

Article 11:  
**FINAL PUBLIC IMPROVEMENTS PLAN CHECKLIST**

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Two hard copies and a digital file of the Final Public Improvements Plan Checklist shall be prepared and certified by the person(s) preparing the plat and shall be submitted with any initial application or resubmission for a Final Public Improvements Plan. The checklist shall be deemed "incomplete" if all items are not fully addressed.

*(Official Copy)*

**MINIMUM SUBMISSION REQUIREMENTS CHECKLIST FOR  
FINAL PUBLIC IMPROVEMENTS PLANS**

The Town of Smithfield

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Tax Map and Deed Book:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

**Applicant (Type or print):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_

**Engineer/Surveyor:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_

**Review Fee:** \_\_\_\_\_

**Final Public Improvements Plan Checklist:**

## GENERAL INFORMATION

	Plan Sheet to Include:	Yes	No	N/A	Reason for No or N/A
1	Subdivision Name.				
2	Date of plan.				
3	Standard cover sheet with surveying and mapping control information. Vicinity map (1"=2000') and title block information section completed.				
4	North arrow, designation of north orientation, match lines, and sheet numbers.				
5	Contour intervals every 1' or as otherwise specified by the Town.				
6	Boundary survey of record with bearing and distances.				
7	Seal and signature on each sheet by a Virginia-registered professional or land surveyor.				
8	Show total acreage, current zoning, and proposed zoning by acres.				
9	Any waivers or zoning variances granted for the project shown on the plans				
10	Master plan (all phases or proposed sections).				
11	Show site layout including lot numbers and acres, right-of-way tabulate, and total number of lots or units to account for site acreage.				
12	Show state route numbers and names on all existing streets to which connections are to be made. Also, all proposed street names.				

	Plan Sheet to Include:	Yes	No	N/A	Reason for No or N/A
13	Show proposed right-of-way lines, width, centerline, area, limits of construction and pavement width.				
14	Set of general notes explaining details of plan.				
15	Written description of all plan revisions shall accompany all revised plans submitted for re-evaluation and approval.				
16	Separate parcels shall be individually identified with a separate and sequential number.				
17	Locations of all monuments placed, type of monument set.				
18	Watercourses, marshes, wetlands, and their names.				
19	Location, width, and names of all existing or platted Town streets within, adjacent, or providing access to the subdivision				
20	Master phasing plan for subdivision.				
21	Subdivision lot grading plan (per site plan requirements and standards).				

#### GEOMETRICS

1	Location of entrance and distance measured to nearest intersection of state route or crossovers for field verification of sight distance.				
2	Radius of all curb returns to face of curb. On streets where curb and gutter are not required, indicate radius to edge of pavement.				
3	All proposed street frontage and intersection improvements.				
4	Proposed building locations, use, square footages and distance to property lines.				

5	Indicate all temporary turnaround construction with easements as indicated on the preliminary plans.				
6	Show existing entrances, street connections, crossovers, etc., that are located along existing roadway that may be affected by the development.				
	<b>Plan Sheet to Include:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
7	Existing right-of-way, centerline, width, and route number or street.				
8	Crossover spacing and sight distance in both directions.				
9	Indicate lengths of existing and proposed deceleration, left, and right turn storage lanes.				
10	Indicate right-of-way, centerline distance including curve data, delta, radius, arc, chord, tangent, and profile.				
11	Show sight distance at all street intersections and landscaping, sign placement, and all obstructions that may affect or obstruct sight distance.				
12	Provide sufficient information on each proposed development street, including estimated future traffic, so that the Town can approve functional classification before the design stage.				
13	Soils map information and actual tested CBR values under proposed roadways as per VDOT Pavement Design Guide				

**DRAINAGE**

1	Show direction of drainage flow for street, storm sewer, valley gutters, subdrains, and the like, and all existing streams.				
2	Show the location of all streams or drainageways related to construction.				
3	Existing storm drainage system and proposed major drainage structures.				

4	Show 100-year Flood Boundaries, source of information and square footage used and RPA boundaries.				
5	Provide drainage area map and drainage calculation.				

### UTILITIES

1	Show all existing and proposed utilities in and around site.				
2	Provide any notes or information necessary to explain intent <del>and</del> purpose of utilities or adjustment of existing utilities.				
	<b>Plan Sheet to Include:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Reason for No or N/A</b>
3	Existing and proposed easement, width, and use. Note certifying applicant has right to use existing ingress easement to make proposed improvements.				
4	Indicate proposed street light locations.				

### TRAFFIC ANALYSIS

1	Apts., townhouses, or time-share unit should include number of units and how parking will be handled.				
2	Traffic analysis for development on existing and proposed facility. Level of service with and without proposed development. Must include existing and build out year.				
3	Intersection analysis including need for signalization, channelization, turn lanes, and modification of existing signals				
4	Recommendations for roadway improvements to accommodate existing traffic and proposed traffic generated by development.				
5	Indicate any notes or information necessary to explain intent and purpose of proposed traffic analysis.				
6	Traffic counts, left/right turn movements and typical street section. Traffic impact study, if required.				

TRAFFIC IMPACT ANALYSIS REPORT CONTENTS					
1	<p>Introduction.</p> <ul style="list-style-type: none"> <li>A. Site and Study area boundaries.</li> <li>B. Existing and proposed site uses.</li> <li>C. Existing and proposed nearby uses.</li> <li>D. Existing and proposed roadways and intersections.</li> </ul>				
2	<p>Analysis of existing traffic conditions.</p> <ul style="list-style-type: none"> <li>A. Daily and peak hour(s) traffic volumes.</li> <li>B. Capacity analysis at critical points.</li> <li>C. Levels of service at critical points.</li> </ul>				
3	<p>Analysis of future traffic conditions without development.</p> <ul style="list-style-type: none"> <li>A. Daily and peak hour(s) traffic volumes.</li> <li>B. Capacity analysis at critical points.</li> <li>C. Levels of service at critical points.</li> </ul>				
	<b>Plan Sheet to Include:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Reason for No or N/A</b>
4	Trip generation.				
5	Trip distribution/direction split.				
6	Traffic assignment/turning movements.				
7	<p>Analysis of future traffic conditions with development.</p> <ul style="list-style-type: none"> <li>A. Daily and peak hour(s) traffic volumes.</li> <li>B. Capacity analysis at critical points.</li> <li>C. Levels of service at critical points.</li> </ul>				
8	<p>Recommended Improvements.</p> <ul style="list-style-type: none"> <li>A. Proposed recommended improvements.</li> <li>B. Capacity analysis at critical points.</li> <li>C. Levels of service at critical points.</li> </ul>				
9	Conclusion.				
<b>OTHER</b>					

1	Name of any previously approved plan must be referenced on plans.				
2	Certification by submitter that plans conform to all Town, ordinances, comprehensive plans, and regulations, as well as VDOT design standards.				
3	Environmental Impact Assessment.				
4	<p><u>Surveyor/Engineer's Certification of Completion of Checklist:</u></p> <p>I have fully reviewed the Town's requirements and certify this application to be a complete submission. I understand that an incomplete plat or incomplete checklist shall be deemed an incomplete submission and shall be returned to the applicant upon determination of such by the Planning and Zoning Administrator.</p> <p>Name _____</p> <p>Date _____</p> <p>Professional Seal and Registration # _____</p>				