

**MINOR SITE PLAN CONTENT CHECKLIST**

Rev. 06/2025

Project Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Engineer Name: \_\_\_\_\_

Engineer Phone: \_\_\_\_\_ Engineer Email: \_\_\_\_\_

<b>GENERAL:</b>		Yes, No, N/A	Sheet Number
1.	Include the town cover sheet as the first sheet of the plan set. Fill out all information required on the cover sheet including the sheet index, title block information (FFX CO tax map number, current zoning, site area, applicant and engineer information, etc.), application fee information, performance bond estimate using the latest FFX CO unit prices, cash escrow amounts, inspection fee amounts, etc.		
2.	Each sheet must be signed, sealed, and dated by the professional responsible for the contents of the sheet in accordance with state requirements.		
3.	Provide a vicinity map in the upper right corner of the cover sheet at a scale of 1"=1,000'. Map must note the location of the project site and must show the names of nearby roads, streams, subdivisions, or other landmarks to clearly identify the location of the property. Map text must be minimum 0.1" in height.		
4.	Fill out the "Waiver Requests" box on the cover sheet with all required information for any waivers that are approved by staff. Provide all waiver approval letters on the plan.		
5.	All horizontal and vertical information must be provided in the horizontal datum of NAD83 and the vertical datum of NAVD88, respectively.		
6.	Provide all plan views to scale using an engineering scale (e.g., 1"=10', 1"=20', 1"=40', 1"=60' etc.). Note the scale on the plan view and provide a scale bar for all plan views.		
7.	Ensure all text is a minimum of 0.1" high when sheets are printed full-size.		
8.	All sheets in the digital and hard copy sets provided to the town must be 24"x36".		
9.	Show a north arrow on all plan views including the vicinity map on the cover sheet. North arrow must be referenced to a source of meridian used for the survey (VCS 83, Deed North with DB and PG number, or True North). Observation and correlation data are required for all VCS83 and True North references.		
10.	Provide a legend(s) for all hatches, linetypes, and symbols used on the plan view sheets. Ensure all linework and text is clear and legible.		
11.	Provide a geotechnical report in accordance with the requirements found in section 4-0206 of the Fairfax County Public Facilities Manual.		
<b>EXISTING CONDITIONS:</b>			
12.	Show lot property lines with associated bearings and distances.		
13.	Provide owner, zoning, tax map number, and present use of all adjacent property.		
14.	Show the front, side, and rear lot setbacks labeled and dimensioned.		
15.	Show existing topography including structures, structure uses and finished floor elevations, trees, existing impervious areas, etc. Topography must extend a minimum of 50' on all sides		

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	of the proposed work and must be adequate to support drainage and outfall analysis. Provide credit for the topography.		
16.	Show existing utility services on site as well as all other existing utilities. Show location and size of water meter.		
17.	Show all easements onsite including existing utility easements. Provide deed book and page numbers for all easements.		
18.	Show existing streets abutting or traveling through the site. Include right-of-way lines, streetscape elements, street names, and route numbers.		
19.	Show existing contours with maximum two-foot contour intervals as well as spot shots as necessary to convey all grading features. Where existing ground is sloped at less than two percent, provide either: one-foot contours or spot elevations no more than 50 feet apart.		
20.	Show site specific delineation of Resource Protection Areas, if applicable, and any other information required in Herndon Town Code Section 78-60.4. If project is outside of all Resource Protection Areas, provide a note stating such.		
21.	Show and label the 100-year floodplain limits on the property as applicable. Provide 100-year floodplain elevations with referenced source.		
22.	Provide a soil map and a table that notes all soil identification numbers, soil names, and the problem class for each soil on the site in accordance with section 2-0108 of the county's PFM.		
<b>PROPOSED SITE CONDITIONS (tabular format):</b>			
23.	Provide the parcel's zoning description.		
24.	Provide the parcel's minimum lot area required and the lot area proposed.		
25.	Provide the parcel's maximum density allowed and the lot density proposed.		
26.	Provide the minimum lot width required and the lot width proposed.		
27.	Provide the minimum required front, side, and rear lot setbacks and the setbacks proposed.		
28.	Provide the dwelling's allowable height and the height of the proposed dwelling. Calculation must include an existing and proposed average grade computation as well as a plan view detail with elevation points.		
29.	Provide the parcel's maximum allowable lot coverage and the proposed lot coverage.		
30.	Provide the parcel's maximum allowable impervious surface area and the proposed impervious surface area.		
31.	Provide the maximum allowable ratio of paved parking area to front yard area and the proposed ratio.		
<b>PROPOSED SITE CONDITIONS (plan view format):</b>			
32.	Show the proposed building and site layout including all proposed building additions, fences, decks, sheds, etc.		
33.	Show the proposed Limit of Disturbance (Limit of Clearing and Grading) for the project.		
34.	Show the proposed finished grading using contours at minimum 2' intervals supplemented where necessary by spot elevations or additional contours if slope is less than 2%. Ensure the grade slopes away from all proposed structures with a minimum drop of 6" within the first 10' (5%) in accordance with applicable building code. Provide minimum 2% slope on grassed surfaces and minimum 1% slope on impervious surfaces on all other areas of the site to preclude ponding.		
35.	Show all proposed dedication and onsite easements including all utility easements. Show all proposed offsite easements that may be necessary for construction of the project.		
36.	Provide proposed building finished floor and lowest floor elevations.		

