



ENGINEERS AND SURVEYORS INSTITUTE
 “A public/private partnership”
LOUDOUN COUNTY, VIRGINIA
MINIMUM SUBMISSION REQUIREMENTS

PRELIMINARY PLAT OF SUBDIVISION

PROJECT NAME & NUMBER _____
 SUBMITTING FIRM _____ PHONE #. _____
 PROJ. COORD: _____ E-MAIL ADDRESS _____
 DPE NAME: _____ DPE # _____ E-MAIL ADDRESS _____
 REVIEW DATE _____ ESI TEAM _____

Note: The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary to demonstrate compliance with County requirements or conditions of approval. (Column abbreviations: OK = Addressed; REV = Revisions Required; NA = Not Applicable)

Code Reference	Description:	Sheet	OK	REV	NA	Line
	REQUIREMENTS FOR EACH SHEET:					
FSM 8.102.A.1	Title “PRELIMINARY PLAT OF SUBDIVISION”					1
FSM 8.101.A.1 & 8.102.A.2	Scale: Lots ≤ 3 Ac., 1”= 100’; Lots > 3 Ac., 1” = 200’					2
FSM 8.102.A.3	North Arrow					3
FSM 8.102.A.4	Date on Coversheet					4
FSM 8.102.A.5 & 8.102.A.2	Proposed name of subdivision					5
FSM 8.102.A.6.a	Name and address of the owner of record					6
FSM 8.102.A.6.b	Name of subdivider					7
FSM 8.102.A.6.c	Name of engineer or surveyor					8
FSM 8.102.A.7	Number of sheets in plat					9
FSM 8.101.A.3 & 8.102.A.8	Revision block					10
FSM 8.101.A.4 & 8.102.A.9	Source of title					11

Comments: _____

Code Reference	Description:	Sheet	OK	REV	NA	Line
FSM 8.101.A.5 & 8.102.A.10	Zoning requirements					12
	Applicable Zoning Ordinance version					13
	Minimum lot area					14
	Minimum lot width					15
	Maximum length / width ratio					16
	Minimum front, side, rear yards					17
	Maximum F.A.R.					18
	Maximum building coverage					19
	Maximum building height(s)					20
	Parking spaces required					21
	Parking spaces provided, including standard and handicapped					22
	Proposed use(s)					23
	Proposed number of lots					24
	Open space requirements					25
	Substantial Conformance Note (for plats w/ rezonings or special exceptions)					26
FSM 8.102.A.11 (FSM 8.101.A.6)	Zoning, variance, special exception, subdivision or subdivision exception info. (Applicable case #'s and approval dates)					27
FSM 8.102.A.12	Election district & Loudoun County, VA In Title block					28
FSM 8.102.A.13 (FSM 8.101.A.7)	Vicinity map: 1"= 2000' max.					29
	Existing and proposed boundaries of proposed subdivision					30
	Adjoining roads and private access easements w/ names and route numbers					31
	Town boundaries within 1 mile of subdivision					32
	North Arrow w/meridian					33
FSM 8.102.A.14	Boundary lines, total area of subdivision and area remaining in original tract if any					34
FSM 8.102.A.15	Proposed lot lines w/approximate dimensions, proposed block and lot numbers, and approx. area of each lot					35
FSM 8.102.A.16 (FSM 8.101.A.8)	Coordinate grid lines and 4 labeled ticks per plan sheet					36

