



ENGINEERS AND SURVEYORS INSTITUTE
 "A public/private partnership"
 TOWN OF HERNDON, VIRGINIA
 MINIMUM SUBMISSION REQUIREMENTS
 PRELIMINARY SITE PLAN

PROJECT NAME _____
 PROJECT LOCATION (ADDRESS) _____
 TAX MAP REFERENCES: _____
 APPLICANT NAME _____
 APPLICANT ADDRESS _____
 APPLICANT EMAIL ADDRESS _____
 SUBMITTING FIRM _____
 REVIEW DATE _____ ESI STAFF ENGINEER _____

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. Review dates are determined by routing from Planning & Zoning.

CODE SECTION	REQUIREMENT	SHEET	OK	NO	N/A	LINE
		Optional				
Section 78-201(C)(8)	Current standard Town of Herndon Cover Sheet; all information blocks completed and signed as appropriate (title block, fee schedule, bonding estimates, etc.)			*		1
Section 78-201(C)(8)	Sheet size not to exceed 24"x36"					2
Section 78-201(C)(8)	Drawings are to a standard scale, not to exceed 1"=50'					3
PFM 2-0107.1A	Contour interval not to exceed 2'					4
Section 78-201(C)(8)	Topography credit, where done by others					5
Section 78-201(C)(8)	Reference datum.					6
Section 78-201(C)(8)	Boundary survey with error of closure within 1/10,000, showing location and type of boundary evidence and boundary credit where done by others					7
Section 78-201(C)(8)	If plan spans more than one sheet, match lines are provided					8
Section 78-201(C)(8)	Engineer's or surveyor's certification completed with seal and date on sheets with engineering content.			*		10
Section 78-201(C)(8)	Any waivers, zoning variances, or proffers granted for the project shown on the plans					12
Section 78-201(C)(8)	Within 10' of the site, features on adjoining properties including: departing property lines, drip line of trees, easements, to be shown on all sheets					13
Section 78-201(C)(8)	Overall site layout plan (showing all phases or proposed sections), including lot numbers and acres					14
Office Policy	Fire Marshall comments shown on plan					15

Comments: _____

Section 78-201(C)(8)	Watercourses and their names					16
Section 78-201(C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					17
PFM 2-0212.19	Owner/developer wetlands certification signed			*		18
	PLANNING AND ZONING					19
Section 78-201(C)(8)	Rezoning number with date and ordinance number is on plan approval information					20
Section 78-201(C)(8)	Plan includes rezoning approval letter to applicant including approved ordinance proffers, modifications, conditions, and waivers.			*		21
Section 78-201(C)(8)	Plan includes Town Council rezoning resolution for Approved Preliminary Subdivision Plan.			*		22
Section 78-201(C)(8)	GDP included on plan if applicable			*		23
Section 78-201(C)(8)	Special Exception Resolution with conditions if applicable included			*		24
Section 78-201(C)(8)	BZA approval letter to applicant included if applicable			*		25
Section 78-201(C)(8)	Special Exception plan included if applicable			*		26
Section 78-201(C)(8)	Any waivers, zoning variances, or conditions granted for the project shown on the plans					27
Section 78-201(C)(8)	Statement of compliance with any applicable proffers, Special Exception conditions, variances, waivers, or modifications			*		28
Section 78-201(C)(8)	Statement of compliance with GDP and / or Special Exception plan layout if applicable.			*		29
Section 78-201(C)(8)	Required grave burial ground statement, or "none"					30
Section 78-201(C)(8)	Natural features, including drainage divides and 100 year flood plain					31
	EXISTING CONDITIONS					32
Section 78-201(C)(8)	Existing topography with a maximum of two-foot contour intervals					33
Section 78-201(C)(8)	Natural features, including drainage divides and 100 year flood plain					34
Section 78-201(C)(8)	Watercourses and their names					35
Section 78-201(C)(8)	Delineation of Resource Protection Areas, annotated as "to be retained as an undisturbed and vegetated 100 foot wide buffer area unless approval is obtained as required" and as may be required otherwise in Section 78-304(D) of this Chapter					36
Section 78-201(C)(8)	Structures					37
Section 78-201(C)(8)	Existing streets abutting or through the site					38
Section 78-201(C)(8)	Right-of-way lines, width, and category of street					39
Section 78-201(C)(8)	Name of streets and route numbers					40
Section 78-201(C)(8)	Slope of streets					41
Section 78-201(C)(8)	Centerline of streets with stations and points of curvature					42
Section 78-201(C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for : sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading					43

