



PRINCE WILLIAM COUNTY
Department of Development Services – Land Development Division
PRELIMINARY PLAN/REVISED PRELIMINARY PLAN CHECKLIST
(Minimum Submission Requirements)

Plan Name: _____

CEM Code	ADMINISTRATIVE ITEMS	YES	NO	N/A
A01	Fees in accordance with the LDD Fee Schedule . A certified Prince William County (PWC) Review Fee Calculation Sheet. [Administrative Procedures Manual , Section 4.05.1.A]			
A02	Standard Prince William County Development Control Form with all required information. (If not signed by the owner, a Power of Attorney must accompany this form.) [APM, Section 4.05.2.A1]			
A03	A separate bond and indexed booklet of project information which shall include: <ul style="list-style-type: none"> a) A copy of the stamped approved proffer statement and analysis, if applicable; b) A copy of the stamped approved special use permit conditions and analysis, if applicable; c) A concurrent processing form, if applicable is the subject of a rezoning, proffer amendment, and or special use application at the time of submittal; d) A copy of either the Planning Commission resolution, or the Director of Planning’s determination of conformity, if application required a 456 review. 			
A04	Standard Prince William County cover sheet, with the current revision date. All revisions shall be circled in red on the initial submission. The project and plan numbers for any previously approved plan shall also be referenced on the revision. [APM, Section 4.05.3(3)]			
A05	Sheet size not to exceed 36” x 48” (900 millimeters x 1,219 millimeters). More than two sheets indexed with match lines following lot lines for lots of five acres or less in size. [APM, Section 4.05.3(B1)]			
A06	A scale of no less than 1” = 100’ (metric ratio 1:1,000), this shall be displayed on all plan sheets. [APM, Section 4.05.3(B2)]			
A07	Contour interval no great than 5’ (1.52 meters) referenced USGS Datum, extending 50’ (15.24 meters) beyond the parcel’s property line. [APM, Section 4.05.3(B3)]			
A08	Date of plan, north arrow, and sheet numbers. [APM, Section 4.05.3.(B4)]			
A09	Vicinity map, preferably at 1” = 2000’ (metric ratio 1:25,000) but no smaller than 1” = 3,000’ (metric ratio 1:50,000). [APM, Section 4.05.3(B5)]			
A10	Present zoning of the project parcel(s) and present zoning and use of all adjacent parcels. Provide the project name and plan number of adjacent development as assigned by PWC if applicable. [APM, Section 4.05.3(B6)]			

A11	The project parcel(s) GPIN and all adjacent parcels' GPINs or GSINs. [APM, Section 4.05.3(B7)]			
A12	Total project site acreage (hectares). [APM, Section 4.05.3(B8)]			
A13	Street right-of-ways, including name, number, and widths. [APM, Section 4.05.3(B9A)]			
A14	All existing easements, including type, width, and use restrictions, if any. [APM, Section 4.05.3(B9B)]			
A15	Existing storm drainage structures on the project parcel(s), and within 50' (15.24 meters) of the property lines, including type of pipe, sizes, and direction of flow. [APM, Section 4.05.3(B9C)]			
A16	Storm water management and BMP facilities on the project parcel(s), and within 50' (15.24 meters) of the property lines. [APM, Section 4.05.3(B9D)]			
A17	Streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' (15.24 meters) of the property lines, including names, if applicable. [APM, Section 4.05.3(B9E)]			
A18	Preliminary Resource Protection Area (RPA) boundary as identified by the Preservation Area Site Assessment in accordance with Section 712.03 of the DCSM ; or a note indicating there are no mapped RPA's on the site. [APM, Section 4.05.3(B9F)]			
A19	Preliminary Resource Management Area (RMA) boundary as identified by the RMA limits study, if applicable, in accordance with Section 740.00 of the DCSM. [APM, Section 4.05.3(B9G)]			
A20	The approximate 100-year flood area boundary and the source of the information. [APM, Section 4.05.3(B9H)]			
A21	Buffers, parks, recreation areas, and the acreage (hectares) of all permanent open spaces. [APM, Section 4.05.3(B9I)]			
A22	Municipal or other publicly owned land within 50' (15.24 meters) of the property lines, including the distance to the nearest school or school site. [APM, Section 4.05.3(B9J)]			
A23	Utility lines and structures, such as water, sewer, gas, electric, telephone, wells, and drainfields on the project parcel(s) and within 50' (15.24 meters) of the property lines, including size capacity. [APM, Section 4.05.3(B9K)]			
A24	Location of all cemeteries and other historic sites on the parcel, or a statement that no other facilities are known to exist on the site. [APM, Section 4.05.3(B9L)]			
A25	Density tabulation provided by section and overall total number or proposed lots and/or dwelling units, and lot/unit numbers. [APM, Section 4.05.3(B11A)]			
A26	Streets, roads, travelways, improvements to existing streets and other right-of-way, including widths, street classification, and preliminary anticipated traffic counts (vehicles per day). [APM, Section 4.05.3(B11B)]			
A27	Pedestrian systems and bike trails. [APM, Section 4.05.3(B11C)]			
A28	Lot layout, if applicable. [APM, Section 4.05.3(B11D)]			

A29	Off-street parking layout, if applicable, including typical size, number of spaces by location, and tabulation. [APM, Section 4.05.3(B11E)]			
A30	Buildings, including use, height, distance to property lines, building restriction lines (if applicable), and any existing buildings or structures on the property within 100' (15.24 meters) of the property line (site plans only). [APM, Section 4.05.3(B11F)]			
A31	Schematic storm drainage system, and water and sewer systems, or drainfield and well locations. [APM, Section 4.05.3(B11G)]			
A32	Parcels to be dedication to public use, including size and purpose. [APM, Section 4.05.3(B11H)]			
A33	Tree canopy, tree save areas, if appropriate, including approximate acreages (hectares), average size and dominant species. [APM, Section 4.05.3(B11I)]			
A34	Comprehensive landscape plan in accordance with Section 800 of the DCSM, if applicable. [APM, Section 4.05.3(B11J)]			
A35	Limits of the mapped dam break inundation zone. [Section 725.00 DCSM]			

I hereby certify that the stated information is included on the attached plan and/or documents.

Engineer/Surveyor Signature

Date

Attachments/Hyperlinks:

- Land Development Division Fee Schedule
{<http://www.pwcgov.org/LDDFeeSchedule>}
- Design and Construction Standards Manual (DCSM)
{<http://www.pwcgov.org/DCSM>}
- Administrative Procedures Manual
{<http://www.pwcgov.org/APM>}