added to the total.

Planning & Zoning	\$1,000.00
E&S/SWM	\$880.00
Utilities	\$700.00
Transportation	\$120.00
Fire	\$120.00
+ 2.75% Technology Fee	

REVISIONS TO APPROVED MAJOR SITE PLANS

Review Fee Calculation

Prior to submitting, contact the Planning Department to verify if the revision will be considered a major or minor revision.

Total application fee includes **ONLY** the 1st & 2nd reviews.

Additional fees apply for 3rd and subsequent reviews (see below).

MAJOR REVISION TO APPROVED MAJOR SITE PLAN

☐ Major Revision to Major Site Plan

- A. Base Fee (\$3,620.00) \$ _____
- B. E&S/SWM Review Fee (\$830.00) \$ _____
- C. Utilities Review Fee (☐ if County water/sewer) (\$1,280.00) \$ _____
- D. Fire Review Fee (\$125.00) \$ _____
- E. Transportation Review Fee (\$300.00) \$ _____

SUBTOTAL \$ _____
2.75% TECH FEE \$ _____
GRANDTOTAL \$ _____

MINOR REVISION TO APPROVED MAJOR SITE PLAN

☐ Minor Revision to Major Site Plan

- A. Base Fee (\$2,160.00) \$ _____
- B. E&S/SWM Review Fee (\$410.00) \$ _____
- C. Utilities Review Fee (☐ if County water/sewer) (\$1,280.00) \$ _____
- D. Fire Review Fee (\$125.00) \$ _____
- E. Transportation Review Fee (\$300.00) \$ _____

SUBTOTAL \$ _____
2.75% TECH FEE \$ _____
GRANDTOTAL \$ _____

For reference, all 3rd and subsequent Review Fees are as follows.

Subsequent review fees are visible through the ePLANS website after the 2nd and subsequent reviews are completed.

For questions regarding subsequent review fees, please contact the Planning and Zoning Department.

The 2.75% Technology Fee will be added to the total.

Major Revision to Major Site Plan	
Planning & Zoning	\$850.00
E&S/SWM	\$410.00
Utilities	\$620.00
Fire	\$125.00
Transportation	\$60.00
+ 2.75% Technology Fee	

Minor Revision to Major Site Plan	
Planning & Zoning	\$480.00
E&S/SWM	\$210.00
Utilities	\$620.00
Fire	\$125.00
Transportation	\$60.00
+ 2.75% Technology Fee	

INFRASTRUCTURE PLAN (no buildings)

Review Fee Calculation

Total application fee includes **ONLY** the 1st & 2nd reviews.
Additional fees apply for 3rd and subsequent reviews (see below).

☐ Infrastructure Plan	
A. Base Fee (\$3,270.00)	\$ _____
B. E&S/SWM Review Fee (\$1,310.00)	\$ _____
C. Utilities Review Fee (☐ if County water/sewer) (\$1,350.00)	\$ _____
D. Transportation Review Fee (\$600.00)	\$ _____
	SUBTOTAL \$ _____
	2.75% TECH FEE \$ _____
	GRAND TOTAL \$ _____

For reference, all 3rd and subsequent Review Fees are as follows.

Subsequent review fees are visible through the ePLANS website after the 2nd and subsequent reviews are completed.

For questions regarding subsequent review fees, please contact the Planning and Zoning Department.

The 2.75% Technology Fee will be added to the total.

Planning & Zoning	\$850.00
E&S/SWM	\$590.00
Utilities	\$120.00
Transportation	\$120.00
+ 2.75% Technology Fee	

GRADING PLANS

Review Fee Calculation

Total application fee includes **ONLY** the 1st & 2nd reviews.
Additional fees apply for 3rd and subsequent reviews (see below).

MAJOR GRADING PLAN

☐ Major Grading Plan

A. Base Fee (\$2,680.00) \$ _____

B. E&S/SWM Review Fee (\$1,840.00) \$ _____

C. Utilities Review Fee (☐ if County water/sewer) (\$400.00) \$ _____

SUBTOTAL \$ _____

2.75% TECH FEE \$ _____

GRANDTOTAL \$ _____

MINOR GRADING PLAN

☐ Minor Grading Plan

A. Base Fee (\$1,350.00) \$ _____

B. E&S/SWM Review Fee (\$1,840.00) \$ _____

C. Utilities Review Fee (☐ if County water/sewer) (\$400.00) \$ _____

SUBTOTAL \$ _____

2.75% TECH FEE \$ _____

GRANDTOTAL \$ _____

For reference, all 3rd and subsequent Review Fees are as follows.

Subsequent review fees are visible through the ePLANS website after the 2nd and subsequent reviews are completed.

For questions regarding subsequent review fees, please contact the Planning and Zoning Department.

The 2.75% Technology Fee will be added to the total.

Major Grading Plan	
Planning & Zoning	\$570.00
E&S/SWM	\$880.00
Utilities	\$120.00
+ 2.75% Technology Fee	

Minor Grading Plan	
Planning & Zoning	\$440.00
E&S/SWM	\$880.00
Utilities	\$120.00
+ 2.75% Technology Fee	

STATEMENTS OF UNDERSTANDING

The owner/co-owner and applicant/agent signatories on this form must match the individuals identified as owner/co-owner and applicant/agent on the "Project Information & Primary Contacts" form

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of a Major Site Plan & Plan Revision / Infrastructure Plan / Grading Plan for review and approval as provided under the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
Signature of Owner/Co-Owner	Printed Name	Date
Signature of Owner/Co-Owner	Printed Name	Date
Signature of Owner/Co-Owner	Printed Name	Date

I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of a Major Site Plan & Plan Revision / Infrastructure Plan / Grading Plan for review and approval as provided under the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this project is located.

Signature of Applicant/Agent	Printed Name	Date
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*Additional sheets may be used, if necessary.

CERTIFICATE OF NOTICE TO ADJOINING PROPERTY OWNERS

In accordance with the policies of the Stafford County Department of Planning and Zoning, attached are the postmarked certified mail receipts that will serve as proof of notification of the adjacent property owners.

Signature of Applicant/Agent

Printed Name

Date

Listed below are the names and addresses of the adjoining property owners notified.

Provide additional pages if needed. For multiple parcels owned by the same owner/entity, please use a single owner information entry and list all applicable parcels under the TAX MAP / PARCEL section.

_____ TAX MAP / PARCEL	_____ NAME	
_____ ADDRESS		
_____ CITY	_____ STATE	_____ ZIP

_____ TAX MAP / PARCEL	_____ NAME	
_____ ADDRESS		
_____ CITY	_____ STATE	_____ ZIP

_____ TAX MAP / PARCEL	_____ NAME	
_____ ADDRESS		
_____ CITY	_____ STATE	_____ ZIP

_____ TAX MAP / PARCEL	_____ NAME	
_____ ADDRESS		
_____ CITY	_____ STATE	_____ ZIP

_____ TAX MAP / PARCEL	_____ NAME	
_____ ADDRESS		
_____ CITY	_____ STATE	_____ ZIP

NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS

Date

To whom it may concern,

This is to notify you that a(n) _____ Application will be submitted for approval to the Stafford County Department of Planning and Zoning located at the Stafford County Administration Center, 1300 Courthouse Road, Stafford, VA 22555 on _____.

