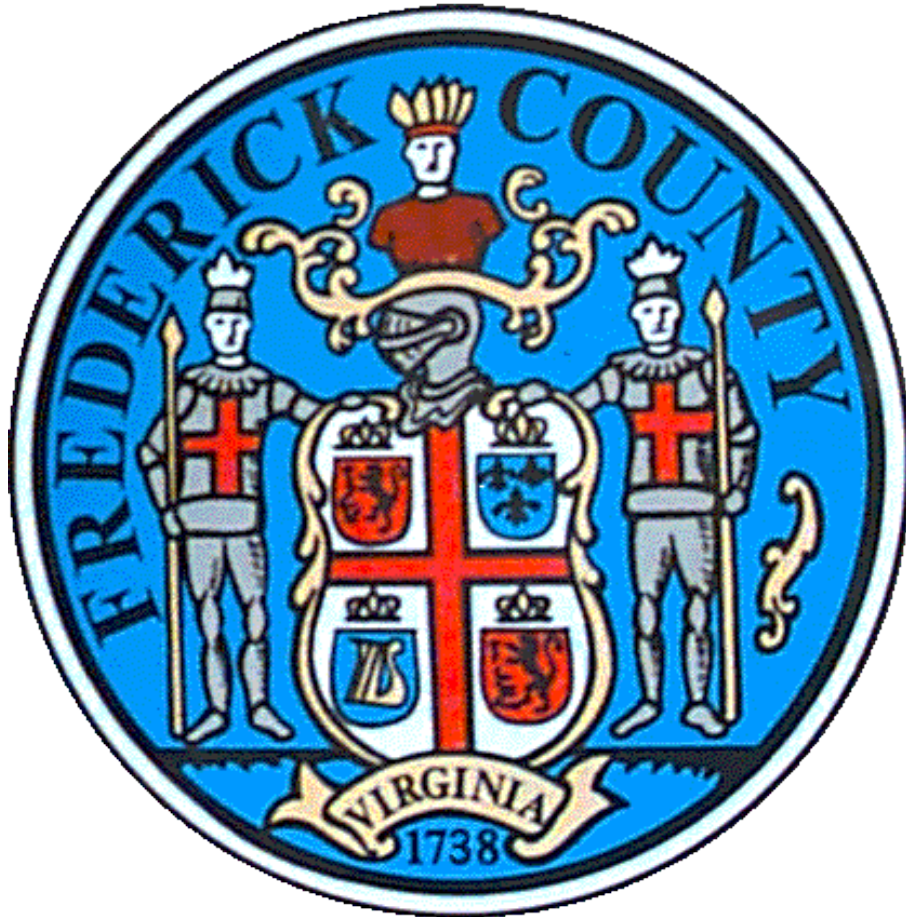


# SUBDIVISION APPLICATION PACKAGE



## Frederick County, Virginia

Department of Planning and Development  
107 North Kent Street  
North Building, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Telephone: (540) 665-5651 - FAX: (540) 665-6395

Website: [www.co.frederick.va.us/PlanningAndDevelopment/PlanningandDev.htm](http://www.co.frederick.va.us/PlanningAndDevelopment/PlanningandDev.htm)

(Revised 2/23/11)

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**FREDERICK COUNTY, VIRGINIA**

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## SUBDIVISION APPLICATION PACKAGE CHECKLIST

This Subdivision Plan application is incomplete if the items listed below are not present at the time of submission. A complete application is necessary to begin processing the Subdivision Plan, and to place it on the Planning Commission and the Board of Supervisors agendas. It is recommended that the applicant meet with a representative from the Department of Planning and Development staff when submitting applications in order to review the materials for completeness.

### Subdivision Package

- \_\_\_\_\_ 1. One set of approved comment sheets from the following agencies deemed necessary by the Department of Planning and Development staff along with any marked copies of the plan. Applicants should contact the Department of Planning and Development to determine which review agencies are relevant to their Subdivision Plan application.
- |  |                              |
|--|------------------------------|
| _____ Virginia Department of Transportation  | _____ Inspections Department |
| _____ Frederick County Sanitation Authority  | _____ Airport Authority      |
| _____ Frederick County Fire Marshal          | _____ Health Department      |
| _____ Department of Parks and Recreation     | _____ City of Winchester     |
| _____ Department of Public Works             | _____ Town of Stephens City  |
| _____ Department of Planning and Development | _____ Town of Middletown     |
| _____ GIS – Street Names Review              |                              |
| _____ Frederick County Public Schools        |                              |
- \_\_\_\_\_ 2. One copy of the Subdivision Application.
- \_\_\_\_\_ 3. The Application Review Fee (check made payable to **“Frederick County Treasurer”**).
- \_\_\_\_\_ 4. Two (2) full sets of the plan.

