

MAJOR SITE PLAN AND SUBDIVISION PLAN CONTENT CHECKLIST

Rev. 06/2025

Project Address: _____

Project Name: _____

Applicant Name: _____

Applicant Phone: _____ Applicant Email: _____

Engineer Name: _____

Engineer Phone: _____ Engineer Email: _____

GENERAL:		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, benchmark locations, 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 at least one legend 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.		
EXISTING CONDITIONS:			
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		

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	50' on all sides of the proposed work and must be adequate to support drainage and outfall analysis. Provide credit for the topography.		
16.	Show existing utility services, utility poles, and streetlights as well as all other existing utilities. Show location and size of water meters.		
17.	Show all easements onsite including existing utility easements. Provide deed book and page numbers for all easements.		
18.	Show existing streets abutting or crossing 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.		
PROPOSED SITE CONDITIONS (tabular format):			
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.		
32.	Provide a parking tabulation which includes the minimum required ADA accessible spaces and van spaces, and the number of spaces proposed.		
PROPOSED SITE CONDITIONS (plan/profile view format):			
33.	Show the proposed building and site layout including all proposed building additions, fences, decks, sheds, etc.		
34.	Show the proposed Limit of Disturbance (Limit of Clearing and Grading) for the project.		
35.	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.		
36.	Provide detailed grading for all pedestrian curb ramps so that staff can confirm that all ramp slopes and geometry meet ADA and VDOT requirements. All ramps must be		

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	designed according to a VDOT ramp type (i.e. Type A, B, or C). Note the VDOT ramp type for all proposed pedestrian ramps.		
37.	Show all proposed onsite easements and dedication including all utility easements. Show all proposed offsite easements that may be necessary for construction of the project. To improve legibility, provide a separate sheet to show easements and dedication.		
38.	Provide proposed building finished floor and lowest floor elevations.		
39.	Show the number of parking spaces and their size, the number of loading spaces and their size, associated ADA accessible walkways, type of surfacing, and drive aisle widths. Ensure ADA accessible parking spaces are sloped at no more than 2% in all directions and that all other ADA parking requirements are met.		
40.	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.		
41.	Show proposed site lighting location, details (luminaire style, pole type, mounting heights etc.), and photometrics.		
42.	Ensure all proposed structures and trees are outside of public easements.		
43.	Show all proposed window and door openings at or below grade (e.g. show window well locations).		
44.	Provide construction details for all walls. Include handrails, profiles, and foundation designs for all walls over three feet in height.		
TRANSPORTATION:			
45.	Call out proposed lane widths and all proposed curb radii. Call out curb types. Reverse curb may not be proposed in town right-of-way.		
46.	Provide typical sections with dimensions and profiles for all proposed streets including widening and turning lanes on existing streets. Profiles must show elevations, percent grade, culverts, and utility crossings. Existing centerline profiles must be shown for minimum 200 feet to ensure a proper tie-in when a proposed street is an extension of or connects with an existing street. Ensure all roadway designs conform to applicable state and local standards.		
47.	Provide pavement designs for all proposed roadways in accordance with VDOT specifications and standards. Show a pavement typical section for all proposed driveways that matches the section shown on plat 21-7 from the PFM.		
48.	Show centerline stationing, posted and design speed, street name, and street category for all existing and proposed streets.		
49.	Provide swept path analyses (e.g. using Autoturn) for a Fairfax County fire truck, for a trash truck, and for the site's required design vehicle. Ensure there are no conflicts between the wheels and body of all vehicles and the site features.		
50.	Provide a pavement marking plan for all proposed pavement markings that is in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) standards.		
51.	Provide sight distance analyses at all intersections with public roads that the project proposes or modifies. Sight distance analyses at public road intersections must be provided according to the standards noted in Appendix F of the VDOT Road Design Manual and must include plan and profile views that show all proposed and existing landscaping.		
52.	Provide sight distance analyses at all alley intersections and at driveways that the project proposes or modifies. At a minimum, the sight distance analysis noted in section 78-21.(e)(3) must be used to analyze driveway and alley intersections.		
53.	Verify that intersection spacing complies with the minimum requirements outlined in the VDOT Road Design Manual.		
54.	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		