You may review the application at the above-mentioned address. You may call (540) 658-8668 or email Planning@staffordcountyva.gov for more information.

The following information is supplied for your convenience:

Name of Project: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone #: _____

Name of Engineer: _____

Type of Use: _____

Specific Location: _____

Additional Information: _____

Sincerely,

Signature

Printed Name

Major Site Plan & Plan Revision / Infrastructure Plan / Grading Plan Checklist

This checklist is to be completed by the engineer / plat preparer and submitted as part of the application.
This list is intended as a summary of key requirements, and is not a comprehensive list of all code requirements.

For links to the County Code and other technical guidance please visit: [Development Regulations](#)

GENERAL REQUIREMENTS

- | | | |
|------------------------------|-----------------------------------|--|
| ☐ N/A | ☐ Complete | 28-248(a) Project name (must be consistent with related applications and previous submittals), name and address of plan preparer and owner/developer, state, county, and magisterial district shown on cover sheet & title blocks, and original date the plan was prepared and revision dates. |
| ☐ N/A | ☐ Complete | 28-248(a) North arrow (Virginia State Plane Coordinate North System NAD 83), scale bar, and scale in text provided on every layout sheet. |
| ☐ N/A | ☐ Complete | 28-248(a) Blank space provided for approvals (digital submissions require a 2" blank square in FAR bottom right corner in the same location on every sheet). |
| ☐ N/A | ☐ Complete | 28-248(b) Plan drawn at a scale of one 1" = 50' or larger. |
| ☐ N/A | ☐ Complete | 28-248(c) Sheet numbering, including a sheet index with total number of sheets shown. |
| ☐ N/A | ☐ Complete | 28-248(d) Match lines clearly indicating where sheets join and a match line key plan (with sheet indicators) showing the entire development at a reasonable scale. |
| ☐ N/A | ☐ Complete | 28-248(f) Profiles and special studies provided. |
| ☐ N/A | ☐ Complete | 28-248(g) Horizontal dimensions shown in feet to the closest 1/10 th of a foot. Bearings provided in degrees, minutes and seconds to the nearest 10 seconds. |
| ☐ N/A | ☐ Complete | 28-249(b)(26) Tax map ID & acreage for each parcel under development, & total site acreage. |
| ☐ N/A | ☐ Complete | 28-249(b)(8) Zoning tabulation from Table 3.1 "District Uses and Standards" (Zoning Ordinance Sec. 28-35), including zoning designation (with reference to any associated rezoning ordinance or conditional use permit resolution), proposed use consistent with the list of allowed uses, acreage of each use, setback requirements, lot size requirements, required/proposed building height, required/proposed floor area ratio (FAR), and required/proposed open space. |
| ☐ N/A | ☐ Complete | 28-249(b)(29) A copy of any approved and signed rezoning ordinance and proffer statement, and any approved and signed conditional use permit resolution applicable to the site/proposed use, along with implementation narratives describing how each proffer or CUP condition is being addressed (all embedded into plan). |
| ☐ N/A | ☐ Complete | 28-249(b)(2) A vicinity sketch map on the cover sheet at a scale of 1"=2,000' or larger showing the location of the proposed development and the area within a one-mile radius, including the locations, names, and route numbers of all existing roads and the names and location of streams and water bodies, railroads, political boundaries, subdivisions, and similar land marks. |
| ☐ N/A | ☐ Complete | 28-249(b)(12) Signature/date lines on the cover sheet for "Agent, Stafford County Board of Supervisors", "Fire Marshal", "Erosion & Sediment/Stormwater Management Administrator". "Department of Utilities", "Health Official" and "Virginia Department of Transportation", as applicable. |
| ☐ N/A | ☐ Complete | 28-249(b)(11) A certificate signed by the engineer or surveyor setting forth the source and title of the owner of the subject property and the last instrument in the chain of title. |
| ☐ N/A | ☐ Complete | 28-249(b)(17) A topographic map showing surveyed topography at a 2' interval or less. |
| ☐ N/A | ☐ Complete | 28-249(b)(4) A boundary survey or existing survey of record (accuracy not less than 1"=2,500'). |
| ☐ N/A | ☐ Complete | 28-249(b)(7) Location and names of existing streets (with route or LR#), easements (with LR#), utility lines, streams, drainage ways, and structures. |
| ☐ N/A | ☐ Complete | 28-249(b)(6) Limits of floodplains and critical resource protection areas. |
| ☐ N/A | ☐ Complete | 28-249(b)(13) Location, Tax Map #, owner name, zoning, present land use, and instrument number for all adjoining properties. |
| ☐ N/A | ☐ Complete | 28-249(b)(14) Required zoning setbacks per Table 3.1 shown on layout sheets (measured from existing or proposed right-of-way, or planned right of way as specified in the Comprehensive Plan). |
| ☐ N/A | ☐ Complete | 28-249(b)(3) Limits of clearing and grading, total disturbance, and proposed contours. |
| ☐ N/A | ☐ Complete | 28-249(b)(5) Location, type, dimensions, and intended use of any proposed streets, structures, signage, utility lines, stormwater facilities, and easements. |
| ☐ N/A | ☐ Complete | 28-249(b)(5) Distance from building to property line on all sides of building. |
| ☐ N/A | ☐ Complete | 28-249(b)(10) Instrument numbers for all off-site easements required for the development (must be recorded prior to plan approval). |
| ☐ N/A | ☐ Complete | 28-249(b)(16) Location, type, size and height of all buffering, fencing, screening, and retaining walls. |
| ☐ N/A | ☐ Complete | 28-249(b)(26) Number of units per building, including number of dwelling units for multifamily buildings. |
| ☐ N/A | ☐ Complete | 28-249(b)(27) Location and size of all open space and recreational areas. |
| ☐ N/A | ☐ Complete | 28-249(b)(28) Address of each building to be constructed, including apartment/suite numbers. |

- ☐ N/A ☐ Complete **22-77(l)** For uses served by on-site well and sewage systems: Location of well and on-site sewage disposal system. The locations shall meet Virginia Department of Health requirements. On-site soil evaluator (OSE) statement required on the cover sheet.

