



CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING & DEVELOPMENT
9027 Center Street, Room 201
Manassas, VA 20110
Phone: 703-257-8278 Fax: 703-257-5831
www.manassascity.org/691/Development-Services
Email: PermitStatus@ci.manassas.va.us

FOR STAFF USE ONLY

RECEIVED BY: _____
DATE & TIME STAMP: _____
COPY RECEIVED: Y / N FEE RECEIVED: Y / N
SITE PLAN #: _____

LAND DEVELOPMENT APPLICATION

Date of Application

APPLICANT INFORMATION:

Authorized Agent

Yes No
City of Manassas Check List Attached

Contact Name

Email Address

Address (Street, City, State, Zip Code)

Phone Number

Fax Number

Developer's Name

Developer's Phone Number

Developer's Address (Street, City, State, Zip Code)

Property Owner Name

Property Owner Phone Number

Property Owner Address (Street, City, State, Zip Code)

PROJECT INFORMATION:

Project Name

Tax ID Number

Project Description

Project Address (Street, City, State, Zip Code)

Proposed Use

Zoning District

APPLICANT'S SIGNATURE



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QC PERFORMED BY: _____

DATE PERFORMED: _____

PLAN SUBMISSION QA/QC CHECKLIST

Date of Application _____ Date of QA/QC Review _____
 (Applications submitted after 2PM are dated for the next day) (Review must be complete within 2 days of submission)

Address _____ Tax Map Number _____

PROJECT SCOPE	
Site Area	Area in SQFT _____; Area in Acres _____
Land Disturbance	Area is SQFT _____; Area in Acres _____ <i>Note: If over 1 acre will trigger DEQ VAR10 permit; or if less than 1 acre and part of a larger plan of development that disturbs over 1 acre.</i>
Bldg SQFT	New _____; Existing _____ (Percent Increase _____)
Dwelling Units	New _____; Existing _____
Lots	New _____; Re-Subdivided _____
Proposed Use	
Work in ROW	Yes _____; No _____
Water Line	Public _____; Private _____
Sewer Line	Public _____; Private _____
Stormwater	Public (Drainage System) _____; Public (Pro-Rata); _____ Private (BMP Facility) _____
Parking Lot	New _____; Re-Stripe Existing _____

APPLICATION TYPE AND PROCESSING	
Site Plan	Major _____ Minor (Level 1 _____ OR Level 2 _____) Lot Grading _____ Public Improvement _____ Revision _____, SP# of plan being revised _____ As-Built _____, SP# of plan(s) for the project _____
Subdivision (Standalone Plats not part of a Site Plan)	New Lots (No Improvements) _____ Boundary Line Adjustment _____ Boundary Line Extinguishment _____ (Consolidation) Easement _____ <i>Note: New Lots (with Improvements) = Major Site Plan</i>
Processing Speed	Normal _____; Priority _____; Concurrent _____ If Concurrent – Memo from CD Director: _____ If Priority - City Project: _____; Economic Development: _____ If Economic Development - Memo from ED Director: _____

DCSM	PACKAGE CONTENTS	YES - NO - N/A
	Complete Application with Technical Requirement Checklist	
2-501.2 2-505.1.A	Complete Development Fee Sheet	
2-501.2	QC/QA Set of Plans/Plat (1 Copy)	
	QC/QA Set of Easement/Subdivision Plat (1 Copy) <i>(Plat <u>required</u> by 2nd Submission)</i>	
2-502.4.P	Geo-Tech Report (2 Copies)	
	SWPPP (Please use the Stormwater Pollution Plan (SWPPP) template) <i>(SWPPP <u>required</u> by 2nd Submission)</i>	
	Other Reports (TIA, Environmental, Utility, etc.)	

SITE PLAN CONTENTS		
DCSM	GENERAL INFORMATION	YES - NO - N/A
2-502.4.D	Date of Plan	
2-502.4.A	Sheet Size	
2-502.4.D	Sheets numbered (in consecutive order)	
2-502.4. A, D	Match Lines	
2-502.4.M 2-505.1.I	All sheets sealed and signed by the Engineer or Licensed Professional	
2-502.4.B	Scale Provided per DCSM and Plans Legible (1" = 20' or 1" = 30')	
2-502.4.D	North Arrows Provided	
2-502.2.I	All existing restrictions on the use of the land including easements and covenants.	
2-505.1.B	COVERSHEET (CURRENT VERSION) <i>Required for all plans except minor level 2</i>	YES - NO - N/A
2-502.4.A	Sheet Legend	
2-502.4.L	Vicinity Map with scale and north arrow	
2-502.4.D	Referenced Meridian	
	Previous City Approvals Block Completed	
2-505.1.D	Performance Bond Completed and Signed	
	Completed Title Block	
2-302.1,2	-Unique Project Name	
2-503.4.E, F	-Parcel Address and Tax Map Number	
Coversheet	-Owner's Information (including Address and Phone Number)	

