



AUGUSTA COUNTY SUBMITTAL CHECKLIST		TYPE OF SUBMITTAL												
 	<table border="1" style="margin: auto;"> <tr><th colspan="2">INSTRUCTIONS</th></tr> <tr><td>NOT REQUIRED</td><td style="background-color: #cccccc;"></td></tr> <tr><td>NOT APPLICABLE</td><td style="text-align: center;">NA/N</td></tr> <tr><td>INCLUDED OR NOTED</td><td style="text-align: center;">✓/Y</td></tr> </table>	INSTRUCTIONS		NOT REQUIRED		NOT APPLICABLE	NA/N	INCLUDED OR NOTED	✓/Y	PRELIMINARY PLAT	MASTER PLAN (PUD)	SUBDIVISION CONSTRUCTION PLANS	SITE PLAN	E&S/C / UTILITY EXTENSION / RELOCATION
INSTRUCTIONS														
NOT REQUIRED														
NOT APPLICABLE	NA/N													
INCLUDED OR NOTED	✓/Y													
PROJECT NAME _____														
SUBMITTAL DATE _____														
DEPARTMENTAL USE ONLY	PROJECT # _____													
	SUBMITTAL # _____													
SUBMIT TO AUGUSTA COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT														
TYPE OF SUBMITTAL														
THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE PLANS ARE DISTRIBUTED FOR REVIEW														
Erosion & Sediment Control checklist and calculations (IF OVER 10,000 FT ²)														
Augusta County Stormwater Ordinance Checklist and calculations														
VDOT Staunton District Subdivision Checklist														
Application for plan review														
Detailed response to prior comments for resubmittals														
Fire hydrant test form and fire flow calculations														
Water meter sizing form														
Design Calculations														
Plans														
Required Fees														
→ *** PLANS WILL NOT BE ACCEPTED FOR REVIEW WITHOUT THE ABOVE ITEMS *** ←														
Special equipment info (pump station, booster station, controls, tank, manufacturer's data, etc.)														
Documentation from DEQ and/or VDH														
Will sanitary discharge be from restrooms only?														
THE FOLLOWING ITEMS SHALL APPEAR ON ALL PAGES														
Copy of the seal, date, and signature of the Professional Engineer, Land Surveyor or other qualified professional														
Project name														
Sheet number														
Map scale														
Plan date and all revision dates														
THE FOLLOWING ITEMS SHALL APPEAR ON THE FIRST PAGE OR THE COVER SHEET														
Vicinity Map with scale and north arrow														
Project Narrative														
Index of Sheets (If applicable)														
Original Seal with Date and Signature of Professional Engineer, Land Surveyor or other qualified professional														
Names, addresses, and telephone numbers of owner, and/or developer, and designer														

AUGUSTA COUNTY SUBMITTAL CHECKLIST



INSTRUCTIONS	
NOT REQUIRED	
NOT APPLICABLE	N/A/N
INCLUDED OR NOTED	✓/Y

TYPE OF SUBMITTAL

PRELIMINARY PLAT	MASTER PLAN (PUD)	SUBDIVISION CONSTRUCTION PLANS	SITE PLAN	E&SC / UTILITY EXTENSION / RELOCATION
------------------	-------------------	--------------------------------	-----------	---------------------------------------

PROJECT NAME _____

SUBMITTAL DATE _____

DEPARTMENTAL USE ONLY

PROJECT # _____

SUBMITTAL # _____

Tax Map Number for each tract _____

Existing zoning including any rezoning proffers _____

Name of Subdivision or Planned Unit Development in which the development is proposed (If applicable) _____

Free consent statement in accordance with §15.2-2264 of the Code of VA Approval Signature Panel _____

THE FOLLOWING ITEMS SHOULD APPEAR ON THE COVER SHEET, BUT IF NECESSARY MAY APPEAR ON SHEET 2

Standard Notes as Applicable _____

Legend _____

Source of title of recorded owner and place of record of the last instrument in the chain of title _____

Table of Estimated Quantities _____

THE TABLE OF ESTIMATED QUANTITIES SHOULD INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING WATER, SEWER, STORMSEWER AND EROSION CONTROL ITEMS