PERFORMANCE & SPECIAL REGULATIONS

- ☐ N/A ☐ Complete **28-38(b)** Front setbacks applied to all street-facing sides.
- ☐ N/A ☐ Complete **28-38(c)** Accessory structures in compliance with setback, height, and size requirements.
- ☐ N/A ☐ Complete **28-38(f)** Setbacks applied based on planned roadway improvements/planned right-of-way, and planned right-of-way areas remain free of certain improvements as specified.
- ☐ N/A ☐ Complete **28-38(g)** Outdoor display and storage areas located and screened as specified.
- ☐ N/A ☐ Complete **28-38(h)** Allocated/net density requirements (multifamily).
- ☐ N/A ☐ Complete **28-39(a)** Maximum fence height within setbacks not exceeded.
- ☐ N/A ☐ Complete **28-39(b)/(i)/(p)/(s)/(t)/(u)** Compliance with regulations for M-1, M-2, RBC, P-TND, HI, RDA-1, or UD zoned properties.
- ☐ N/A ☐ Complete **28-39(h)/(m)/(j)/(v)** Compliance with regulations for golf courses/driving ranges, adult businesses, retirement/congregate housing, or farmers markets.
- ☐ N/A ☐ Complete **28-39(o)** All existing cemeteries shown, with preservation and access provided as required.

PLANNED DEVELOPMENT & OVERLAY DISTRICTS

- ☐ N/A ☐ Complete **28-53, 28-54, 28-55** Compliance with regulations for PD-1/PD-2 zoned properties.
- ☐ N/A ☐ Complete **28-57** Compliance with Flood Hazard Overlay District (FH) regulations.
- ☐ N/A ☐ Complete **28-58** Compliance with Historic Resource Overlay District (HR) regulations.
- ☐ N/A ☐ Complete **28-59** Compliance with Highway Corridor Overlay District (HC) regulations (conditional uses, vehicular access/circulation, pedestrian access, outdoor storage/loading space/dumpster screening, paving of travelways/parking, utility locations, setback and berms for parking, orientation of service bays, architectural treatment, building height)
- ☐ N/A ☐ Complete **28-63** Compliance with Military Facility Impact Overlay District (MZ) regulations.
- ☐ N/A ☐ Complete **28-64** Compliance with Airport Impact Overlay District (AD) regulations.
- ☐ N/A ☐ Complete **28-65** Compliance with Historic Gateway Corridor Overlay District (HG) regulations.
- ☐ N/A ☐ Complete **28-66** Compliance with regulations for P-TND zoned properties.

OUTDOOR LIGHTING STANDARDS

- ☐ N/A ☐ Complete **28-256(c)(11) & 28-87** Photometric plan included in the site plan that demonstrates compliance with lighting standards.

LANDSCAPING REQUIREMENTS

- ☐ N/A ☐ Complete **DCSL 110** Street buffers and transitional buffers provided in accordance with the DCSL.
- ☐ N/A ☐ Complete **DCSL 120** Interior Parking Landscaping (for parking lots over 24 spaces), Perimeter Parking Landscaping, Street Trees Landscaping, and Screening provided in accordance with the DCSL.
- ☐ N/A ☐ Complete **DCSL 140** Credits requested in accordance with the guidelines in the DCSL, if the plan proposes to utilize existing vegetation to satisfy landscaping requirements.
- ☐ N/A ☐ Complete **DCSL 142** Alternative Compliance requested in accordance with the guidelines in the DCSL, if the plan proposes reduced planting area width or square footage, but otherwise meets plant type and quantity requirements (separate application required – please coordinate with County staff).
- ☐ N/A ☐ Complete **DCSL 143** Departure from Design Standards requested in accordance with the guidelines in the DCSL, if relief from plant unit requirements is needed (separate application and public hearing / Planning Commission action required – please coordinate with County staff).
- ☐ N/A ☐ Complete **DCSL 152** Plant type, size, and characteristics in compliance with the DCSL. Table provided that includes plant symbol, plant type (e.g. lg deciduous tree, small evergreen shrub), species, common name, total quantity, and height or container size at time of planting.
- ☐ N/A ☐ Complete **DCSL 153** Standard landscape notes provided – refer to DCSL for standards notes and insert information in notes 9 & 10.
- ☐ N/A ☐ Complete **DCSL 154** Planting schedules provided for all areas subject to buffer/landscaping requirements. *USE EXCEL TABLES PROVIDED IN LINK ABOVE*
- ☐ N/A ☐ Complete **DCSL 200** Plants are correctly categorized (canopy/understory, large/small) based on the mature height specified in the definitions section of the DCSL.
- ☐ N/A ☐ Complete **DCSL 200** No planting areas are proposed within easements running parallel to the road or property line, except with prior approval of a Departure from Design Standards allowing the planting area within the parallel easement.

TRANSPORTATION REQUIREMENTS

- ☐ N/A ☐ Complete **28-249(b)** Location, type, name, width, curve data, grades, sight distances of all streets and vehicular ingress/egress for the site, including fire lanes.
- ☐ N/A ☐ Complete **28-249(b)** All off-street parking, loading, and handicap spaces, with number required/provided.
- ☐ N/A ☐ Complete **28-102(1)** Size of parking spaces 9' x 20' (22' length for parallel parking)
- ☐ N/A ☐ Complete **28-102(2)** Parking aisle width in compliance with minimum standards.
- ☐ N/A ☐ Complete **28-102(3)** Parking located in compliance with standards.
- ☐ N/A ☐ Complete **28-102(4)/(6)/(7)** Number of provided parking spaces in compliance Table 7.1, or for uses not listed, from the Institute of Transportation Engineers Parking Generation Manual (ITE), latest edition, or as determined by the director of planning. Fractional spaces are rounded.
- ☐ N/A ☐ Complete **28-102(5)** Parking area for vehicle sales lots.
- ☐ N/A ☐ Complete **28-102(6)** Parking aisle width in compliance with minimum standards.
- ☐ N/A ☐ Complete **28-102(8)** Drive-through lanes 10' width minimum, with total minimum lane length of 150' (min 75' from pickup to order point, and min 75' from order point to beginning of drive-through lane). Length may be reduced with additional drive-through lanes. Lanes cannot obstruct travelways or parking)
- ☐ N/A ☐ Complete **28-102(11)** Adequate ingress/egress and turning radius. For mini-storage, 30' minimum travel lane width between warehouses and adequate turning area for trucks.
- ☐ N/A ☐ Complete **28-102(12)** Commercial vehicle parking spaces are in addition to required parking for specified use.
- ☐ N/A ☐ Complete **28-102(13)/(14)** Shared parking/parking credits in compliance with regulations.
- ☐ N/A ☐ Complete **28-103** Handicap parking and access in compliance with regulations.
- ☐ N/A ☐ Complete **28-104** Off-street loading space quantity, size, location and use in compliance with regulations.
- ☐ N/A ☐ Complete **28-105** Clear sight triangles shown and maintained free of obstructions as required.
- ☐ N/A ☐ Complete **28-106** Setbacks applied based on planned roadway improvements/planned right-of-way, and planned right-of-way areas remain free of certain improvements as specified.
- ☐ N/A ☐ Complete **28-108** (private streets only) Design and maintenance of restricted access entrance(s) are in accordance with Sec. 28-108, and details/notes provided on the plan.
- ☐ N/A ☐ Complete **28-256(c)** Development/construction standards and geometric design within right-of-way in accordance with applicable subdivision and zoning ordinance requirements.
- ☐ N/A ☐ Complete **28-256(c)(2)** Provide typical section of street and street profile.
- ☐ N/A ☐ Complete **28-256(c)(3)/(4)/(5)** Travelway widths, interparcel access, cul-de-sacs, and parking bays are in compliance with standards.

