Site Plan

Date: _____ Case #: _____

Project Name:

_____

Town of Ashland

Department of Planning and Community Development
101 Thompson Street
Ashland, Virginia 23005
phone: (804) 798-1073 www.ashlandva.us
fax: (804) 798-4892

Applicant

Name: _____ Phone: _____

Company: _____

Address: _____

Email: _____ Fax: _____

Engineer/Consultant

Name: _____ Phone: _____

Company: _____

Address: _____

Email: _____ Fax: _____

Proposal Information

GPIN(s): _____

Address (or location description): _____

Acreage: _____ Zoning: _____

TO BE COMPLETED BY STAFF ONLY

Fee

- $800 + $50 per acre or part thereof
- $200 for resubmittal

Amount Paid: _____ Date: _____

x. _____

Site Plan Process

Prior to submitting any site plans, the applicant is **strongly encouraged** to meet with staff for a **pre-application meeting** by calling **(804) 798-1073**.

1. Application is submitted to Town and reviewed for completion.

2. Site plans distributed for review to Town and County officials.

3. Comment letters generated by Hanover Department of Public Utilities and Town of Ashland.

4. If approved, contact Town to coordinate pre-construction meeting and release of signed plans.

Plan Preparation Standards
Plans will not be accepted for review unless the following items are present at the time of submission:

- Nine (9) folded copies of the plan. One (1) extra set is required for Health Department if necessary (e.g. restaurant, hotel, or daycare)
- One (1) 8 ½ x 11 copy
- Plans prepared at a scale no smaller than 1:40
- **Maximum sheet size 24" by 36"**
- Sealed and signed by the professional who prepared the plans with an **original signature on the cover sheet**
- Town checklist complete with all items marked "Sheet #" or "N/A"
- Hanover County Department of Public Utilities Checklist completed
- Horizontal dimensions in feet and decimals of feet to the closest one-hundredth of a foot
- Bearings shall be in minutes and seconds must be to the nearest second
- A north point shall be provided, and reference to the true meridian
- All existing and proposed improvements must be clearly differentiated
- If prepared on more than one sheet, match lines shall clearly indicate where the several sheets join

If resubmitting, a comment response sheet will be required. Detail any changes to the plan and where the comments were addressed.

TOWN SITE PLAN CHECKLIST

Sheet # or N/A	Required information	Staff
1. GENERAL: TITLE OR COVER SHEET		
	Project Name (on cover sheet & in title block of all sheets)	
	Date of drawing, and revision dates	
	GPIN (Geographic Parcel Identification Number[s]) on title and layout	
	Name address, phone and fax number of the owners of record	
	Name address, phone and fax number of developer	
	Name, address, phone and fax number, Virginia seal (with registration number) of professionals drawing up the plan **(original signature and date on cover sheet)**	
	Vicinity map at a scale of not less than one inch to two thousand feet (1" = 2,000')	
	Blank space four inches by four inches (4" × 4") for use of approving authority	
	Parking calculations (show required and provided quantities)	
	Total acreage, current zoning and proposed zoning by acres.	
	Square footage of land disturbance. Also stated in acreage if appropriate.	
	Note on cover sheet stating whether VSMP applies for this project. If not include statement of exemption from VSMP permit coverage.	
2. GENERAL: PLAN SHEETS		
	Boundary of the tract by courses and distances	
	Minimum of two (2) datum references for elevations used on plans and profiles correlated to U.S. Geological Survey datum where practicable	
	Minimum of two (2) coordinate points, referenced to VA State Plane, South Zone, NAD 83, provided for property corners	
	Owner, GPIN, zoning and present use of all contiguous or abutting properties	
	Location and width of all building setback lines, landscaped setbacks, and buffers	
	Location, height, number of floors and square footage, of all proposed structures	
	Perpendicular distances from building corner(s) to property lines	
	Location of permanent markers to be installed where property lines intersect public street or alley rights-of-way	
	Description of the use of proposed buildings, as well as any other outside features, such as recreational areas or outside storage	
	Identification, name, state route number and width of all existing and proposed streets, rights-of-way and easements	
	Location, type and size of all means of ingress to and egress from the site	
	Distance of entrance to nearest intersection of state route, Town street or crossover for field verification of sight distance	
	Existing entrances, street connections, crossovers, etc., located along state route or Town street that may be affected by the development	
	All off-street parking and vehicle circulation areas, parking bays, loading spaces and walkways, indicating type of surfacing, wheel stops and bumpers, dimension and angle of stalls, width of aisles and a specific schedule showing the number of parking spaces required and provided	

