

Completeness Checklist Review - Completed by Applicant			
Application Name:		Application #:	
Applicant Name:		Applicant Phone:	
Applicant Email:			

Required Items at Initial Submission (Site Plan and CPAP)		Submitted		
		Yes	No	Not Applicable*
01	Fee Check Receipt (FSM 8.106/8.107.B, FSM 8.101)			
02	Land Development Application Form (FSM 8.106/8.107.B, FSM 8.101)			
03	Bond estimate (FSM 8.106/8.107.B, FSM 8.304)			
04	If a stormwater management plan is required pursuant to Chapter 1096 of the Codified Ordinances, an unexecuted copy of the deed, and if available a plat, establishing long-term maintenance responsibility and necessary easements for storm drainage and stormwater management purposes. (FSM 8.107.B.1.d.)			
05	A completed Proffer/Condition Status Update Form if applicable. (FSM 8.106/8.107.B)			
06	If Underground Stormwater Management Facilities or dam embankments related to stormwater management or recreational water impoundments are proposed, a geotechnical report is to be included with the stormwater management design review. (FSM 5.225.B.6.a. and FSM 5.225.B.8.a.)			
07	An electronic copy of required submission materials (i.e., plats, plans, exhibits, studies, reports, legal documents, and letters) in PDF format or such other standard digital format as specified by the Director. (FSM 8.100.1)			
08	Copies of the plan sufficient for distribution. (LSDO 1243.10(2) and 1244.02(1))			
09	If not previously provided, an archaeological survey report prepared in accordance with FSM Chapter 7 of this manual. (FSM 8.106/8.107.B)			
10	If previously submitted, provide the number of the associated application (FSM 8.106/8.107.B):			
11	A cemetery, burial ground, or grave was identified. (FSM 8.106/8.107.B.)			

12	If a cemetery, burial ground, or grave was identified, an archaeological delineation of the perimeter boundary of all burials has been provided in accordance with FSM Chapter 7. (FSM 8.106/8.107.B.)			
Revisions to Construction Plans and Profiles (CPAR): In addition to the items listed on lines #1-12, the items listed below are required. (FSM 8.109.B.3.)				
13	The cover sheet and revision block indicates that the plans are revisions to a previously approved application and the application number and approval date are provided. (FSM 8.109.B.2.)			
14	All revisions have been highlighted on all applicable sheets. (FSM 8.109.B.3.)			
15	A revision narrative identifies all the highlighted revisions. (FSM 8.109.B.3.)			
Revisions to Site Plans (SPAM) may be utilized for the minor revisions listed below in lines #16-19. <b>Revisions beyond the scope shown on lines #16-#19 shall require a new site plan application.</b> In addition to the items listed on lines #1-12, the items listed on lines #20-22 are required. (FSM 8.110.)				
16	The improvements shall be minor in nature and not change the external traffic flow patterns; or (FSM 8.110.A.1.)			
17	The gross floor areas has not been increased by more than 5,000 square feet or 75 percent of the gross building area, whichever is less; or (FSM 8.110.A.2.)			
18	The proposed additional disturbed area has not exceeded 10,000 square feet or 25 percent whichever is less; or (FSM 8.110.A.3.)			
19	The proposed revision will not require review and concurrence by external review agencies (i.e. Loudoun Water, VDOT, and Health Department). (FSM 8.110.A.4.)			
20	Zoning tabulations have been revised, as required. (FSM 8.110.B.1.)			
21	Reference has been provided on the plan denoting the original site plan number and associated approval date. (FSM 8.110.B.2.)			
22	Revisions have been highlighted on the original site plan and explained in detail within a project narrative. (FSM 8.110.C.)			

**\*For any "Not Applicable" items, provide an explanation below. You may use this section for additional information.**