



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

**SITE PLAN
CHECKLIST**
VERSION 250603

This checklist serves as a general guide to assist in the preparation and review of development proposals. Not all items listed will apply to every project. It is the responsibility of the developer to ensure all applicable requirements are addressed based on the specific nature of the proposed development. City staff is available to discuss your project in detail prior to applying to ensure a smoother review process.

GENERAL PLAN REQUIREMENTS

- ☐ Sheet number on all pages (e.g., Sheet __ of __)
- ☐ Seal and signature of a licensed professional (engineer, surveyor, etc.) on all sheets
- ☐ Graphic scale on plan sheets: horizontal: 1" = 50' or larger; vertical: 1" = 5' or larger
- ☐ Date of original plan preparation
- ☐ Dates of all plan revisions
- ☐ Title block with project name and sheet title (site layout, utilities, lighting, etc.)
- ☐ Plan formatted at 24" x 36" paper size

COVER SHEET

- ☐ Project name, phase, and block (if applicable)
- ☐ Professional seal and signature
- ☐ Plan sheet index
- ☐ Vicinity map (1" = 2,000') with north arrow
- ☐ Tabulation of total lots/units and site acreage
- ☐ Plan legend
- ☐ Signature/stamp block (2" x 3" at bottom of sheet)

City Standard Notes Section:

- ☐ Property address(es)
- ☐ Tax map reference number(s)
- ☐ Zoning and zoning overlay district
- ☐ Historic District designation (if applicable)
- ☐ Master Plan Land Use Designation
- ☐ City Council District

Contact Information:

- ☐ Owner ☐ Developer ☐ Engineer ☐ Architect ☐ Landscape Architect

Project Details:

- ☐ Existing and proposed use
- ☐ Total site acreage/square footage
- ☐ Building count, height, square footage, and number of stories
- ☐ Parking: number of off-street vehicular and bicycle spaces
- ☐ References to prior approvals (e.g., site plans, variances, rezonings, waivers, etc.)

A. SITE LAYOUT & GENERAL REQUIREMENTS

- ☐ Survey data: North arrow, benchmark, datum, and elevation details
- ☐ Parcel data for subject and adjacent properties (tax map #s, zoning, owner names)
- ☐ Building locations and setbacks
- ☐ Existing/proposed contours and elevations (5' intervals max)
- ☐ Site layout with lot numbers, acreage, and dimensions
- ☐ Right-of-way (existing/proposed), street names, and traffic flow
- ☐ Utilities and infrastructure clearly labeled
- ☐ Entrances, driveways, sidewalks, parking, loading zones, and trash enclosures
- ☐ Drainage structure labeling (angles, inverts, pipe sizes/materials)
- ☐ Easements with use, legal reference, bearings, and distances
- ☐ Landscaping, hazardous features, and mechanical equipment locations

B. DEMOLITION & EXISTING CONDITIONS

- ☐ Show items to be removed or retained: utilities, vegetation, structures, lighting, etc.
- ☐ Indicate limits of wetlands, water bodies, and Chesapeake Bay Preservation Areas

C. SANITARY SEWER & STORMWATER (DPU Standards)

- ☐ Plan and profile with phasing, notification to property owners, and topography
- ☐ Sewer and stormwater layout: inverts, slopes, grades, pipe schedules
- ☐ Structure schedules and HGL
- ☐ Crossings and conflicts labeled
- ☐ Applicable notes, vertical/horizontal separation compliance, erosion controls
- ☐ Sewerage drainage map and manhole details
- ☐ Sampling access for pretreatment facilities, silt basins, and flood protection

D. WATER UTILITY PLAN (DPU Standards)

- ☐ Domestic and fire service flows and modeling
- ☐ Waterline materials, sizes, cover, profiles, and conflicts
- ☐ Easements, demolition plan, hydrant coordination
- ☐ Backflow prevention and meter details
- ☐ DPU compliance notes and fire flow specifications

E. ROADWAY DESIGN (PLAN, PROFILE & TYPICAL DETAILS DPW Standards)

- ☐ Road names, ADT, design speed, typical sections, sight distances, and intersections
- ☐ Grades, curves, tick marks, pavement structure, lane, and shoulder widths
- ☐ Tree buffers, sidewalks, gutters, ditches, and all right-of-way elements labeled compliant with Better Streets Manual

F. PARKING & CIRCULATION

- ☐ Circulation plan for vehicles and pedestrians
- ☐ Parking layout, angle, space sizes, and loading/fire lanes
- ☐ Curb, signage, striping, accessibility routes, and impervious surface calculation

G. STREETLIGHTS

- ☐ Easement and infrastructure coordination with DPU Streetlight Engineering
- ☐ Photometric summaries and fixture schedules
- ☐ Electrical plan and applicable circuit diagrams (underground/overhead/metered)
- ☐ Voltage drop calculations and demolition notes
- ☐ Compliance with DPU Streetlight Standards and National Electrical Safety Code

H. ARCHITECTURAL PLANS

- ☐ Building locations and use
- ☐ Floor plans and building elevations
- ☐ Height, color, exterior features, setbacks, and property lines
- ☐ Fenestration calculations and grading
- ☐ Compliance with Richmond 300 Master Plan Design Elements

I. LIGHTING PLAN

- ☐ Fixture type, pole height, location, and shielding/cut-offs
- ☐ Photometric diagram with compliance to lighting standards
- ☐ Uniformity of lighting and 1.0-foot candle minimum in parking areas

J. SIGNAGE PLAN

- ☐ Locations, dimensions, type, materials, content, and illumination method of signage

K. LANDSCAPING

- ☐ Fence, wall, buffer, and screen locations with dimensions
- ☐ Tree protection zones and existing trees identified
- ☐ Planting schedule with species, caliper, height, root type
- ☐ Compliance with nursery standards and spacing requirements
- ☐ Irrigation specs and mulch requirements
- ☐ Coordination with Urban Forestry as required

L. AGENCY-SPECIFIC ATTACHMENTS

- ☐ DPU Water Resources Checklist (attached)
- ☐ Fire & Emergency Services Checklist (attached)