Comments: _____

Section 78-201(C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					44
Section 78-201(C)(8)	Survey of existing trees prepared by an ISA Certified Arborist, shown on one sheet, and including:					45
Section 78-201(C)(8)	Existing trees having a caliper of 8" or greater when measured 4.5' above ground, or a tree stand delineation as approved for group identification by the community forester					46
Section 78-201(C)(8)	Ornamental trees including, but not limited to: Dogwood (Cornus), American Holly (Ilex opaca), Shadblow (Amelanchier species), Eastern Redbud (Cercis canadensis) and Fringe Tree (Chionanthus virginicus) having a caliper of 2-4" measured 6" above ground or having a caliper of greater than 4" measured 12" above ground shall also be included in the inventory					47
Section 78-201(C)(8)	Groups of trees and individual trees standing alone that will be retained on the site, including designated "tree protection areas" shall be accurately identified, located on the tree survey, and shown on the plan of proposed development.					48
Section 78-201(C)(8)	Trees located off-site which have drip lines extending into the site shown and considered within the site for purposes of protective field practices					49
Section 78-201(C)(8)	All trees located off-site which have drip lines extending into the site shall be shown and considered as within the site for purposes of protective field practices					50
	PUBLIC STREET REQUIREMENTS					51
Section 78-201(C)(8)	Existing streets abutting or through the site					52
Office Policy	Street names shown for existing and proposed streets					53
PFM 7-0404.1	Centerlines shown for proposed streets with stations and points of curvature					54
PFM 7-0404.1	Centerline stationing shown in plan view for existing and proposed streets					55
Section 78-201(C)(8)	Street widths, pavement and right-of-way shown for existing and proposed streets					56
Section 78-201(C)(8)	Slope of streets					57
Office Policy	Label radii of curves on streets of all curbs to face of curb					58
PFM 7-0201.1.C.	Existing right of way dedicated if VDOT frontage not present (Deed Book and page number shown)					59
PFM 7-0405.2	Intersection and entrance sight distance (horizontal and profile) for all existing and proposed entrances			*		60
Section 78-201(C)(8)	Existing easements traversing the property, with size, on site and on adjoining properties for : sanitary sewer with flow direction indicated; storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;					62
Section 78-201(C)(8)	Adequate pedestrian connections					64
Office Policy	Full width typical sections shown for each street planned, and for widening of existing streets and/or turn lane additions. Assumed CBR value of 10.					65
PFM 7-0105.1	At existing street intersections, posted speed shown for existing road			*		66
PFM 7-0105.1	Street category and traffic volume shown for each new street			*		67
PFM 7-0105.1	Curve data shown to conform with street category for new					68