## SUBDIVISION INSTRUCTIONS

A subdivision plat must be submitted for review and approval by the County, prior to recordation of any land division, in all zoning districts. **Consult with the County planning staff to determine the status of your proposed division.** The plats for all subdivisions require the signature of the Subdivision Administrator to certify that the division complies with County regulations.

If your proposed subdivision is residential, commercial, industrial, or a major rural subdivision, you should schedule a meeting with the planning staff to review your proposal and determine whether or not a Master Development Plan (MDP) will be required. If a MDP is necessary, you should obtain a MDP instruction package from the Planning and Development office. **The MDP will have to be approved prior to approval of the subdivision. These can be done at the same time or the subdivision process can begin prior to MDP approval.**

The majority of subdivision proposals, with the exception of rural area proposals, will require the preparation of a MDP. The subdivision process can be started prior to approval of the MDP, however, the final plat cannot be approved prior to administrative approval of the final MDP. **The MDP process is described in detail in an information package available at the office of Planning and Development.**

## PRELIMINARY SKETCH

The sub-divider may (required for major rural and rural preservation subdivisions) submit to the Subdivision Administrator a preliminary sketch of the proposed subdivision prior to preparation of engineered preliminary and final plats. This allows the administrator to advise the applicant as to whether the plans are in general accordance with the requirements of the Subdivision Ordinance. **If a Master Development Plan has been approved by the Board of Supervisors for the project, a preliminary sketch would be redundant.**

The sub-divider is responsible for naming all streets in the planned development. All proposed street names must be coordinated with the GIS Department. The GIS Department maintains and controls a master list of all street/road names in Frederick County. This action is critical to prevent duplication of street names. Early coordination of names is essential.

## SUBDIVISION DESIGN PLAN

The subdivision design plan is to be prepared by a licensed surveyor or engineer and consists primarily of an overview of the subdivision showing lot lines, roads, open space, and detailed construction drawings for any proposed public improvements. **Applicants should consult with planning staff prior to undertaking plat development.** This meeting can help the applicant avoid incurring the expense of unnecessary revisions.

The Planning Department has administrative approval authority for any subdivision design plan for which a MDP has been approved by the Board of Supervisors. **Subdivision Design Plan approval is not an assurance of final plat approval.** Major rural subdivisions will be approved by the Subdivision Administrator. The Planning Commission will make a recommendation to

the Board of Supervisors on those subdivisions (except rural) which are not preceded by a MDP. In these cases, a hearing will be required before both bodies. The Planning Commission meets regularly on the first and third Wednesday of every month at 7:00 PM. The Board of Supervisors meet at 7:15 PM on the second and fourth Wednesdays.

In order for the subdivision design plan to be placed on the agenda for a particular Planning Commission meeting, the full submission (including comments received from all review agencies) must be received in accordance with the cut-off date scheduled, generally at least seventeen (17) working days before the meeting.

Any subdivision design plan will need to be reviewed by some, or all, of the following agencies as determined by the subdivision administrator:

- Virginia Department of Transportation
- Frederick County Department of Geographic Information Services (GIS)
- Frederick County Department of Planning and Development
- Frederick County Sanitation Authority
- Frederick County Inspections Department
- Frederick County Department of Public Works
- Frederick County Fire Marshal
- Frederick County Department of Parks and Recreation
- Frederick County-Winchester Health Department
- Winchester Regional Airport
- City of Winchester
- Town of Stephens City
- Town of Middletown
- Frederick County Public Schools

**It is the applicant's responsibility to see that the review agencies, deemed appropriate by the Subdivision Administrator, receive copies of the subdivision plans and enclosed comment sheets.** All comments and/or changes required by these agencies will need to be addressed and presented to the subdivision administrator with the design plan. When the review agency indicates changes/problems etc. on a copy of the plan, **this marked copy must also be submitted.**

A checklist is provided to assist the applicant in meeting the ordinance requirements for design plan and final plat contents. **All materials, including three copies of the plat, and the completed checklist must be submitted to the Planning Department. A check made payable to the Frederick County Treasurer for the required fees must be submitted to the Subdivision Administrator no later than 17 working days prior to the meeting date at which time the request is to be heard by the Planning Commission. The Planning Staff will determine the fee for the applicant.**

The timing of the process is in a large part determined by the complexity of the project, the thoroughness of the designer, and the willingness of the applicant to work with the various review agencies. The Virginia Department of Transportation typically requires the greatest amount of time to review plans submitted.