Coversheet	-Developer's Information (including Address and Phone Number)	
Coversheet	-Engineer's Information (including Address and Phone Number)	
Coversheet	-Zoning	
2-502.4	-Project Site Area	
Coversheet	-Land Disturbance	
DCSM	SITE PLAN SHEET	YES - NO - N/A
2-502.4.C 2-505.1.G	Topographic contours with intervals no greater than two (2) feet in the current datum used by the City	
2-502.4.E	The present zoning of the project parcel(s), and all adjacent parcels, along with their present use. The project name shall be noted for all adjoining parcels, if applicable	
2-502.4.F	The project parcel(s) Tax Map number(s), and the Tax Map number of all adjacent parcels, if available	
2-502.4.H	The proposed pattern of lots and/or buildings (including the number and size), street and/or travel way layout, off-street parking layout, recreation areas, open space, and improvements to existing streets and rights-of-way.	
9-110	Trip Generation (estimated park hours and daily site generated trips), Land Use Code, TIA triggered?	
DCSM	EROSION CONTROL SHEET	YES - NO - N/A
2-505.1.E	Details and Bond Cost Estimate:	
2-505.1.E	Notes and Completed Check List – (MS 1 to 19):	
Article 4	E&S Narrative	
Article 4	Phase 1 & 2 Erosion Controls	
DCSM	STORMWATER MANAGEMENT	YES - NO - N/A
On Sheet/ Article 8	Watershed, Drainage Divide Map	
2-502.4.J	Existing drainage facilities including major culverts, ponds, and streams.	
Article 8	10 year and 100 year Storm Computations. Calculations for proposed drainage system - pipes, inlets, and HGL.	
Article 8	Provisions for SWM Quantity and Quality (i.e. Pro-rata share calculation, nutrient credits, BMP)	
Article 8	SWM Narrative, including adequate outfall Narrative.	
DCSM	PROFILE SHEET	YES - NO - N/A
2-506	Utility Profiles	
2-506	Road Profiles	
2-502.4.O	LANDSCAPE SHEET (with details)	YES - NO - N/A

2-502.4.K	-Screening and Buffer Areas	
2-502.4.N	PHOTOMETRIC (with details)	YES - NO - N/A
Article 9	Fixture Details	
6-500	FIRE LANE PLAN	YES - NO - N/A
	ENTITLEMENT APPROVALS, WAIVERS, VARIANCES	YES - NO - N/A
DCSM	Approved DCSM Waivers	
Zoning	Approved Zoning Variances	
2-502.3	Approved SUP and/or Rezoning with GDP, conditions and/or proffers	
Zoning	Analysis of SUP and/or Rezoning conditions and/or proffers	

FOR STAFF USE ONLY: COMMENTS TO ENGINEER PRIOR TO SUBMISSION

- Provide with your corrected submission a letter with a brief explanation of the scope of the plan.
- Provide new site plan number: SP# _____
- Provide new site plan name: _____

***THE ABOVE COMMENTS MUST BE VERIFIED PRIOR TO PLAN SUBMISSION. IF COMMENTS ARE INCOMPLETE, PLAN IS TO BE RETURNED TO ENGINEER.**

TECHNICAL REQUIREMENT CHECKLIST

EROSION AND SEDIMENT CONTROLS

Refer to the DCSM, Sec 4

EROSION AND SEDIMENT CONTROL NARRATIVE

Each plan has to have a specific construction site narrative and must include a detailed schedule of when the erosion controls are initially installed in each phase. Boiler plate Narratives will not be approved.