TOWN SITE PLAN CHECKLIST

Sheet # or N/A	Required information	Staff
	Provision of sufficient handicap accessible parking spaces	
	Boundaries of all US Army Corps of Engineer confirmed wetlands	
	Display curb and gutter throughout the site, as well as curb, gutter and sidewalk on the adjacent public roads (any exceptions must be granted prior to site plan and letter verifying exception must be attached to site plan sheet)	
	Profiles for all sanitary and storm sewers, streets and curbs adjacent thereto, other utilities and floodplain limit studies	
	Existing topography with a maximum of two-foot contour intervals with reference date and source information (*if ground is less than two (2) percent slope, either one foot contours or spot elevations, but not more than fifty (50) feet apart)*	
	Existing dams, detention basins and any extrinsic structures	
	Legend detailing graphic descriptions for all road, drainage and utility items	
	Data map which outlines all drainage areas, impervious areas (existing and proposed), and RPA and RMA limits used in compliance with Chesapeake Bay Preservation and Water Quality Ordinances	
	Applicable stormwater management technical criteria (IIB vs. IIC) and justification for selection	
	Site-specific general notes explaining the details of the project	
	Town of Ashland notes on plans: (1) Erosion Control Notes, (2) General Notes, and (3) Traffic Notes (see attached)	
	A note which states, "All new utility services for electricity, telephone and cable shall be installed underground. No new above ground utilities are permitted."	
	The number, size and type of lots and/or dwelling units with sequential numbering of lots and/or units	
	Show locations of all new streetlights.	
	Master plan showing all phase or proposed sections	
	Copies of any approved conditions of Zoning, Conditional Use Permits, or Variances shall be on the plans.	
	For subdivisions, check with Postmaster on requirements for mailboxes on rural routes *(several rural routes in the Town and show mailbox locations if required)*	
	For subdivisions, the protective covenants must be submitted and reviewed for approval. Protective covenants shall not be recorded until it has been approved by both the Planning Department and the Department of Public Works.	
3. PUBLIC STREETS AND ENTRANCES		
	All street and highway construction and geometrics shall be in accordance with the VDOT publications, or as required by the Director of Public Works.	
	Include on the plans Cost Estimate for new construction of roads and drainage structures that will be turned over to the Town after construction is complete. This will be the basis for the Performance Agreement/bond.	
	Include Cost Estimate for work to be done in the existing Town Right of Way on the plans. This cost estimate will be the basis for the Right of Way Permit/bond.	
	Include Town of Ashland standard pavement repair detail for any cuts in existing asphalt for utility installation, storm drainage or other purpose.	
	For new subdivision streets, utility service lines must be extended to individual lots to avoid pavement cuts. Utilities for which service lines cannot be extended to	

TOWN SITE PLAN CHECKLIST

Sheet # or N/A	Required information	Staff
	individual lots must be installed in locations where pavement cuts will not be necessary to extend these utilities.	
Plan:		
	Right-of-way lines, widths, centerline (stationed at 100' intervals – min.), limits of construction and pavement width or width from face of curb.	
	Centerline curve data, including delta, radius, arc length, chord and tangent, stationing at intersections, PCs, PTs, etc.	
	The edge of proposed street surface or the face of curb, as the case may be. All dimensions, including radii, shall be to face of curb or edge of pavement if there is no curb.	
	The widths of rights-of-way, and all easements, and the width of surface or distance between curb faces and relation to centerline.	
	When proposed streets intersect with or adjoin existing streets or travel ways, both edges of existing pavement surface or curb and gutter must be indicated for a minimum of one hundred (100) feet.	
	The location of all or any springs either within or draining to street rights-of-way and indicate proposed method of treatment.	
	Stationing on the plan must match profile.	
	Site distances data for design speed limit. Show actual line and length of horizontal and vertical sight distance at street intersections and any sight distance easements that may be required. A site distance profile is required.	
	Entrance locations and necessary details and specifications. Label standard VDOT entrance types.	
	Guardrail location and necessary details and specifications, if applicable.	
	Show all temporary construction easements and turnarounds. Include recordation information.	
	All proposed property footage and intersection improvements within the right-of-way.	
	Complete dimensions of existing and proposed deceleration, left and right turn lanes.	
	CG-12 ramps where at all intersection, entrances and driveways unless ADA accessibility is otherwise provided.	
	Detailed work area protection layout, to include a construction sequencing/ maintenance of traffic narrative, for all construction activities within state or Town maintained right-of-way.	
	Show stop signs and stop bars at intersections. Show locations of all signs to be included.	
	For new lanes on existing public streets, show additional traffic signal heads; show signs and/or pavement marking for turn arrows.	
	Show crosswalks at intersections.	
	Show street signs at proposed intersections. Letter size on street signs is to be in conformance with latest FHWA guide lines.	
	Show concrete monuments four (4) inches in diameter or four (4) inches square, three (3) feet long, with a flat top, set at all street corners, at all points where the street line intersects the exterior boundaries of the subdivision and at the right angle points and points of curve in each street.	
Profile:		

