



**ENGINEERS AND SURVEYORS INSTITUTE**  
 “A public/private partnership”  
 HERNDON, VIRGINIA  
**MINIMUM SUBMISSION REQUIREMENTS**  
**SINGLE LOT SITE PLAN**

PROJECT NAME & NUMBER: \_\_\_\_\_ Revision

PROJECT ADDRESS: \_\_\_\_\_

TAX MAP REFERENCES: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ DPE# \_\_\_\_\_

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)	Where existing slope is less than 2%, either 1' contours or spot elevations where necessary but not more than 50' apart in both directions					5
Section 78-201(C)(8)	Existing topography extending at least 25' beyond site boundary					6
Section 78-201(C)(8)	Topography credit, where done by others					7
Section 78-201(C)(8)	Reference datum.					8
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					9
Section 78-201(C)(8)	Certificate by surveyor or engineer setting forth source of title of the owner and place of record of the last instrument in chain of title					10
Section 78-201(C)(8)	If plan spans more than one sheet, match lines are provided					11
PFM 4-0201	Plan note that a soil report is required if construction is proposed in an "A" soil or a dam is proposed requiring a report per PFM Plate # 64-6					12

Comments: \_\_\_\_\_

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Section 78-201(C)(8)	Engineer's or surveyor's certification completed with seal and date on sheets with engineering content.			*		13
Section 78-201(C)(8)	Any waivers, zoning variances, or proffers granted for the project shown on the plans					15
Section 78-201(C)(8)	Proposed uses					16
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					17
Section 78-201(C)(8)	Overall site layout plan (showing all phases or proposed sections), including lot numbers and acres					18
Office Policy	Fire Marshall comments shown on plan					19
Section 78-201(C)(8)	Watercourses and their names					20
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					21
PFM 2-0212.19	Owner/developer wetlands certification signed			*		22
	PLANNING AND ZONING					23
Section 78-201(C)(8)	Rezoning number with date and ordinance number is on plan approval information					24
Section 78-201(C)(8)	Plan includes rezoning approval letter to applicant including approved ordinance proffers, modifications, conditions, and waivers.			*		25
Section 78-201(C)(8)	Plan includes Town Council rezoning resolution for Approved Preliminary Subdivision Plan.			*		26
Section 78-201(C)(8)	GDP included on plan if applicable			*		27
Section 78-201(C)(8)	Special Exception Resolution with conditions if applicable included			*		28
Section 78-201(C)(8)	BZA approval letter to applicant included if applicable			*		29
Section 78-201(C)(8)	Special Exception plan included if applicable			*		30
Section 78-201(C)(8)	Any waivers, zoning variances, or conditions granted for the project shown on the plans					31
Section 78-201(C)(8)	Statement of compliance with any applicable proffers, Special Exception conditions, variances, waivers, or modifications			*		32
Section 78-201(C)(8)	Statement of compliance with GDP and / or Special Exception plan layout if applicable.			*		33
Section 78-201(C)(8)	Valid preliminary subdivision plan.			*		34
Section 78-201(C)(8)	Required grave burial ground statement, or "none"					35
Section 78-201(C)(8)	Natural features, including drainage divides and 100 year flood plain					36
Section 78-201(C)(8)	Identification of soil characteristics (soils map and soils data chart)					37
	EXISTING CONDITIONS					38
Section 78-201(C)(8)	Existing topography with a maximum of two-foot contour intervals					39
Section 78-201(C)(8)	Where existing ground is on a slope of less than two percent: either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions.					40
Section 78-201(C)(8)	Existing topography extending at least 25' beyond site boundary					41
Section 78-201(C)(8)	Natural features, including drainage divides and 100 year flood plain					42