YES/NO/NA

___ ___ ___ 1. Erosion and Sediment Control Estimate

___ ___ ___ 2. Plan Sheet showing the Erosion and Sediment Control Phase 1

- ___ ___ ___ a. Site Development – Show all improvements such as buildings, parking lots, access roads, utility construction, etc.
- ___ ___ ___ b. Existing site conditions - A description of the existing topography, vegetation and drainage.
- ___ ___ ___ c. Soils – The boundaries of different soil types. A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.
- ___ ___ ___ f. Existing contours – The existing contours of the site.
- ___ ___ ___ g. Existing vegetation – The existing tree lines, grassed areas, or unique vegetation.
- ___ ___ ___ h. Existing drainage patterns – The dividing lines and the direction of flow for the different drainage areas. Include the size (acreage) of each drainage area.
- ___ ___ ___ i. Location of Phase 1 practices – The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the Virginia Erosion and Sediment Control Handbook.
- ___ ___ ___ j. Limits of clearing and grading – Areas which are to be cleared and graded.
- ___ ___ ___ k. On-site areas – Identify any off-site land-disturbing activities (e.g., borrow sites, waste areas, etc.). Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
- ___ ___ ___ l. Existing Critical areas – A description of areas on the site which have potentially serious erosion problems (e.g. Steep slopes, channels, wet weather/underground springs, etc.).

YES/NO/NA

- ___ ___ ___ m. Adjacent areas – A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.
- ___ ___ ___ n. Erosion and sediment control measures – A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should meet the specifications in the DCSM Chapter 4.)
- ___ ___ ___ o. Temporary stabilization/restoration – A brief description, including specifications, of how the site will be temporarily stabilized.
- ___ ___ ___ p. Maintenance – A schedule of regular inspections and repair of erosion and sediment

control structures should be set forth.

3. Plan Sheet showing the Erosion and Sediment Control Phase 2

- a. Final contours – Changes to the existing contours, including final drainage patterns.
- b. Proposed critical erosion areas – Areas with potentially serious erosion problems.
- c. Location of Phase 2 practices – The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the Virginia Erosion and Sediment Control Handbook.
- d. Off-site areas – Identify any off-site land-disturbing activities. Add off-site permission letters. Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
- e. Proposed Critical areas – A description of areas on the site which have potentially serious erosion problems (e.g. steep slopes, channels, wet weather/underground springs, etc.). (See DCSM, Chapter 6 for criteria).
- f. Detailed drawings – Any structural practices used that are not referenced to the E&S handbook or local handbooks should be explained and illustrated with detailed drawings.
- g. Permanent stabilization/restoration – A brief description, including specifications, of how the site will be stabilized after construction is completed.
- h. Storm water runoff considerations – Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control storm water runoff.
- i. Calculations – Detailed calculations for the design of temporary sediment basins, permanent storm water detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff.

PLAN SHEETS – STREETS
Refer to the DCSM, Sec 9

YES/NO/NA

- ___ ___ ___ 1. Street Functional Criteria per the DCSM and based on 7 VPD per dwelling unit.

- ___ ___ ___ 2. Public Street Pavement Design based on City Designs (DCSM).

- ___ ___ ___ 3. All streets, public or private, shown in plan and profile view
 - a. Plan view to include:
 - ___ ___ ___ ROW width
 - ___ ___ ___ Pavement width
 - ___ ___ ___ ROW – 100-foot stations and 25-foot increments
 - ___ ___ ___ Curb and Gutter (VDOT Standards)
 - ___ ___ ___ Sidewalk (as required)
 - ___ ___ ___ Barricade (TB-1 as required)
 - ___ ___ ___ Permanent or Temporary Turnarounds (as required)
 - ___ ___ ___ 10’ utility easement contiguous with all streets
 - ___ ___ ___ Handicap ramps (VDOT CG-12s) at all crossings
 - ___ ___ ___ Commercial entrances min. 30’ wide, max. of 50’ wide
 - ___ ___ ___ Residential entrance min. of 12.5’ at P/L
 - ___ ___ ___ Entrance, min. of 25’ from intersection on 25 mph street
 - b. Profile view to include:
 - ___ ___ ___ Percent grade on all tangent sections
 - ___ ___ ___ Length of all vertical curves
 - ___ ___ ___ Sight distance on all vertical curves (Min. 200’)
 - ___ ___ ___ Top of curb elevations at min. of 50’ stations
 - ___ ___ ___ Centerline stationing from existing ROW centerline

- ___ ___ ___ 4. Street Section shown

- ___ ___ ___ 5. Geometric Design of Entrances meet minimum criteria per VDOT’s “Minimum Standards of Entrances to State Highways.”