## FINAL PLAT

**Following review of the subdivision design plan, the Subdivision Administrator will advise the applicant of any changes to be made prior to submission of final plats.** A deed of dedication (if required), copy of any proposed covenants or restrictions and an estimate of the guaranty to be submitted for the completion of all public and amenity improvements must be in the form of those allowed by Section 144-41 of Chapter 144, Frederick County Code, Subdivision Ordinance. If a letter of credit is the selected instrument of guaranty, it shall be in the format of the sample enclosed in this application package. The Subdivision Administrator is the authority for final determination of the amount of the guaranty required and the format in which it may be presented.

The Subdivision Administrator has approval authority over all final plats. Three original copies of the final plat must be submitted for signature. Signatures of appropriate review agencies must be obtained by the applicant **prior** to that of the Subdivision Administrator. It is the applicant's responsibility to circulate copies for signatures. A copy showing the recordation numbers and the Clerk of Court certification must be returned to the Planning and Development Department for filing.

## COMPLETION GUARANTY

The Subdivision Administrator will determine the amount of the monetary guaranty required for public and amenity improvements. The applicant must submit sufficient proof of the cost of the improvements. The County has prepared a monetary guaranty procedure package which will need to be completed and submitted for review by the Subdivision Administrator. The monetary guaranty procedure package is available on the County website at [www.co.frederick.va.us](http://www.co.frederick.va.us) under the Planning and Development page and is also available at the Department of Planning & Development.

The monetary guaranty should be dated from the date of plat approval and be good for a period of at least one year with automatic renewals for increments of 6 months until the guaranty is released by the County. The reduction or release of guaranties shall be in accordance with the requirements of Section 144-44, Chapter 144, Frederick County Code, Subdivision Ordinance.

## **ROAD ADOPTION**

The applicant will be responsible for supplying the County with all paperwork required by the Virginia Department of Transportation for any roads intended to be entered into the State Secondary Road System. This information must consist of, but is not limited to the following:

1. An exact legal description of the road/street (will be provided to applicant by VDOT once final acceptance inspection is completed).
2. Three copies of recorded plats that clearly show the Deed Book Number, Page and the certification by the Clerk of the Circuit Court.
3. Engineered “as built” plans of the entire road or street.
4. Land use permits or quitclaim deeds for all utilities (telephone, TV cable, water, sewer, gas, electricity) that are located in or traverse the road or street right of way.
5. A resolution by the Frederick County Board of Supervisors that dedicates the road or street to the Virginia Department of Transportation (will be prepared by the Subdivision Administrator following submittal of item number 1 above).
6. Maintenance fee and guaranty (letter of credit, performance bond, etc.) which will be determined by VDOT.

The applicant is responsible for contacting the VDOT office in order to determine the appropriate amounts for the maintenance fee and the guaranty. The maintenance fee is based on the length of road and the amount of time between acceptance and the end of the fiscal year (June 30<sup>th</sup>) with additions being made on the first of each month.

No letter of credit or performance bond, will be released by the County until formal notice is received from VDOT stating that the roads have been taken into the secondary road system.

**SUBDIVISION APPLICATION  
FREDERICK COUNTY, VIRGINIA**

*- Office Use Only -*

Date: \_\_\_\_\_ Application #: \_\_\_\_\_ MDP: \_\_\_\_yes \_\_\_\_no

If no, has the MDP requirement been waived by the Planning Director?: \_\_\_\_yes \_\_\_\_no  
If the MDP has been waived, fill in the following public meeting dates for the final plats:  
PC Meeting Date \_\_\_\_\_ BOS Meeting Date \_\_\_\_\_

1. Applicant:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

2. Property Owner (if different than above)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

3. Please list names of all owners, principals, and/or majority stockholders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Contact person if other than above

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

5. Name of Proposed Subdivision: \_\_\_\_\_

6. Number of Lots: \_\_\_\_\_

7. Total Acreage: \_\_\_\_\_

8. Property Location: \_\_\_\_\_

(Give State Route # and name, distance and direction from intersection)

9. Magisterial District: \_\_\_\_\_
10. Property Identification Number (P.I.N.): \_\_\_\_\_  
(Parent Tract)
11. Property zoning and present use: \_\_\_\_\_
- 

12. Adjoining property zoning and use:

	<u>USE</u>	<u>ZONING</u>
North	_____	_____
East	_____	_____
South	_____	_____
West	_____	_____

13. Has a Master Development Plan been submitted for this project? \_\_\_ Yes \_\_\_ No
14. If yes, has the final MDP been approved by the Board of Supervisors? \_\_\_ Yes \_\_\_ No
15. What was the Master Development Plan title? \_\_\_\_\_
16. Does the plat contain any changes from the approved MDP? \_\_\_ Yes \_\_\_ No
17. If yes, specify what changes: \_\_\_\_\_
- 

18. Minimum Lot Size (smallest lot): \_\_\_\_\_
19. Number and types of housing units in this development: \_\_\_\_\_
- 

\* \* \* \* \*

I have read the material included in this package and understand what is required by the Frederick County Planning Department. I also understand that all required material will be complete prior to the submission of my site plan.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SUBDIVISION DESIGN PLAN CHECKLIST

The subdivision design plan shall be drawn at a scale that is acceptable to the Subdivision Administrator. The subdivision design plan shall include a sheet depicting the full subdivision submitted. The subdivision design plan shall include the following information:

- \_\_\_\_\_ Title “Subdivision Design Plan for “\_\_\_\_\_”  
with a notation of all previous names of the subdivision.
  