Comments: \_\_\_\_\_  
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Section 78-201(C)(8)	Watercourses and their names					43
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					44
Section 78-201(C)(8)	Identification of soil characteristics (soils map and soils data chart)					45
Section 78-201(C)(8)	Structures					46
Section 78-201(C)(8)	Existing streets abutting or through the site					47
Section 78-201(C)(8)	Right-of-way lines, width, and category of street					48
Section 78-201(C)(8)	Name of streets and route numbers					49
Section 78-201(C)(8)	Slope of streets					50
Section 78-201(C)(8)	Centerline of streets with stations and points of curvature					51
Section 78-201(C)(8)	radii of curves					52
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					53
Section 78-201(C)(8)	Existing above and below ground utilities, including, electric, communications, and the like;					54
Section 78-201(C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					55
Section 78-201(C)(8)	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system;					56
Section 78-201(C)(8)	Survey of existing trees prepared by an ISA Certified Arborist, shown on one sheet, and including:					57
Section 78-201(C)(8)	Existing tree canopy cover					58
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					59
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					60
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.					61
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					62
Section 78-201(C)(8)	All trees within the site and adjacent areas and shown to be saved on the site plan shall be shown according to the total spread of the tree canopy / crown / cover at the drip line					63
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					64
	PUBLIC STREET REQUIREMENTS					65

Comments: \_\_\_\_\_

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Section 78-201(C)(8)	Existing streets abutting or through the site					66
Section 78-201(C)(8)	Slope of streets					71
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;					76
Section 78-201(C)(8)	Adequate pedestrian connections					78
	PRIVATE STREETS					86
Section 70- (Subdivision Ord under modification by staff)	Ingress/egress easement noted or delineated for all private streets					87
PFM Std TU-1	Typical cross section and turnaround for private streets					88
Section 70- (Subdivision Ord under modification by staff)	Private residential streets not exceed 600'(182.88 m) without waiver					89
PFM 2-103.6	Private street maintenance note on plan and plat (agency)					90
PFM 23-7 PS-3	Pipestem driveway pavement design shown					91
	EROSION AND SEDIMENT CONTROL					92
DEM ltr #30-88	Erosion and sedimentation controls identified and trap computations shown					93
PFM 2-0203.1.C	Limit of clearing and grading shown					94
PFM 2-0212.12	Clearing limits matches between: grading, erosion and sediment, GDP sheets					98
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					99
Office Policy	Overlay soils boundaries on Phase I E&S plan					100
Office Policy	Construction entrances with washracks at all access points					101
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.					102
	DRAINAGE					103
PFM 6-0202.13	Overland relief provided for sump conditions and to clear building					104
PFM 6-1103.3	Inlet ponding to be within an easement					105
PFM 6-1405.1	Flood plain easement provided and reference to flood plain study number					106
PFM 6-0202.5	No concentrated surface water discharged offsite without easements					107
PFM 6-0905,1008	Design computations provided for closed and open systems. Indicate time of concentration used					108
PFM 6-0203.1.B	Outfall narrative description. Provide cross-sections of channel chart showing channel type, depth, velocity and determination of adequacy and type of erosion control required, if any.			*		109
PFM 6-0201.2	If open channel, is it an existing natural incised channel					110
PFM 6-0203.1.A.	Cross section, water surface elevation and computations shown for existing natural incised channel			*		111

