

Pulaski County Zoning Site Plan Review Checklist

	Project title, Tax Map Number(s) and Description of the Project
	The owner(s)/agent name(s) and engineer/architect contact information
	Seal and Signature of Licensed Professional with Plan set date
	Plan set shall be on 24 x 36 paper, unless other is approved. Show north arrow and scale for each sheet. Label sheet page numbers and sheet type (Example: Parking or Utility)
	Vicinity Map, 911 address or other description of project location
	Legal description of parcels and total acreage area. Project boundaries of parcels on record. Proposed changes to parcel boundaries if proposed
	General information regarding the existing site conditions such as vegetation, natural topography, soils conditions, public/private facilities (i.e. roads, sewer, water, rights-of-ways, easements) Sidewalks, Trails, Open Space Requirements
	Existing and Proposed Access, Utility and Drainage Easements. Include easement legal description if access is from private street. Include VDOT approved access locations and types. Include traffic analysis if required. Approved VDOT entrance design shall be shown
	Topographical/Contour at intervals required to show site drainage/grading
	Proposed Building: total building area percentage of cover on the lot; square footage of buildings; number of floors with areas; type of building construction and building use codes. Show that the lot coverage does not exceed threshold listed in UDO, show uses for each building proposed or existing
	All construction- Existing and proposed, demolition details
	Show setbacks for the zone district to property lines, sidewalks, driveways, accessory structures, fences, grading, trees to be removed, floodplain if applicable
	Erosion and Sediment and Stormwater control measures, locations of curb and gutter and drainage elements/infrastructure
	Public water and/or sewer connections and elements including proposed and existing lines, meters, type, location and depth of line. Plan and profile views, existing and proposed drainfields and wells. Cleanouts and manholes. Valves. Bedding of pipes. Service providers.. Show fire hydrants as required in UDO and show emergency vehicle cul de sacs or approved turn around design elements.
	Show electrical utility lines and other aerial or underground utilities, proposed and existing.
	Areas of refuse storage (Size and type) and how it will be screened
	Landscape Plan sheet which meets UDO – Article 5
	Parking Lot and Access Plan Sheet which meets UDO- Article 5, Show parking lot surface and type of asphalt. Provide ADA parking, show proper ingress and egress that meets ADA
	Signage – Meet UDO Article 5. If signage is not proposed please state.
	Outdoor Lighting plan- Meet UDO Article 5 or indicate if no outdoor lighting is proposed
	Adjacent Roadways with names and route numbers
	Typical cross-sections of proposed grades, roads, driveways, parking areas, retention ponds, drainage conveyances and other applicable features when grading is proposed. If a private street is proposed provide detailed information on grading, cross section, widths and surface type. Proposed private street name.