UTILITIES REQUIREMENTS

[2024 Stafford County Water and Sanitary Sewer Design and Construction Standards Manual \(DSM\)](#)

GENERAL WATER AND SANITARY SEWER STANDARDS

- ☐ N/A ☐ Complete **DSM Details** Include applicable details on a designated detail sheet.
- ☐ N/A ☐ Complete **DSM Details** Include both the water and sewer construction and administrative notes.
- ☐ N/A ☐ Complete **DSM 1.2.1** Include the Pro Rata fee calculation table & note (Pro Rata Fees are in Addition to Water and Sewer Availability fees). For residential plans, pro rata is based on number of units. For non-residential plans, pro rata fee is based on meter size.
- ☐ N/A ☐ Complete **DSM 1.2.2** All water & sewer lines shall be shown on a dedicated plan & profile sheets with notes.
- ☐ N/A ☐ Complete **DSM 1.2.2** Show and clearly label all of the following and all appropriate appurtenances:
- A. Proposed and existing manholes using Stafford County GIS identification
 - B. Proposed and existing valves
 - C. Proposed and existing fire hydrants
 - D. Proposed and existing flushing hydrants
 - E. Proposed and existing sampling stations
 - F. Proposed and existing pipes with sizes, type, and class
- ☐ N/A ☐ Complete **DSM 1.2.2** The horizontal profile scale shall be 1" = 25'. The minimum vertical profile scale shall be 1" = 5' and the maximum vertical profile scale shall be 1" = 10'.
- ☐ N/A ☐ Complete **DSM 1.2.2** All water and sewer lines shall be stationed.
- ☐ N/A ☐ Complete **DSM 1.2.2** Profile view for water mains at minimum shall include ground profile, all fittings, restrained lengths for all compound lengths, type of pipe, class or thickness of pipe.
- ☐ N/A ☐ Complete **DSM 1.2.2** When connecting a water main to an existing pipe, add a note that requires one joint on either side of the tee or tap to be exposed and restrained (if it is not already restrained).

- ☐ N/A ☐ Complete **DSM 1.2.2** All sanitary sewer mains shall have a plan and profile view included in the drawings. At a minimum, the profile view shall include ground cover, pipe length/slope/material/thickness, and manhole invert elevations/rim elevation/diameter.
- ☐ N/A ☐ Complete **DSM 1.2.2** An easement plan shall be included in the drawings.
- ☐ N/A ☐ Complete **DSM 1.1.6** All water and/or sanitary sewer easements are "Water-Sanitary Sewer Easements".
- ☐ N/A ☐ Complete **DSM 1.1.6** All Water-Sanitary Sewer Easements shall be a 20' wide exclusive easement. If a 20' wide exclusive easement is not possible, a 10' wide exclusive easement centered on the water/sewer line shall be provided with remaining easement being non-exclusive.
- ☐ N/A ☐ Complete **DSM 1.1.6** Water-Sanitary Sewer Easements shall be provided 10' past fire hydrants and 20' wide centered on the hydrant branch.
- ☐ N/A ☐ Complete **DSM 1.1.6** Water-Sanitary Sewer Easements shall end at the backside of the water meter 20' wide centered on the water supply line.
- ☐ N/A ☐ Complete **DSM 1.1.6** No other utility or permanent structure easements shall encroach on an Exclusive Water-Sanitary Sewer Easements except to cross at a right angle.
- ☐ N/A ☐ Complete **DSM 1.1.6** All easements shall be restored as nearly as possible to their original condition after construction. An acceptable ground cover shall be sown or planted and necessary measures to prevent erosion shall be completed within 30 days of pipe installation.

WATER SUPPLY SYSTEM STANDARDS

- ☐ N/A ☐ Complete **DSM 2.1.2** Watermain shall be installed in dedicated right-of-way or in the center of an easement.
- ☐ N/A ☐ Complete **DSM 2.1.2** If the roadway does not have curb & gutter, the water main shall be constructed approximately 3' from the proposed edge of pavement or per VDOT requirements.
- ☐ N/A ☐ Complete **DSM 2.1.2** A restrained gate valve shall be provided for all future extensions and a minimum of one length of pipe to reach beyond edge of proposed pavement shall be provided.
- ☐ N/A ☐ Complete **DSM 2.1.3** Dead-ends shall be eliminated by looping when feasible.
- ☐ N/A ☐ Complete **DSM 2.1.12** All water mains shall be laid to a minimum depth of 42" (3.5') from finished grade to the top of the pipe.
- ☐ N/A ☐ Complete **DSM 2.1.12** Maximum allowable depth shall be eight feet (8').
- ☐ N/A ☐ Complete **DSM 1.3.2.1** A minimum 18" clearance shall be maintained between crown of sewer and invert of a water main when a sewer crosses beneath a water main. If 18" of clearance cannot be maintained, sewer shall be constructed of AWWA C900 or C905.
- ☐ N/A ☐ Complete **DSM 1.3.2.3** The bottom of the water line is at least 18" above the top of the sewer.
- ☐ N/A ☐ Complete **DSM 1.3.4** All utility lines and structures shall be installed at least 5' horizontally from water & sewer service lines, and shall be installed at least 18" vertically from any water or sewer service line.
- ☐ N/A ☐ Complete **DSM 1.3.5** All mains installed under roadways shall be installed with at least 5' beyond the pavement, and shall be installed with steel casings in accordance to Detail 1.4.2-2A or 1.4.2-2B.
- ☐ N/A ☐ Complete **DSM 2.1.14** Bending of pipe lengths shall not be used.
- ☐ N/A ☐ Complete **DSM 2.1.3** The minimum size of water mains shall be:
- A. As shown in the Stafford County Water and Sewer Master Plan
 - B. Sufficient to meet the fire flow requirements of Section 2.1.5
 - C. In single family residential districts, 8" shall be used, 6" to be used when it completes a good hydraulic grid and provides the required flows. Dead ends shall be eliminated by looping when feasible or required by need to improve fire flows.
 - D. In other areas, 12" shall be used, 8" to be used only when it completes a good hydraulic grid and does not exceed 600' in length
 - E. Dead end pipe lengths will be limited to three hundred feet (300') unless looped.
 - F. No connections or services are allowed off the fire hydrant or fire sprinkler.
- ☐ N/A ☐ Complete **DSM 2.4.1** Pipe shall be furnished in 18'-20' lengths and include all jointing materials.
- ☐ N/A ☐ Complete **DSM 2.4.1** Unwrapped Ductile Iron Pipe shall not be used unless a soil investigation in accordance with AWWA C105 is performed. If soil investigation demonstrates the soil would be corrosive to ductile iron pipe, the pipe shall be zinc coated.
- ☐ N/A ☐ Complete **DCS 2.4.5** High-density polyethylene (HDPE) water pipe shall be minimum pressure class (IPS-200-SDR11) in accordance with AWWA C906. HDPE may be used only in applications specifically approved by the Director.
- ☐ N/A ☐ Complete **DSM 2.1.4.A** Fire hydrants shall be provided at all roadway intersections, cul-de-sacs, and dead-end roadways.
- ☐ N/A ☐ Complete **DCS 2.1.4.I/J** There shall be no plantings or other obstructions made within the easement of any fire hydrant or as to block the view of the fire hydrant from the street. Clear access shall be provided to the front of and 15-feet on either side of the fire hydrant.
- ☐ N/A ☐ Complete **DSM 2.1.9** All valves shall be the same diameter as the water main they connect to.