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PFM 6-0203.1.A.	If incised channel, show both horizontal and vertical scale			*		112
PFM 6-0203.3.	If into existing system, include its capacity computations and proposed flow			*		113
PFM 6-0301.3	SWM facility provided on-site with required calculations, including contributing drainage area and weighted 'c' factor, stage-storage tables, outlet configuration, stage-discharge curves, inflow and outflow hydrographs for storage facilities			*		114
Office Policy	Provide calculations for allowable release rate in the following format: Allowable release rate = (Pre-construction runoff for site) + (Off-site controlled runoff) – (Post-construction on-site uncontrolled runoff)			*		115
Office Policy	Profile proposed ponds					116
PFM 6-0401.2	BMP facility provided on-site with required calculations			*		117
Office Policy	BMP design worksheet shown			*		118
Office Policy	SWM/BMP narrative, including number and type of facilities, description of watershed methodology/rational, maintenance plan and any other pertinent information					119
PFM 6-1701.3	Resource Protection Area boundary shown if it is within the site			*		120
PFM 6-0303.3.	SWM and BMP not in RPA without approved exception					121
PFM 6-0402.8(g)	BMP maintenance responsibility statement (agency)					122
PFM 6-0402.8(c)	BMP open space credit note "water quality management area..."					123
Office Policy	Show off-site drainage area map with drainage areas and acreages annotated					124
Office Policy	Proposed drainage areas to each drainage structure clearly shown. Area, 'c' factor, and structure destination for each subarea labeled					125
Section 78-201(C)(8)	All existing water, sanitary sewer and storm sewer facilities, and, fire hydrants indicating pipe sizes					126
Section 78-201(C)(8)	For existing water, sanitary sewer and storm sewer facilities, and, fire hydrants: show flow direction, types and grades and where connection is made to the town or other utility system;					127
Section 78-201(C)(8)	Show existing and proposed storm sewers, curb and gutter, subdrains and/or culverts					128
	LIGHTING PLAN					129
Streetlight Policy and Standards	Lighting plan prepared in accordance with Town of Herndon lighting standards			*		130
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.					131
Streetlight Policy and Standards	Product cut sheets and complete product numbers for each fixture to be used					132
Section 78-201(C)(8)	Location of signs.					133
Section 78-201(C)(8)	On-site lighting depicted on a site lighting plan, in conformance with Section 78-515(l):					134
Section 78-201(C)(8)	Description of all luminaries (location, output and type) and the method of fixture mounting, output (distribution patterns), and mounting height above grade.					135
Section 78-201(C)(8)	Architectural style.					136
Section 78-201(C)(8)	Levels of illumination diagrammed with maintained horizontal foot-candle values at a distance of three feet above the ground, with grid spacing no greater than 15 feet covering the entire site					137

Comments: \_\_\_\_\_

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	and adjacent areas.					
Section 78-201(C)(8)	Detail sheet showing poles and fixtures, and whether poles are foundation-mounted or direct burial; as well as detail for fixtures mounted on buildings.					138
Section 78-201(C)(8)	Detail of shielding devices and methods, as well as the distribution patterns for each type of shielding.					139
Section 78-201(C)(8)	Statements on the plan sheet that 1). Sodium vapor luminaries shall not be used for site lighting; and 2). All direct light rays from site lighting fixtures shall be confined entirely within the boundary line of the site; Product cut sheets and individual distribution patterns (may be submitted when information is known.)					140
Section 78-201(C)(8)	Streetlights to be provided on public streets, with specifications shown on photometric plan					141
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.					142
Section 78-201(C)(8)	The location of tree wells and tree walls shall be accurately located on the site plan.					143
Section 78-201(C)(8)	Applicable diagrams of standard tree protection devices					144
PFM 12-0403.2.B.	Drip line shown for trees to be retained					145
PFM 12-0403.10.	Tree protection shown and identified					146
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					147
	MISCELLANEOUS					148
PFM 2-0212.3	North arrow and reference to State Grid System (VCS 83)					149
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.			*		150
PFM 2-0107.1	Proposed grading shown by contours and spot elevations					151
Office Policy	Slope of driveways labeled					152
Section 78-201(C)(8)	Owner, zoning and present use of adjoining property					153
PFM 10-0104.2.C	Bearings and distances on centerlines of sanitary sewers					154
PFM-10-0104.2.A.	Sanitary sewer profiles on same sheet as plan					155
PFM 10-0102.5.C.	Sanitary sewer setback 15' (4.6 m) from all buildings					156
Section 78-201(C)(8)	Existing easements of record shown with deed book and page number					157
Section 78-201(C)(8)	Proposed easements shown and identified as "proposed" otherwise Deed Book and page number shown					158
PFM 8-0100	Sidewalk provided along the site's road frontage if required					159
Section 78-201(C)(8)	Trails and walks as shown on GDP					160
PFM 8-0202.4A	Profiles shown for all trails to be constructed					161
PFM 2-0101.1	Approved or requested waiver and/or modification letters on plan					162
PFM 2-0101.1	All waivers and variances are still valid and not expired					163
PFM 2-0101.1	All conditions of waivers complied with on plan					164
Office Policy	Prints legible, not too light or too dark to microfilm					165
Office Policy	Existing topography not screened excessively so as not legible					166