- \_\_\_\_\_ Original property identification number.
  
- \_\_\_\_\_ Page number and total pages on each page.
  
- \_\_\_\_\_ Name of the owner and/or subdivider.
  
- \_\_\_\_\_ Vicinity map (scale of one to two thousand (1:2000)) showing all roads, properties and subdivisions within one thousand (1000) feet of the subdivision.
  
- \_\_\_\_\_ Written and graphic scale.
  
- \_\_\_\_\_ Day, month and year plan prepared and revised.
  
- \_\_\_\_\_ North arrow.
  
- \_\_\_\_\_ Name of the Magisterial District where located.
  
- \_\_\_\_\_ Zoning of all land to be subdivided.
  
- \_\_\_\_\_ Boundary survey of all lots, parcels and rights-of-way showing bearings to the nearest minute and distances to the nearest one-hundredth (1/100) of a foot.
  
- \_\_\_\_\_ Topography shown at a contour interval acceptable to the Subdivision Administrator but in no case greater than five (5) feet.
  
- \_\_\_\_\_ Names of owners, zoning and use of all adjoining properties and deed book and page number references for each adjoining parcel.
  
- \_\_\_\_\_ Proposed use of each lot, with the number of lots in each use category.
  
- \_\_\_\_\_ Area of each lot and parcel, the total area of the subdivision and the total area in lots.
  
- \_\_\_\_\_ Location and area of each parcel of common open space and the total area of common open space.
  
- \_\_\_\_\_ Location, names, right-of-way widths and classifications of existing and planned roads, streets and shared private driveways adjacent to and on the property.

- \_\_\_\_\_ Existing or proposed utilities, sewer and water lines, manholes, fire hydrants and easements.
- \_\_\_\_\_ Existing and proposed drainage ways, drainage facilities, culverts and drainage easements with dimensions and design details
- \_\_\_\_\_ Storm water management plan with calculations describing how storm water management requirements are being met, including the location and design details of proposed facilities.
- \_\_\_\_\_ Proposed grading plan including spot elevations and flow arrows
- \_\_\_\_\_ Cross sections, profiles and design details of all proposed streets, roads, culverts, storm sewers, sanitary sewers and water mains.
- \_\_\_\_\_ Locations, dimensions and cross sections of existing and proposed sidewalks and walkways.
- \_\_\_\_\_ Location of environmental features including floodplain, steep slopes, wetlands, sinkholes, woodlands and natural storm water detention areas.
- \_\_\_\_\_ Names of all streams and bodies of water, including all one-hundred-year flood limits as mapped by FEMA.
- \_\_\_\_\_ Location of all land to be dedicated or reserved for public use.
- \_\_\_\_\_ Location of required setback lines on each lot.
- \_\_\_\_\_ Location of proposed recreational areas and facilities.
- \_\_\_\_\_ Location of proposed buffers and screening with design details, locations and types of plants and screening.
- \_\_\_\_\_ Proposed landscaping with location and types of plants.
- \_\_\_\_\_ Certification by an engineer, surveyor or other qualified professional of the accuracy of the plat.
- \_\_\_\_\_ Signature of the owner or principals certifying ownership of the property.
- \_\_\_\_\_ Statement listing all requirements and conditions placed on the land included in the subdivision resulting from approval of conditional zoning or a conditional use permit.
- \_\_\_\_\_ Signature line for the Subdivision Administrator.

## FINAL PLAT CHECKLIST

The subdivider shall be required to submit a deed of dedication, a copy of all covenants and restrictions, an estimate of all public improvements, all required guaranties for improvements and all final plats to the Subdivision Administrator. All final plats shall be drawn to a scale acceptable to the Subdivision Administrator. The following checklist is provided to assist the applicant in ensuring that all required information is provided. The form must be completed and submitted with the application and other required subdivision materials. If any of the items listed below are not included with the materials submitted, your application will not be considered complete and will not be accepted for filing. Check with the planning staff if you feel some element on the list does not apply to your situation. All plats shall contain the following information:

- \_\_\_\_\_ Title (“Final Subdivision Plat for \_\_\_\_\_”).
- \_\_\_\_\_ Page number and total pages on each page.
- \_\_\_\_\_ Vicinity map [scale of one to two thousand (1:2,000)] showing all roads, properties and subdivisions within one thousand (1,000) feet of the subdivision.
- \_\_\_\_\_ Written and graphic scale.
- \_\_\_\_\_ Day, month and year plan prepared and revised.
- \_\_\_\_\_ North arrow.
- \_\_\_\_\_ Parcel identification number (PIN) of parent tract.
- \_\_\_\_\_ Name of Magisterial District in which subdivision is located.
- \_\_\_\_\_ Zoning and use of all land to be subdivided and all adjoining land.
- \_\_\_\_\_ Boundary survey of all lots, parcels and rights-of-way showing bearings to the nearest degree, minute and second and listing distances to the nearest one-hundredth (1/100) of a foot.
- \_\_\_\_\_ Names of owners of all adjoining properties and deed book and page number references for each adjoining parcel.
- \_\_\_\_\_ Area of each lot and parcel, the total area of the subdivision and the total area in lots.
- \_\_\_\_\_ Location and area of each parcel of common open space and the total area of common open space.
- \_\_\_\_\_ Location, names and right-of-way widths of existing and planned roads, streets and shared private driveways adjacent to and on the property.

- \_\_\_\_\_ Existing or proposed utilities, utility easements and other easements with dimensions and location.
- \_\_\_\_\_ Existing and proposed drainage easements with dimensions and locations.
- \_\_\_\_\_ Location of floodplain limits.
- \_\_\_\_\_ Location of all land to be dedicated or reserved for public use.
- \_\_\_\_\_ Location of required setback lines on each lot.
- \_\_\_\_\_ Location of proposed recreational areas.
- \_\_\_\_\_ Location of proposed buffers.
- \_\_\_\_\_ Location and description of monuments and markers.
- \_\_\_\_\_ Location of any grave, object or structure marking a place of burial on the land to be subdivided.
- \_\_\_\_\_ Certification by a registered engineer or surveyor qualified to practice in the State of Virginia, verifying the accuracy of the plat.
- \_\_\_\_\_ Signature of the owner, proprietors or trustees certifying ownership of the property and that the subdivision is with their free consent and desires.
- \_\_\_\_\_ A notary statement certifying the signature of the owner, proprietors or trustees.
- \_\_\_\_\_ Signature lines for the Subdivision Administrator and relevant reviewing agencies.
- \_\_\_\_\_ Statement listing all requirements and conditions placed on the land included in the subdivision resulting from approval of conditional zoning or a conditional use permit.

REQUEST FOR SUBDIVISION PLAN COMMENTS



Virginia Department of Transportation

**Mail to:**

Virginia Department of Transportation  
Attn: Resident Engineer  
14031 Old Valley Pike  
Edinburg, Virginia 22824  
Phone: (540) 984-5600

**Hand deliver to:**

Virginia Department of Transportation  
Attn: Resident Engineer  
2275 Northwestern Pike  
Winchester, Virginia 22603

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Virginia Department of Transportation Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-VDOT USE ONLY-**

Date Received \_\_\_\_\_

Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Date Approved \_\_\_\_\_

Revision Required \_\_\_\_\_

VDOT Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Frederick County Department of  
Planning & Development**

**Mail to:**

Frederick County  
Department of Planning & Development  
107 North Kent Street,  
Winchester, Virginia 22601  
Phone: (540) 665-5651

**Hand deliver to:**

Frederick County  
Department of Planning & Development  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department of Planning & Development Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-PLANNING DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Request for Street Name Comment**

**Mail to:**

Frederick County  
Information Technologies, GIS Division  
Attn: GIS Manager  
107 North Kent Street,  
Winchester, Virginia 22601

**Hand deliver to:**

Frederick County  
Information Technologies, GIS Division  
107 North Kent Street, 1<sup>st</sup> Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5614

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GIS Manager Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-GIS MANAGER USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Frederick County Sanitation Authority Comment**

**Mail to:**

Frederick County Sanitation Authority  
Attn: Engineer  
P.O. Box 1877  
Stephens City, Virginia 22655

**Hand deliver to:**

FCSA  
315 Tasker Road  
Stephens City, Virginia 22655  
Phone: (540) 868-1061

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FCSA Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY SANITATION AUTHORITY USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Frederick County Inspections  
Department Comment**

**Mail to:**

Frederick County Inspections Department  
Attn: Building Official  
107 North Kent Street,  
Winchester, Virginia 22601

**Hand deliver to:**

Frederick County Inspections Dept.  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5650

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspections Department Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY INSPECTIONS DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)  
Date Reviewed \_\_\_\_\_  
Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_  
Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Frederick County Public Works Comment**

**Mail to:**

Frederick County Public Works Department  
Attn: County Engineer  
107 North Kent Street,  
Winchester, Virginia 22601

**Hand deliver to:**

Public Works Department  
107 North Kent Street, 2<sup>nd</sup> Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5643

