



CITY OF MANASSAS DEVELOPMENT SERVICES

Site Plan Review Application

Application Date: _____

APPLICANT INFORMATION:

Authorized Agent: _____ City of Manassas Check list Attached: _____

Contact: _____ Email: _____

Address: _____

Phone Number: _____ Fax Number: _____

Developer's Name: _____ Phone Number: _____

Developer's Address: _____

Property Owner: _____ Phone Number: _____

Owner's Address: _____

PROJECT INFORMATION:

Project Name: _____ Tax ID Number: _____

Project Description: _____

Project Address: _____

Proposed Use: _____ Zoning District: _____

APPLICANT'S SIGNATURE: _____

Office Use Only

Date & Time Stamp: _____ Received By: _____

16 copies of plan: _____

Fee received: _____ Site Plan Number Assigned: _____

YES **NO** **N/A**

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | ___ | b. Signature and Registration number? |
| ___ | ___ | ___ | 4. Engineer's Seal and Signature? |
| ___ | ___ | ___ | 5. Vicinity Map at 1" = 2000' or less? |
| ___ | ___ | ___ | 6. Approval Block? |
| ___ | ___ | ___ | 7. Title Block? |
| | | | a. Name, Address & Telephone number of: |
| ___ | ___ | ___ | Owner? |
| ___ | ___ | ___ | Developer? |
| ___ | ___ | ___ | Engineering Firm? |
| ___ | ___ | ___ | b. Tax Map Number? |
| ___ | ___ | ___ | c. Does area agree with plat? |
| ___ | ___ | ___ | d. Zoning? Use group, type of construction? |
| ___ | ___ | ___ | 8. Sheets numbered and dated? |

PLAN SHEETS - GENERAL REQUIREMENTS

1. Check Preliminary Plan for:
- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | a. Vehicle counts for street classification? |
| ___ | ___ | ___ | b. Street names (if different, check with zoning administrator)? |
| ___ | ___ | ___ | c. General layout? |
| ___ | ___ | ___ | d. Park or other land to be donated to the public? |
| ___ | ___ | ___ | e. Proffers of improvements, property, funds in escrow, etc.? |

YES NO N/A

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

- 2. Engineer's Seal and Signature? (every sheet)
- 3. Scale?
- 4. Date and North Arrow?
- 5. Sheets Numbered?

PLAN SHEETS - STREETS

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

- 1. Approved Design Criteria? (See Attachment #1 - Table 1, Page 2133 of subdivision ordinance).
- 2. Street designed on 7 Vehicle Trips per day per dwelling unit? (See prelim.)
- 3. All streets shown in plan and profile view?
 - a. Plan view to include:
 - Row width?
 - Pavement width?
 - 100 foot stations?
 - Curb and Gutter (VDOT Standards)?
 - Sidewalk (as required)?
 - Barricade (TB-1 as required)?
 - Temporary Turnarounds (as required)?
 - 10' utility easement contiguous with all streets?
 - Handicap ramps (VDOT CG-12s) at all crossings?
 - Commercial entrances min. 30' wide, max. of 50'?
 - Entrance min. of 12.5' from P/L
 - Entrance min. of 25' from intersection on 25 mph street?
 - b. Profile view to include:
 - Percent grade on all tangent sections?
 - Length of all vertical curves?
 - Sight distance on all vertical curves (see attachment 2 and 3)? (Min. 200')

___ ___ ___
___ ___ ___
___ ___ ___

YES NO N/A

___ ___ ___
___ ___ ___

Top of curb elevations at min. of 50' stations?
Show stationing that agrees with Plan View.

___ ___ ___

4. Street Section shown?

___ ___ ___

5. Geometric Design of Entrances meet minimum criteria set forth in VDOT's "Minimum Standards of Entrances to State Highways".

