Department of Development Services
Planning Division
Room 300 West
300 Park Avenue
Falls Church, VA 22046-3332
Phone: 703.248.5040
Fax: 703.248.5225

SITE PLAN CHECKLIST

For use by applicants and/or their agents with Site Plan submissions

- *The applicant is responsible for reviewing all appropriate City Code sections for requirements and may contact staff for clarifications, as needed.*
- *The Pre-Application process (a pre-application meeting may be requested) should be completed prior to (formal submission of the site plan application) the Site Plan application process.*
- *It is recommended that applicants hold a Neighborhood Meeting prior to submission.*
- *Preliminary Survey (Existing trees, site features and buildings survey)is recommended for submission prior (3-4 weeks prior) to the site plan, but may be submitted with the Site Plan Application.*
- *Submissions must be received prior to Noon in order to be logged in on that business day.*
- *City staff will evaluate the completeness of application packages prior to acceptance.*
- *Site Plan Application fees cover the original submission and the first resubmittal (in response to staff comments on the original submission). All additional resubmissions require payment of an additional fee at the time of filing.*
- *Site Plan submissions will be reviewed within 45 business days of acceptance. If necessary, a re-submission package of revised plans will be requested.*

PROJECT NAME: Broad and Washington

Please complete check boxes for all items; mark "N/A" if the item is not applicable; or provide a written explanation next to the item if the requirement cannot be met.

GENERAL REQUIREMENTS:			**Code Sections 48-1134 to 48-1150**
1.	☑	Planning Division Application Form(s): complete and submit **one form for each type of plan review** needed (e.g. Site Plan, Subdivision, Rezoning…)	
2.	☑	Completed Site Plan Checklist *(this form)*	
3.		Eleven (11) copies of the complete Site Plan sheets (sets) - stapled and bound and then folded to approximately 9x12 inches, unless the plans are too thick to be folded.	4-11"x17" hard copies
4.	☑	A check made payable to the **City of Falls Church**, for each application fee. *Consult with Planning Staff to confirm all applicable fees.*	
5.	☑	Combine all plan sheets (Engineering, Architecture, Photometric etc.) into one site plan set for all submissions and resubmissions. Separate submissions of portions of plans for the same project from different professionals (i.e., engineer and architect) will **not** be processed.	
6.	☑	Include a statement that the owner/contract owner joins in the site plan and agrees to be bound by all plan requirements. If any person represents the owner, the owner must provide a statement of the person's authority.	

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7.	☑	Identify all *variances* to the Zoning Code and landscape or other requested *waivers* associated with the site plan.	1
8.	☑	If applicable, list all previous approved Conditional Rezoning Proffers / Special Exception / Voluntary Concessions, Terms and Development Conditions that preceded the site plan.	51-53
9.	☑	Site plans involving most development, redevelopment, or general land disturbing activities in any Chesapeake Bay Preservation Act Overlay District are subject to Code Sections 48-824 through 48-843.	
10.	☐	For existing structures protected under the Historic and Cultural Conservation Overlay District (Code 48-Sections 48-786 to 48-800) a separate application is required for review by the Historic Architectural Review Board (HARB).	N/A

SITE PLAN REQUIREMENTS:

11.	☑	Site plans must be prepared and certified by an engineer, architect, landscape architect, and/or land surveyor authorized to practice in Virginia.	
12.	☑	Seal & signature of preparing engineer, architect or land surveyor to be affixed.	
13.	☑	Standard size = 24″ x 36″.	
14.	☑	Standard 24″ x 36″ City of Falls Church Site Plan cover sheet must be used *(Mylar template available for loan for reproduction from Planning Division)*	1
15.	☑	Scale equal to 1″ = 50′ or larger.	
16.	☑	Title, scale, date, and name of firm preparing plan.	
17.	☑	North arrow, true or magnetic.	
18.	☑	Vicinity map at scale of 1″ = 2,000′ or greater.	
19.	☑	Indicate source of topographic and boundary survey.	
20.	☑	Name of owner of record, zoning designation(s), and present use(s) of the subject site and all adjacent properties.	
21.	☐	Subdivision plat or dedication plat, when applicable. If a site plan covers more than one (1) parcel, a subdivision plat which binds the properties to the uses shown on the site plan is also required. Plat approval and recordation is a condition for site plan approval. *(See Subdivision checklist for additional information and requirements.)*	To be submitted separately
22.	☑	Boundary of the tract by courses and distances reflecting true meridian and/or scaled coordinates, in accordance with National Geodetic Survey standards, including the area of the site. Provide benchmark and description from which information was obtained. Provide reference to Virginia State Plane Coordinates.	5
23.	☑	One (1) 8-1/2″ x 11″ reduction of the development plan and landscape plan, with supporting graphics.	