Comments: \_\_\_\_\_

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Office Policy	Insufficient elevation numbers on existing contour lines				167
Office Policy	No trees allowed in utility easements				
	FIRE AND RESCUE DEPARTMENT ISSUES				168
PFM 9-0202.2.J1	Emergency access to within 100' (30 m) of main entrance				169
Fire Marshal	Fire lanes location marked on separate plan sheet				170
PFM 9-0202.2J(5)	Fire lanes a minimum of 18' (5.5 m) wide				171
	WATERLINES				172
PFM 9-0102.6A	Proposed tie-ins to existing water system shown		*		173
PFM 9-0102.3A	Sizes of proposed water mains and locations indicated		*		174
PFM 9-0102.7A	Existing easements with Deed Book and Page Number provided				175
PFM 9-0102.6C	Profile all proposed public water mains included		*		176
Office Policy	Provide water main stationing on the profile		*		177
PFM 9-0102.3D & .6D	Show utility crossings on the profiles		*		178
PFM 9-0102.6H	Test holes results for all crossings with less than 1' (0.3 m) vertical clearance				179
Office Policy	Show proposed water meters				
	PROPOSED CONDITIONS				180
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.)				181
Section 78-201(C)(8)	lot area				182
Section 78-201(C)(8)	lot width; corner (or end) and interior;				183
Section 78-201(C)(8)	setbacks;				184
Section 78-201(C)(8)	side yard: total of combined side yards, where applicable;				185
Section 78-201(C)(8)	rear yard;				186
Section 78-201(C)(8)	total site area;				187
Section 78-201(C)(8)	lot area and lot area as percentage of total area				188
Section 78-201(C)(8)	number of lots;				189
Section 78-201(C)(8)	density (dwellings per acre)				190
Section 78-201(C)(8)	average lot size;				191
Section 78-201(C)(8)	Building coverage (area of building footprint(s) as share of total site);				192
Section 78-201(C)(8)	Floor area ratio (where applicable);				193
Section 78-201(C)(8)	Floor area by use:				194
Section 78-201(C)(8)	Number of floors;				195
Section 78-201(C)(8)	Height of buildings;				196
Section 78-201(C)(8)	For residential buildings, the number, size and type of dwelling units;				197
Section 78-201(C)(8)	Number of parking spaces				198
Section 78-201(C)(8)	Parking ratio;				199
Section 78-201(C)(8)	Parking spaces for persons with disabilities;				200
Section 78-201(C)(8)	Amount of impervious surface;				201
Section 78-201(C)(8)	Area of dedicated right-of-way;				202
Section 78-201(C)(8)	Lot numbers on each lot;				203
Section 78-201(C)(8)	Lot size on each lot;				204
Section 78-201(C)(8)	Lot lines dimensioned;				205
Section 78-201(C)(8)	Front setback, side yard and rear yard labeled and dimensioned;				206
Section 78-201(C)(8)	Proposed finished grading by contours supplemented where necessary by spot elevations;				207