TOWN SITE PLAN CHECKLIST

Sheet # or N/A	Required information	Staff
	Street names.	
	Stationing on the plan must match profile. Complete stationing at intersections, PCs. PTs, PVCs, PVTs, etc.	
	Finished grade for mainline and connections at centerline and top of curb.	
	Finished grade elevations: 50' tangent, 25' curve, at intersections, PCs. PTs, PVCs, PVTs, etc.	
	Vertical curve data. Including percent of grade, change of grade elevations (PVI) and length of curve.	
	"K" values used for determining minimum sag lengths.	
	Vertical sight distance for crests.	
	Actual line and length of vertical sight distance at street intersections.	
	Existing and proposed utilities of all types.	
	Existing centerline elevations, and left and right (along edge of right-of-way) elevations.	
Details:		
	Complete typical cross-sections.	
	Typical pavement section, (including CBR value)	
	Existing and proposed utilities of all types.	
4. DRAINAGE		
	Provide for the adequate disposition of natural and storm water in accordance with design criteria and construction standards of the town and the Virginia Department of Transportation (VDOT) and Virginia E&S Guidelines.	
Plan and Profile:		
	Detailed drainage area map defining the contributing drainage area (pre and post development) in acres, including any off-site drainage, and sub-areas used in calculations (indicating acreage and C-values for sub-areas, as appropriate). Storm sewer layout shown on plan.	
	Reference to the hydrologic method used including supporting data used in computing flows (Q2, Q10 and Q100 both pre- and post-development where required). Show computations for weighted coefficients (i.e., C-values) and times of concentration.	
	Indicate location, size, types and grades of existing and proposed ditches, inlets, pipes and connections to existing drainage system on plan and profiles.	
	Existing and proposed drainage easements dimensioned and labeled. Include deed book and page number of recordation. All proposed drainage easements are a minimum of 20 feet.	
	All storm sewer pipes, inlets and appurtenances, identifying inlets and other appurtenances by type (VDOT designation) and number; the station on the plan must conform to the station on the profile. Include the following information: Inlets - depth and spread, length of throats, top elevations; Pipes - material, class, diameter (15" min.), velocity, capacity, invert elevations, slope. Include profile of storm sewer systems.	
	Show hydraulic grade line on profile. Note elevations at key points (inlets and	

TOWN SITE PLAN CHECKLIST

Sheet # or N/A	Required information	Staff
	manholes).	
	For proposed culverts, include inverts, length, type and class, headwater depth, discharge protections, outlet velocity, diameter, design cover.	
	Descriptions of all proposed storm sewer structures in a drainage summary.	
	For proposed ditches and channels include: typical cross sections, depth, side slopes, longitudinal slope, type of lining (by station), Manning's "n" value, contributing drainage area, flow arrows (plan and profile). Also include Q2, Q10, Q100, V2 and D10. Include additional information as required on VDOT Standard Form LD-268. Include profiles for paved ditches and channels.	
	Include details of VDOT standard structures where applicable (inlets, curb and gutter, etc).	
	Details for all non-standard/special design structures (flumes, basin outlets, energy dissipaters, etc.).	
	Field location of all natural watercourses or drainage ways affected by/related to construction (include direction of flow). Show in plan and profile views.	
	Field located limits of 100-year flood zones and backwater inundation. Specify on plans if project is not located in a 100-year flood plain.	
	Show all types of required under drains with outlet locations clearly identified and defined.	
	Arrows showing the direction of drainage flow for the following existing and proposed items: streets/across pavement, storm sewers, valley gutters, ditches, streams and sub-drainage structures.	
Calculations:		
	Calculations to support design of all storm inlets, pipes, ditches and culverts on standard VDOT calculation forms (LD-229, LD-204, LD-268 and LD-269).	
	10-year hydraulic grade line or water surface profile for proposed and existing storm sewer systems on standard VDOT calculation form (LD-347).	
	Check all curb inlets in sag for 100-year storm.	
	Include supporting computations for all special design structures (end walls, inlets, flumes, energy dissipaters, channels, etc.)	
	Driveway culverts computed for each lot.	
	Include MS-19 calculations for adequacy of existing channels as stated in the Virginia Erosion and Sediment Control Handbook. (If technical criteria IIC was used this has been fulfilled)	
5. STORMWATER MANAGEMENT PLAN: WATER QUALITY/QUANTITY IMPACT ANALYSIS & DESIGN		
	Specify the technical criteria used on the plans (IIB or IIC from VSMP Regulations), and Complete appropriate section of Item 5 (A or B) of this checklist.	
	Completeness Review: The following items must be included for the Stormwater Management Plan to be deemed "Complete". The completeness review will be performed within 15 days of plan submittal. The formal review will not begin until the following items have been included.	
	1. Information on the type and location of stormwater discharges; information on the features to which stormwater is being discharged including surface waters, if present, and the predevelopment and post-development drainage	

TOWN SITE PLAN CHECKLIST

Sheet # or N/A	Required information	Staff
	areas	
	2. Contact information including the name, address, and telephone number of the owner and the tax reference number and parcel number of the property or properties affected	
	3. A narrative that includes a description of current site conditions and final site conditions	
	4. A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete	
	5. Information on the proposed stormwater management facilities, including: a. The type of facilities; b. Location, including geographic coordinates; c. Acres treated; and d. The surface waters, if present, into which the facility will discharge.	
	6. Hydrologic and hydraulic computations, including runoff characteristics;	
	7. Documentation and calculations verifying compliance with the water quality and quantity requirements of ATC Section 4.1-9 of this Chapter.	
	8. A map or maps of the site that depicts the topography of the site and includes: a. All contributing drainage areas; b. Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains; c. Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas; d. Current land use including existing structures, roads, and locations of known utilities and easements; e. Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels; f. The limits of clearing and grading, and the proposed drainage patterns on the site. g. Proposed buildings, roads, parking areas, utilities, and stormwater management facilities; and h. Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, and easements. i. If an operator intends to meet the water quality and/or quantity requirements set forth in ATC Section 4.1-9 of this Chapter through the use of off-site compliance options, where applicable, then a letter of availability from the off-site provider must be included. Approved off-site options must achieve the necessary nutrient reductions prior to the commencement of the applicant's land disturbing activity except as otherwise allowed by Virginia Code § 62.1-44.15:35.	
	Elements of the stormwater management plans that include activities regulated under Virginia Code §§ 54.1-400 et seq. shall be appropriately sealed and signed by a professional registered in the Commonwealth of Virginia pursuant to Virginia Code §§ 54.1-400 et seq.	

