MAJOR SITE PLAN CHECKLIST

Nelson County Dept. of Planning & Zoning

	A.	The plan shall be prepared at a scale of not less than 1"=20' except for the index sheet, unless approved by the Planning and Zoning Director.
	B.	If the plan is prepared on more than one sheet, match lines shall clearly indicate where the several sheets join.
	C.	Dimensions shall be in feet and decimals of feet to the closest one hundredth of a foot.
	D.	The proposed title of the project and the name of the owner(s), engineer, architect, landscape architect, surveyor, and developer, as applicable.
	E.	A signature panel to indicate approvals from the following: o Planning and Zoning Director o Virginia Department of Transportation o Virginia Department of Health o Thomas Jefferson Soil and Water Conservation District o Nelson County Service Authority
	F.	Tax Map and Parcel Number
	G.	Adjacent property owners
	H.	North arrow, scale graphic, and date.
	I.	Vicinity map.
	J.	Existing zoning and zoning district boundaries on the property in the development and on immediately surrounding properties. All special zoning requirements attached directly to the site as a result of the issuance of any Special Use Permit, variance, or rezoning.
	K.	The boundaries of the property in the development, including bearings and distances.
	L.	All existing property lines, existing streets or rights-of-way opened or unopened; buildings, watercourses, and lakes; and other existing physical features in or adjoining the project. The physical features, such as watercourses, waterways and

		lakes on the adjoining properties need only be shown in approximate scale and proportion;
	M.	Features of particular historic, cultural, scientific, or scenic significance as identified in the Comprehensive Plan, by the Planning and Zoning Director, or by any County department or state agency having site plan review responsibilities, or by the Virginia Department of Historic Resources the Virginia Department of Conservation and Recreation, or the Virginia Outdoors Foundation including, but not limited to, historic features, archaeological features, and graveyards.
	N.	Building setback lines; the location of all proposed buildings and structures, accessory and main; number of stories and height; proposed general uses for each building; and the number, size, and type of dwelling units where applicable. Preliminary plans and elevations for main and accessory buildings.
	O.	Type, location, height, and materials of all existing and proposed fences and walls.
	P.	Site coverage, showing percentage of site in buildings, parking, and open space.
	Q.	Existing and proposed topography and contour lines of the development site with a contour interval of two (2) feet or less.
	R.	The location and size of sanitary and storm sewers, gas lines, water mains, culverts, and other underground structures; all overhead utilities and supporting poles in or affecting the development area, including existing and proposed facilities; and easements for these facilities, including the width of the easement.
	S.	The location of all existing and proposed off-street parking and parking bays, loading spaces, and pedestrian walkways, indicating types of surfacing, dimensions of stalls, width of aisles and a specific schedule showing the number of parking spaces.
	T.	Final plan for all signs to be erected and/or placed on building. The plan shall show the location and size of each sign along with the purpose of the sign.
	U.	A final landscape plan.
	V.	Outdoor lighting information, including a photometric plan and location, description and photograph or diagram of each type of outdoor luminary.
	W.	All paving, including, without limitation, gravel or other pervious surfaces, shall be of a design and quality to support the traffic which can reasonably be expected to be generated by the proposed use.
	X.	Limit of one-hundred-year floodplain and floodway, as defined in Article 10 of the Zoning Ordinance.

	Y.	Location of any wetlands in compliance with applicable federal, state, and local definition of wetlands.
	Z.	The location and dimensions of proposed recreation or open space, and required amenities and improvements, including details of disposition, in accordance with any open space or recreation plan adopted by the County.
	AA.	Cul-de-sacs may not be construed or employed as a parking area. Suitable easements for future public water and sewer facilities necessary to serve the property shall be indicated on the plan.
	BB.	All new electrical, telephone, cable television, fiber optic, and other utility lines on the site shall be installed underground.
	CC.	To the greatest extent possible, parking areas shall not be located between the adjacent public right-of-way and the principal structure on the site unless topographic features or vegetation provide effective screening.
	DD.	Site planning shall consider the future development of adjacent parcels as recommended by the Nelson County Comprehensive Plan or other approved local plan and as may be indicated by any filed site plan, whether approved or under review. The site plan shall provide for safe and convenient vehicular and pedestrian circulation between sites to be occupied by complementary uses.
	EE.	If phasing is planned, phase lines and proposed timing of development.
	FF.	A copy of the approved final Erosion and Sediment Control and Stormwater Management Plan.
	GG.	Option: A Preliminary Major Site Plan may be submitted to the Planning Commission for review and comment *prior* to submittal of the Final Site Plan for review and approval.