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	requirements. Provide applicable standard plates as well as details/plan views for any non-standard designs.		
55.	Provide the digital, green-stamped plan set from the Fairfax County Fire Marshal indicating that the plans were submitted and approved by the Fire Marshal. Digital set must be submitted as a part of an official submission to the town under separate cover from the main plan set.		
LANDSCAPING:			
56.	Provide the existing tree canopy cover, prepared by an ISA Certified Arborist.		
57.	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.		
58.	Show existing ornamental trees having a caliper of two inches or greater.		
59.	Show demarcation of groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas".		
60.	Provide applicable diagrams of standard tree protection devices.		
61.	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.		
62.	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.		
63.	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).		
64.	Provide a Landscape Plan in accordance with town code section 78-110.1(f)(3).		
65.	Provide drawings showing planting details for landscape materials proposed to be placed on the site.		
66.	Provide a schedule of the proposed plant species, size, and the common and botanical names.		
67.	Check plan to ensure there are no conflicts between utilities and proposed landscaping.		
UTILITIES:			
68.	Provide a plan view(s) showing the size, material, manhole numbers, stationing and horizontal location of all proposed public and private utilities. Show all proposed utility services (laterals) including the size and location of any proposed meters.		
69.	Provide profiles for all sanitary, water, and storm lines proposed on the plan. Waterline profiles must call out all appurtenances including valves, bends, etc. Ensure all crossings are shown on utility profiles including lateral crossings with crossing clearance labeled.		
70.	Provide easements for all water and sanitary lines (excluding laterals) and for all storm pipes which carry runoff from offsite.		
71.	Provide a load plane diagram in areas where utilities are near buildings. Ensure all utilities are offset a minimum of 5 feet from foundation loading planes so that the utilities can be fully excavated without impacting the influence zones of nearby buildings.		
72.	Ensure sanitary sewer grade is not less than 1% to any terminal manhole.		
73.	Provide a sanitary lateral schedule showing lateral lengths, slopes, inverts, and building served identifier.		
EROSION & SEDIMENT CONTROL:			
74.	Provide a minimum two-phase (pre-construction and post-construction) erosion and sediment control plan and a narrative in accordance with the requirements found in the state's stormwater management handbook. Include a detailed sequence of construction		

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	in the narrative for each phase and region specific temporary and permanent seeding tables.		
75.	List the state's minimum E&S standards.		
76.	Provide inlet protection for inlets in the vicinity of the proposed work which may receive runoff from disturbed project area. Provide applicable inlet protection detail(s).		
77.	Provide a sediment barrier (e.g. silt fence) around the perimeter of the disturbed project area. Provide applicable sediment barrier detail(s).		
78.	Show silt fence around all proposed stormwater management facilities to prevent compaction of the facility footprint.		
79.	Show soil stockpile location(s) and provide proposed stabilization measures and/or protection with sediment trapping measures.		
80.	Show the drainage area, drainage divides, and runoff coefficients for all inlets in the vicinity of the proposed work. Show offsite contours as necessary to justify drainage divides.		
81.	Provide a settling basin for the gravel construction entrance wash rack and indicate the source of tire wash water for the entrance.		
STORMWATER MANAGEMENT:			
82.	Address the state's water quantity requirements for the project in accordance with 9VAC25-875-600. Provide a narrative that clearly states which criteria are being met to satisfy Channel and Flood Protection and how the project will address any increases in sheet flow volumes. Provide computations to demonstrate compliance with state and local regulations.		
83.	Calculate the state's water quality phosphorus reduction requirement for the project using the Virginia Runoff Reduction Method Compliance (VRRM) Spreadsheet. Provide a narrative explaining how the reduction requirement will be achieved. If offsite nutrient credits will be used to meet the project's reduction requirement (assuming they are allowed for the project) provide a letter of availability.		
84.	Ensure the drainage system honors natural drainage divides.		
85.	Ensure all stormwater management facilities are designed in accordance with the latest state specifications. Provide design details and computations for all proposed facilities (i.e. hydrologic pre and post analysis, allowable release rate computation, outlet design, facility stage storage curve, etc.).		
86.	Ensure all SWM quantity computations use precipitation data from NOAA Atlas 14. A Type C rainfall distribution must be used when utilizing the NRCS Curve Number (SCS) method.		
87.	Provide a plan sheet showing the drainage area and drainage area land cover information for all stormwater management facilities.		
88.	Provide a SWM maintenance agreement for the site's SWM facilities using the town's standard template. Include site-specific facility maintenance requirements for all proposed facilities on 8.5"x11" sheets at the end of the agreement to be recorded with the agreement.		
89.	Provide a SWM/BMP Performance Bond Estimate on the cover sheet for each proposed BMP. Each estimate must include detailed line-item costs for all aspects of the facilities (e.g., media material, stone, underdrain, etc.) In lieu of an itemized estimate, the town will accept a lump sum amount for each BMP that is equal to 120% of a contractor's cost estimate for facility installation and for materials. Provide this signed contractor's estimate to the town on their company letterhead.		
90.	Provide storm pipe, inlet, and hydraulic grade line (HGL) computations in accordance with VDOT computational and layout standards for all proposed or modified storm systems. Ensure that the design of these storm systems complies with all applicable state and local standards and requirements.		

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91.	Provide culvert computations for all proposed culverts and for all existing culverts in the vicinity of the project using approved VDOT computational methods. If no driveway culvert is proposed, provide sufficient spot shots to ensure positive drainage across the entrance.		
92.	Show the overland relief route on the plan using arrows. If there is less than 1 foot between the overland relief outfall point and a structure opening and if there is at least 0.5 acres draining to the outfall point, provide computations confirming that the 100-year storm will not flood any structure. Provide minimum 6" of freeboard to the 100-year water surface elevation for residential structures.		