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Sheet # or N/A	Required information	Staff
	Water quality impact analysis & Chesapeake Bay calculations, if required. Use Chesapeake Bay Local Assistance Manual, Virginia Stormwater Management Handbook or other acceptable engineering method. Cite source and reference of method used.	
	The following items must also be submitted:	
	• The fee and fee form	
	• Appropriate Virginia Stormwater Management check list per BMP specifying sheet number(s) in the plan set	
	All stormwater management facilities that have a temporary pool or permanent pool must be surrounded by permanent fencing.	
5a. STORMWATER MANAGEMENT TECHNICAL CRITERIA IIB (if using IIC, skip to 5b)		
Water Quality Design Criteria Requirements		
	Submit worksheet for design criteria and maximum allowable post-development phosphorus load (i.e., runoff reduction spreadsheet)	
Water Quality Compliance		
	Note which BMPs will be used for water quality compliance	
	Show water quality compliance summary. At a minimum summary shall include: • BMP Type • Geographic location (latitude/longitude) • HUC (6th order) • Acres treated (pervious/impervious) • Receiving waters • Impaired waters • TMDL • Whether receiving channel was restored, and if so, how far down gradient	
	Provide calculations to demonstrate compliance.	
If Off-site Compliance is used, the following is demonstrated:		
	Documentation of following criteria have been met:	
	a) Less than five acres of land will be disturbed;	
	b) The post-construction phosphorous control requirement is less than 10 pounds per year; or	
	c) The state permit applicant demonstrates to the satisfaction of the VSMP authority that (i) alternative site designs have been considered that may accommodate onsite best management practices, (ii) onsite best management practices have been considered in alternative site designs to the maximum extent practicable, (iii) appropriate onsite best management practices will be implemented, and (iv) full compliance with post-development nonpoint nutrient runoff compliance requirements cannot practicably be met onsite. If an applicant demonstrates onsite control of at least 75 percent of the required phosphorous nutrient reductions, the applicant shall be deemed to have met the requirements of clauses (i) through (iv).	
	Demonstrate that offsite compliance options are available	

TOWN SITE PLAN CHECKLIST		
Sheet # or N/A	**Required information**	**Staff**
	Provide evidence that the offsite option achieves the necessary nutrient reductions prior to operator's land disturbing activity or prior to each phase for multi-phased projects	
	Verify that the offsite options do not violate local water quality-based limitations at the point of discharge that are consistent with the TMDL and MS4 program plans	
Water Quantity Design Criteria		
	Demonstrate that all runoff from the site is sheet flow and the following conditions are met:	
	• Increased volumes of sheet flow resulting from pervious or disconnected impervious areas, or from physical spreading of concentrated flow through level spreaders, have been identified and evaluated for impacts on down-graded properties or resources	
	• Increased volumes of sheet flow that will cause or contribute to erosion, sedimentation, or flooding of down gradient properties or resources have been diverted to a SWM facility or a stormwater conveyance system that does not cause down gradient erosion, sedimentation, or flooding	
	• Concentrated stormwater flow is discharged into a manmade stormwater conveyance system and meets one of the following conditions and criteria:	
	o The manmade stormwater conveyance system conveys the post-development peak flow rate from the 2-year 24-hour storm without causing erosion of the system.	
	o The peak discharge requirements for concentrated stormwater flow to natural conveyance systems below are met	
	When stormwater from development is discharged into a restored stormwater conveyance system it meets one of the following conditions:	
	• The development is consistent, in combination with other stormwater runoff, with the design parameters of the restored stormwater conveyance system that is functioning in accordance with the design objectives	
	• The peak discharge requirements for concentrated stormwater flow to natural conveyance systems below are met	
	• When stormwater from development is discharged into a natural stormwater conveyance system the maximum peak flow rate has been calculated using an approved methodology	
	The stormwater conveyance system has been analyzed for compliance based on land area or peak flow rate	
	Concentrated stormwater flow that is discharged into stormwater conveyance systems meets the criteria for conveyance systems based upon the experience of localized flooding	
	Stormwater conveyance system has been analyzed for compliance with flood protection criteria to a point where:	
	• The site's contributing drainage area is ≤ 1.0% of the total watershed area draining to a point of analysis in the downstream stormwater conveyance; or	
	• The site's peak flow rate for the 1-year 24-hour storm is ≤ 1.0% of the existing peak flow rate for the 1-year 24-hour storm prior to implementation of any stormwater quantity control measures; or	
	• The stormwater conveyance system enters a mapped floodplain or other flood-prone area of any locality	

