



**CITY OF MANASSAS**  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
DEVELOPMENT SERVICES DIVISION  
9027 Center Street Room 201  
Manassas, Virginia, 20110  
Phone: 703-257-8278 Fax: 703-257-5831

**Application Date:** \_\_\_\_\_

**APPLICANT INFORMATION:**

Authorized Agent: \_\_\_\_\_ City of Manassas Check List Attached: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Developer's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Developer's Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

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

Proposed Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**Office Use Only**

**Date & Time Stamp:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**1 copy of the plan:** \_\_\_\_\_

**Fee received:** \_\_\_\_\_ **Site Plan Number Assigned:** \_\_\_\_\_

## Plan Submission Checklist

### COVERSHEET - Refer to the DCSM, Sec 2

YES/NO/NA

- \_\_\_ \_\_\_ \_\_\_ Required Site Lighting Plan and Fixture Details Sheet (DCSM 2-502.4 (N))  
\_\_\_ \_\_\_ \_\_\_ Required Detailed Landscape Plan (DCSM 2502.4 (O))  
\_\_\_ \_\_\_ \_\_\_ Required Geotech Study (DCSM 2502.4 (P))
- \_\_\_ \_\_\_ \_\_\_ 1. The most current coversheet.  
(Located at ManassasCity.org – Public Works – Engineering Department).
- \_\_\_ \_\_\_ \_\_\_ 2. Estimate of quantities and cost of Public Improvements.  
(Only City maintained, R/W, Easements and proffered items)
- \_\_\_ \_\_\_ \_\_\_ 3. Unit prices are from the current City of Manassas Project Cost  
(Estimate located in the DCSM, Appendix B).  
Include:  
\_\_\_ \_\_\_ \_\_\_ a. 15% administrative cost  
\_\_\_ \_\_\_ \_\_\_ b. Estimate signed and dated.
- \_\_\_ \_\_\_ \_\_\_ 4. PROFFERED plan Identified
- \_\_\_ \_\_\_ \_\_\_ 5. Surveying and mapping control information  
\_\_\_ \_\_\_ \_\_\_ a. Virginia State Plane VCS 1983 coordinates on a minimum of two property  
corners.  
\_\_\_ \_\_\_ \_\_\_ b. Signature and registration number
- \_\_\_ \_\_\_ \_\_\_ 6. Engineer's seal and signature (on every page)
- \_\_\_ \_\_\_ \_\_\_ 7. Vicinity map at 1" = 2000' or less locating the site in relation to the surrounding  
area. Include any landmarks which might assist in locating the site.
- \_\_\_ \_\_\_ \_\_\_ 8. Title Block - Name, Address & Telephone number of:  
\_\_\_ \_\_\_ \_\_\_ Owner information completed  
\_\_\_ \_\_\_ \_\_\_ Developer information completed  
\_\_\_ \_\_\_ \_\_\_ Engineering firm information completed  
\_\_\_ \_\_\_ \_\_\_ Tax map number  
\_\_\_ \_\_\_ \_\_\_ Zoning use group, type of construction
- \_\_\_ \_\_\_ \_\_\_ 9. Sheets numbered sequentially
- \_\_\_ \_\_\_ \_\_\_ 10. Plan scale (DCSM requires 1"= 20' or 1"= 30' only)
- \_\_\_ \_\_\_ \_\_\_ 11. Plats attached (see sheet 9 herein for plat details)

\_\_\_ \_\_\_ \_\_\_ 12. Storm Water Management Facility provided on site or contribution made in lieu of on site facility.