Comments: \_\_\_\_\_

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Section 78-201(C)(8)	Proposed water and sanitary sewer facilities, indicating pipe sizes, types and grades and where connection is to be made to the town or other utility system;					208
Section 78-201(C)(8)	Provisions for fire protection;					209
Section 78-201(C)(8)	Provisions for the adequate disposition of natural water and storm water in accordance with the duly adopted design criteria and standards of the town, indicating location, sizes, types and grades of ditches, catch basins and pipes and connections to existing drainage system.					210
Section 78-201(C)(8)	Provision for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction.					211
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;					212
Section 78-201(C)(8)	Proposed and existing to remain above and below ground utilities, including electric, communications, and the like;					213
Section 78-201(C)(8)	Proposed and existing to remain water, sanitary sewer and storm sewer, and fire hydrants indicating pipe sizes					214
Section 78-201(C)(8)	For proposed water, sanitary sewer, storm sewer, and fire hydrants; show flow direction, types and grades and where connection is made to the town or other utility system;					215
Section 78-201(C)(8)	Provisions for monuments to be placed on the site.					216
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;					217
Section 78-201(C)(8)	Building restriction lines;					218
Section 78-201(C)(8)	Foot print of buildings and other structures;					219
Section 78-201(C)(8)	Dimensions;					220
Section 78-201(C)(8)	Finished floor elevations;					221
Section 78-201(C)(8)	Proposed distance of setbacks and yards for each building;					222
	PROPOSED LANDSCAPING AND OPEN SPACE					223
Section 78-201(C)(8)	Open space as percentage of total site or lot area (as applicable)					224
Section 78-201(C)(8)	Chart of required and proposed plant materials conforming to the requirements of the code.					225
Section 78-201(C)(8)	Schedule of the proposed plant species, size, common and botanical name.					226
Section 78-201(C)(8)	Methods of proposed irrigation and drainage for maintenance of required landscaping.					227
Section 78-201(C)(8)	Drawings showing planting details for landscape materials proposed to be placed on the site.					228
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;					229
Section 78-201(C)(8)	Landscape Plan in accordance with Section 78-503 (C)(2), on a separate sheet;					230
Section 78-201(C)(8)	Show generally on the plan and in tabular form how the plan					231

Comments: \_\_\_\_\_

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	meets the requirements of Section 78-504					
Section 78-201(C)(8)	Proposed ownership of open space;					232
	ADDITIONAL INFORMATION ABOUT CIRCULATION					233
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;					234
Section 78-201(C)(8)	Location, type and size of pedestrian and vehicular circulation facilities on the site, including;					235
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;					236
Section 78-201(C)(8)	Hike and bike trail system per town comprehensive plan					237
Section 78-201(C)(8)	Proposed streets abutting or through the site:					238
Section 78-201(C)(8)	Right-of-way lines, width, and category of street					239
Section 78-201(C)(8)	name and route number					240
Section 78-201(C)(8)	slope					241
Section 78-201(C)(8)	centerline with stations and points of curvature					242
Section 78-201(C)(8)	radii of curves					243
Section 78-201(C)(8)	Parking areas (on and off-street)					244
Section 78-201(C)(8)	Size and angle of stalls;					245
Section 78-201(C)(8)	Loading spaces;					246
Section 78-201(C)(8)	Associated walkways;					247
Section 78-201(C)(8)	Type of surfacing;					248
Section 78-201(C)(8)	Aisle width;					249
Section 78-201(C)(8)	Location and design of inter-parcel access;					250
	ADDITIONAL INFORMATION TO BE SHOWN ON THE PLAN					251
Section 78-201(C)(8)	Visual and acoustical screening of mechanical equipment (roof-mounted and ground-mounted);					252
Section 78-201(C)(8)	Bulk solid waste receptacles in conformance with Section 78-516;					253
Section 78-201(C)(8)	Proposed public use dedications					254
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;					255
Section 78-201(C)(8)	Any additional information that the applicant may desire to provide in the consideration of the application.					256
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.					257
Section 78-201(C)(8)	A description of special amenities proposed within the development;					258
Section 78-201(C)(8)	A statement setting forth the proposed approximate development schedule					259
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(I), Public Notification shall be submitted upon completion of proper					260

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	notification by the applicant					
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					261
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.					262
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.					263

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