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Sheet # or N/A	Required information	Staff
	The 10-year post-development peak rate of runoff does not exceed the 10-year pre-development peak rate of runoff	
	Pre-development runoff calculations were performed under the assumption that:	
	• *All pervious lands on the site were assumed to be in good hydrologic condition in accordance with the NRCS standards; or*	
	• Pre-development runoff calculations utilizing other hydrologic conditions were used	
	• Pre-development and post-development runoff characteristics and site hydrology have been verified by the appropriate methodology	
Design Storms and Hydrologic Methods		
	Design storms are the 1, 2, and 10-year 24-hour storm and use site-specific precipitation data	
	All hydrologic analyses are based on the existing watershed characteristics and how the ultimate development condition of the project will be addressed	
	TR-55, TR-20, hydrologic or hydraulic methods developed by the USACE or other standard hydrologic or hydraulic methods were used	
	For drainage areas ≤ 200 acres, the Rational Method was used to evaluate peak flows and the Modified Rational Method for volumetric flows	
	An adjusted Curve Number was used to calculate peak discharges and the appropriate Runoff Reduction Compliance spreadsheet has been provided	
Stormwater Management Impoundment Structures or Facilities		
	SWM wet ponds and extended detention ponds have been engineered for the 100-year storm event	
	Appropriate measures for construction in karst areas has been taken	
5b. STORMWATER MANAGEMENT TECHNICAL CRITERIA IIC (if using IIB, complete 5a)		
General		
	Determination of flooding and channel erosion impacts to receiving streams has been measured at each point of discharge	
	The design storm used was a 24-hour storm and of critical duration that produces the greatest storage volume	
	All pervious lands in the site were assumed to be in good condition prior to development with good cover or with conservation treatment	
	Construction on SWM facilities or modifications to channels comply with all laws and regulations and documentation is provided	
	Impounding structures have been engineered for the 100-year storm event	
	Pre-development and post-development runoff rates have been provided	
	Hydrologic parameters reflect the ultimate land development and were used in all calculations	
	Proposed subdivisions have applied these SWM criteria to the development as a whole	
	A maintenance plan which identifies the owner and responsible party for carrying out the maintenance plan has been prepared for all SWM facilities	
	Construction of SWM impoundment structures within FEMA 100-year floodplains have been avoided to the extent possible	

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Sheet # or N/A	Required information	Staff
	Natural channel characteristics have been preserved to the Maximum Extent Possible (MEP)	
	Land development projects comply with the Virginia ESC Act	
	The land-disturbing activity involves flood control and SWM facilities located in RPAs defined in the CBPA	
	The facilities drain or treat water from:	
	• Multiple development projects; or	
	• A significant portion of a watershed	
	The facilities have been designed in accordance with the SWM Act	
	The local government has established that the location of the facility within the RPA is the optimum location	
	The facility is consistent with a comprehensive SWM Plan developed and approved in accordance with a comprehensive SWM plan or a VSMP that has been approved prior to July 1, 2012	
	All applicable permits for construction in state or federal waters have been obtained from the appropriate state and federal agencies	
Water Quality		
	Water quality compliance will be achieved using performance-based criteria or technology-based criteria	
	Performance-based criteria: The Performance-based Water Quality Calculations worksheet has been submitted and identifies the applicable situation for the site, pre-development pollutant load, post-development pollutant load, and the minimum pollutant removal requirement	
	Technology-based criteria: The post-development stormwater runoff from the impervious cover has been treated by an appropriate BMP	
	The post-development impervious cover percentage is provided	
	A list of BMPs used to comply with water quality requirements is provided	
Water Quantity		
	Properties and receiving waterways downstream of any land-disturbing activity have been protected from erosion and damage due to changes in runoff rate of flow and hydrologic characteristics, including velocity, frequency, duration, and peak flow rate of stormwater in accordance with minimum design standards	
	The project provides 24-hour extended detention of the runoff generated by the 1-year 24-hour storm	
	Necessary calculations for determination of compliance have been completed	
	Is the land-disturbing activity a linear development project or any other regulated land-disturbing activity	
	Downstream properties and waterways have been protected from damages due to changes in runoff rate of flow and hydrologic characteristics, including velocity, frequency, duration, and peak flow rate of stormwater in accordance with minimum design standards	
	The 10-year post-development peak rate of runoff does not exceed the 10-year pre-development peak rate of runoff	
	Locally adopted alternate design criteria based upon geographic, land use, topographic, geologic factors, or downstream conveyance factors have been met	

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Sheet # or N/A	Required information	Staff
	Necessary calculations have been provided to determine compliance	
6. POLLUTION PREVENTION PLAN (PPP): Included in SWPPP, but may be submitted for review		
	Current version of the Initial Pollution Prevention Plan sheet is included in the plans	
	PPP details the design, installation, implementation, and maintenance of effective pollution prevention measures to minimize the discharge of pollutants. Such measures have been designed, installed, implemented, and maintained to:	
	- Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters will be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge	
	The exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater have been minimized; and	
	The discharge of pollutants from spills and leaks have been minimized and spill response procedures have been implemented	
	PPP includes effective best management practices to prohibit the following:	
	- Wastewater from washout of concrete	
	- Wastewater from washout and cleanout of construction materials	
	- Fuels, oils, or other pollutants used in vehicle/equipment operation or maintenance	
	- Soaps or solvents used in vehicle/equipment washing	
	- The PPP prohibits discharges from dewatering activities unless managed by appropriate controls	
	Stormwater Pollution Prevention Plan (SWPPP) – See Town of Ashland VSMP Policies and Procedures for Requirements http://www.town.ashland.va.us/index.aspx?NID=256	
7. TMDL		
	Water body(ies) that the land-disturbing activity discharges to is/are provided	
	Additional control measures have been identified and implemented so that discharges are consistent with the assumptions and requirements of the WLA if the water body(ies):	
	- Have been identified in the Water Quality Assessment Integrated Report and construction activity discharges are reasonably expected to discharge an applicable observed source or a POC identified in the TMDL; and	
	- A specific WLA for a pollutant has been established in a TMDL and is assigned to stormwater discharges from a construction activity	
8. WETLANDS		
	Show delineated wetlands on plan, as surveyed an approved by Corps of Engineers.	
	Provide necessary documentation and permits from the Corps of Engineers and wetland scientists when possibility of wetlands is evident.	