PLAN SHEETS – WATERMAIN
Refer to the DCSM, Sec 5

- ___ ___ ___ 1. All water lines shown in Plan and Profile
 - a. Plan view to include:
 - ___ ___ ___ Size of W/L
 - ___ ___ ___ W/L Material
 - ___ ___ ___ Location of valves, crosses, tees, blow-offs
 - ___ ___ ___ Location of Fire Hydrants
 - ___ ___ ___ Easements for all W/L not in a public right-of-way (15’ min.)

YES/NO/NA

- _____ b. Profile view to include:
 - _____ Size of W/L
 - _____ W/L Material
 - _____ Depth of cover (min. 42" required)
 - _____ All utilities crossing any streets, public or private

- _____ 2. Minimum size W/L is 8" diameter

- _____ 3. Fire hydrants installed on minimum 6" diameter W/L

- _____ 4. A blow off valve will be installed on all dead-end W/L's

- _____ 5. Water meter boxes must be located within the R/W, or if on private property, at the closest possible point to the watermain in a recorded easement

- _____ 6. Water meters, 3" or greater, placed in vaults

- _____ 7. Separations of W/L's and other utilities
 - _____ a. Parallel installation and crossings:
 - _____ W/L will have a minimum of 10' of horizontal separation from all other utility lines and manholes
 - _____ b. W/L always 18" above the crown of the Sanitary Sewer
 - _____ c. W/L in streets a minimum of 2 feet horizontally from the edge of the gutter pan

- _____ 8. Details shown on all special structures, i.e., valve pits, water metering stations, etc.

PLAN SHEETS – SANITARY SEWERS
Refer to the DCSM, Sec 7

- _____ 1. All Sanitary Sewers shown in Plan and Profile
 - _____ a. Plan view to include:
 - _____ Size of sewer line
 - _____ Slope of sewer line
 - _____ Length of sewer materials
 - _____ Sewer line materials
 - _____ Location of laterals and clean outs
 - _____ Location of all manhole and manhole designation
 - _____ Easements for all sewer mains not in the right-of-way
 - _____ b. Profile view to include:
 - _____ Size of sewer line
 - _____ Slope of sewer line
 - _____ Length of sewer line
 - _____ Sewer line materials
 - _____ Location of laterals
 - _____ Size and slope of laterals

YES/NO/NA

___ ___ ___ Location of all manholes, manhole designations and inverts
___ ___ ___ Depth of cover

___ ___ ___ 2. Sewer lines straight and uniform slope between manholes

___ ___ ___ 3. Slope must provide velocity of 2.5 fps with projected flow

___ ___ ___ 4. Terminal manholes will have inverts at a minimum slope of 0.8%

___ ___ ___ 5. Min. size sewer main is 8 inches

6. Separation from other utilities

- ___ ___ ___ a. Parallel installation
- ___ ___ ___ b. 10' horizontal separation between sewer and other utilities
- ___ ___ ___ c. Sewers in streets a minimum of 2' from the edge of the gutter pan
- ___ ___ ___ d. Crossings other utilities an 18" vertical separation required at all crossings

7. Service Connections

- ___ ___ ___ a. Minimum 4" Sanitary Sewer lateral
- ___ ___ ___ b. Clean outs on lateral located at property line or edge of easement
- ___ ___ ___ c. No more than 2 laterals can be attached to a terminal manhole
- ___ ___ ___ d. No service connections are allowed to in-line manholes.

___ ___ ___ 8. Sanitary sewer design computations provided

9. Depth of cover:

- ___ ___ ___ a. Sanitary sewers installed in the R/W at least 5' below finished grade
- ___ ___ ___ b. Sanitary sewers not in R/W at least 3.5' of cover or DIP

10. Manholes:

- a. Required at:
 - ___ ___ ___ Junctions with other sewer mains
 - ___ ___ ___ Changes in alignment or grade
 - ___ ___ ___ Terminal points in the main
- b. Spacing:
 - ___ ___ ___ Maximum of 400' on sewers 15" and less in diameter
 - ___ ___ ___ Maximum of 500' on sewers greater than 15" in diameter
- c. Minimum of 0.2' fall across manhole invert channel