Comments: _____

Code Reference	Description:	Sheet	OK	REV	NA	Line
FSM 8.102.A.17 (FSM 8.101.A.9)	Adjoining property information – names or tax map reference (or if subdivision: name, section & lot number) zoning, departing property lines, use.					37
FSM 8.102.A.18 (FSM 8.101.A.10)	Zoning district overlay and jurisdictional boundaries					38
FSM 8.102.A.19 (FSM 8.101.A.16)	MCPI number					39
FSM 8.102.A.20	Approximate location of existing building(s) within subdivision					40
FSM 8.102.A.21	Proposed location, width, centerline and projected ADT's of each proposed road.					41
FSM 8.102.A.21	Proposed sidewalks and trails					42
FSM 8.102.A.22	Location, width, centerline & ADT's of adjoining roads and access easements with names and route numbers.					43
Loudoun County Ch. 527 Memo of August 24, 2007	Vehicle trip computations with reference to the <u>ITE Trip Generation Handbook</u> , 7 th Edition. No reductions of trips permitted by any method. State whether TIA is required or not.					44
Code of Virginia 15.2-2222 & 24 VAC 30-155	If TIA is required per VDOT Chapter 527, TIA package must be completed per "Subdivision Plat or Site Plan Package Checklist" in Appendix 1 of the Administrative Guidelines of 24 VAC 30-155. Completed checklist included.					45
Code of Virginia 15.2-2222 & 24 VAC 30-155	VDOT Chapter 527 TIA VDOT Checklist completed (in Appendix 1 of the Administrative Guidelines of 24 VAC 30-155)					46
FSM 8.102.A.23	Proposed road names and road sign locations					47
FSM 8.102.A.24 (FSM 8.101.A.11)	Proposed yard lines and setbacks shown on plat or in table.					48
FSM 8.102.A.25 FSM 4.200.A.2.b LSDO 1245.05	Approx. location and area to be dedicated/ reserved for public, ROW or common use of property owners in subdivision. Location of existing and proposed conservation easements.					49
FSM 8.102.A.26	Watercourse locations and names. Floodplain delineation and source of floodplain noted					50
FSM 8.102.A.27	General location of existing drainage ways, ponds, springs, on-site sewage disposal, on-site water supply systems and existing & proposed public water and sewer lines					51
FSM 8.102.A.28	Archaeological sites or structures, historical features, cemeteries and historical landmarks on-site					52
FSM 8.102.A.29	Current topographic information: date, by what means and NGVD 1929 reference					53

Comments: _____

Code Reference	Description:	Sheet	OK	REV	NA	Line
FSM 8.102.A.30 (FSM 8.101.A.12)	Stakeout Plan or Note					54
FSM 8.102.A.31	65 and 60 LDN limits shown and areas within one mile of the 60 LDN line					55
FSM 8.102.A.32 (FSM 8.101.A.13)	Approval block					56
FSM 8.102.A.33	Proffered preservation areas clearly delineated (e.g., trees, structures, etc.)					57
FSM 8.102.A.34	For lots < 3 Ac, typical lot detail at 1"=50' max.					58
FSM 8.102.A.35	Lot yield tabulation for Cluster or Principal/Subordinate options in AR-1 or AR-2					59
FSM 8.102.A.36	Wetlands and Wetlands Permit Note.					60
FSM 8.102.A.37	Very Steep and Moderately Steep Slopes					61
FSM 8.102.A.38	Scenic Creek Valley Buffer boundaries					62
FSM 8.102.A.39	Soils Map Certification					63
FSM 8.102.A.40	Overlay districts					64
FSM 8.102.B.1 LSDO 1245.10 FSM 6.210	Approved drain field locations. Health Department approval letter of sewage disposal system. Approval letter for well locations or an approved hydrogeologic report					65
FSM 4.200.A.2.f	Reserve (spite) strips prohibited					66
FSM 4.200.A.2.g	In PDH Districts, no more than 80 dwelling units permitted by a single point of access directly to publicly maintained roadways or indirectly to publicly maintained roadways via an access easement.					67
FSM 4.310.A	Avoid roads crossing floodplain					68
FSM 4.310.B	Intersection angles as near to 90 degrees as possible.					69
FSM 4.310.C	Road jogs- Centerline offsets \geq 225' for Cat. A roads					70
FSM 4.310.D	Public or Cat. A roads align with existing or planned road intersections					71
FSM 4.310-E	Cul-de-sac maximum lengths: Commercial Retail/ Industrial and Office = 1500'; Rural Residential = 3500'; MF = 1000'; SFA = 1500'; SFD 1 unit or more per Ac = 2500'; SFD 1 unit per Ac = 3500'					72
FSM 4.310.E.4	Emergency access required if max road length exceeded					73
ZO 5-900	Setbacks from specific roads and W&OD Trail					74

Comments: _____

Code Reference	Description:	Sheet	OK	REV	NA	Line
ZO 7-100	A.D.U.'s provided for sites w/ ≥ 50 D.U.'s at density; > 1 unit/40,000SF					75
FSM 8.102.B.4	Phase 1A Reconnaissance-Level Archeological Survey					76
FSM 8.102.B.5	Documentation of Preliminary Soils review submission or application					77
FSM 8.102.B.6	Letter from VA DCR identifying natural heritage resources onsite or stmt. of NONE. If endangered or threatened species survey completed, copy of report included					78

Comments: _____