- ☐ N/A ☐ Complete **DSM 2.1.9** Three (3) valves shall be used at crosses and two (2) valves at tees and shall be located as close to the fitting as practical or determined by the review engineer.
- ☐ N/A ☐ Complete **DSM 2.1.10** The use of tapping sleeves and valves on the County water system will be permitted on a case-by-case basis where it can be demonstrated that the installation of a tee and valves on the existing water main will result in extensive service interruptions to customers, or as requested by the Director.
- ☐ N/A ☐ Complete **DSM 2.2.1** The minimum service lines shall be three-quarters (3/4") inch in diameter for residential and two inches (2") in diameter for commercial.
- ☐ N/A ☐ Complete **DSM 2.2.1** The minimum size meter setting for a non-residential structure shall be 2".
- ☐ N/A ☐ Complete **DSM Appendix** Analyze size of water meter and respond with pro rata invoice. For residential site plans, pro rata is based on number of units. For non-residential site plans, pro rata is based on meter size. Submit a Water Meter Sizing Sheet signed by the Owner for commercial plans.
- ☐ N/A ☐ Complete **DSM Appendix** If there is an irrigation meter, a back-flow prevention device must be installed. The irrigation meter must be in the Exclusive Water-Sewer Easement.

SEWER SYSTEMS STANDARDS

- ☐ N/A ☐ Complete **DSM 1.3.1** There shall be no cross connection between a drinking water supply and a sewer, or appurtenance thereto.
- ☐ N/A ☐ Complete **DSM 3.1.1** When sewers are under paved roads, sewer manholes shall be placed at the centerline of a travel lane.
- ☐ N/A ☐ Complete **DSM 3.1.1** All sewers in easement shall be constructed along centerline of easement.
- ☐ N/A ☐ Complete **DSM 1.3.2.5** If sewer line is under a major road, sewer shall be installed in a steel casing extended 5' beyond the pavement
- ☐ N/A ☐ Complete **DSM 3.1.2** Wastewater collection systems shall be designed for ultimate wastewater flow within the area to be served, assuming that the entire sewer shed is developed in accordance with the current Land Use Plan.
- ☐ N/A ☐ Complete **DSM 3.1.2** Pipes six (6), eight (8), ten (10), and twelve (12) inches in diameter or less shall be sized at 50% of the full pipe flow. Pipes 14" in diameter and larger shall be sized at 85% of the full pipe flow
- ☐ N/A ☐ Complete **DSM 3.1.3** Generally, all sewers shall be placed with a minimum of 4' of cover below finished surface. If less than 4', the sewer shall be made of ductile iron pipe.
- ☐ N/A ☐ Complete **DSM 3.1.3** No sewer shall be constructed in depths greater than 18'.
- ☐ N/A ☐ Complete **DSM 3.1.5** When sewer lines are installed with grades of 20% or greater, concrete anchors shall be installed and the minimum anchorage required is per DCS 3.1.5.
- ☐ N/A ☐ Complete **DSM 3.2.7** Doghouse manholes shall not be allowed. If a break in the sewer pipe is necessary, a new sanitary sewer manhole must be cut into place unless sanitary sewer doghouse man hole is approved by the director.
- ☐ N/A ☐ Complete **DSM 3.1.4** A minimum of 0.2' of difference and maximum of 1' (in not drop manholes) of difference shall be provided between the invert in and the invert out of a manhole.
- ☐ N/A ☐ Complete **DSM 3.2.6** Changes in direction of flow more than 90 degrees are not permitted.
- ☐ N/A ☐ Complete **DSM 3.2.1** Manholes shall be provided at all junctions with sewers, all points in change in alignment, grade or pipe size.
- ☐ N/A ☐ Complete **DSM 3.2.1** The depth of the manhole shall not exceed 18'.
- ☐ N/A ☐ Complete **DSM 3.2.3** Manholes shall have watertight frames & covers installed in unmaintained easements and areas subject to flooding.
- ☐ N/A ☐ Complete **DSM 3.2.11** Acid-resistant pipes & manholes shall be used for a distance of two-thousand-five-hundred linear (2,500') feet downstream from a force main or low-pressure sewer system discharge.
- ☐ N/A ☐ Complete **DSM 3.2.11** Existing sanitary sewer manholes shall receive a hydrogen sulfide-resistant coating approved by the director.
- ☐ N/A ☐ Complete **DSM 3.2.12** Instead of modifying manholes, existing manholes shall be replaced whenever possible.
- ☐ N/A ☐ Complete **DSM 3.3.1** Only one (1) single family dwelling per lateral will be permitted.
- ☐ N/A ☐ Complete **DSM 3.3.1** The minimum slope for a lateral is 2.08%.
- ☐ N/A ☐ Complete **DSM 3.3.1** The maximum depth of a sewer lateral at the property or easement line shall be 12 ft.
- ☐ N/A ☐ Complete **DSM 3.3.1** A sanitary sewer lateral table shall be included in all construction plans. At a minimum, the table shall include the invert of the lateral at the main, the lowest floor elevations of the proposed buildings, the size, total length, and length to property or easement, and slope of the laterals, ground elevation at the property or easement line, invert at the property or easement line, and depth at the property or easement line. See sample in appendix 4.
- ☐ N/A ☐ Complete **DSM 4.3.1** Common LPFM systems will be permitted for the retrofit of failing septic or sanitary sewer systems, subject to evaluation by the Department on a case-by-case basis.

FIRE & RESCUE REQUIREMENTS

Fire Prevention Code - Fire Lanes

- ☐ N/A ☐ Complete **12-22 FIRE LANES** Provide fire lane markings and signs where required. Include a copy of the Stafford County Fire Lane Detail: [Building and Fire Code Handbook](#)
- ☐ N/A ☐ Complete **12-62, 503.1.2.1 RESIDENTIAL DEVELOPMENT.** Developments of more than 200 dwelling units shall be provided with two independent fire department access roads.
- ☐ N/A ☐ Complete **12-62, 507.1 REQUIRED WATER SUPPLY.** Provide an approved source of water supply for fire protection such as fire hydrants, pond with a dry hydrant, etc.

