



Town of West Point

Plan of Development

Plan Submission

In accordance with Section 70-51(b) of the Town Code, the Zoning Administrator shall establish a written policy for the form, format, content and number of drawings to be submitted to the Town as part of the Plan of Development review and approval process.

FORM

Plan sheet size shall not exceed 24 x 36. Plans of Development should include drawings, specifications and supplemental reports, supporting calculations and narrative information to accurately indicate the development activities and improvements proposed. Plans shall be legible and prepared to scale.

FORMAT & CONTENT

The attached checklist will serve as a guide for the format and content for Plan of Development submissions. Plan of Development submissions should include the information listed on the checklist as applicable to the proposed development project.

NUMBER OF PLANS TO BE SUBMITTED:

Town Zoning Administrator	5-sets (minimum)
Planning Commission	additional 7-sets (when Planning Commission action is required)
Town Council	additional 7-sets (when Town Council action is required)

PLAN REVIEW:

The West Point Planning Commission reviews all plans for the development of vacant land or the construction of a main building on commercial or industrial sites. The commission meets on the first Wednesday of every month at 7:00 PM in Town Hall. Plans requiring commission action must be submitted no later than three weeks prior to the regular meeting date in order to be considered for review.

Town of West Point, Virginia

Plan of Development Checklist

General information/requirements		Included on Plans			Remarks
		Yes	No	N/A	
1	Name and location of project				
2	Name of owner, developer or agent and address/phone number				
3	Name, title and address of person/firm preparing plan				
4	Date of preparation or revision				
5	Scale (1"=20' preferred, but not greater than 1"=60' for detail plans)				
6	North arrow				
7	Sheet numbering				
8	Tax map and parcel identification number(s)				
9	Sheet size (not larger than 24"x 36")				
10	Professional's Seal, signature and date				
11	Vicinity Map				
	Statistical data	Yes	No	N/A	Remarks
12	Existing Zoning				
13	Area of site				
14	Area of existing buildings				
15	Area of proposed buildings				
16	Area of impervious surfaces				
17	Area of land disturbance				
18	Area of landscaped open space and green space provided				

19	Number of parking and loading spaces required and provided				
20	Date of rezoning, special use permit or variance approval and resolution or ordinance number				
21	Permitted uses and structures (reference Zoning Ordinance Section Number)				
22	Lot and yard requirements				
23	Lot area				
24	Lot width				
25	Yards (front, side and rear)				
26	Building setback lines				
27	Building height				
28	Building separation				
	Existing conditions	Yes	No	N/A	Remarks
29	Benchmarks, elevation, location and description with elevation coordination to NGVD 1929, if arbitrary elevation datum is utilized (for Flood Zone evaluation)				
30	Boundary lines with bearings and distances, show monumentation found or set				
31	Adjacent property owners (names, deed/plat references, tax map and parcel numbers, zoning)				
32	Streets, roads and alley locations (names, route numbers and right-of-way widths)				
33	Easements (description, width location, dimensions and recordation reference)				
34	Building and structures (description, location and dimensions)				
35	Vegetation (location and description)				
36	Topography (contours and spot elevations)				

37	Waterways (locations and names)				
38	Flood Zone (reference to FEMA Flood mapping)				
39	Base Flood elevation				
40	Elevation of lowest finished floor				
41	CBPA Resource Protection Area limit and buffer, Resource Management Area, and Intensely Developed Area				
42	Soil types, hydrologic classification, presence or absence of shrink-swell potential, hydric soils, soil permeability, and erosion potential				
43	Wetlands, tidal and non-tidal				
	Proposed conditions and facilities	Yes	No	N/A	Remarks
44	Boundary lines and easements (locations, dimensions, bearings and distances)				
45	Streets, roads and driveways (locations, dimensions, pavement widths and sections, right-of-way widths and street names as applicable)				
46	Buildings and structures (locations, dimensions, heights, and lowest finish floor elevations)				
47	Vegetation and landscaping (size, quantity, type, installation details)				
48	Grading, proposed cuts and fills, contours and spot elevations				
49	Clearing limits				
50	Project limits and limits of land disturbance				
51	Utilities (water, sanitary sewer and storm drainage, electric, telephone and cable television, etc.—show utility installation locations and easements)				
52	Street entrances (location, width, type, pavement section, construction details)				

53	Sight distances at intersections				
54	Traffic generation and traffic impact study as warranted				
55	Traffic and regulatory signage				
56	Traffic management plan for construction zones				
57	Dumpster and refuse collection facilities, screening, location and dimensions				
58	Signs (placement, type, sizes, illumination, landscaping, effect on sight distances, etc.)				
	Parking	Yes	No	N/A	Remarks
59	Number of spaces required				
60	Number of spaces provided				
61	ADA accessible spaces				
62	Parking layout, design and placement and dimensions				
63	Aisle width				
64	Pavement or surfacing material cross section				
65	Curbing/wheel stops				
66	Location of spaces/distance to principal entrance of building(s)				
67	Required yards				
68	Screening and landscaping				
69	Signage, stall delineation				
70	Lighting and illumination, photometrics, mounting height, lamp wattage, illuminance, construction details				
71	Lamp direction, aiming angle and shielding requirements				