PLAN SHEETS - STORM DRAINAGE
Refer to the DCSM, Sec 8

YES/NO/NA

- | | |
|-------------|--|
| ___ ___ ___ | 1. Storm Drainage improvements shown on Plan and Profile Sheets. |
| ___ ___ ___ | a. Plan sheets to include: |
| ___ ___ ___ | Size of pipe/ditch |
| ___ ___ ___ | Slope of pipe/ditch |
| ___ ___ ___ | Pipe material or ditch lining |
| ___ ___ ___ | Length of pipe/ditch |
| ___ ___ ___ | On- and off-site drainage areas |
| ___ ___ ___ | On- and off-site runoff coefficient |
| ___ ___ ___ | Location and ID of all structures |
| ___ ___ ___ | Easements for all stormwater facilities not in the R/W |
| ___ ___ ___ | b. Profile sheets to include: |
| ___ ___ ___ | Size of pipe |
| ___ ___ ___ | Slope of pipe |
| ___ ___ ___ | Pipe material and ditch lining |
| ___ ___ ___ | Length of pipe |
| ___ ___ ___ | Ditch cross sections |
| ___ ___ ___ | Location and ID of all structures |
| ___ ___ ___ | Depth of cover |
| ___ ___ ___ | 2. Design Criteria and Comps. |
| ___ ___ ___ | a. Required computations to include: |
| ___ ___ ___ | Hydraulic capacity |
| ___ ___ ___ | Inlet comps |
| ___ ___ ___ | Headwater comps |
| ___ ___ ___ | Storm routing |
| ___ ___ ___ | b. Criteria used: |
| ___ ___ ___ | Design for ultimate development |
| ___ ___ ___ | Use rational method to determine runoff |
| ___ ___ ___ | Use Manning's E_Q to determine pipe capacity |
| ___ ___ ___ | c. Design Storms: |
| ___ ___ ___ | 10-year storm for pipes and ditches |
| ___ ___ ___ | 2-year storm for inlets |
| ___ ___ ___ | 10-year storm for culvert under secondary roads |
| ___ ___ ___ | Route 2, 10, and 100-year storm through detention facility |

YES/NO/NA

___ ___ ___

3. All storm drainage pipe concrete except: (Class IV in R/W, Class III not in R/W)

___ ___ ___

4. Pipe Cover

___ ___ ___

a. 2' or 1/2 pipe diameter, whichever is greater, when in R/W

___ ___ ___

b. 1' or 1/2 pipe diameter, whichever is greater, when not in R/W

___ ___ ___

5. Minimum size is 15-inch diameter

___ ___ ___

6. Structures and/or Manholes

___ ___ ___

a. Required at changes in:

___ ___ ___

Slope

___ ___ ___

Alignment

___ ___ ___

Pipe Size

___ ___ ___

b. Min 0.2 (tenths) drop across invert in to invert out

___ ___ ___

c. Maximum of every 300' on lines 42 inches and smaller. Max. of 500' on lines greater than 42 inches.

___ ___ ___

7. Correct end section specified (see Standards Manual Section 8-300.7)

___ ___ ___

8. Correct outlet treatment (see Standards Manual Section 8-330)

___ ___ ___

9. Easements:

___ ___ ___

a. All pipe, ditches, and structures not in R/W must be in min. 15' easement

PLATS - Refer to the DCSM, Sec 2

SUBDIVISION PLATS

NOTE: Lot Creation Subdivision plats must be submitted as a separate submission with or without a preliminary plan. Subdivision plats will not be accepted with Site Plan submission or revisions.

EASEMENTS & RE-SUBDIVISION PLATS

Re-Subdivision plats are for lot line adjustments. Easement plats are for establishing or vacating easements.

YES/NO/NA

- 1. All plats shall include:
 - a. Surveyor's certificate
 - b. Owner's consent and dedication
 - c. Notary certificate
 - d. Consent to vacate, if appropriate
 - e. Vacated areas clearly identified with hash marks
 - f. City approval block
 - g. Recordation information block
 - h. Title of plat clearly reflecting all transactions of the plat
 - i. When applicable, City of Manassas consent to vacate statement block
 - j. Original and proposed new parcel numbers approved by City Commissioner of Revenue
 - k. All existing recorded easements, unless noted by the surveyor that plat is without benefit of title report or otherwise limited in scope of information
 - l. Vicinity map
 - m. North arrow
 - n. Street names
 - o. Curve, radius, data angle, arc length, tangent, chord Length and chord bearing data.
 - p. Area tabulation
 - q. Adjacent properties
 - r. Engineer's seal and signature