DEVELOPMENT SERVICES – ENVIRONMENTAL PROGRAMS REQUIREMENTS

All plans must provide the following checklist items as applicable to demonstrate compliance with the following Virginia State Laws and Stafford County Codes: Virginia Erosion and Sediment Control Law; Virginia Stormwater Management Act; Stafford County Codes Chapter 11, Erosion and Sediment Control; Chapter 21.5, Stormwater Management; Chapter 27, Wetlands; Chapter 27A, Sand Dunes; Chapter 27B, Chesapeake Bay Preservation Area; Stafford County Code Sec. 28-57, Flood Hazard Overlay District; the Virginia Erosion and Sediment Control Handbook (VESCH), latest version; the Stafford County Stormwater Management Design Manual, latest version; and all other design manuals, technical guides, specifications, etc. incorporated by reference in said Virginia and County laws and codes:

WATER QUALITY IMPACT ASSESSMENT APPLICATION (SEPARATE FORM)

- ☐ N/A ☐ Complete A Water Quality Impact Assessment Application shall be submitted for all projects. The application shall include a perennial flow determination completed and signed by a qualified professional (state-licensed professional engineer, soil scientist, geologist, or wetland delineator). The delineation shall be verified by the US Army Corps of Engineers or the Virginia Department of Environmental Quality (DEQ). Approval of the delineation from the Corps or DEQ shall be recorded on the plan. This may require the submission of a [State Surface Waters Determination Request Form](#) to DEQ or a [Joint Permit Application](#) to VMRC.
- ☐ N/A ☐ Complete Check if previously submitted.

GENERAL PLAN REQUIREMENTS

- ☐ N/A ☐ Complete **Boundary.** 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 shall be included. The survey shall be tied to the Virginia State Plan Coordinate System, North American Datum of 1983 (NAD 83), horizontally, and North American Vertical Datum of 1988 (NAVD 88) vertically.
- ☐ N/A ☐ Complete All horizontal dimensions shown on the plan shall be in feet and decimal fractions of a foot to the closest 1/100 foot, and all bearing in degrees, minutes, and seconds to the nearest ten seconds.
- ☐ N/A ☐ Complete **Drainage Easements (Existing).** Show location, width, and recordation information for all existing drainage easements.
- ☐ N/A ☐ Complete **Drainage Easements (Proposed).** Width of drainage easements shall be in accordance with the latest version of the Stafford County Stormwater Management Design Manual. All proposed conveyances which drain runoff from adjacent properties or drain through two or more properties shall be placed in a privately maintained public-drainage easement and labeled:
XX' wide/Variable Width Public Drainage Easement, with Private Maintenance Agreement, Instrument # _____.
(The Public Drainage Easement shall be privately maintained in accordance with the Maintenance Agreement and referenced on all applicable plan sheets and corresponding Plats.)
- ☐ N/A ☐ Complete **Geotechnical Report.** A geotechnical report describing the type and stability of existing and proposed soils and fill material, prepared by or under the direction of a professional engineer experienced in soil and foundation engineering, shall be included. For proposed stormwater management facilities and best management practices (BMPs) geotechnical report shall include borings to determine depth of high groundwater table and infiltration characteristics. Refer to applicable DEQ BMP Clearinghouse specification for boring locations, number of borings, etc.
- ☐ N/A ☐ Complete **Existing Topography.** Existing topography shown with two-foot contours shall be provided, except where existing ground is on a slope of less than two percent, and then either one-foot contours or spot elevations, not more than 50' apart in both directions, shall be provided. Reference source and date of all topography. Adequate offsite topography shall be provided to support.
- ☐ N/A ☐ Complete **Existing Conditions.** Show all existing environmental features (streams, RPA boundaries, floodplain, floodway, wetlands, etc.), tree lines, ponds and other bodies of water clearly delineated and labeled. All streams, wetlands, and RPA boundaries shall be "to scale" field surveyed and supported by perennial flow determination and wetland boundary delineation performed by a qualified professional. Show all Special Flood Hazard Areas (SFHA/floodplains), and dam break inundation zones (DBIZ) where applicable. All SFHA needs to be clearly labeled and Base Flood Elevations (BFE) provided where available from FEMA.

ENVIRONMENTAL STANDARD NOTES

- ☐ N/A ☐ Complete The property is in a Chesapeake Bay Resource Management Area (RMA) and does/does not (select one) contain a 100-foot Resource Protection Area Buffer. (Must be supported by the Chesapeake Bay Compliance Plan Application).
- ☐ N/A ☐ Complete Resource Protection Areas are to be retained as undisturbed and vegetated 100 ft wide buffer areas, as specified in Stafford County Code, Chapter 27B.
- ☐ N/A ☐ Complete Only water dependent facilities and redevelopment, as defined in Stafford County Code, Chapter 27B, are permissible within the Resource Protection Area, including the 100 ft buffer.
- ☐ N/A ☐ Complete All lots located within a Chesapeake Bay Preservation Act Area are required to have a 100% reserve drain field.
- ☐ N/A ☐ Complete All septic systems located within a Chesapeake Bay Preservation Area (Resource Management Area) must be pumped out once every 5 years.
- ☐ N/A ☐ Complete Applicant's Statement for Chesapeake Bay Preservation Act (on the coversheet):
I certify that I am a licensed professional in the Commonwealth of Virginia and that to the best of my knowledge, having completed a site-specific evaluation and delineation of perennial flow, in my opinion, the proposed development meets the requirements of Stafford County Code, Chapter 27B, Chesapeake Bay Preservation Act.
Applicant's Signature: _____ Date: _____
Applicant's Name: _____
Professional License Type: _____ VA License No: _____
- ☐ N/A ☐ Complete Applicant's Statement for Wetlands (on the coversheet):
I certify that I am a licensed professional in the Commonwealth of Virginia and that to the best of my knowledge, in my opinion, the proposed development complies with the current requirements of Sections 401 and 404 of the Clean Water Act, section 10 of the Rivers and Harbors Act and the Virginia Nontidal Wetlands Act which includes the requirement that a wetlands delineation be performed and shown on the requisite plan.
Applicant's Signature: _____ Date: _____
Applicant's Name: _____
Professional License Type: _____ VA License No: _____
- ☐ N/A ☐ Complete RPA Impacts Table (on the coversheet) that provides the following information:
a. Amount of RPA disturbance broken into following categories: road, storm sewer, utilities;
b. Square footage of each RPA disturbance occurrence;
c. Final total of all RPA disturbances;
d. Square footage of RPA disturbed by each disturbance type to support the table.
- ☐ N/A ☐ Complete FIRM note (on the coversheet):
The property shown hereon is located in Zone (insert flood hazard area, i.e. zone), an area determined to be (insert percent) annual chance flood, as graphically shown on FIRM map community panel number (insert panel number), dated (last revised FIRM).
- ☐ N/A ☐ Complete Sixth Order Hydraulic Unit Code (HUC).
- ☐ N/A ☐ Complete Responsible Land Disturber Note (on the coversheet):
Until further notice, the Responsible Land Disturber for this project is:
Name _____ Certification # _____ Expiration Date _____
- ☐ N/A ☐ Complete Land Disturbance Note (on the coversheet):
I hereby certify that XXX.XX acres of land disturbance will be disturbed during this project and XXX.XX square feet of impervious area will be created.
Name _____ Certification # _____ Expiration Date _____

