

GRADING PLAN CHECK LIST SUBMISSION REQUIREMENTS:

Per City of Alexandria Code Section 8-1-22 (d)

Note: The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary to demonstrate compliance with City requirements or conditions of approval. Provide 11 copies of the plan and \$500 fee at first submission.

The Check List shall be completed and submitted with first submission of the plans. Failure to comply may result in the plan being deemed incomplete and unacceptable for review.

Property Address: _____

Owner/Applicant: _____

Owner/Applicant Contact Phone # and Email: _____

Engineer: _____

Engineer Phone # and Email: _____

REQUIREMENTS FOR EACH SHEET

- _____ Print size shall be 24" x 36" and all sheets shall be the same size
- _____ Scale no less than 30' to 1" with scale identified on each sheet
- _____ City grading plan approval signature block in same place (lower right corner) on each sheet
- _____ Date, scale and north arrow with reference to source of meridian
- _____ Name, address, signature and registration number of professional preparing the plan on each sheet (original signature required for mylar submission)
- _____ Date the plan was prepared on each sheet/ Date of latest revision
- _____ Name, address and phone number of the developer/builder and/or the owner(s) of record
- _____ Location map with the site shown in relation to the nearest intersection of two or more streets
- _____ Table of standard symbols per common engineering practice and abbreviations utilized in the plan set.

ADDITIONAL REQUIREMENTS

- _____ A narrative description of the proposed development
- _____ Index to plan sheets
- _____ Total area included in the site plan, total area of tax parcel, total existing and proposed impervious area on the tax parcel, and total area that will be disturbed during construction (all expressed in square feet and acres). The disturbed area will be calculated as described in Memorandum to the Industry on Grading Plan Requirements and Waiver Provisions
- _____ If applicable, a list of all special use permits, variances, certificate of appropriateness, special exception, waivers, etc., **approved** for the Grading Plan (i.e. Curb cut approval)

- _____ Copy of Curb cut approval (if proposed) shown on plan
- _____ City Standard Notes to include: *(amend as applicable- available from Site Plan Coordinator)*

- Existing Conditions Survey Notes
- City Standard General Notes
- Environmental Site Assessment Statement
- Stormwater Management Notes
- Utility Works Notes
- Sequence of Construction Notes
- Demolition Notes
- Construction Notes
- Archaeology Notes
- Rodent Abatement Note
- Site Specific Notes

GRADING PLAN

Show location, dimensions, size, height and elevation of the following along with the existing features to be retained:

- _____ Sidewalks, streets, alleys with widths labeled, and elevations
- _____ Building restriction lines, vision clearances (on corner lots)
- _____ Property lines; show course and distance of each site boundary line
- _____ Dimensions of front, side and rear yards
- _____ Buildings and structures, including optional decks and other projections such as canopies, roof overhangs
- _____ Stoops, steps and staircases
- _____ Locations of building entrances and exits
- _____ Sump pump and roof drain outfalls [*Note: Flow from downspouts, foundation drains, and sump pumps shall be discharged as per the requirements of Memorandum to Industry on Downspouts, Foundation Drains, and Sump Pumps, Dated June 18, 2004 available on the City web site.*]
- _____ Existing and proposed storm and sanitary sewer systems, including lateral lines in plan and profile.
- _____ Existing and proposed gas mains and service lines in plan view
- _____ Light poles and fixtures on-site and on adjoining rights-of-way
- _____ Driveways, entrances, exits, parking areas; show parking spaces by type (standard, compact and handicap) and indicate the number in each bay and the total count
- _____ Sidewalks, bike and walking trails on site and on abutting streets or public property/easements
- _____ If applicable, recreation areas, swimming pools, etc.
- _____ Watercourses, bodies of water, wetlands and limits of flood plains
- _____ Depict any Resource Protection Areas as defined in Article XIII of the Zoning Ordinance and delineate their appropriate buffer width

- _____ To any wetland or RPA add a note stating that “RPA buffer shall be vegetated with native riparian species and remain undisturbed. RPA is limited to water dependent facilities or redevelopment.”
- _____ Significant geological features
- _____ Proposed grading shown with 2' contours on the subject property and on adjacent parcels for sufficient distance to indicate the relationship of the site to off-site terrain. The Director of Transportation and Environmental Services (T&ES), at his discretion, may ask to show the contours at a lesser interval than 2', if required, to understand the pattern of micro drainage from the site and/or the adjacent properties.
- _____ Two benchmarks
- _____ Slopes, terraces and retaining walls, including elevations of level areas and tops and bottoms of walls and exterior stairways and ramps
- _____ Indicate elevations at the base of all utility structures other than individual poles, such as fire hydrants and transformers
- _____ Provide rim elevation and invert elevations of all piping at manholes
- _____ Elevations of streets and alleys

ZONING REQUIREMENTS (Provided on cover sheet)

For each element, list zoning ordinance requirement, number approved on preliminary plan and number proposed on final plan, if different.