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37.	All foundation drains, sump pump discharge locations, and downspouts shall be shown on the plan. All such drains shall be daylighted a minimum of 10' from all property lines.		
38.	Show the size, material, and vertical and horizontal location of all proposed public and private utilities. Show all proposed utility services including the size and location of any proposed meters.		
39.	Ensure all proposed structures and trees are outside of public easements.		
40.	Show all proposed window and door openings at or below grade (e.g. show window well locations).		
41.	Provide construction details for all walls. Include handrails, profiles, and foundation designs for all walls over three feet in height.		
42.	Provide a sight distance analysis at any driveway that the project proposes or modifies in accordance with the requirements stated in town code section 78-21.(e)(3).		
43.	Show a pavement typical section for all proposed driveways that matches the section shown on plat 21-7 from the PFM.		
44.	Provide a maintenance of traffic plan and a paving plan for any disturbance in the right-of-way including disturbance necessary to install utility services. MOT plan design must include a narrative discussing the anticipated phasing timelines and any non-standard requirements. Provide applicable standard plates as well as details/plan views for any non-standard designs.		
<b>LANDSCAPING:</b>			
45.	Provide the existing tree canopy cover, prepared by an ISA Certified Arborist.		
46.	Show existing trees having a caliper of eight inches or greater or a tree stand delineation as approved for group identification by the community forester.		
47.	Show existing ornamental trees having a caliper of two inches or greater.		
48.	Show demarcation of groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas".		
49.	Provide applicable diagrams of standard tree protection devices.		
50.	Provide 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.		
51.	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.		
52.	Provide a description of location and type of alien, invasive plant species to be removed from the site in accordance with town code section 78-110.2(a)(2).		
53.	Provide a Landscape Plan in accordance with town code section 78-110.1(f)(3).		
54.	Provide drawings showing planting details for landscape materials proposed to be placed on the site.		
55.	Provide a schedule of the proposed plant species, size, and the common and botanical names.		
<b>EROSION &amp; SEDIMENT CONTROL</b>			
56.	Provide inlet protection for inlets in the vicinity of the proposed work which may receive runoff from disturbed project area to prevent any illicit discharge of sediment laden water. Provide applicable inlet protection detail(s).		
57.	Provide a sediment barrier (e.g. silt fence) around the perimeter of the disturbed project area to prevent any illicit discharge of sediment laden water. Provide applicable sediment barrier detail(s).		
<b>STORMWATER MANAGEMENT</b>			

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58.	Provide an adequate outfall analysis and narrative demonstrating that stormwater from the project will outfall without adverse effect to downstream properties and to the downstream drainage system in accordance with section 6-0200 from the county's PFM.		
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