



PRELIMINARY PLAT CHECKLIST

Engineers & Surveyors Institute
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Plan Name: _____ Record Number: _____
 District: _____ Review Date: _____
 Submitting Firm: _____ Contact Name: _____ Phone Number: _____
 DPE Number: _____ DPE Name: _____
 ESI Peer Reviewer Name: _____ Peer Reviewer's Firm: _____

Plan is non-acceptable if any * box is checked w/o explanation on plan or alternate solution noted.

LINE	CODE SECTION	REQUIREMENT	SHEET	OK	NO	N/A	FFX
GENERAL							
1	101-2-2(4)	Reservations provided for public use in accordance with comprehensive plan, capital improvements program, and official map.					
2	101-2-3(a)	Land surveyor's/professional engineer's signature, date, and seal on plan.			*		
3	101-2-3(c)	Maximum sheet size is 36" x 48". Scale is no smaller than 1" = 100' or 1" = 50' if proposed lots are on septic.					
4	101-2-3(c)	Match lines clearly indicate where the sheets join.					
5	101-2-3(c)(1) LDS Policy	Name of subdivision, owner, subdivider, date of drawing, number of sheets, sheet index, annotated north point/arrow and scale included.			*		
6	101-2-3(c)(2)	Vicinity map, 2" = 1 mile (1" = 2,640') minimum with roads/road names/route numbers/schools/etc. shown.					
7	LDS Policy	Sidewalk/trail maintenance responsibility is noted on plan.					
8	101-2-3(c)(3)	Boundary bearings and distances shown. Total acreage, acreage of subdivided area, number and approximate area of all lots and parcels included.					
9	101-2-3(c)(3) 112.1-5100.2.E 112.1-5100.3	Computations showing conformance with the density and open space requirements included.			*		
10	112.1-5100.2.E(2)	Calculated density includes adjustments if flood plain, 15% slopes, or marine clay comprise 30% of the total lot area.					
11	112.1-5100.2.E(3)	No density credit is calculated on major utility easements acquired after August 14 th , 1978.					
12	101-2-3(c)(3)	Adjoining property owners, departing property lines shown.					
13	101-2-3(c)(4)	Existing and proposed sanitary sewers, water lines, hydrants, tie in locations, as well as any other utilities or related easements are shown.			*		
14	101-2-3(c)(7)	The necessity for floodplain studies, drainage studies, soil reports, and easements and/or letters of permission for off-site construction are identified.			*		
15	101-2-3(c)(8), PFM 2-0106.1	Topography with 2' contour intervals shown and correlated to NGVD 1929 datum.			*		
16	101-2-3(c)(9)	Statement concerning erosion and sediment control measures to be provided prior to any clearing, grading or construction, including proposed limits of clearing included.					
17	101-2-3(c)(14) PFM 2-0108.1	A map identifying classification of soils type at a scale not smaller than 1" = 500' is shown.					
18	PFM 2-0108.1	Soil type for each lot is identified in tabular form by soil identification number, name and problem class.					
19	101-2-3(c)(15) 118-3-2(j) PFM 2-0208.22	Buildable area allowed on each lot is delineated.					