**PLAN SHEETS - GENERAL REQUIREMENTS**  
**Refer to the DCSM, Sec 2**

**YES/NO/NA**

- \_\_\_ \_\_\_ \_\_\_ 13. Watershed identified
- \_\_\_ \_\_\_ \_\_\_ 14. Outfall Narrative Identified and explained to bed and banks
- \_\_\_ \_\_\_ \_\_\_ 15. Hydraulic grade line on all designed storm drain lines
- \_\_\_ \_\_\_ \_\_\_ 16. 10 year storm computations
- \_\_\_ \_\_\_ \_\_\_ 17. 100 year storm computations
- \_\_\_ \_\_\_ \_\_\_ 18. 10 and 100 year contours identified on the grading plan
- \_\_\_ \_\_\_ \_\_\_ 19. Existing conditions extend 100 feet beyond proposed site.
- \_\_\_ \_\_\_ \_\_\_ 20. Erosion and sediment checklist attached and completed.
- \_\_\_ \_\_\_ \_\_\_ 21. Check preliminary plan for:
  - \_\_\_ \_\_\_ \_\_\_ a. Vehicle counts for street classification
  - \_\_\_ \_\_\_ \_\_\_ b. Street names (if different, verify with zoning administrator)
  - \_\_\_ \_\_\_ \_\_\_ c. General layout conforms to GDP if applicable
  - \_\_\_ \_\_\_ \_\_\_ d. Park or other land to be donated to the public
  - \_\_\_ \_\_\_ \_\_\_ e. Proffers of improvements, property, funds in escrow, etc.
- \_\_\_ \_\_\_ \_\_\_ 22. Plan scale (DCSM Requires 1"= 20' or 1"= 30' only)
- \_\_\_ \_\_\_ \_\_\_ 23. North arrow. The direction of north in relation to the site.

**EROSION AND SEDIMENT CONTROLS**  
**Refer to the DCSM, Sec 4**

**EROSION AND SEDIMENT CONTROL NARRATIVE**

**Each plan has to have a specific construction site narrative and must include a detailed schedule of when the erosion controls are initially installed in each phase. Boiler plate Narratives will not be approved.**

**YES/NO/NA**

- \_\_\_ \_\_\_ \_\_\_ 1. Erosion and Sediment Control Estimate
  
- \_\_\_ \_\_\_ \_\_\_ 2. **Plan Sheet showing the Erosion and Sediment Control Phase 1**
  - \_\_\_ \_\_\_ \_\_\_ a. Site Development – Show all improvements such as buildings, parking lots, access roads, utility construction, etc.
  - \_\_\_ \_\_\_ \_\_\_ b. Existing site conditions - A description of the existing topography, vegetation and drainage.
  - \_\_\_ \_\_\_ \_\_\_ c. Soils – The boundaries of different soil types. A brief description of the soils on the site giving such information as soil name, mapping unit, erodibility, permeability, depth, texture and soil structure.
  - \_\_\_ \_\_\_ \_\_\_ f. Existing contours – The existing contours of the site.
  - \_\_\_ \_\_\_ \_\_\_ g. Existing vegetation – The existing tree lines, grassed areas, or unique vegetation.
  - \_\_\_ \_\_\_ \_\_\_ h. Existing drainage patterns – The dividing lines and the direction of flow for the different drainage areas. Include the size (acreage) of each drainage area.
  - \_\_\_ \_\_\_ \_\_\_ i. Location of Phase 1 practices – The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the Virginia Erosion and Sediment Control Handbook.
  - \_\_\_ \_\_\_ \_\_\_ j. Limits of clearing and grading – Areas which are to be cleared and graded.
  
  - \_\_\_ \_\_\_ \_\_\_ k. On-site areas – Identify any off-site land-disturbing activities (e.g., borrow sites, waste areas, etc.). Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
  - \_\_\_ \_\_\_ \_\_\_ l. Existing Critical areas – A description of areas on the site which have potentially serious erosion problems (e.g. Steep slopes, channels, wet weather/underground springs, etc.).
  - \_\_\_ \_\_\_ \_\_\_ m. Adjacent areas – A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.

**YES/NO/NA**

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

- n. Erosion and sediment control measures – A description of the methods which will be used to control erosion and sedimentation on the site. (Controls should meet the specifications in the DCSM Chapter 4.)
- o. Temporary stabilization/restoration – A brief description, including specifications, of how the site will be temporarily stabilized.
- p. Maintenance – A schedule of regular inspections and repair of erosion and sediment control structures should be set forth.