GRADING

- ☐ N/A ☐ Complete Standalone grading plans showing proposed finished grading shown with two-foot contours (or one-foot contours at County staff discretion) shall be indicated, to be supplemented where necessary by spot elevations and sectional information. Limits of grading shall be clearly indicated. Grading plans shall include at a minimum:
- Parcel boundaries, driveway locations, roads, easements, structures, curb and gutter, parking lots, tree lines, etc.;
 - Environmental features (RPA, floodplain, floodway, wetlands, etc.) clearly delineated and labeled;
 - Existing and proposed two-foot topography over the entire lot;
 - Grading/spot shots that verify 6 inches of fall within the first 10 feet of all structure foundations;
 - 100-year backwater elevation for all proposed culverts and inlets in sags (assume 100% blockage), adjacent drainage ways, wetlands, etc. and label "100-year WSE";
 - For all stormwater management facilities, ponds, and other impounding structures delineate the 100-year water surface elevation and label "100-year WSE";
 - Provide the minimum finished floor elevation (FFE) for each structure 1.0 feet above the low point in the road/curb over culverts, 1.0 feet above the top of any impoundment or control structure (where no impoundment exists), and 1.0 feet above any other 100-year WSE;
 - Location and description of all existing and proposed drainage infrastructure including culverts, inlets, storm sewer, stormwater management facilities, BMPs, etc.;
 - For all drainage infrastructure provide all structure labels, and include where applicable;

- j. Invert in/out elevations, rim elevations, pipe material and class, pipe dimensions, and structure types (a schedule may be provided for non-topographic data).

EROSION AND SEDIMENT CONTROL

- ☐ N/A ☐ Complete Existing and proposed topography (2 ft contours). Provide enough offsite topography to support calculations and downstream channel adequacy analysis.
- ☐ N/A ☐ Complete Existing and proposed delineated drainage areas in acres.
- ☐ N/A ☐ Complete Limits of all land-disturbance associated with the proposed project labeled "Limits of Disturbance XX.XX Acres". Limits of disturbance shall not extend within 10 feet of the dripline of any RPA or stand of vegetation receiving Landscape Credit under the Stafford County Design & Construction Standards – Landscaping (DCSL). Tree protection fencing shall be established where necessary.
- ☐ N/A ☐ Complete Show the boundaries of different soil types on erosion and sediment control plan sheets.
- ☐ N/A ☐ Complete Minimum Standards (9VAC25-840-40).
- ☐ N/A ☐ Complete Provide a minimum of two phases for the E&S plan; a perimeter control/clearing and grading plan (sediment basins, traps, perimeter dikes, construction entrance barriers and fencing etc.); and a plan for after installation of utilities infrastructure and road rough graded are required (transition of traps and basins, inlet and outlet protection, seeding etc.)
- ☐ N/A ☐ Complete Provide the sequence of construction for each phase on the plan sheets. The sequence of construction should, at a minimum, address installation of perimeter controls, mass grading activities, conversion and removal of traps and basins, and installation of permanent stormwater control measures.
- ☐ N/A ☐ Complete Identify the location and types of all control measures.
- ☐ N/A ☐ Complete Identify drainage divides and drainage areas in acres to each control measure.
- ☐ N/A ☐ Complete Show all proposed soil stockpile locations and associated sediment trapping measures.
- ☐ N/A ☐ Complete Provide latest Virginia Erosion and Sediment Control Handbook (VESCH) details of all structural practices used to control erosion and sedimentation.
- ☐ N/A ☐ Complete Provide a temporary & permanent seeding schedule consistent with project location within the Coastal Plain or Piedmont region (choose appropriate schedules from VESCH).
- ☐ N/A ☐ Complete Provide all calculations and necessary routings associated with sediment trap and sediment basin sizing.
- ☐ N/A ☐ Complete Provide a table of all erosion and sediment control measures proposed and the quantities of each measure This table will be used for cost estimate and security purposes.
- ☐ N/A ☐ Complete Erosion and Sediment Control Narrative:
- A brief project description of the nature and purpose of the land-disturbing activity and the amount of land-disturbance involved;
 - A description of the existing topography, vegetation, and drainage;
 - A description of neighboring areas such as streams, lakes, residential area, roads, etc. which might be affected by the land-disturbing activity;
 - A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture, and soil structure;
 - A description of areas on the site which have potentially serious erosion problems;
 - A description of methods to be used to control erosion and sedimentation on the site;
 - A brief description, including specifications, of how the site will be stabilized after construction is completed;
 - A schedule of regular inspection and repair of erosion and sediment control structures;
 - Any calculations for the design of sediment traps, sediment basins, diversions, etc.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

- ☐ N/A ☐ Complete Provide Stafford County's standard Erosion and Sediment Control and Pollution Prevention Plan notes on the plan.
- ☐ N/A ☐ Complete Provide a Stormwater Pollution Prevention Plan (SWPPP) for all land-disturbing activities that disturb 1 acre or more including smaller land-disturbing activities within a common plan of development or sale that disturbs 1 acre or more (two copies).

STORMWATER MANAGEMENT

- ☐ N/A ☐ Complete Provide the existing and proposed drainage areas. Demonstrate the hydrologic features of a site using a topographic map (2 ft contours).
- ☐ N/A ☐ Complete Delineate existing and proposed land use as impervious, managed turf, open space, or forest with existing and proposed Hydrologic Soil Groups (A, B, C, D).

