



# Development Plan Submittal Checklist

County of New Kent, VA

Planning Division

Web Site: [www.co.new-kent.state.va.us](http://www.co.new-kent.state.va.us)

New Kent County ♦ Community Development Department-Planning Division ♦ P. O. Box 50 ♦ New Kent, VA 23124

Phone: 804-966-9690 ♦ Fax: 804-966-8531

\*\*Use P O Box for all mail. Street Address: 12007 Courthouse Circle, New Kent, VA 23124 FOR DELIVERIES ONLY\*\*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ File #: \_\_\_\_\_

YES

NO

N/A




Ten (10) copies of plan submitted (24" x 36") at a horizontal scale no smaller than 5 ft. to the inch & a vertical scale of 5 ft. to the inch

Staff

Initials: \_\_\_\_\_

The following information for the subdivision or part thereof shall be shown on the development plan or within the attachments to the development plan

YES

NO

N/A




The name of the subdivision, owner, subdivider, surveyor, & engineer, & the date of the drawing, number of sheets, graphic (bar) scale & phase designation. The side line of each sheet shall be a north-pointing (from bottom to top) grid line & labeled such. If true north is used, the method of determination shall be *shown*.




The location of the proposed subdivision, or part thereof, on an inset map at a scale of not less than 2,000 ft. to the inch showing adjoining roads, their names & numbers, towns, subdivisions, watercourses, and other landmarks. The inset map shall be orientated north.




Boundary survey providing a closure within an accuracy of not less than one (1) in 10,000




Land use data, including:




1 Total acreage of the property or properties to the nearest one-tenth (.10) acre




2 Acreage of the area to be subdivided to the nearest one-tenth (.10) acre




3 Acreage & percentage of the total area of undevelopable areas




4 Zoning district classification




5 Summary of zoning district requirements including min. lot size, yard & setback provisions, & any other pertinent regulations such as the cluster requirements, if that technique is being utilized




6 Acreage & Percentage of the total area included within common areas




7 Acreage & percentage of the total area within landscaped open space




8 Acreage & percentage of the total area to be within road rights-of-ways




9 Acreage & percentage of the total area of impervious surface area




10 Acreage & percentage of the total area within the resource protection areas (RPA) and resource management areas (RMA)




11 Number of lots or units




12 Density, both net & gross




13 Maximum, minimum, & average lot areas




Names of owners, location of existing property lines, parcel identification numbers, & zoning classification within the boundaries if the tract & for all properties adjacent




All existing, platted & proposed streets & public right-of-way & their names, numbers & widths (both pavement & right-of-way). Data of all curves along street frontage shall be shown at the curve or in a curve data table and shall contain the following:




1 Delta

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Radius
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Arc
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Tangent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Chord
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Chord bearings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan, profile, & cross-section views of all proposed street right-of-way shall be shown including street line, centerlines, type & depth of base & pavement, compaction, drainage facilities, shoulders, sidewalks, monuments, utility placements, & other features of the proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing & proposed utility & other easements, including landscape, preservation or conservation easements, public areas, & parking spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All existing & proposed utility & other easements, including landscape, preservation or conservation easements, public areas, & parking spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All utility placements shall be shown with plan & profile views & shall include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Size, location, & method of proposed connections to existing utilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Size & location of proposed facilities showing proposed water meters, gate valves, fire hydrants, fittings, manholes, sewer laterals & clean-outs, grinder pumps, & manhole rim & invert elevations & percent of slope
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Location, design, & details of sewage pump stations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Location, design, & details of water facilities which are to be part of a central water system with health department and State Dept. of Environmental Quality (DEQ) (if applicable) approvals attached
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 Location of water wells on individual lots which are not to be part of a central water system for either potable or non-potable purposes with health dept. & State Dept. of Environmental Quality (if applicable) approvals attached.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Location & design of septic systems, both primary & reserve, including soils info., horizontal & vertical separations between drain lines, average water tables, & finished ground surface. Health dept. approvals attached
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All proposed lots, lot areas, building setback, & yard lines. All lots shall be located & dimensioned by bearings & distance or X-Y coordinate values in U.S. survey feet or meters.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing & proposed site topography at a contour interval of no more than 2 ft. based on mean sea level with spot elevations provided at & along all proposed grade changes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A drainage plan showing the proposed drainage system including all existing & proposed culverts, drains, open ditches, closed storm drain pipes, watercourses, lakes & other stormwater management facilities proposed to convey the subdivision drainage to an adequate natural channel. The development plan shall include detailed information about the sizing of all pipes & ditches, types of pipes & ditch linings, location & extent of drainage easements, & the location & extent of all existing or proposed stormwater management facilities, their depths, lining, & other pertinent data. Quantitative & qualitative drainage calculations shall be submitted with a drainage area map to verify the design of the drainage system including the downstream adequacy of the natural channel receiving run-off from the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An erosion control plan showing the location, type, & details of proposed erosion & sediment control devices to be used during & after construction. The erosion control plan shall meet or exceed all requirements of Chapter 82, Article II of this Code (Erosion and Sediment Control Ordinance) & shall be provided as a separate plan sheet at a scale of one hundred feet (100') to the inch except where the agent approves an alternate scale for this part of the development plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of any floodplain area as depicted on the flood insurance rate map (FIRM) for the County as published by the Federal Emergency Management Agency including the flood hazard zone designation (s) & elevation (s) & any other information required by the floodplain management area provisions of the zoning ordinance for floodplain areas. Where none of the area contained in the subdivision lies within a floodplain area, a note to this effect shall be shown on the face of the development plan.

face of the development plan.

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of all proposed secondary ground control network monuments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location & identification by size & common name of all single heritage, memorial or specimen trees and/or groups thereof
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location & design, including renderings, of any proposed signage or entrance monuments or structures including walls, fences, or similar features.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location, size, design & type of all streetlights proposed to be installed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A landscape plan prepared in accordance with the standards for such plans contained in chapter 98, Zoning, of this Code, for all common areas, entrance ways, & other areas where replacement or additional landscaping is required or proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identification of any portion or portions of the subdivision or phase thereof which is or may be located in any watershed protection area, environmental management area or Chesapeake Bay preservation area. Such identification shall be accompanied by a description of such area, what environmentally sensitive lands exist therein, & the actions proposed by the subdivider with respect to such area or areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location & extent of any known or suspected archaeological sites, historic sites, cemeteries, individual grave sites, & other similar cultural resources & including, as an attachment, a narrative description of the resource & its potential significance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All parcels of land to be dedicated for public use or for the common use of the property owners & the conditions, if any, of such dedication

**Development Plan Contents**

<u>YES</u>	<u>NO</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the documents for any property owners association which is proposed to be created or expanded and which would apply to the lots created by the subdivision. Such documents shall be prepared in accordance with Section 55-508 et seq., Code of Virginia.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of any other documentation which establishes responsibility for maintenance or perpetuation of any feature or element within the subdivision including, but not limited to, streets, sidewalks, streetlights, landscaping, drainage facilities, or common elements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A disclosure statement as required by Section 91-48(b) of this Chapter, except that if no change has occurred since its previous submission, a new statement shall not be required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A statement, certified by a duly licensed attorney, defining & describing who has title to each tract of land contained within the subdivision & specifically describing any title defects or encumbrances affecting, or potentially affecting, any portion of the property proposed to be dedicated to public use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A table of statistical data for the subdivision or phase thereof detailing for each lot the following information:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Total area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Undevelopable area, as defined in the zoning ordinance, platted as part of the lot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 Net developable area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 Buildable lot area (excluding required yards, buffers & setbacks)
			The table shall be provided in digital form using common office automation software as well as written form & shall include two additional columns for assigning parcel identification numbers & addresses to each lot. This information will be assigned during the review process & returned to the subdivider for incorporation into the final plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence that all required wetlands permits from the U. S. Army Corps of Engineers, Virginia Department of Environmental Quality, Virginia Marine Resources Commission and/or the New Kent County Wetlands Board have been obtained or are unnecessary shall be submitted where the wetlands determination required by section 91-48(d) indicates that wetlands disturbance will occur as a result of the proposed subdivision