Comments: _____

	streets					
PFM 7-0107.5.A.	Stop or yield signs at all intersections					69
PFM 7-0401.1A&B	Handicapped ramps at all curb returns					70
Office Policy	Pavement markings layout shown					71
	PRIVATE STREETS					72
Section 70- (Subdivision Ord under modification by staff)	Ingress/egress easement noted or delineated for all private streets					73
PFM Std TU-1	Typical cross section and turnaround for private streets					74
Section 70- (Subdivision Ord under modification by staff)	Private residential streets not exceed 600'(182.88 m) without waiver					75
PFM 2-103.6	Private street maintenance note on plan and plat (agency)					76
PFM 23-7 PS-3	Pipestem driveway pavement design shown					77
	EROSION AND SEDIMENT CONTROL					78
DEM Itr #30-88	Erosion and sedimentation controls identified and trap computations shown					79
PFM 2-0203.1.C	Limit of clearing and grading shown					80
PFM 11-0104.1	2 phase plans provided for erosion and sedimentation control					81
PFM 11-0104.1	1st stage phase 1 limits of clearing only to install perimeter controls					82
DEM Itr #30-88	Calculations provided to insure adequacy of sediment basins					83
PFM 2-0212.12	Clearing limits matches between : grading, erosion and sediment, GDP sheets					84
VESCH Chapter VI	Erosion and Sediment Control Narrative, including: Project Description, Existing site conditions, adjacent areas, off-site areas, soils, critical areas, erosion and sediment control measures, permanent stabilization, stormwater runoff considerations, maintenance and appropriate calculations for proposed control measures					85
Office Policy	Overlay soils boundaries on Phase I E&S plan					86
Office Policy	Construction entrances with washracks at all access points					87
Office Policy	Show sanitary sewer, waterlines, and storm sewer on Phase 2 E&S plan. Include structure labels. Perimeter E&S control measures shown in Phase 1 must take construction of utilities into account.					88
	DRAINAGE					89
PFM 6-1405.1	Flood plain easement provided and reference to flood plain study number					92
PFM 6-0202.5	No concentrated surface water discharged offsite without easements					93
PFM 6-0301.3	SWM facility provided on-site			*		100
PFM 6-0401.2	BMP facility provided on-site			*		103
Office Policy	SWM/BMP narrative, including number and type of facilities, description of watershed methodology/rational, maintenance plan and any other pertinent information					105
PFM 6-1701.3	Resource Protection Area boundary shown if it is within the site			*		106

Comments: _____

PFM 6-0303.3.	SWM and BMP not in RPA without approved exception					107
PFM 6-0402.8(g)	BMP maintenance responsibility statement (agency)					108
Section 78-201(C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					112
Section 78-201(C)(8)	Show existing and proposed storm sewers, curb and gutter, subdrains and/or culverts					113
	LIGHTING PLAN					114
Streetlight Policy and Standards	Lighting plan prepared in accordance with Town of Herndon lighting standards			*		115
Streetlight Policy and Standards	Distribution pattern of each fixture to be used. Professional engineer must certify that the proper distribution patterns are shown on the plan.					116
Streetlight Policy and Standards	Product cut sheets and complete product numbers for each fixture to be used					117
Section 78-201(C)(8)	Location of signs.					118
Section 78-201(C)(8)	The limits of clearing shall be located at the outermost limits of the area to be cleared, shall be accurately shown and labeled, shall not include any necessary clearing, and shall be shown on the plan of proposed development.					119
PFM 12-0403.2.B.	Drip line shown for trees to be retained					120
PFM 12-0403.10.	Tree protection shown and identified					121
Section 78-201(C)(8)	Notation on site plan prohibiting disturbance inside tree protection areas, including, but not limited to, grading, clearing, storage of materials, dumping of materials, and parking or transporting of vehicles and equipment					122
	MISCELLANEOUS					123
PFM 2-0212.3	North arrow and reference to State Grid System (VCS 83)					124
ESI Tech Bul 5-3	At least one set of plans has original signature and date on seal on cover sheet from each professional. APELSLA Board R&R 12.8.B.			*		125
PFM 2-0107.1	Proposed grading shown by contours and spot elevations					126
Office Policy	Slope of driveways labeled					127
Section 78-201(C)(8)	Owner, zoning and present use of adjoining property					128
PFM 10-0104.2.C	Bearings and distances on centerlines of sanitary sewers					129
PFM-10-0104.2.A.	Sanitary sewer profiles on same sheet as plan					130
PFM 10-0102.5.C.	Sanitary sewer setback 15' (4.6 m) from all buildings					131
Section 78-201(C)(8)	Existing easements of record shown with deed book and page number					132
Section 78-201(C)(8)	Proposed easements shown and identified as "proposed" otherwise Deed Book and page number shown					133
PFM 8-0100	Sidewalk provided along the site's road frontage if required					134
Section 78-201(C)(8)	Trails and walks as shown on GDP					135
PFM 8-0202.4A	Profiles shown for all trails to be constructed					136
PFM 2-0101.1	Approved or requested waiver and/or modification letters on plan					137
PFM 2-0101.1	All waivers and variances are still valid and not expired					138
PFM 2-0101.1	All conditions of waivers complied with on plan					139
Office Policy	Prints legible, not too light or too dark to microfilm					140
Office Policy	Existing topography not screened excessively so as not legible					141