- ☐ N/A ☐ Complete Provide delineation and computation of composite runoff coefficients for the pre-developed and post-developed drainage areas. They must reflect the conditions of ultimate development. For disturbed areas assume lower Hydrologic Soil Classification in post-developed condition.
- ☐ N/A ☐ Complete Provide delineation and computation of the time of concentration (T_c) for all pre-development and post-development drainage areas.
- ☐ N/A ☐ Complete Calculate peak flows for the 1-, 2-, 10-, 25-, 50- and 100-year, 24-hour storm events (Q_1 , Q_2 , Q_{10} , Q_{25} , Q_{50} and Q_{100}) for pre-developed and post-developed conditions and provide supporting calculations.
- ☐ N/A ☐ Complete Provide runoff volume (RV) calculations for the 1-year 24-hour storm events.
- ☐ N/A ☐ Complete Provide clear delineation of all points of analysis.
- ☐ N/A ☐ Complete Provide calculations for all allowable release rates (Energy Balance).
- ☐ N/A ☐ Complete **Channels:** Provide supporting calculations for all channels, existing and proposed, natural and man-made, including the following:
- Depth of flow during the 2- and 10-year 24-hour storm events (D_{10});
 - Roughness coefficient (Manning's "n" value);
 - Typical channel cross-section;
 - Side slope ratios;
 - Peak flow for the 2-, 10-, and 100-year 24-hour storm events (Q_2 , Q_{10} , Q_{100});
 - Velocity for the 2-year 24-hour storm event (V_2) Permissible velocity analysis based on underlying material (VDOT Drainage Manual - Chapter 7);
 - Longitudinal slope;
 - Type of lining defined by station location (min. EC-2 required for all proposed roadside ditches);
 - Contributing drainage areas;
 - Flow arrows;
 - For proposed channels within a ROW provide the profiles in conjunction with any road profiles or other utilities;
 - Minimum freeboard $1.5 * D_{10}$ for all proposed channels or 1.0 feet, whichever is greater;
 - Overland relief path for the 100-year event.
- ☐ N/A ☐ Complete **Culverts.** Provide the following for all culverts:
- Inlet and Outlet Invert Elevation;
 - Length, material (min. RCP Class III);
 - Size (min. dia. 15 inches recommended);
 - Inlet configuration (square, mitered, projecting, headwall);
 - Embedded depth, if required;
 - Headwater over depth ratio (H_w/D) for the 10-year 24-hour event;
 - Outlet velocity (V_2 and V_{10});
 - Outlet protection/ energy dissipation sized appropriately based on VDOT Drainage Design Manual;
 - Design cover (All HDPE culverts require a min. of 18 inches of cover, RCP culverts require a min of 9 inches of cover);
 - Provide additional information as required on VDOT culvert design form LD-269;
 - A flood study if required;
 - Adequacy analysis (verification of channel adequacy downstream may be requested if there is reasonable suspicion that flooding of downstream structures may occur during the 100-year 24-hour storm event).
- ☐ N/A ☐ Complete **Storm Sewer.** Provide for all curb and gutter/storm sewer systems the following:
- Depth and spread (Use Chapter 9 of VDOT Drainage Manual to determine design frequency);
 - Inlet size, location and size of the opening, type of material (RCP, HP, HDPE);
 - Size (min. dia. 15 inches recommended);
 - 2- and 10-year Velocity (min. allowable of 3 FPS maintained max. allowable of 15 FPS);
 - Capacity based on 10-year storm event (Q_{10});
 - For all inlets and yard drains delineate the 100-year headwater elevation and label "Limits of 100-yr storm";
 - Hydraulic grade line (HGL) computations for the 10-year 24-hour event noting elevations at key points (drop inlets, manholes, etc.) in VDOT standard form (See VDOT Drainage Manual, Section 9.5.6 Hydraulic Grade Line Procedure);
 - Energy dissipator sizing calculation and details;
 - Concrete flume transition details from curb to ditch;
 - VDOT Road and Bridge Standard details for structures and practices (drop inlets, curb/gutter, IS-1, etc.);
 - Provide the profile for the storm sewer and associated HGL in conjunction with any road profiles or other utilities. Potential conflicts with other underground utilities shall be identified and avoided to the maximum extent practicable;
 - Runoff crossing 3 or more lots less than 30,000 square feet or greater than 3 CFS for the 10-year 24-hour storm event, must be conveyed by a closed system;
- ☐ N/A ☐ Complete **Special Structures.** Provide details of all special design structures (flumes, basin outlets, proprietary devices, energy dissipators, etc.).
- ☐ N/A ☐ Complete **Stormwater Management Facilities and Best Management Practices (BMPs).**

Provide for all stormwater management facilities and BMPs the following:

a. A completed table with the following information;

Stafford Co. Facility ID # (Leave Blank)	Facility Name	Facility Type	Latitude Decimal Degrees (xx.xxxxxx)	Longitude Decimal Degrees (xx.xxxxxx)	VA HUC 6	Receiving Waters	Total Acres Treated	Impervious Acres Treated

- b. Construction details for facility/BMPs;
- c. Routing Calculations and structural elevations for the 1-, 2-, 10-, and 100-year 24-hour storm events;
- d. Outlet design calculations (including stage-storage and stage-discharge tables/curves);
- e. Water surface elevations for the 1-, 2-, 10-, and 100-year 24-hour storm events;
- f. Detailed landscaping plans for reforestation sites and all facilities that require plantings;
- g. Supporting documentation can be separated separately from the plan this may include H&H Reports, infiltration testing reports or geotechnical investigation reports;
- h. Delineate the approximate 100-year storm elevation;
- i. Depth between the bottom of a facility and the seasonal high-water table (SHWT) or bedrock. SHWT from June to October must be determined by a certified professional;
- j. Analysis of downstream impacts (verification of channel adequacy downstream may be requested if there is reasonable suspicion that flooding of downstream structures may occur during the 100-year 24-hour storm event);
- k. Dam safety and breach analysis if applicable;
- l. Contributing drainage areas with corresponding CN values/c-factors and total impervious area;
- m. Compliance with all specifications and appendices of the Virginia Stormwater BMP Clearinghouse;
- n. A maintenance plan for short and long-term maintenance requirements.

☐ N/A ☐ Complete **Stormwater Management/BMP Maintenance Agreement.**

This agreement will be on a form provided and approved by Stafford County. The recorded instrument number must be referenced on the plan before final approval. Provide the following note:

There is a maintenance agreement for this facility(ies) recorded by Instrument #_____ that requires, in addition to the maintenance conditions contained therein, that the on-site facility/dam (including outlet works) must be inspected by a professional engineer within 30 days of completion of the facility, and at least once every five years thereafter. The engineer's inspection report must be subsequently submitted to the Stafford County Department of Development Services for their review and file.

☐ N/A ☐ Complete **Virginia Runoff Reduction Method (VRRM) Calculations.**

Provide all applicable VRRM spreadsheet tabs including Site Area, Drainage Area tabs, and Compliance Summary tabs on the plan set. Provide a plan sheet that supports the site area tab figures for pre- and post-developed land cover conditions.

☐ N/A ☐ Complete **Nutrient credit availability letter if needed to meet water quality compliance.**

☐ N/A ☐ Complete **Stormwater Management Narrative.** Provide a narrative that discusses how channel and flood protection has been addressed at each point of discharge/analysis point:

A general description of the proposed stormwater management facilities used for quantity;

A description of how channel protection requirements are met for each point of analysis and the limits of analysis used;

A description of how flood protection requirements are met for each point of analysis and the limits of analysis used;

Evaluation of sheet flow and its impact on adjacent properties.

☐ N/A ☐ Complete **Water Quality Narrative.** Provide a narrative that discusses how water quality technical criteria has been addressed for the proposed land-disturbing activity:

a. A general description of the proposed stormwater management facilities used for quality;

b. A description of the total annual pollutant load reduction;

c. Reference to the letter of nutrient credit availability, if applicable.

ENGINEER'S CERTIFICATION OF PLAN COMPLETION:

I, _____ duly licensed/certified in the Commonwealth of Virginia, do hereby certify that the plan submitted with these checklists conforms to the requirements of the Stafford County Code. I further certify that the above checklists are both complete and accurate.

Signature

Certification

Date