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Sheet # or N/A	Required information	Staff
	Identify all hydric soils on plan.	
9. EROSION AND SEDIMENT CONTROL		
	Minimum Standards - All applicable Minimum Standards must be addressed (see Erosion and Sediment Control Regulations, 4VAC50-30, for detail).	
	Existing topography, tree lines, grassy areas and unique vegetation on plan.	
	Any off site areas or critical areas documented on the plans or noted as not applicable.	
	Seeding and mulching specifications from the Virginia Erosion and Sediment Control Handbook (current edition) shown on plans.	
	Plan showing locations of all erosion and sediment control measures shown using standard symbols and callouts from the Virginia Erosion and Sediment Control Handbook (current edition).	
	Standard detail drawings, referencing standard and spec from the Virginia Erosion and Sediment Control Handbook (current edition), for each erosion and sediment control structure shown on plans.	
	Include Cost Estimate for Erosion and Sediment Control on the plans. This cost estimate will be the basis for the Erosion and Sediment Control bond/Land Disturbing Permit.	
	Obtain a Virginia Stormwater Management Program (VSMP) Construction General Permit was obtained from the Town of Ashland Department of Public Works.	
	Regardless of meeting other quantity control requirements, show on plans that the post-developed 10-year peak runoff cannot exceed the pre-developed 10-year peak runoff.	
Narrative		
	Project description - Briefly describes the nature and purpose of the land-disturbing activity, and the area (acres) to be disturbed.	
	Existing site conditions - A description of the existing topography, vegetation and drainage.	
	Adjacent areas - A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.	
	Off-site areas -Describe any off-site land-disturbing activities that will occur (including borrow sites, waste or surplus areas, etc.). Will any other areas be disturbed?	
	Soils - A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.	
	Critical areas - A description of areas on the site that have potentially serious erosion problems (e.g., steep slopes, channels, wet weather/underground springs, etc.).	
	Erosion and sediment control measures - A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should satisfy minimum standards in Chapter 3 of Erosion and Sediment Handbook.)	
	Permanent stabilization - A brief description, including specifications, of how the site will be stabilized after construction is completed.	
	Stormwater runoff considerations - Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control stormwater runoff.	
	Schedule of regular inspections/repairs of erosion and sediment control structures.	

TOWN SITE PLAN CHECKLIST

Sheet # or N/A	Required information	Staff
	Calculations - Detailed calculations for the design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff.	
10. LANDSCAPE PLAN		
	Location of all property lines, rights-of-way, easements, utilities, proposed buildings and structures, pedestrian or vehicular areas and ingress to and egress from the site	
	All healthy trees and other significant vegetation to be claimed as existing in calculation with means of protection during construction *(groups of trees may be outlined except if in excess of 20 inches caliper, then show as individual specimen)*	
	All trees over 10 inches in caliper, and located within 20 feet of the right of way must be located, identified and preserved	
	Location of any freestanding signs, fences, walls, retaining walls, berms, stormwater retention and other manmade features in close proximity to trees to be preserved or planted and other landscaping features	
	Contours showing proposed final grading	
	Complete the *Schedule of Landscaping Requirements* chart (see attached) for the following requirements:	
	• Tree canopy	
	• Street trees	
	• Improved landscape buffer	
	• Parking area landscaping	
	Provide a 5-foot peripheral landscape buffer between parking areas and abutting properties	
	Typical planting detail	
	Location of all proposed landscaping and list in landscape chart (see attached)	
	Measurement of typical parking island dimension to verify internal landscaping	
	Location of all outside storage areas and the means of screening from all streets and adjoining properties	
	Location of all loading areas, service areas, trash collection areas, and ground-mounted mechanical equipment (HVAC, or otherwise) and the means of screening from all streets, dwellings and adjacent residentially zoned properties	
11. LIGHTING PLAN		
	Location and height of proposed exterior light fixtures, both freestanding and building-mounted.	
	Cut sheets of the proposed light fixtures, demonstrating that lenses used will be of a sharp cutoff design (dark-sky compliant) and will not exceed 20 feet in height **(include on site plan sheet, not in separate cover)**	
	Photometric light throw patterns overlaid on the plan, demonstrating that a 0.5 foot-candle level is not cast beyond any property line or right-of-way line	
12. ARCHITECTURAL ELEVATIONS		
	Typical elevation drawings showing the general character of buildings	

TOWN SITE PLAN CHECKLIST

Sheet # or N/A	Required information	Staff
	If any roof-mounted mechanical equipment (HVAC, or otherwise), the elevations must demonstrate how screening will be provided from all streets, dwellings and adjacent residentially zoned properties	
13. SIGNAGE		
	Location of any freestanding signage	
	Typical signage to be placed on the building *(staff will give a courtesy review; however, a sign permit will be required at the time of installation)*	
14. UTILITY DESIGN		
	The Town will forward Utility Plans to Hanover County for review and comments. See Hanover Department of Public Utilities Checklist; attach a copy.	