Comments: _____

Office Policy	Insufficient elevation numbers on existing contour lines					142
	FIRE AND RESCUE DEPARTMENT ISSUES					143
PFM 9-0202.2.J1	Emergency access to within 100' (30 m) of main entrance					144
Fire Marshal	Fire lanes location marked on separate plan sheet					145
PFM 9-0202.2J(5)	Fire lanes a minimum of 18' (5.5 m) wide					146
	WATERLINES					147
PFM 9-0102.6A	Proposed tie-ins to existing water system shown			*		148
PFM 9-0102.3A	Sizes of proposed water mains and locations indicated			*		149
PFM 9-0102.7A	Existing easements with Deed Book and Page Number provided					150
PFM 9-0102.6C	Profile all proposed public water mains included			*		151
PFM 9-0102.3D & .6D	Show utility crossings on the profiles			*		153
PFM 9-0102.6H	Test holes results for all crossings with less than 1' (0.3 m) vertical clearance					154
	PROPOSED CONDITIONS					155
Section 78-201(C)(8)	(information to be Shown in Tabular form, indicating (a) the zoning provision for the minimum or maximum permitted, and (b) proposed.)					156
Section 78-201(C)(8)	lot area					157
Section 78-201(C)(8)	lot width; corner (or end) and interior;					158
Section 78-201(C)(8)	setbacks;					159
Section 78-201(C)(8)	side yard: total of combined side yards, where applicable;					160
Section 78-201(C)(8)	rear yard;					161
Section 78-201(C)(8)	total site area;					162
Section 78-201(C)(8)	lot area and lot area as percentage of total area					163
Section 78-201(C)(8)	number of lots;					164
Section 78-201(C)(8)	density (dwellings per acre)					165
Section 78-201(C)(8)	average lot size;					166
Section 78-201(C)(8)	Height of buildings;					167
Section 78-201(C)(8)	For residential buildings, the number, size and type of dwelling units;					168
Section 78-201(C)(8)	Number of parking spaces					169
Section 78-201(C)(8)	Parking ratio;					170
Section 78-201(C)(8)	Amount of impervious surface;					171
Section 78-201(C)(8)	Area of dedicated right-of-way;					172
Section 78-201(C)(8)	Lot numbers on each lot;					173
Section 78-201(C)(8)	Lot size on each lot;					174
Section 78-201(C)(8)	Lot lines dimensioned;					175
Section 78-201(C)(8)	Front setback, side yard and rear yard labeled and dimensioned;					176
Section 78-201(C)(8)	Proposed easements , with size, on site and on adjoining properties for: sanitary sewer with flow direction indicated: storm sewer; water; streets, alleys, driveways, walkways and the like; gas, electric, telephone; slopes; grading; and other;					177
Section 78-201(C)(8)	Proposed and existing to remain above and below ground utilities, including electric, communications, and the like;					178
Section 78-201(C)(8)	Proposed and existing to remain water, sanitary sewer and storm sewer, and fire hydrants indicating pipe sizes					179