Line Size and Lengths _____

Number of Manholes and Total Vertical Depth _____

Number of Hydrants _____

Number, Type and Sizes of Valves _____

Meter Boxes and Cleanouts _____

Quantity and unit of measure of all E&SC items shown _____

THE FOLLOWING ITEMS SHALL APPEAR IN PLAN VIEWS

North seeking arrow and scale bar _____

Stationing _____

Benchmarks and Control Points _____

Existing and Proposed Property Lines. Owner Name, Tax Map, or Instrument No. (Deed Book and Page) _____

Project phase boundaries (shown in relation to overall development plan) _____

Anticipated land uses from the Future Land Uses map of the Comprehensive Plan, including densities of all residential areas _____

Existing and Proposed layout of streets, street names, lots and lot numbers _____

Tax map sheet, section, parcel number and zoning of each adjacent property, the source of title of the owner thereof and the place of record of the last instrument in the chain of title _____

Any tracts or lots proposed to be dedicated for public use and a statement of the public use intended and the conditions under which the dedication is tendered _____

AUGUSTA COUNTY SUBMITTAL CHECKLIST



INSTRUCTIONS	
NOT REQUIRED	
NOT APPLICABLE	N/A/N
INCLUDED OR NOTED	✓/Y

TYPE OF SUBMITTAL

PRELIMINARY PLAT	MASTER PLAN (PUD)	SUBDIVISION CONSTRUCTION PLANS	SITE PLAN	E&SC / UTILITY EXTENSION / RELOCATION
------------------	-------------------	--------------------------------	-----------	---------------------------------------

PROJECT NAME _____

SUBMITTAL DATE _____

<small>DEPARTMENTAL USE ONLY</small>	PROJECT #
	SUBMITTAL #

Type of each private individual onsite sewage disposal system and confirmation of approval from the appropriate agency					
Boundaries of any Floodplain Overlay District (FPO), Airport Overlay District (APO), Public Use Overlay District (PUO), Urban Service Overlay District (USO), or Source Water Protection Overlay District (SWPO) or on or adjacent to the property including delineation of the zones therein					
Boundaries of any dam break inundation zone					
General locations of soil classifications and descriptions of the characteristics of the identified soil classifications, including depth to bedrock, depth to seasonal high water table, erodibility, permeability and shrink-swell potential					
Existing Contours					
Proposed Contours					
Location, design and dimensions of all vehicular entrances and exits to the site with entrances and exits labeled as existing and/or proposed					
Street Layout providing adequate access to adjacent property in accordance with §21-9.1 where applicable					
Notation of maintenance responsibilities for all streets (Public or Private)					
Estimated grades of streets and alleys and typical section					
Type of surfacing, size & design of all off-street parking and loading spaces labeled as existing and/or proposed					
Parking calculations - Table					
Information necessary to show compliance with Article VI.A, Outdoor Lighting					
The location of any grave, object or structure marking a place of burial					
Ditch Centerlines					
Existing and proposed features (Above and Underground) which intersect and are in the vicinity of any proposed public improvement					
Existing Storm Sewers and Culverts					
Location and dimension of existing and proposed easements, to include easements for water, sewer, electric power, telephone, cable, etc.					
Jurisdictional wetland boundaries					
Streets' Edge of Pavement or Curb and Gutter					
Location and Layout of Landscaping Areas, Fences or Walls					
All Existing and Proposed Water and Sewer Lines					
Pipe Size and Material					
Direction of flow for gravity systems					
Deflection Angles					
Appurtenances (FHs, MHs)					
Appurtenances (Air Releases, Blow Offs, Valves, Fittings, etc.)					
Road Bores and Casings as Necessary					
Creek Crossings and Encasements as Necessary					
Lateral Locations and Cleanouts					

AUGUSTA COUNTY SUBMITTAL CHECKLIST



INSTRUCTIONS	
NOT REQUIRED	
NOT APPLICABLE	N/A/N
INCLUDED OR NOTED	✓/Y

TYPE OF SUBMITTAL

PRELIMINARY PLAT	MASTER PLAN (PUD)	SUBDIVISION CONSTRUCTION PLANS	SITE PLAN	E&SC / UTILITY EXTENSION / RELOCATION
------------------	-------------------	--------------------------------	-----------	---------------------------------------

PROJECT NAME _____

SUBMITTAL DATE _____

DEPARTMENTAL USE ONLY

PROJECT # _____

SUBMITTAL # _____

Service Line Locations, Meters, and Boxes (Specify on plans who will be installing the boxes, Contractor or Authority)