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Public Works Department Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY PUBLIC WORKS DEPARTMENT USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Frederick County Fire Marshal Comment**

**Mail to:**

Frederick County Fire Marshal  
Attn: Fire Marshal  
1800 Coverstone Drive  
Winchester, Virginia 22602

**Hand deliver to:**

Public Safety Building  
1800 Coverstone Drive  
Winchester, Virginia 22602  
Phone: (540) 665-6350

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach two (2) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire Marshal Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY FIRE MARSHAL USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Frederick County Parks and Recreation Comment**

**Mail to:**

Frederick County  
Department of Parks & Recreation  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

107 North Kent Street  
Second Floor  
Winchester, Virginia 22601  
Phone: (540) 665-5678

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parks and Recreation Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY PARKS AND RECREATION USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Virginia Department of Health**

**Mail to:**

Virginia Department of Health  
Attn: Sanitation Engineer  
107 North Kent Street  
Winchester, Virginia 22601

**Hand deliver to:**

2<sup>nd</sup> Floor – Suite 200  
107 North Kent Street  
Winchester, Virginia 22601  
Phone: (540) 722-3480

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health Department Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-VIRGINIA DEPARTMENT OF HEALTH USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Winchester Regional Airport Comment**

**Mail to:**

Winchester Regional Airport  
Attn: Executive Director  
491 Airport Road  
Winchester, Virginia 22602

**Hand deliver to:**

491 Airport Road  
(Rt. 645 off of Rt. 522 South)  
Winchester, Virginia 22602  
Phone: (540) 662-5786

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Airport Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-AIRPORT USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**City of Winchester Comment**

**Mail to:**

Winchester Planning Department  
Attn: Planning Director  
15 North Cameron Street  
Winchester, Virginia 22601

**Hand deliver to:**

Rouss City Hall  
15 North Cameron Street  
Winchester, Virginia 22601  
Phone: (540) 667-1815

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City of Winchester's Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-CITY OF WINCHESTER USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_

Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Town of Stephens City Comment**

**Mail to:**

Town of Stephens City  
Attn: Town Manager  
P.O. Box 250  
Stephens City, Virginia 22655

**Hand deliver to:**

1033 Locust Street  
Stephens City Town Hall  
Stephens City, Virginia 22655  
Phone: (540) 869-3087

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach three (3) copies of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Stephens City Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-TOWN OF STEPHENS CITY USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Town of Middletown Comment**

**Mail to:**

Town of Middletown  
Attn: Town Manager  
P.O. Box 96  
Middletown, Virginia 22645

**Hand deliver to:**

Middletown Town Hall  
7875 Church Street  
Middletown, Virginia 22645  
Phone: (540) 869-2226

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Middletown Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-TOWN OF MIDDLETOWN USE ONLY-**

Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***

**REQUEST FOR SUBDIVISION PLAN COMMENTS**



**Frederick County Public Schools Comment**

**Mail to:**

Frederick County Public Schools  
Attn: School Superintendent  
1415 Amherst Street  
Winchester, Virginia 22601

**Hand deliver to:**

Administration Building  
1415 Amherst Street  
Winchester, Virginia 22601  
Phone: (540) 662-3888

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach one (1) copy of the Subdivision Design Plan with this sheet.

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of development and/or description of the request:  
\_\_\_\_\_  
\_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_

Number of residences to be built in this development: \_\_\_\_\_

Approximate date first house/residence will be occupied: \_\_\_\_\_

Estimated completion date of development (build out): \_\_\_\_\_

Public Schools Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-FREDERICK COUNTY PUBLIC SCHOOLS USE ONLY-**

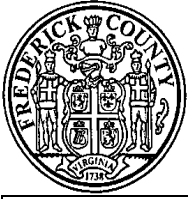
Date Received \_\_\_\_\_ Review Number 1 2 3 4 5 (circle one)

Date Reviewed \_\_\_\_\_

Revision Required \_\_\_\_\_ Date Approved \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\* Please Return Form to Applicant\*\***



**Special Limited Power of Attorney  
County of Frederick, Virginia  
Frederick Planning Website: [www.co.frederick.va.us](http://www.co.frederick.va.us)**

**Department of Planning & Development, County of Frederick, Virginia  
107 North Kent Street, Winchester, Virginia 22601  
Phone (540) 665-5651 Facsimile (540) 665-6395**

Know All Men By These Presents: That I (We)

(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_

(Address) \_\_\_\_\_

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Frederick, Virginia, by

Instrument No. \_\_\_\_\_ on Page \_\_\_\_\_, and is described as

Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
do hereby make, constitute and appoint:

(Name) \_\_\_\_\_ (Phone) \_\_\_\_\_

(Address) \_\_\_\_\_

To act as my true and lawful attorney-in-fact for and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- \_\_\_\_\_ **Rezoning (including proffers)**
- \_\_\_\_\_ **Conditional Use Permit**
- \_\_\_\_\_ **Master Development Plan (Preliminary and Final)**
- \_\_\_\_\_ **Subdivision**
- \_\_\_\_\_ **Site Plan**
- \_\_\_\_\_ **Variance or Appeal**

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

\_\_\_\_\_  
This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.  
In witness thereof, I (we) have hereto set my (our) hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

Signature(s) \_\_\_\_\_

State of Virginia, City/County of \_\_\_\_\_, To-wit:

I, \_\_\_\_\_, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_  
Notary Public

**FREDERICK COUNTY  
DEVELOPMENT REVIEW FEES**

Adopted April 23, 2008 – Effective May 1, 2008, Revised 2/24/2010, 4/28/2010, 1/25/2012

**COMPREHENSIVE POLICY PLAN**

\$ 3,000 non-refundable

**REZONING**

\$ 5,000 base + \$100/acre – 2 acres or less  
 \$ 10,000 base + \$100/acre  
 more than 2, less than 150  
 \$ 10,000 base + \$100/acre first 150  
 + \$50/acre over 150 acres

**SUBDIVISION**

**Non-Residential** \$1,000 base  
 Design Plan \$ 200/lot  
 Plat \$ 100/lot  
**Residential (RP, R4, R5)**  
 Design Plan \$ 2,500/base \$100/lot  
 Plat \$ 200/lot to 50 lots  
 \$ 100/lot over 50 lots  
**Rural Areas (RA)**  
 Sketch (Design) \$ 2,500 base \$200/acre  
 Plat \$ 200/lot  
**Rural Areas (RA)**  
**Minor** – 3 lots or less \$ 200/lot  
**Lot Consolidation** \$ 200/lot  
**Boundary Line Adj.** \$ 200/lot

**VARIANCE** \$ 400

**BZA APPEAL** \$ 250

**ZONING CERTIFICATION LETTER** \$ 250

**ZONING DETERMINATION LETTER** \$ 100

**SUBDIVISION ORDINANCE**

**EXCEPTION** \$ 500

**MASTER DEVELOPMENT PLAN**

\$ 3,000 base + \$100/acre for first 150  
 +\$50/acre over 150 acres

**CONDITIONAL USE PERMIT**

Cottage Occupation \$ 75  
 Telecommunication Tower \$ 7,000  
 Other \$ 750

**SITE PLAN**

**Non-residential** \$ 2,500 base  
 \$ 200/acre to 5 acres  
 \$ 100/acre over 5 acres  
**Residential** \$ 3,500 base  
 \$ 300/unit to 20 units  
 \$ 100/unit over 20 units  
**Minor Site Plan** \$ 500 for revision that  
 increases existing structure area by 20% or less &  
 does not exceed 5,000sf.

**POSTPONEMENT** of any Public Hearing or  
 Public Meeting by Applicant after Advertisement,  
 to include Applicant requests to **TABLE** an  
 agenda item \$ 500/occurrence.

**THIRD & SUBSEQUENT PLAN REVIEWS**

(including County Attorney review) for a single  
 development application \$ 500/review.

**BOND MANAGEMENT**

Establishment of bond	\$ 500
Reduction/Release	\$ 300
Replacement	\$ 500

**TDR PROGRAM**

TDR Application Review	\$300
TDR Letter of Intent	\$100
TDR Certificate	\$200
Certificate Ownership Transfer	\$50
Receiving Property Approval	\$200
Recordation of Sending Property	
Deed Covenant	\$100
Recordation of Extinguishment Document	\$100

**CHAPTER 161 FEES**

Installation License	\$300
Septic Haulers Permit	\$200
Residential Pump and Haul	\$50
Commercial Pump and Haul	\$500

# Application Process Evaluation

We would like to learn how we might improve this process. Please complete this form and submit it to the Planning Department. You can submit it to us separately from the application if you wish. You may submit it anonymously.

1. Which type of application did you complete?

Rezoning _____	Site Plan _____
Master Development Plan _____	Subdivision _____
Conditional Use Permit _____	Variance _____
  
2. Which part, if any, of the application process did you find particularly difficult? (Check as many as you wish)

Completing the application form _____
Tax verification _____
Agency review comments _____
Adjoiner identification information _____
Other (Please Specify) _____
  
3. Did you have a discussion with a staff member before submitting the application?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
4. Were you able to receive the assistance or information that you needed from the staff?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
5. What portion of this process took the longest for you?