STREETS, PARKING AND UTILITIES: Code Sections 48-898 through 48-972

NOTE: Existing and proposed conditions should be depicted on separate sheets.

24.	☑	Existing pavement widths, Comprehensive Plan (Major Thoroughfare element), and right-of-way widths of public streets adjoining the tract. Include right-of-way and pavement widths, as well as pavement thicknesses.	5
25.	☑	Widths of proposed public streets (right-of-way & pavement). Minimum of a	10

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		50 ft right-of-way and 30 ft curb to curb is required for public streets.	
26.	☐	The use of private streets is discouraged, however if a private street is approved by the Planning Commission, the applicant must state clearly that the street or drive is private and is to be privately maintained, and that no City refuse collection, recycling collection, snow plowing, or maintenance will be provided. Easements for public street maintenance will not be accepted. Public maintenance and other services are provided only on public streets.	N/A
27.	☑	Location, type, and size of vehicular entrances and driveways.	10
28.	☑	Location and width of existing and proposed sidewalks and other pedestrian and nonvehicular access, including handicap access per ADA requirements.	5, 11, 13-15
Utilities, Easements and Sanitary Sewer			
29.	☑	Existing and proposed sanitary sewer facilities, indicating pipe sizes, types, & grades; and all calculations where a connection is made to the City system.	16, 32, 33
30.	☑	Location of existing and proposed easements, both public and private, and underground facilities; curbs and gutter and curb cuts. Include deed book and page information for existing easements.	11
31.	☑	Location of existing and proposed utility poles, fire hydrants, retaining walls, pump islands, signs, doorways, window wells, guy wires or other structures in relation to automobile parking or maneuvering of pedestrian traffic.	5, 11
32.	☑	Location of existing and proposed utility apparatus associated with above ground and underground installation, connection, and distribution as approved by the respective utility corporation.	5, 11
Parking Tabulation and Parking Plan per Code Sections 48-867 to 48-1005			
33.	☑	1. Schedule showing compliance with off-street parking and loading requirements based on usage, the square footage of that use, and the ratio of parking spaces to floor area for the use.	3
34.	☑	2. Location and dimensions, vertical clearance, and the surface type of off-street parking, loading, and standing spaces and aisles for provided spaces.	49
35.	☑	On Street Parking	10
36.	☑	The location and dimensions of bicycle storage racks.	L1.0, L3.1
37.	☑	Travel lanes for fire-fighting equipment designated as "Fire Lane" by the Fire Official, where necessary, to prevent obstruction by unattended vehicles; a minimum width of 16 feet clear is required.	48
Lighting Plan per Code Chapter 14, Article V, Outdoor Lighting			
38.	☑	1. All artificial outdoor light sources and accompanying structural supports, indicating all details required by Code. Full lighting plan showing photometrics and catalog cuts for fixtures.	LD1.0-LD2.1
39.	☑	2. Spillover 7 ft past the property line to be 0.1 to 1.0 footcandles (fc);	LD1.0
40.	☑	3. Average intensity in parking areas to be 10 fc maximum.	LD1.0
41.	☑	4. No glare onto adjacent property or street is permitted.	LD1.0

LANDSCAPE & TREE PRESERVATION:		**Code Chapter 44 and Sections 48-1179 to 1185**	
The Landscape Plan must include:			
42.	☐	1. Five percent (5%) interior parking lot landscaping of the entire parking lot area. *(Code Section 48-1182*	N/A

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43.	☐	2. A ten foot (10') perimeter buffer adjacent to public streets. *(Code Section 48-1181*	N/A
44.	☐	3. Perimeter landscaping to abutting properties. *(See Code Section 48-1183 for width requirements based on zoning)*	N/A
45.	☑	4. Graphic depiction of existing trees to be saved on or in close proximity to the site. List of trees "to be removed" and "to be saved" should be included with the preliminary survey information.	6-8
46.	☑	5. Topography, existing and proposed.	5, 12-15
47.	☑	6. All utilities, existing and proposed, to include the lighting plan.	5, 16, LD1.0
48.	☑	7. Plant list showing quantities, common name, botanical name, size, comments, and spacing.	L4.0, L4.1
49.	☑	8. Landscape specifications, planting details, & maintenance specifications.	L4.0, L4.1
50.	☐	9. If applicable, indicate Streetscape locations and details.	L1.0, L2.0-L3.3

Revised Landscape Survey

Based on the comments received from staff on the Existing Landscape Survey, submitted during the Pre-Application process. Revised Landscape Survey is to include the following:

51.	☐	1. Location and specifications of six-foot chain link fencing. *(see City Arborist for specifications).*	N/A
52.	☑	2. Graphic depiction and list of trees to be saved and trees to be removed.	6-8
53.	☑	3. Tree care recommendations.	8
54.	☑	4. Shown in Table format: lists of trees to be saved and removed, along with tree care recommendations.	8

PHYSICAL SITE:

55.	☐	Location of any 100-year floodplain district, to include the boundary and floodplain zone. *(Code Sections 48-612 to 48-766)*	N/A
56.	☐	Location, if applicable, of any Chesapeake Bay preservation area and water quality impact assessment. *(Code Sections 48-824 to 48-843)*	N/A
57.	☑	Location, type, and height of existing and proposed fences and walls.	5
58.	☑	Existing and proposed topography at an interval not greater than two (2) feet, indicating area of major grading and slopes to be maintained.	5, 12-15
59.	☑	Construction Notes; limits of clearing and grading.	3, 4, 30
60.	☑	Erosion and sediment control plan in accordance with the most recent edition of the Virginia Sediment Control Handbook.	25-31
61.	☑	Existing and proposed storm drainage system with applicable computations.	25, 29, 41-44
62.	☑	Stormwater detention systems, indicating pipe sizes, types, and grades, including all calculations, and BMPs in accordance with the Fairfax County Public Facilities Manual.	34-40
63.	☑	Two (2) copies of supplementary documents to include Chapter 527 Determination, geotechnical report, drainage calculations, written justification for any requested waivers of Code provisions, and other reports as required.	

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PROPOSED BUILDING FEATURES:			
64.	☑	Location of existing and proposed buildings and their dimensions.	5, 10
65.	☑	Use classifications & type of construction of buildings for fire rating purposes.	1
66.	☑	Floor area and use of existing and proposed buildings.	3
67.	☑	Height of buildings in feet and number of floors.	3
68.	☑	Building elevations to scale, showing all sides of buildings, building materials, opening details, roofing materials, dimensions, and other miscellaneous architectural features.	54-55
69.	☑	Siamese connection, if building is sprinklered.	48
70.	☐	Location of trash storage area and type of enclosures & screening.	N/A

POST APPROVAL:	
After Planning Commission approval <u>or</u> prior to Planning Director approval (in the case of administrative approvals) and prior to site plan cover sheet signoff, by required City staff, the following must be completed and submitted as part of the final site plan set and/or approval conditions, prior to the approved site plan release:	
Post all required bonds, as needed. New Landscaping, Existing Tree Preservation, Erosion and Sediment Control, Public Improvements bonds. Contact City Arborist at 703-248-5183 and City Department of Public Works staff at 703-248-5350 for bonding requirements and forms.	
Complete all required entries on the site plan cover sheet – including Planning Commission approval motion, bond types and amounts, references and exact description of any variances, waivers or special conditions. Reference and detail all easements, subdivisions, dedications etc. Contact City Planning Division at 703-248-5040 for copies of the Planning Commission meeting synopsis and/or minutes (approval motion).	
A deed of recordation, plat and other related required information shall be submitted to the city for approval prior to recordation with the Arlington County Clerk of the Court and then the *deed, book and page numbers* are to be noted on the cover sheet and a paper copy provide to the city. Check with the City's Department of Public Works for requirements.	
Applicant provides twelve (12) copies of the final site plan sets to the city for final sign-off and release that includes all of the above "Post-Approval" items labeled on the site plan cover sheet.	
The City will provide five (5) copies of the signed copy of the approved site plan sets to the applicant. These signed site plan sets are the official approval documents, as no letters are issued. Within 30 calendar days after receipt of the signed plan, the applicant is to provide a PDF copy of the approved plan to the Planning Director at planning@fallschurchva.gov	
Apply for permits.	

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THE APPLICANT OR AGENT HEREBY CERTIFIES THAT ALL OF THE ABOVE CHECKLIST ITEMS HAVE BEEN PROVIDED OR ADDRESSED:

Joe Riley-Ryan	703-464-1014
Print Name of Applicant	Telephone Number
13461 Sunrise Valley Dr., Suite 500, Herndon, VA 20171	
Address	Fax Number
jrileyryan@bowman.com	
E-mail Address	Cell Phone Number
Joe Riley-Ryan	6/11/21
Signature of Applicant / Representative	Date

COMMONWEALTH OF VIRGINIA
JOSEPH P. RILEY-RYAN
Lic. No. 0402058773
06/11/2021
PROFESSIONAL ENGINEER

(Professional Seal)

Submit all materials to:

CITY OF FALLS CHURCH
PLANNING DIVISION
300 PARK AVENUE
FALLS CHURCH, VA 22046

703.248.5040

Administrative Use Only

SITE PLAN ☐ Complete ☐ Incomplete Date Received:

Comments:

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