PLAN SHEETS W/L

___ ___ ___

1. All water lines shown in Plan and Profile.

a. Plan view to include:

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

Size of W/L
W/L Material
Location of valves, crosses, tees, blow-offs
Location of Fire Hydrants
Easements for all W/L not in a public right-of-way (15' min.)

b. Profile view to include:

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

Size of W/L
W/L Material
Depth of cover (min. 42" required)
All utility crossings

___ ___ ___

2. Minimum size W/L is 4" diameter. Fire hydrants installed on minimum 6" diameter W/L.

___ ___ ___

3. Location and Design of fire hydrants will be approved by Fire Marshall's Office.

___ ___ ___

4. Fire hydrants will be located less than 6" from the face of curb or edge of pavement.

___ ___ ___

5. The following note shall be on all plans: "Fire Hydrants shall be color-coded in accordance with City of Manassas Fire Marshall's Office Specifications."

YES NO N/A

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

6. Required Valves:

Three valves will be used at crosses.
Two valves will be used at tees.
A valve will be installed at least every 1000' on distribution lines.
A blow off valve will be installed on all dead end W/L's.

___ ___ ___

7. Water service size to all structures shown or noted. Size based upon fixture load.

___ ___ ___

8. Separations of W/L's and other utilities.

a. Parallel installation:

___ ___ ___

Under normal conditions W/L will have a minimum of 10' of horizontal separation from all other utility lines and manholes.

___ ___ ___

Where site conditions preclude 10' horizontal separation. Min. of 6' horizontal separation and 18" bottom to crown vertical separation maintained?

___ ___ ___

W/L always 18" above the crown of the Sanitary Sewer.

___ ___ ___

W/L in streets a minimum of 2 feet horizontally from the edge of the gutter pan?

b. Crossings

___ ___ ___

18" vertical separation required at all crossings.

___ ___ ___

W/L always installed above sanitary sewer.

___ ___ ___

Where 18" vertical separation cannot be obtained lowest utility line encased in concrete, or provide concrete piers with storm sewer conflicts?

___ ___ ___

9. Details shown on all special structures, i.e., valve pits, water metering stations, etc.

PLAN SHEETS - SANITARY SEWERS

___ ___ ___

1. All Sanitary Sewers shown in Plan and Profile

YES **NO** **N/A**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			a. Plan view to include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Size of sewer line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Slope of sewer line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Length of sewer materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Sewer line materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Location of laterals and clean outs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Location of all manhole and manhole designation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Easements for all sewer mains not in the right-of-way.
					b. Profile view to include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Size of sewer line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Slope of sewer line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Length of sewer line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Sewer line materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Location of laterals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Size and slope of laterals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Location of all manholes, manhole designation and inverts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Depth of cover
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.		Sewer lines straight and uniform slope between manholes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.		Slope adequate to provide velocity of 2.5 fps with projected flow?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.		Min. slope for sewer lines as shown on attachment #4.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.		Upper or terminal manholes will have a minimum slope of 0.8%.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.		Min. size sewer main is 8 inches.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.		Separation from other utilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a.		Parallel installation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			10' horizontal separation between sewer and other utilities except for 6' of horizontal separation may be allowed if there is 18" of vertical separation between the utilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Sewers in streets a minimum of 2' from the edge of the gutter pan.

YES **NO** **N/A**

___ ___ ___

b. Crossings

___ ___ ___

18" vertical separation required at all crossings.

___ ___ ___

Where 18" vertical separation cannot be obtained lowest utility line encased in concrete, or provide concrete piers with storm sewer conflicts.

___ ___ ___

8. Service Connections

___ ___ ___

a. Minimum 4" Sanitary Sewer lateral

___ ___ ___

b. Clean outs on lateral spaced as per latest BOCA code (100'); at property line.

___ ___ ___

c. No more than 2 laterals can be attached to a terminal manhole.

___ ___ ___

d. No service connections are allowed to in-line manholes.

___ ___ ___

e. Laterals into existing sanitary lines must use approved saddle connection (see attachment #5).

___ ___ ___

9. Sanitary sewer design computations provided.

10. Depth of cover:

___ ___ ___

a. Sanitary sewers installed in the ROW at least 5' below finished grade?

___ ___ ___

b. Sanitary sewers not in ROW at least 3.5' of cover or DIP Construction?