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20	101-2-3(18) LDS Tech Bulletin 9-10	The extent of any dam break inundation zone of a state-regulated impounding structure is identified and labeled with the name and state-issued identification number of the impoundment.					
21	112.1 Article 2	District size, lot areas, and lot widths conform to minimum zoning requirements.			*		
22	112.1-5100.2.H	For irregularly shaped lots the Lot Shape Factor ($SH=P^2/A$) calculation is provided to demonstrate compliance. Shape factor meets zoning district requirements.					
23	112.1-5100.2.D(8)	Minimum building setbacks from arterial highways and railroad tracks are shown.					
24	112.1 Article 2	Setbacks for existing buildings shown to all proposed property lines and meet minimum yard requirements. Minimum yard lines shown for all lots.					
STREETS							
25	101-2-2(3)(c) PFM 2-0102.1	All lots for single family detached dwellings have frontage on existing VDOT maintained public streets or proposed standard streets that will be VDOT maintained.					
26	101-2-3(c)(4)	All existing, platted and proposed streets and easements, their names, route numbers, and design speeds (posted speeds if design speeds are unavailable) shown.					
27	101-2-3(c)(4)	Approximate widths of all existing, platted and proposed streets shown. (both right of way and pavement widths)					
28	101-2-3(c)(4) LDS Policy	Typical cross sections of existing, platted and proposed streets and widenings shown.					
29	101-2-3(c)(4)	Category, centerline radius, horizontal and vertical alignments and for all proposed streets shown.					
30	101-2-3(c)(4) PFM 7-0305	Sight distance plan and profile shown for new intersections along existing street, as well as proposed onsite streets.			*		
31	101-2-3(c)(4)	Existing and proposed turn lanes, transitions and median breaks are shown. Service drives on primary highways shown.					
32	101-2-3(c)(4)	Vehicle trip estimates and proposed stop and yield signs indicated.					
33	101-2-3(c)(4) LDS Policy	Streets and driveways on opposite side of road are shown.					
34	101-2-3(c)(4)	Public areas shown. Parking spaces for townhouses shown.					
35	101-2-3(c)(4) PFM 8-0100 PFM 8- 0201.1 PFM 8-0201.3	Walks and trails are located as required by lot size, proximity of schools and the adopted trails plan. Walking distance to schools is measured along existing sidewalk from subdivision property line to nearest school property line.					
36	PFM 2-0102.4	Lots in the subdivision are designed so that sites or lots will not have direct access to any arterial road unless deemed necessary by the Director.					
37	112.1-5107.3.A(3)	Proposed private streets in a residential development that are to be owned and maintained by a nonprofit organization (for example HOA) do not exceed 600 feet in length unless approved by the Director.					
STREETLIGHTS							
38	101-2-3(c)(4)	Existing and proposed utility poles and streetlights are shown and labeled.			*		
39	101-2-3(c)(4) PFM 7-0802.1A.1	For subdivisions with an average lot size less than 18,000 square feet, streetlights are provided along all subdivision roadways that are or will be included in the State Roadway System. (Streetlights are not required along private roadways.)			*		
40	PFM 7-0802.1A.2	For subdivisions with an average lot size less than 18,000 square feet, a minimum of three streetlights are provided along all the existing and/or proposed State roadway(s) at all entrances into the subdivision.			*		

