

Article 11:
FINAL PUBLIC IMPROVEMENTS PLAN CHECKLIST

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Two copies of the Final Public Improvements Plan Checklist shall be prepared and certified by the person(s) preparing the plan 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 Check List:

GENERAL INFORMATION				
	Plan Sheet to Include:	Yes	No	Reason for No
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 bearings and distances.			
7	Seal and signature on each sheet by a Virginia registered professional engineer 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 total number of lots or units to account for site acreage.			

	Plan Sheet to Include:	Yes	No	Reason for No
12	Show state route numbers and names on all existing streets to which connections are to be made. Also, all proposed street names.			
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.			

	Plan Sheet to Include:	Yes	No	Reason for No
4	Proposed building location, use, square footages and distance to property lines.			
5	Indicate all temporary turnaround construction with easements as indicated on preliminary plans.			
6	Show existing entrances, street connections, crossovers, etc., that are located along existing roadway that may be affected by the development.			
7	Existing right-of-ways, centerline, width, and route number or street name.			
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 final design stage.			
13	Soils map information and actual tested CBR values under proposed roadway as per VDOT Pavement Design Guide.			
DRAINAGE				
1	Show direction of drainage flow for streets, storm sewer, valley gutters, subdrains, and the like, and all existing streams.			
2	Show location of all streams or drainageway related to construction.			
3	Existing storm drainage system and proposed major drainage structures.			
4	Show 100-yr. Flood boundaries, source of information and square footage used and RPA boundaries.			
5	Provide drainage area map and drainage calculation.			

UTILITIES				
	Plan Sheet to Include:	Yes	No	Reason for No
1	Show all existing and proposed utilities in and around site.			
2	Provide any notes or information necessary to explain intent and propose of utilities or adjustment of existing utilities.			
3	Existing and proposed easement, width, and use. Note certifying applicant has right to use existing ingress easement to make any proposed improvements.			
4	Indicate proposed street light locations.			
TRAFFIC ANALYSIS				
1	Apts., townhouses, or time-share units 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				
	Plan Sheet to Include:	Yes	No	Reason for No
1	Introduction. A. Site and Study area boundaries. B. Existing and proposed site uses. C. Existing and proposed nearby uses. D. Existing and proposed roadways and intersections.			
2	Analysis of existing traffic conditions. A. Daily and peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
3	Analysis of future conditions without development. A. Daily and peak hour (s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
4	Trip generation.			
5	Trip distribution/direction split.			
6	Traffic assignment/turning movements.			
7	Analysis of future conditions with development. A. Future daily and peak hour(s) traffic volumes. B. Capacity analysis at critical points. C. Levels of service at critical points.			
8	Recommended Improvements. A. Proposed recommended improvements. B. Capacity analysis at critical points. C. Levels of service at critical points.			
9	Conclusion.			