Completing plans _____
Completing the application _____
Tax Verification _____
Agency review comments _____
Other (Please Specify) _____
  
6. What do you think could have been done differently to make this process quicker?
  
7. Do you have any suggestions about what we could do to make this process work better?



12	Provide measures to minimize channel damage when conducting in-stream construction.				
13	Install temporary stream crossings of non-erodable material				
14	All applicable federal, state and local regulations pertaining to working in or crossing live watercourses shall be met - all applicable permits shall be submitted with Land Disturbance application (§79-3.A.2 Frederick County Code).				
15	Provide a note stating that the bed and banks of a watercourse shall be stabilized immediately after work in the watercourse is completed.				
16	Provide appropriate notes regarding trenching practices in accordance with 4VAC50-30-40 subsection 16.				
17	Provide a note requiring cleaning/removal of any sediment on public or private roadways.				
18	Provide a note requiring that all temporary controls be removed within 30-days once no longer needed; trapped sediment must be removed and stabilized.				
19	Provide adequate protection from erosion and sediment deposition for downstream properties and waterways.				
19.a	Demonstrate that concentrated stormwater runoff leaving the site discharges directly into an adequate natural or manmade channel.				
19.b.2.a	Demonstrate that two (2)-year runoff from the site does not overtop banks of natural channels and does not cause erosion.				
19.b.2.b	Demonstrate that discharge into the previously constructed man-made channels are not overtopped by a ten (10)-year storm and the two (2)-year storm does not cause erosion				
19.b.2.c	Demonstrate that closed storm sewer systems contain the ten (10)-year storm. Provide calculations and show ten (10)-year HGL in the storm sewer profiles.				
19.d	If offsite improvements are proposed, provide evidence of obtained easements, etc.				
19.e	Provide an analysis of the existing and ultimate characteristics of the watershed.				
19.f	Provide responsible party and maintenance plan for the proposed detention facilities to include access, what is to be maintained?, how often?, who pays?				
19.g	Provide energy dissipaters at the outfall of all detention facilities.				
19.h	Provide calculations demonstrating that onsite ditches are adequate.				

19.i	All sheet flow leaving the site shall be at or below pre-developed rates or it must be diverted to an adequate channel, pipe system or detention facility.				
19.j	All calculations and assumptions shall pertain to the entire development and its ultimate build-out.				
19.k	All measures utilized shall minimize the impact on waters of the State.				
E&S Narrative Requirements - Virginia Erosion and Sediment Control Handbook - page VII-26					
	Project description - Describe the nature and purpose of the land disturbing activity and area (acres) to be disturbed.				
	Existing Site Conditions - Provide a description of the existing topography, vegetation and drainage.				
	Adjacent Areas - Provide 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.				
	Soils - Provide a brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.				
	Geology - Provide a brief description of the geology on the site related to construction; i.e. methods of removal, use as engineered fills, Karst potential, etc.				
	Critical areas - Provide a description of areas on the site which have potentially serious erosion problems.				
	E&S control measures - Provide a description of the methods which will be used to control erosion and sedimentation on the site.				
	Permanent stabilization - Provide a brief description, including specifications, of how the site will be stabilized after construction is completed.				
	Stormwater runoff considerations - Will the development of the site cause an increase in peak runoff rates? Will it cause flooding? Describe the strategy to control stormwater runoff.				
	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				
Site Plan Requirements - Virginia Erosion and Sediment Control Handbook - page VII-27					
	Provide a vicinity map.				
	Provide a North arrow and scale on all plan sheets.				

	Indicate the proposed limits of clearing and grading.					
	Show and label existing contours.					
	Show and label final contours.					
	Show existing vegetation.					
	Show boundaries of different soil types.					
	Show existing drainage patterns including the acreage of each drainage area.					
	Label areas with potentially serious erosion problems.					
	Show all proposed site improvements.					
	Show location of all erosion and sediment control measures using VESCH standard symbols.					
	Show all off-site land disturbing activities and erosion and sediment control measures.					
	Provide detail drawings for all proposed erosion and sediment control measures.					
	Provide a maintenance schedule including regular inspection and repair of erosion and sediment control measures.					
<b>Frederick County Public Works Requirements</b>						
	Provide the Responsible Land Disturber signature block on the plans.					
	Provide a seeding schedule in accordance with VESCH standard 3.31 and 3.32.					
	Provide a 20-foot drainage easement for all concentrated flows within on- or off-site residential lots.					
	Provide a minimum of 2% slope on grass channels. If less than 2%, provide an alternative design.					
	Any area in which drainage collects from more than three (3) lots shall be placed within a platted drainage easement.					
	All silt fence shall be wire reinforced.					
	Drop Inlets in areas accessible to the public will require a smaller grate opening.					
	Ensure that the backwater condition for the post-developed 100-year storm does not impact adjacent properties.					
	Provide the dewatering structure details for the proposed sediment basins. The details shall include elevations, type of structures, pipe sizes, etc.					