



DEVELOPMENT PLAN CHECKLIST
 HAMPTON ROADS DISTRICT
 JAN 2012

PROJECT DATA

Project Name: _____

Roadway Name: _____ **Route No.:** _____

County: _____ **County Project No.:** _____

Applicant's Agent: _____ **Phone No.:** _____

Applicant's Agent Signature: _____

Check Box If Check Box is left unchecked, provide explanation below

SUBMITTAL PACKAGE

Project Narrative	Three (3) copies including a detailed description of the project	<input type="checkbox"/>	
Development Plan	Three (3) folded copies	<input type="checkbox"/>	
Drainage Report	Two (2) bound copies including narrative, summary of results, Drainage Area Maps, and all applicable calculations for hydrology, ditches, pipes, structures, stormwater management, and outfalls	<input type="checkbox"/>	
Geotechnical Report	Two (2) bound copies shall be submitted in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia	<input type="checkbox"/>	
Pavement Design Calculations	Two (2) bound copies shall be provided in accordance with the Pavement Design Guide for Subdivision and Secondary Roads in Virginia	<input type="checkbox"/>	
Traffic Analysis	Two (2) bound copies including functional classification of roadways, existing AADT, ITE Code, Trip Generation Report, Turn Lane and Taper Warrant Analysis, and Intersection Analysis, as applicable	<input type="checkbox"/>	
Waivers/ Exceptions	Appropriate form(s) signed, sealed, and completed in its entirety. Include index listing the form and all attachments.	<input type="checkbox"/>	

COVER SHEET

1a	Development name	<input type="checkbox"/>	
1b	Date of preparation	<input type="checkbox"/>	
1c	Title block information including index of sheets, consulting firm and contact information	<input type="checkbox"/>	
1d	Owner and Developer name and contact information	<input type="checkbox"/>	
1e	Vicinity Map (1"=2,000')	<input type="checkbox"/>	
1f	Reference all previously approved master plans, waivers, variances or proffers approved for this site	<input type="checkbox"/>	
1g	Survey and mapping control information including benchmark, datum, and elevation	<input type="checkbox"/>	

1h	Parcel identification, legal reference, tax map reference, numbers, present zoning, proposed zoning, and total acreage	<input type="checkbox"/>	
1i	Regulatory Floodplain and 100 Year Flood Elevation	<input type="checkbox"/>	
1j	VDOT Hampton Roads District Standard Notes (current version). Required information shall be filled out by the applicant's agent	<input type="checkbox"/>	
GENERAL INFORMATION			
2a	Seal and signature on each sheet by a professional engineer or land surveyor, licensed by the Commonwealth of Virginia	<input type="checkbox"/>	
2b	Graphic Scale (1"=50' or larger) Horizontal Graphic Scale (1"=5' or larger) Vertical	<input type="checkbox"/>	
2c	Provide parcel identification, tax map reference, numbers, owners' names, present zoning, and use of all abutting parcels	<input type="checkbox"/>	
2d	Clearly identify the site layout, including lot numbers and acres, tabulate the total number of lots or units to account for the total site acreage	<input type="checkbox"/>	
2e	Label existing State maintained roadways with street name and route numbers	<input type="checkbox"/>	
2f	Identify existing and proposed right of way lines, roadway centerlines and pavement widths	<input type="checkbox"/>	
2g	Identify areas of right of way dedication and/or reservation	<input type="checkbox"/>	
2h	Identify all proposed street names, label public or private	<input type="checkbox"/>	
2i	Identify building locations, use, square footage, and distance to right of way	<input type="checkbox"/>	
2j	Identify all existing and proposed easements within or immediately adjacent to State maintained right of way, include use, legal reference, and bearings and distances	<input type="checkbox"/>	
DRAINAGE			
3a	Show all storm sewer structures by type and number. Stations on plan must conform to stations on profile. Show top and invert elevation of each structure.	<input type="checkbox"/>	
3b	Provide the contributing area, in acres, at all culverts and drainage inlets	<input type="checkbox"/>	
3c	Identify type or class of pipe to be installed	<input type="checkbox"/>	
3d	Identify the size, length, and slope of all culverts	<input type="checkbox"/>	
3e	Identify all stormwater management facilities, structures, stabilization and fencing as applicable	<input type="checkbox"/>	
3f	Identify access to stormwater management facilities	<input type="checkbox"/>	
3g	Identify the 10 year and 100 year rise of all stormwater management facilities on the plan	<input type="checkbox"/>	
3h	Identify the direction of drainage flow for roadways, storm sewer infrastructure, valley gutters, ditches, and the like	<input type="checkbox"/>	
3i	Identify the receiving natural watercourse	<input type="checkbox"/>	
3j	Identify the type, length, slope, and stabilization measures of all proposed ditches.	<input type="checkbox"/>	
EROSION CONTROL			
4a	Identify the limits of construction within and immediately adjacent to the right of way	<input type="checkbox"/>	