___ ___ ___

11. Manholes:

a. Required at:

___ ___ ___

Junctions with other sewer mains
Changes in alignment or grade
Terminal points in the main

___ ___ ___

YES **NO** **N/A**

___ ___ ___
___ ___ ___
___ ___ ___

- b. Spacing:
 - Maximum of 400' on sewers 15" and less in diameter.
 - Maximum of 500' on sewers greater than 15" in diameter.
- c. Minimum of 0.2' drop across manhole.

PLAN SHEETS - STORM DRAINAGE

___ ___ ___

1. Storm Drainage improvements shown on Plan and Profile Sheets.

- a. Plan sheets to include:
 - Size of pipe/ditch
 - Slope of pipe/ditch
 - Pipe material or ditch lining
 - Length of pipe/ditch
 - On and offsite drainage areas
 - On and offsite runoff coeff.
 - Location and ID of all structures
 - Easements for all storm water facilities not in the ROW.

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

- b. Profile sheets to include:
 - Size of pipe
 - Slope of pipe
 - Pipe material and ditch lining
 - Length of pipe
 - Ditch cross sections
 - Location and ID of all structures
 - Depth of cover

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

2. Design Criteria and Comps.

- a. Required comps. to include:
 - Hydraulic capacity
 - Inlet comps
 - Headwater comps.
 - Storm routing

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

YES **NO** **N/A**

___ ___ ___
___ ___ ___
___ ___ ___

b. Criteria used:

Design for ultimate development
Use rational method to determine runoff
Use Manning's E_Q to determine pipe capacity

___ ___ ___

c. Design Storms:

10 year storm for pipes and ditches
2 year storm for inlets
10 year storm for culvert under secondary roads
25 year storm for culverts under primary roads
Route 2, 10, and 100 year storm through detention facility

___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___
___ ___ ___

3. All Storm Drainage Pipe Concrete except: (CI IV in ROW, CLIII not in ROW)

___ ___ ___

a. Temp storage

___ ___ ___

b. Pipe storage

___ ___ ___

4. Cover

___ ___ ___

a. 2' or 1/2 pipe diameter whichever is greater when in ROW.

___ ___ ___

b. 1' or 1/2 pipe diameter whichever is greater when not in ROW.

___ ___ ___

5. Minimum size is 15 inch diameter except D/W culvert which may be 12" diameter.

___ ___ ___

6. Manholes and/or structures

___ ___ ___

a. Required at changes in:

Slope
Alignment
Pipe Size

___ ___ ___
___ ___ ___
___ ___ ___

b. 0.2 drop across str.

___ ___ ___

c. Max. of every 300' on lines 42 inches and smaller. Max. of 500 ft. on lines greater than 42 inches.

___ ___ ___

YES **NO** **N/A**

___ ___ ___

7. Correct end section specified (see Standards Manual Section 8-300.7).

___ ___ ___

8. Correct outlet treatment (see Standards Manual Section 8-330).

___ ___ ___

9. Storm Water Management Facility provided on site or contribution made in lieu of on site facility.

10. Easements:

___ ___ ___

a. All pipe, ditches, and structures not in ROW must be in min. 15' easement.

___ ___ ___

b. 100 year flood plain plus 2 feet of freeboard in an easement.

___ ___ ___

c. Storm Water Management facilities 100 year storm elev. plus one foot of freeboard in an easement.

PLATS

___ ___ ___

1. All plats shall include:

___ ___ ___

a. Surveyor's certificate

___ ___ ___

b. Owner's consent and dedication

___ ___ ___

c. Notary certificate

___ ___ ___

d. Approval and recordation block

___ ___ ___

e. Vicinity Map

___ ___ ___

f. North Arrow

___ ___ ___

g. Courses and distances

___ ___ ___

h. Curve data

___ ___ ___

i. Area tabulation

___ ___ ___

j. Adjacent properties

___ ___ ___

k. Engineer's seal and signature

___ ___ ___

2. Plats and/or letters of permission for all offsite work and improvements.

REVIEW BY: _____

ON: _____