SCHEDULE OF LANDSCAPING REQUIREMENTS

TREE CANOPY COVERAGE

TOTAL LOT AREA: _____ SQ. FT. x _____ % CANOPY = _____ SQ. FT. REQUIRED
(OR TOTAL LAND DISTUBED)

EXISTING CANOPY: _____ SQ.FT. +

NEW CANOPY PROVIDED: _____ SQ.FT. = _____ TOTAL SQ. FT. PROVIDED
(Provide calculations in tree chart below)

STREET TREE REQUIREMENT

STREET FRONTAGE: _____ LINEAR FT. ÷ 50 = _____ REQUIRED

_____ PROVIDED

LANDSCAPE BUFFER IMPROVMENT

STREET FRONTAGE: _____ LINEAR FT.

– INGRESS/EGRESS: _____ LINEAR FT. x 50% = _____ LINEAR FT. REQUIRED

_____ LINEAR FT. PROVIDED

PARKING AREA LANDSCAPING

VEHICULAR PAVED AREA: _____ SQ. FT. x 5% = _____ SQ. FT. REQUIRED

_____ SQ. FT. PROVIDED

Symbol/Abbreviation	Qty.	Botanical Name	Common Name	Cal./Height	Canopy Coverage*
EVERGREE OR DECIDIOUS TREES					
OTHER PLANTS					
					N/A

* Based upon projected 20-year canopy measurement as detailed in the **Town Tree Matrix.** Document is available on the Town's website or contact staff for a copy. If tree type is not in matrix, provide documentation of projected 20-year canopy with submission.

TRAFFIC NOTES

1. CONTRACTOR PROVIDES ALL NECESSARY SIGNAGE PER MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
2. PLACEMENT AND REMOVAL OF ALL TRAFFIC CONTROL SIGNS AND DEVICES ARE TO BE COORDINATED WITH TOWN ENGINEER.
3. LANE CLOSURES AND/OR TRAFFIC STOPPAGES SHALL NOT BE PERMITTED ON WEEKENDS, UNLESS OTHERWISE APPROVED BY TOWN ENGINEER.
4. TRAFFIC STOPPAGES SHALL BE LIMITED TO FIVE MINUTES, UNLESS OTHERWISE DIRECTED BY TOWN ENGINEER.

EROSION CONTROL NOTES

1. TOWN OF ASHLAND SHALL BE GIVEN 48 HOURS NOTIFICATION FOR SCHEDULING A PRE-CONSTRUCTION MEETING.
2. PROVIDE TOWN OF ASHLAND DEPARTMENT OF PUBLIC WORKS NOTIFICATION 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY LAND DISTURBING ACTIVITIES.
3. INSTALL WETLAND AND TREE PROTECTION TAPE PRIOR TO PRE-CONSTRUCTION MEETING.
4. EROSION AND SEDIMENT CONTROL DEVICES SHALL BE INSTALL IN ACCORDANCE WITH THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK AND SHALL BE PLACED PRIOR TO OR AS FIRST STEP OF THE LAND DISTURBING ACTIVITIES.
5. WHERE CONSTRUCTION VEHICLE ACCESS ROUTES INTERSECT PAVED PUBLIC ROAD, PROVISIONS SHALL BE MADE TO MINIMIZE THE TRANSPORT OF SEDIMENT BY TRACKING ONTO THE PAVED SURFACE. WHERE SEDIMENT IS TRANSPORTED TO A PUBLIC ROAD SURFACE, THE ROAD SHALL BE CLEANED THOROUGHLY AT THE END OF EACH DAY. SEDIMENT SHALL BE REMOVED FROM THE ROADS BY SHOVELING OR SWEEPING AND TRANSPORTED TO A DISPOSAL AREA.
6. DURING CONSTRUCTION OF THE PROJECT, SOIL STOCKPILES SHALL BE STABILIZED OR PROTECTED WITH SEDIMENT TRAPPING MEASURES.
7. STABILIZATION MEASURES SHALL BE APPLIED TO EARTHEN STRUCTURES SUCH AS DAMS, DIKES, AND DIVERSIONS IMMEDIATELY AFTER INSTALLATION.
8. UNDERGROUND UTILITY LINES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING STANDARDS IN ADDITION TO OTHER APPLICABLE CRITERIA:
   A) NO MORE THAN 500 LINEAR FEET OF TRENCH MAY BE OPENED AT ONE TIME.
   B) EXCAVATED MATERIAL SHALL BE PLACED ON THE UPHILL SIDE OF TRENCHES.
   C) EFFLUENT FROM DEWATERING OPERATIONS SHALL BE FILTERED OR PASSED THROUGH AN APPROVED SEDIMENT TRAPPING DEVICE, OR BOTH, AND DISCHARGED IN A MANNER THAT DOES NOT ADVERSELY AFFECT FLOWING STREAMS OR OFF-SITE PROPERTY.
   D) RE-STABILIZATION SHALL BE IN ACCORDANCE WITH THE ABOVE NOTES.
9. PERMANENT OR TEMPORARY SOIL STABILIZATIONS SHALL BE APPLIED TO DENUDED AREAS WITHIN SEVEN (7) DAYS AFTER FINAL GRADE IS REACHED ON ANY PORTION OF THE SITE, EXCEPT IN AREAS TO BE COVERED WITH ASPHALT OR CONCRETE.
10. TEMPORARY SOIL STABILIZATION SHALL BE APPLIED WITHIN SEVEN (7) DAYS TO DENUDED AREAS THAT MAY NOT BE AT FINAL GRADE BUT WILL REMAIN DORMANT FOR LONGER THAN THIRTY (30) DAYS.
11. PERMANENT SEEDING AND MULCHING IS TO BE IN ACCORDANCE WITH SEEDING SCHEDULES PRESCRIBED IN THE CURRENT VERSION OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.
12. THE TOWN ENGINEER MAY REQUIRE ADDITIONAL DRAINAGE AND EROSION CONTROL, IF MEASURES WARRANT.
13. EROSION AND SEDIMENT CONTROL SHALL BE MAINTAINED SO THAT SEDIMENT CARRYING RUNOFF FROM THE SITE WILL NOT ENTER STORM DRAINAGE FACILITIES.