Town of West Point, Virginia

Erosion and Sediment Control Plan Checklist

Code of the Town of West Point, Virginia Chapter 26

General information/requirements		Included on Plans			Remarks
		Yes	No	N/A	
1	Name and location of project				
	Name of owner, developer or agent and address/phone number				
3	Name, title and address of person/firm preparing plan				
4	Date of preparation or revision				
5	Scale (1"=20' preferred, but not greater than 1"=60' for detail plans)				
6	North arrow				
7	Sheet numbering				
8	Tax map and parcel identification number(s)				
9	Sheet size (not larger than 24"x 36")				
10	Professional's Seal, signature and date				
11	Vicinity Map				
	Statistical data	Yes	No	N/A	Remarks
12	Existing Zoning				
13	Area of site				
14	Area of existing buildings				
15	Area of proposed buildings				
16	Area of impervious surfaces				
17	Area of land disturbance				

	Existing conditions	Yes	No	N/A	Remarks
18	Benchmarks, elevation, location and description with elevation coordination to NGVD 1929, if arbitrary elevation datum is utilized (for Flood Zone evaluation)				
19	Boundary lines with bearings and distances, show monumentation found or set				
20	Adjacent property owners (names, deed/plat references, tax map and parcel numbers, zoning)				
21	Streets, roads and alley locations (names, route numbers and right-of-way widths)				
22	Easements (description, width location, dimensions and recordation reference)				
23	Building, structures and utilities (description, location and dimensions)				
24	Vegetation (location and description)				
25	Topography (contours and spot elevations)				
26	Waterways (locations and names)				
27	Flood Zone (reference to FEMA Flood mapping)				
28	Base Flood elevation				
29	CBPA Resource Protection Area limit and buffer, Resource Management Area, and Intensely Developed Area				
30	Soil types, hydrologic classification, presence or absence of shrink-swell potential, hydric soils, soil permeability, and erosion potential				
31	Wetlands, tidal and non-tidal				

	Proposed conditions and facilities	Yes	No	N/A	Remarks
32	Boundary lines and easements (locations, dimensions, bearings and distances)				
33	Streets, roads and driveways (locations, dimensions, pavement widths and sections, right-of-way widths and street names as applicable)				
34	Buildings and structures (locations, dimensions, heights, and lowest finish floor elevations)				
35	Proposed improvements and facilities				
36	Grading, proposed cuts and fills, contours and spot elevations				
37	Clearing limits				
38	Project limits and limits of land disturbance				
39	Proposed utilities (water, sanitary sewer and storm drainage, electric, telephone and cable television, etc.—show utility installation locations and easements)				
40	Construction entrances				
41	Temporary erosion and sediment control measures				
42	Permanent erosion and sediment control measures				
43	Stormwater management facilities, location, size, details and supporting calculations for design				
44	Construction sequence				
45	Erosion and sediment control notes, see sample notes				
46	Erosion and sediment control plan implementation phasing, if more than one (1) phase of construction proposed				

	Proposed conditions and facilities	Yes	No	N/A	Remarks
47	Proposed erosion and sediment control measure details and specifications				
48	Legend of symbols (VESCH standards)				
	Narrative Report	Yes	No	N/A	Remarks
49	General project description				
50	Existing site conditions				
51	Adjacent property				
52	Off-site areas				
53	Critical areas				
54	Erosion and sediment control measures				
55	Permanent stabilization				
56	Stormwater runoff considerations				
57	Calculations				
58	Drainage area maps, existing conditions and proposed conditions				
59	Wetland determination or delineation				
60	Chesapeake Bay Preservation Area (CBPA) Resource Protection and Management Area limits				
61	CBPA pollutant loading and reduction calculations				
62	Best Management Practices (BMP) design, calculations and details				
63	Maintenance schedule				
64	Itemized cost estimates for erosion and sediment control plan implementation and performance surety requirements				

NOTE: All Erosion and Sediment Control Plans shall be prepared in accordance with Virginia Erosion and Sediment Control Regulations and Law; and shall generally conform to plan requirements as indicated in the latest edition of the Virginia Erosion and Sediment Control Handbook.

Streets and Drainage

Plans for streets, roads, highways and drainage facilities shall be prepared in accordance with the latest editions of the Virginia Department of Transportation Road Design Manual, Road and Bridge Standards and Specifications, and the Drainage Manual.

- SEE VIRGINIA DEPARTMENT OF TRANSPORTATION CHECKLIST

Sanitary Sewer

Plans for sanitary sewer treatment and collection facilities shall be prepared in accordance with applicable Virginia Department of Health regulations.

- (Checklist should be developed with HRSD)

Water Supply and Distribution

Plans for water supply and distribution facilities shall be prepared in accordance with Virginia Department of Health Waterworks Regulations.

- (To be developed with Field Operations Supervisor/Director of Public Works)

Regulatory Permits

- VDOT Land Use Permit
- USACOE Nationwide or Individual Permit for wetland disturbances
- VDEQ Virginia Pollutant Discharge Elimination System (VPDES) Permit
- VDH permits for on-site wastewater disposal, wells, waterline extensions (more than 12 new connections), etc.