**3. Plan Sheet showing the Erosion and Sediment Control Phase 2**

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- a. Final contours – Changes to the existing contours, including final drainage patterns.
- b. Proposed critical erosion areas – Areas with potentially serious erosion problems.
- c. Location of Phase 2 practices – The locations of erosion and sediment controls and stormwater management practices used on the site. Use the standard symbols and abbreviations in Chapter 3 of the Virginia Erosion and Sediment Control Handbook.
- d. Off-site areas – Identify any off-site land-disturbing activities. Add off-site permission letters. Show location of erosion controls. (Is there sufficient information to assure adequate protection and stabilization?)
- e. Proposed Critical areas – A description of areas on the site which have potentially serious erosion problems (e.g. steep slopes, channels, wet weather/underground springs, etc.). (See DCSM, Chapter 6 for criteria).
- f. Detailed drawings – Any structural practices used that are not referenced to the E&S handbook or local handbooks should be explained and illustrated with detailed drawings.
- g. Permanent stabilization/restoration – A brief description, including specifications, of how the site will be stabilized after construction is completed.
- h. Storm water runoff considerations – Will the development site cause an increase in peak runoff rates? Will the increase in runoff cause flooding or channel degradation downstream? Describe the strategy to control storm water runoff.
- i. Calculations – Detailed calculations for the design of temporary sediment basins, permanent storm water detention basins, diversions, channels, etc. Include calculations for pre- and post-development runoff.

**PLAN SHEETS – STREETS**  
**Refer to the DCSM, Sec 9**

**YES/NO/NA**

- \_\_\_ \_\_\_ \_\_\_ 1. Street Functional Criteria per the DCSM and based on 7 VPD per dwelling unit.
  
- \_\_\_ \_\_\_ \_\_\_ 2. Public Street Pavement Design based on City Designs (DCSM).
  
- \_\_\_ \_\_\_ \_\_\_ 3. All streets, public or private, shown in plan and profile view
  - a. Plan view to include:
    - \_\_\_ \_\_\_ \_\_\_ ROW width
    - \_\_\_ \_\_\_ \_\_\_ Pavement width
    - \_\_\_ \_\_\_ \_\_\_ ROW – 100-foot stations and 25-foot increments
    - \_\_\_ \_\_\_ \_\_\_ Curb and Gutter (VDOT Standards)
    - \_\_\_ \_\_\_ \_\_\_ Sidewalk (as required)
    - \_\_\_ \_\_\_ \_\_\_ Barricade (TB-1 as required)
    - \_\_\_ \_\_\_ \_\_\_ Permanent or Temporary Turnarounds (as required)
    - \_\_\_ \_\_\_ \_\_\_ 10' utility easement contiguous with all streets
    - \_\_\_ \_\_\_ \_\_\_ Handicap ramps (VDOT CG-12s) at all crossings
    - \_\_\_ \_\_\_ \_\_\_ Commercial entrances min. 30' wide, max. of 50' wide
    - \_\_\_ \_\_\_ \_\_\_ Residential entrance min. of 12.5' at P/L
    - \_\_\_ \_\_\_ \_\_\_ Entrance, min. of 25' from intersection on 25 mph street
  - b. Profile view to include:
    - \_\_\_ \_\_\_ \_\_\_ Percent grade on all tangent sections
    - \_\_\_ \_\_\_ \_\_\_ Length of all vertical curves
    - \_\_\_ \_\_\_ \_\_\_ Sight distance on all vertical curves (Min. 200')
    - \_\_\_ \_\_\_ \_\_\_ Top of curb elevations at min. of 50' stations
    - \_\_\_ \_\_\_ \_\_\_ Centerline stationing from existing ROW centerline
  
- \_\_\_ \_\_\_ \_\_\_ 4. Street Section shown
  
- \_\_\_ \_\_\_ \_\_\_ 5. Geometric Design of Entrances meet minimum criteria per VDOT's "Minimum Standards of Entrances to State Highways."