Comments: _____

Section 78-201(C)(8)	The features of the proposed development, including land uses, the general location of buildings proposed, the number of residential units and types, the type, amount (in square feet), Floor Area Ratio of nonresidential development, and other information about densities and intensities;					180
Section 78-201(C)(8)	Building restriction lines;					181
Section 78-201(C)(8)	Foot print of buildings and other structures;					182
Section 78-201(C)(8)	Proposed distance of setbacks and yards for each building;					183
	PROPOSED LANDSCAPING AND OPEN SPACE					184
Section 78-201(C)(8)	Open space as percentage of total site or lot area (as applicable)					185
Section 78-201(C)(8)	Chart of required and proposed plant materials conforming to the requirements of the code.					186
Section 78-201(C)(8)	Location of open space and recreation facilities, with associated calculations showing amount and type per Herndon Town Code Section 78-504;					187
Section 78-201(C)(8)	Proposed ownership of open space;					188
	ADDITIONAL INFORMATION ABOUT CIRCULATION					189
Section 78-201(C)(8)	A proposed traffic circulation plan including major streets and major pedestrian, and bike paths; the approximate location of proposed community and public facilities and the proposed plan for major sanitary sewer and storm drainage improvements; and a schedule showing the number of parking spaces provided and the number of required by the provisions of Section 78-500, Off-Street Parking and Loading;					190
Section 78-201(C)(8)	Location, type and size of pedestrian and vehicular circulation facilities on the site, including;					191
Section 78-201(C)(8)	Design of vehicular entrances and exits in relation to streets giving access to the site and in relation to pedestrian traffic;					192
Section 78-201(C)(8)	Hike and bike trail system per town comprehensive plan					193
Section 78-201(C)(8)	Proposed streets abutting or through the site:					194
Section 78-201(C)(8)	Right-of-way lines, width, and category of street					195
Section 78-201(C)(8)	name and route number					196
Section 78-201(C)(8)	slope					197
Section 78-201(C)(8)	centerline with stations and points of curvature					198
Section 78-201(C)(8)	radii of curves					199
Section 78-201(C)(8)	Parking areas (on and off-street)					200
Section 78-201(C)(8)	Location and design of inter-parcel access;					201
	ADDITIONAL INFORMATION TO BE SHOWN ON THE PLAN					202
Section 78-201(C)(8)	Proposed public use dedications					203
Section 78-201(C)(8)	Compliance with applicable established design criteria, construction standards and specifications for improvements required by ordinance or a duly adopted resolution by the Town Council; or recommended by the staff based on accepted planning practices;					204
Section 78-201(C)(8)	Any additional information that the applicant may desire to provide in the consideration of the application.					205
Section 78-201(C)(8)	A traffic impact study for the proposed uses(s) prepared in accordance with Section 78-501(B), Traffic impact studies.					206

Comments: _____

Section 78-201(C)(8)	A description of special amenities proposed within the development;					207
Section 78-201(C)(8)	A statement setting forth the proposed approximate development schedule					208
Section 78-201(C)(8)	Certification, in a form prescribed by the Zoning Administrator, that all required public notification regarding a public hearing has been given in accordance with Section 78-201(l), Public Notification shall be submitted upon completion of proper notification by the applicant					209
Section 78-201(C)(8)	For review and presentation at the Planning Commission and the Town Council meetings; nine copies of the primary plan sheet and landscape sheet (as applicable) on 11" x 17" sheet for each meeting, in a form determined by the Zoning Administrator					210
Section 78-201(C)(8)	The Zoning Administrator or Subdivision Administrator may request additional information, as reasonable, if necessary for the evaluation of the application.					211
Section 78-201(C)(8)	Prior to submittal of the application materials, the applicant may request that the Zoning Administrator or Subdivision Administrator approve relief from any specific submittal requirements listed in Section 78-201(C) or elsewhere if the Zoning Administrator or Subdivision Administrator deems such requirements unnecessary for the evaluation of the application.					212

Comments: _____