4b	Provide adequate erosion control measures for all areas within and immediately adjacent to State maintained right of way receiving runoff from construction activities in accordance with the Virginia Erosion & Sediment Control Handbook	<input type="checkbox"/>	
4c	Identify the location of the staging and stockpile areas and applicable mitigation measures	<input type="checkbox"/>	
4d	Address restoration within and immediately adjacent to State maintained right of way	<input type="checkbox"/>	
RIGHT OF WAY & GEOMETRICS			
5a	Identify entrance type and label geometrics including radii, width, and throat length	<input type="checkbox"/>	
5b	Identify lengths and widths of existing and proposed tapers and turn storage lanes	<input type="checkbox"/>	
5c	Identify the distance measured from the centerline of the proposed entrances and intersections to the centerline of the nearest entrances, street connections, crossovers, etc.	<input type="checkbox"/>	
5d	Identify geometrics of proposed and/or modified roadway centerlines	<input type="checkbox"/>	
5e	Show all proposed street frontage and intersection improvements including plantings and signage	<input type="checkbox"/>	
5f	Show sight distance triangles and applicable easements at all entrances and intersections. The metes and bounds and area of each easement shall be provided	<input type="checkbox"/>	
5g	Identify the radius of all curb returns to the face of curb. For streets where curb and gutter are not required, indicate the radius to the edge of pavement	<input type="checkbox"/>	
5h	Provide bearings and distances of all proposed right of way and property lines	<input type="checkbox"/>	
5i	Provide site specific cross sections at key locations including, but not limited to, entrances, pavement widening, ditch relocations, etc.	<input type="checkbox"/>	
5j	Provide roadway typical sections	<input type="checkbox"/>	
5k	Provide roadway pavement sections	<input type="checkbox"/>	
5l	Provide the latest version of all VDOT Standards Details applicable to the development, including PB-1, DI-1, IS-1, ES-1, WP-2, CG-6, CG-12, etc.	<input type="checkbox"/>	
5m	Identify the edge of the proposed street surface or the face of curb for the full length of all streets	<input type="checkbox"/>	
5n	Indicate symmetrical transition of pavement at intersections with existing streets	<input type="checkbox"/>	
5o	Show stations and grades at 100 foot intervals along the roadway centerline and at points of curvature and tangent, intersections, section limits, and turnarounds	<input type="checkbox"/>	
5p	Provide roadway profiles. Identify all high points, low points, and percent grade	<input type="checkbox"/>	
5q	Provide utility profiles for any proposed work in State maintained right of way	<input type="checkbox"/>	
5r	Identify all temporary turnarounds and applicable easements	<input type="checkbox"/>	
5s	Show all existing entrances, street connections, crossovers, etc. that are located along both sides of the existing roadway that may be affected by the development	<input type="checkbox"/>	
5t	Provide adequate survey information and labeling including, but not limited to, all physical features, ditch locations, spot elevations, edge of pavement, centerline of pavement, pavement markings, radii, etc. for a minimum of 100 feet beyond the limits of work	<input type="checkbox"/>	

5u	When proposed streets intersect with or join existing streets or traveled way, indicate both edges of existing pavement surface or curb and gutter for a minimum of 100 feet or the length of the connection, whichever is greater	<input type="checkbox"/>	
5v	Provide roadway Landscape Plan	<input type="checkbox"/>	
5w	Provide roadway Lighting Plan	<input type="checkbox"/>	
TRAFFIC			
6a	Label existing and proposed speed limits of all roadways	<input type="checkbox"/>	
6b	Identify all existing and proposed pavement markings and signage in accordance with the MUTCD	<input type="checkbox"/>	
6c	Provide a Traffic Control Plan in accordance with the Virginia Work Area Protection Manual.	<input type="checkbox"/>	
UTILITIES			
7a	Identify and label all existing and proposed underground and overhead utilities within and immediately adjacent to State maintained right of way	<input type="checkbox"/>	
7b	Identify the owner(s) of all proposed utilities	<input type="checkbox"/>	
7c	Identify the minimum depth of all underground utilities in plan and profile views	<input type="checkbox"/>	
7d	Verify clear zone requirements are met when locating utilities within State maintained right of way	<input type="checkbox"/>	
OTHER			
8a	VDOT Waiver	<input type="checkbox"/>	
8b	VDOT Exception	<input type="checkbox"/>	
8c	Official written request	<input type="checkbox"/>	
OTHER			
Please provide any additional information that will assist VDOT in this review.			

NOTE:

- a) Any previously approved plan that is to be considered with this plan submittal shall be included. All modifications shall be clearly noted and adequately addressed.
- b) Any calculations or reports previously approved by the Department that are to be considered with this plan submittal shall be included and re-certified by the applicant's engineer. All modifications shall be clearly noted and adequately addressed.
- c) The developer is responsible for supplying sufficient information for the Department to verify existing and proposed entrance and road design features adequately serve the existing roadway and the proposed development.
- d) All construction methods and materials within State maintained right of way shall comply with the current standards and specifications of the Virginia Department of Transportation.
- e) All proposed subdivisions shall be designed in accordance with current Access Management and SSAR requirements.