**PLAN SHEETS – WATERMAIN**  
**Refer to the DCSM, Sec 5**

- \_\_\_ \_\_\_ \_\_\_ 1. All water lines shown in Plan and Profile
  - a. Plan view to include:
    - \_\_\_ \_\_\_ \_\_\_ Size of W/L
    - \_\_\_ \_\_\_ \_\_\_ W/L Material
    - \_\_\_ \_\_\_ \_\_\_ Location of valves, crosses, tees, blow-offs
    - \_\_\_ \_\_\_ \_\_\_ Location of Fire Hydrants
    - \_\_\_ \_\_\_ \_\_\_ Easements for all W/L not in a public right-of-way (15' min.)

**YES/NO/NA**

- \_\_\_\_ \_ b. Profile view to include:
  - \_\_\_\_ \_ Size of W/L
  - \_\_\_\_ \_ W/L Material
  - \_\_\_\_ \_ Depth of cover (min. 42" required)
  - \_\_\_\_ \_ All utilities crossing any streets, public or private
  
- \_\_\_\_ \_ 2. Minimum size W/L is 8" diameter
  
- \_\_\_\_ \_ 3. Fire hydrants installed on minimum 6" diameter W/L
  
- \_\_\_\_ \_ 4. A blow off valve will be installed on all dead-end W/L's
  
- \_\_\_\_ \_ 5. Water meter boxes must be located within the R/W, or if on private property, at the closest possible point to the watermain in a recorded easement
  
- \_\_\_\_ \_ 6. Water meters, 3" or greater, placed in vaults
  
- \_\_\_\_ \_ 7. Separations of W/L's and other utilities
  - a. Parallel installation and crossings:
    - \_\_\_\_ \_ W/L will have a minimum of 10' of horizontal separation from all other utility lines and manholes
  - \_\_\_\_ \_ b. W/L always 18" above the crown of the Sanitary Sewer
  - \_\_\_\_ \_ c. W/L in streets a minimum of 2 feet horizontally from the edge of the gutter pan
  
- \_\_\_\_ \_ 8. Details shown on all special structures, i.e., valve pits, water metering stations, etc.

**PLAN SHEETS – SANITARY SEWERS**  
**Refer to the DCSM, Sec 7**

- \_\_\_\_ \_ 1. All Sanitary Sewers shown in Plan and Profile
  - a. Plan view to include:
    - \_\_\_\_ \_ Size of sewer line
    - \_\_\_\_ \_ Slope of sewer line
    - \_\_\_\_ \_ Length of sewer materials
    - \_\_\_\_ \_ Sewer line materials
    - \_\_\_\_ \_ Location of laterals and clean outs
    - \_\_\_\_ \_ Location of all manhole and manhole designation
    - \_\_\_\_ \_ Easements for all sewer mains not in the right-of-way
  - b. Profile view to include:
    - \_\_\_\_ \_ Size of sewer line
    - \_\_\_\_ \_ Slope of sewer line
    - \_\_\_\_ \_ Length of sewer line
    - \_\_\_\_ \_ Sewer line materials
    - \_\_\_\_ \_ Location of laterals
    - \_\_\_\_ \_ Size and slope of laterals