Labels, Design Notes, Matchlines, etc as Necessary

Pump Stations, Storage Tanks and associated lots

THE FOLLOWING ITEMS SHALL APPEAR IN PROFILE VIEWS

- Existing and Proposed Ground Surface
- Proposed Water, Sewer or Storm Sewer Line
- Stationing
- Scale Bar
- Existing and Proposed Features which Intersect the Proposed Utility
- Vertical Clearance Between Utilities
- Length, Pipe Size, Material, Class and Slope
- Appurtenances (FHs, Air Releases, Blowoffs, Valves, Fittings, MHs, etc)
- Inverts In and Out For Each Manhole
- Labels, Design Notes, Matchlines, etc as Necessary
- Road Bores and Casings as Necessary
- Creek Crossings and Encasements as Necessary

AUGUSTA COUNTY SUBMITTAL CHECKLIST



INSTRUCTIONS	
NOT REQUIRED	
NOT APPLICABLE	N/A/N
INCLUDED OR NOTED	✓/Y

TYPE OF SUBMITTAL

PRELIMINARY PLAT	MASTER PLAN (PUD)	SUBDIVISION CONSTRUCTION PLANS	SITE PLAN	E&SC / UTILITY EXTENSION / RELOCATION
------------------	-------------------	--------------------------------	-----------	---------------------------------------

PROJECT NAME _____

SUBMITTAL DATE _____

DEPARTMENTAL USE ONLY **PROJECT #** _____
SUBMITTAL # _____

THE FOLLOWING INFORMATION SHALL BE PROVIDED FOR ALL STRUCTURES

Distances to property lines (existing and proposed) and other buildings				
Fire lanes if applicable				
Handicapped parking spaces, including unloading spaces & signage				
Curb cuts & building access ramps/walkways from parking spaces to building entrance(s)				
Type of use of the building or type of residential structure				
Construction type of the proposed structure				
Indicate if building is equipped with a sprinkler system				
Location of sprinkler system Siamese connection				
Total gross square footage of the proposed building				
Number of floors and square footage for each floor				
Building height				
Location of any fire separation walls in building				
Location of any security gates or fences				
Available existing fire flow at the site				
Copy of fire hydrant test form if required				
Indicate required fire flow IAW §24-2 Aug. Co. Code				
Location of backflow prevention device (as required)				

ISO Commercial Development:		
Const. Type		ISO Factor
Type 5		1.5
Type 3		1
Type 2		0.8

Residential Table		
Distance Between Structures		Fire Flow
100' Plus		500 gpm
30 to 99'		750 gpm
11 to 29.9'		1000 gpm
10 or less		1,500 gpm

AUGUSTA COUNTY SUBMITTAL CHECKLIST



INSTRUCTIONS	
NOT REQUIRED	
NOT APPLICABLE	N/A/N
INCLUDED OR NOTED	✓/Y

TYPE OF SUBMITTAL

PRELIMINARY PLAT	MASTER PLAN (PUD)	SUBDIVISION CONSTRUCTION PLANS	SITE PLAN	E&SC / UTILITY EXTENSION / RELOCATION
------------------	-------------------	--------------------------------	-----------	---------------------------------------

PROJECT NAME _____

SUBMITTAL DATE _____

DEPARTMENTAL USE ONLY

PROJECT # _____

SUBMITTAL # _____

THE FOLLOWING SUPPLEMENTAL INFORMATION SHALL BE PROVIDED FOR A MASTER PLAN SUBMITTED IN ACCORDANCE WITH THE PLANNED UNIT DEVELOPMENT (PUD) REQUIREMENTS

Proposed land use plan showing the use of each lot or tract within the development				
Proposed circulation plan				
Plan showing community facilities and usable open space				
Plat as required for preliminary plat approval				
Plan showing existing and proposed utility and drainage facilities				
A proposed buildings and landscape plan in accordance with the requirements of §25-415.D.6.				
Statistical or technical data as necessary to evaluate the total development in accordance with the requirements of §25-415.D.7.				
Association, nonprofit corporation, or other documents intended to provide for maintenance of all common open space, properties and facilities				
Proposed staging/phasing plan if desired				

This checklist, while intended to cover most items required for submittal, may not include some required items. The designer is responsible for ensuring compliance with all applicable ordinances, policies and requirements.