- _____ Zoning of the site
- _____ Existing use on the site
- _____ Proposed use for the site
- _____ Existing and required lot area
- _____ Depict building restriction line
- _____ Gross square feet (GSF) of existing and new building area (attach P&Z floor area calculations sheet)
- _____ Net square feet (NSF) of existing and new building area (attach P&Z floor area calculations sheet)
- _____ Floor-area-ratio (existing and proposed)
- _____ Open space (existing and proposed)
- _____ Average finished grade of structure for existing and new construction
- _____ Height of structure from existing and average finished grade
- _____ Yards (front, side and rear) required and proposed
- _____ Parking space(s), if applicable listed by total number, size of space and type (compact, standard, and handicapped)
- _____ % of crown coverage existing and proposed (based on P&Z Landscape Guidelines)

****Note: ** If the proposed development includes multiple lots, the zoning tabulation information must be provided for each individual lot unless all the lots will be consolidated in conjunction with the proposal.**

EROSION AND SEDIMENT CONTROL PLANS (When required)

- _____ Delineate the total area that will be disturbed during construction and show it on the plan. Calculate the total disturbed area as described in the Memorandum to the Industry on Grading Plan Requirements and Waiver Provisions in square feet and acres and show it on the plan. If the total disturbed area is more than 2,500 square feet then the proposed improvements shall be designed to complete the requirements of Article XIII of the Zoning Ordinance of the City of Alexandria.
- _____ Narrative phasing plan including demolition and sequence of construction activities
- _____ All appropriate details of erosion and sediment control measures [must meet Virginia Erosion and Sedimentation Control Handbook (VESCH) standards]
- _____ Sources of water for construction entrance wash down
- _____ Grading for drains and traps for construction entrance runoff
- _____ Show and list appropriate control measures defined for each drainage area
- _____ Identify areas having different ground covering materials (i.e. concrete, asphalt, gravel, turf, crushed stone, etc.)
- _____ Delineate any wetlands or Resource Protection Areas (RPA)
- _____ Legend for line types (must be in accordance with VESCH)
- _____ Temporary and permanent seeding mixtures
- _____ Erosion and Sediment Control Narrative to include:
 - Project Description
 - Existing Conditions
 - Critical Areas
 - Adjacent Areas
 - Off-site Areas
 - Erosion and Sediment Control Measures
 - Permanent Stabilization
 - Contaminated Soils
 - Stormwater Runoff Considerations
 - Asphalt Drive Note
 - Tree Note
 - Erosion Control Program
 - Sediment Control Practices
- _____ BMP strategies (projects with 2,500 SF of disturbed area including construction staging and storage.)
- _____ BMP Narrative
- _____ Delineation and description of areas with contaminated soils
- _____ Erosion & Sediment Control Notes (*amend as applicable- available from Site Plan Coordinator*)

STORMWATER MANAGEMENT/BMP SHEETS (When Required)

(See Article XIII of the Zoning Ordinance for guidance on water quality calculations)

- _____ Location and description of RPA components
- _____ Location and nature of RPA encroachment
- _____ Water Quality Impact Assessment, if applicable
- _____ Type and location of proposed BMP, with supporting calculations
- _____ Pre and post development runoff calculations
- _____ Stormwater Narrative
- _____ Stormwater Outfall Narrative
- _____ Drainage divides off-site/on-site identified and delineated
- _____ Water Quality Volume (WQV) computation (in cubic feet and acre-feet)
- _____ Water Quality Worksheets A or B and C
- _____ City standard water quality BMP data blocks (2) (Project Description and Miscellaneous Blocks)
- _____ Signage detail for surface BMP
- _____ Water Quality Improvement Fund request, if applicable, can either be included on the First Final plan with original submitted separately to the Division of Environmental Quality, Department of T&ES for approval. Once the request is approved then both the request and approval letters must be included on the plan of subsequent submissions and/or Mylar.
- _____ BMP and associated structure details
- _____ BMP Sign details

EXISTING AND PROPOSED VEGETATION (When Required)

- _____ Notes for Preservation & Protection of Existing Vegetation (*amend as applicable- available from Site Plan Coordinator*)
- _____ Notes for Proposed Planting (*amend as applicable- available from Site Plan Coordinator*)