14. THE CONTRACTOR IS REQUIRED TO MAINTAIN ALL DITCHES, PIPES AND OTHER DRAINAGE STRUCTURES FREE FROM OBSTRUCTION UNTIL THE OWNER ACCEPTS WORK. CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE CAUSED BY FAILURE TO MAINTAIN DRAINAGE STRUCTURE IN OPERABLE CONDITION.
15. EROSION AND SEDIMENT CONTROL SHALL BE MAINTAINED UNTIL THE DISTURBED AREA IS STABILIZED. FINAL REMOVAL OF EROSION CONTROL DEVICES SHALL NOT OCCUR UNTIL THE TOWN ENGINEER DEEMS THE SITE STABILIZED.
16. IT SHALL BE THE OWNER'S RESPONSIBILITY TO INSPECT EROSION CONTROL DEVICES PERIODICALLY AND AFTER EVERY ERODIBLE RAINFALL ANY NECESSARY REPAIRS OR CLEAN UP TO MAINTAIN THE EFFECTIVENESS OF THE EROSION CONTROL DEVICES SHALL BE MADE IMMEDIATELY.
17. ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS PERTAINING TO WORKING IN OR CROSSING A LIVE WATERCOURSE SHALL BE MET.

GENERAL NOTES

1. ALL CONSTRUCTION AND MATERIALS SHALL CONFORM WITH THE LATEST EDITION OF STANDARDS AND SPECIFICATIONS OF THE VIRGINIA DEPARTMENT OF HIGHWAYS AND TRANSPORTATION, EXCEPT WHERE TOWN OF ASHLAND OR HANOVER COUNTY STANDARDS ARE APPLICABLE.
2. THE CONTRACTOR SHALL FOLLOW ALL LOCAL, STATE AND FEDERAL SAFETY REGULATIONS AND PROCEDURES THAT ARE APPLICABLE IN THE CONSTRUCTION OF THE PROPOSED WORK.
3. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY LOCAL, STATE AND FEDERAL PERMITS REQUIRED AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ABIDING BY ALL CONDITIONS AND REQUIREMENTS OF THE PERMITS.
4. A TOWN OF ASHLAND RIGHT-OF WAY PERMIT IS REQUIRED PRIOR TO ANY WORK BEING PERFORMED IN WITHIN THE RIGHT-OF WAY.
5. APPROVAL OF A DETAILED CONSTRUCTION SEQUENCING AND MAINTENANCE OF TRAFFIC NARRATIVE FOR THE WORK ZONE IS A PREREQUISITE FOR ISSUANCE OF A TOWN OF ASHLAND RIGHT-OF WAY PERMIT ALLOWING ACCESS TO AND CONSTRUCTION WITHIN A TOWN MAINTAINED RIGHT-OF-WAY.
6. THE CONTRACTOR SHALL NOTIFY THE TOWN AT LEAST 48 HOURS PRIOR TO STARTING WORK ON THE PROJECT.
7. THE CONTRACTOR SHALL CALL MISS UTILITY OF CENTRAL VIRGINIA AT (804) 552-7001 PRIOR TO STARTING WORK.
8. CONTACT THE TOWN ENGINEER IMMEDIATELY UPON DISCOVERY OF ANY UTILITY NOT SHOWN ON PLANS, WHICH APPEARS TO BE IN CONFLICT WITH PROPOSED WORK.
9. THE CONTRACTOR SHALL NOTIFY THE HANOVER COUNTY DEPARTMENT OF PUBLIC UTILITIES PRIOR TO MAKING ANY ADJUSTMENTS TO THE WATER OR SEWERAGE SYSTEMS.
10. DAMAGE TO UTILITIES (INCLUDING UNDERGROUND) OR PROPERTY OF OTHERS BY CONTRACTOR DURING CONSTRUCTION, SHALL BE REPAIRED TO PRE-CONSTRUCTION CONDITION BY CONTRACTOR AT NO COST TO OWNER.
11. EXISTING PAVEMENT AND OTHER SURFACES DISTURBED BY CONTRACTOR, WHICH ARE NOT TO BE REMOVED, SHALL BE REPAIRED TO LIKE NEW CONDITION.