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41	PFM 7-0802.1A.2	For subdivisions with an average lot size less than 18,000 square feet, when subdivision lots are accessed directly from an existing roadway, lights are provided along the entire frontage of these lots.					
42	PFM 7-0802.1B.2	For subdivisions with an average lot size of 18,000 square feet or greater, a minimum of three streetlights are provided along all existing State roadway(s) at all proposed entrances into the subdivision.					
43	PFM 7-0804.2	LED standard light source is shown for all proposed streetlights. All MV, HPSV and MH existing source lights are proposed to be converted to LED.					
44	PFM 7-0804; Plate 28-7, 29-7, 30-7	Luminaire style, pole type, pole placement, bracket lengths and mounting heights are shown and labeled.					
DRAINAGE & STORM SEWERS							
45	PFM 6-0201.2	If discharge is to an open channel, it is an existing natural watercourse (a stream with a defined channel) or manmade channel with sufficient capacity.					
46	PFM 6-0202.2	Drainage systems honor natural divides for both concentrated and non-concentrated stormwater runoff leaving the site unless a written justification is provided and approved by the Director.					
47	PFM 6-0202.4	Concentrated runoff discharge leaving the site shall not aggravate or create a condition where an existing structure under an approved building permit floods. If such a structure exist, detention for the 100-year storm event is provided.			*		
48	PFM 6-0202.5	No concentrated surface water discharged offsite without easements.					
49	PFM 6-0202.6	Sheet flow into lower lying properties: Pre- and post-development runoff computations provided to demonstrate that increase in peak flow runoff would not cause or aggravate drainage problem on the downstream properties. Description is included in the outfall narrative.			*		
50	PFM 6-0203.2C	Cross-sections have equal horizontal and vertical scale; water surface elevation and computations shown for existing natural defined channels.			*		
51	PFM 6-0203.3 101-2-3(c)(6) 124.1-4-4.A & B	Adequacy verified for all natural watercourses, channels, and pipes in accordance with channel protection and flood protection requirements in Chapter 124.1. Narrative and computations provided with adequacy conclusion.			*		
52	PFM 6-0905, 1007 & 1200	Design computations provided for closed and open systems, including driveway culverts.					
53	PFM 6-1108.1	Quantities of surface runoff greater than 2 cfs or crossing more than 3 lots is conveyed in a closed drainage system.					
54	PFM 6-1502.2, 1501.2A	Location and approximate extent of the overland relief paths shown in proximity of buildings. Calculations provided. No building is flooded by the 100-year flow.			*		
STORMWATER MANAGEMENT: QUANTITY & QUALITY CONTROL							
55	LDS Notice 7/24/2014	Completed and accurate Stormwater Management Plan Completeness Checklist included if stormwater management plan is incorporated.					
56	101-2-3(c)(5)	Location of stormwater management facilities (such as Best Management Practices [BMP], detention, and/or retention ponds), and location of maintenance accessways, shown.			*		
57	101-2-3(c)(5)	Approximate sizing and a summary of approximate amount of detention for stormwater management facilities shown.					
58	101-2-3(c)(5) 124.1-4-2 124.1-4-3	Approximate sizing and a summary of BMP facilities shown. Computations demonstrate compliance with water quality control requirements, including VRRM spreadsheet.					
59	101-2-3(c)(6) PFM 6-0203.3	Sufficient detail to verify the presence of an adequate outfall as defined in the "Public Facilities Manual," including but not limited to an outfall narrative, drainage areas, and pipe sizes.					

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60	124.1-4-2(B)	If subject plan is within Water Supply Protection Overlay District (WSPOD) minimum fifty (50) percent reduction in phosphorous is provided.			*		
61	PFM 6-0301.1 & 6-0301.2	Waiver requested for use of off-site SWM detention. Waiver request or approval letter is on plan and listed in approval information table on cover sheet with ID number and approval date.					
62	PFM 6-0303.6B	A PFM modification request has been submitted or approved for underground facilities other than listed in PFM 6-0303.6B.					
FLOODPLAIN/RPA							
63	PFM 2-0102.5	No grading or filling is proposed in a floodplain or resource protection area.					
64	PFM 6-1701.3 LDS Tech Bulletin 08-12	Site specific RPA boundary shown. RPA label references approved RPA delineation study number.			*		
FAIRFAX WATER & FIRE MARSHAL							
65	101-2-3(c)(4)	Available fire flow shown.					
66	PFM 9-0102.2	Location, size and type of proposed and existing water mains shown.			*		
67	PFM 9-0102.3A	Proposed tie-ins to existing water system shown.			*		
68	PFM 9-0102.3D	Utility crossings shown on the profiles.			*		
69	PFM 9-0103.8	Location of existing and proposed fire hydrants shown.			*		
FOREST CONSERVATION							
70	PFM 12-0301.1A PFM 12-0304.1	Tree conservation plans include building envelopes, proposed & existing conservation & utility easements, RPA boundary etc.					
71	PFM 12-0301.1D PFM 12-0311	10-year tree canopy calculations provided.			*		
72	PFM 12-0302.1B PFM 12-0308	Tree preservation plan and narrative including any deviation requests included.			*		
73	PFM 12-0302.1F	Landscape plan shown if planting required to meet 10-year tree cover requirements.					
74	PFM 12-0303.2 PFM 12-0306	Existing Vegetation Map (EVM) included.			*		
75	PFM 12-0303.2A PFM 12-0307	Tree inventory and conditions analysis included if removing or preserving existing trees.					