**YES/NO/NA**

- \_\_\_\_ \_ Location of all manholes, manhole designations and inverts  
\_\_\_\_ \_ Depth of cover
- \_\_\_\_ \_ 2. Sewer lines straight and uniform slope between manholes
- \_\_\_\_ \_ 3. Slope must provide velocity of 2.5 fps with projected flow
- \_\_\_\_ \_ 4. Terminal manholes will have inverts at a minimum slope of 0.8%
- \_\_\_\_ \_ 5. Min. size sewer main is 8 inches
- \_\_\_\_ \_ 6. Separation from other utilities
- \_\_\_\_ \_ a. Parallel installation
- \_\_\_\_ \_ b. 10' horizontal separation between sewer and other utilities
- \_\_\_\_ \_ c. Sewers in streets a minimum of 2' from the edge of the gutter pan
- \_\_\_\_ \_ d. Crossings other utilities an 18" vertical separation required at all crossings
- \_\_\_\_ \_ 7. Service Connections
- \_\_\_\_ \_ a. Minimum 4" Sanitary Sewer lateral
- \_\_\_\_ \_ b. Clean outs on lateral located at property line or edge of easement
- \_\_\_\_ \_ c. No more than 2 laterals can be attached to a terminal manhole
- \_\_\_\_ \_ d. No service connections are allowed to in-line manholes.
- \_\_\_\_ \_ 8. Sanitary sewer design computations provided
- \_\_\_\_ \_ 9. Depth of cover:
- \_\_\_\_ \_ a. Sanitary sewers installed in the R/W at least 5' below finished grade
- \_\_\_\_ \_ b. Sanitary sewers not in R/W at least 3.5' of cover or DIP
- \_\_\_\_ \_ 10. Manholes:
- \_\_\_\_ \_ a. Required at:
- \_\_\_\_ \_ Junctions with other sewer mains
- \_\_\_\_ \_ Changes in alignment or grade
- \_\_\_\_ \_ Terminal points in the main
- \_\_\_\_ \_ b. Spacing:
- \_\_\_\_ \_ Maximum of 400' on sewers 15" and less in diameter
- \_\_\_\_ \_ Maximum of 500' on sewers greater than 15" in diameter
- \_\_\_\_ \_ c. Minimum of 0.2' fall across manhole invert channel

**PLAN SHEETS - STORM DRAINAGE**  
Refer to the DCSM, Sec 8

**YES/NO/NA**

- |             |  |
|-------------|--|
| ___ ___ ___ | 1. Storm Drainage improvements shown on Plan and Profile Sheets. |
| ___ ___ ___ | a. Plan sheets to include:                                       |
| ___ ___ ___ | Size of pipe/ditch   |
| ___ ___ ___ | Slope of pipe/ditch  |
| ___ ___ ___ | Pipe material or ditch lining                                    |
| ___ ___ ___ | Length of pipe/ditch   |
| ___ ___ ___ | On- and off-site drainage areas                                  |
| ___ ___ ___ | On- and off-site runoff coefficient                              |
| ___ ___ ___ | Location and ID of all structures                                |
| ___ ___ ___ | Easements for all stormwater facilities not in the R/W           |
| ___ ___ ___ | b. Profile sheets to include:                                    |
| ___ ___ ___ | Size of pipe   |
| ___ ___ ___ | Slope of pipe  |
| ___ ___ ___ | Pipe material and ditch lining                                   |
| ___ ___ ___ | Length of pipe   |
| ___ ___ ___ | Ditch cross sections   |
| ___ ___ ___ | Location and ID of all structures                                |
| ___ ___ ___ | Depth of cover   |
| ___ ___ ___ | 2. Design Criteria and Comps.                                    |
| ___ ___ ___ | a. Required computations to include:                             |
| ___ ___ ___ | Hydraulic capacity   |
| ___ ___ ___ | Inlet comps  |
| ___ ___ ___ | Headwater comps  |
| ___ ___ ___ | Storm routing  |
| ___ ___ ___ | b. Criteria used:  |
| ___ ___ ___ | Design for ultimate development                                  |
| ___ ___ ___ | Use rational method to determine runoff                          |
| ___ ___ ___ | Use Manning's $E_Q$ to determine pipe capacity                   |
| ___ ___ ___ | c. Design Storms:  |
| ___ ___ ___ | 10 year storm for pipes and ditches                              |
| ___ ___ ___ | 2 year storm for inlets  |
| ___ ___ ___ | 10 year storm for culvert under secondary roads                  |
| ___ ___ ___ | Route 2, 10, and 100 year storm through detention facility       |

**YES/NO/NA**

- \_\_\_ \_\_\_ \_\_\_ 3. All storm drainage pipe concrete except: (Class IV in R/W, Class III not in R/W)
  
- 4. Pipe Cover
  - \_\_\_ \_\_\_ \_\_\_ a. 2' or 1/2 pipe diameter, whichever is greater, when in R/W
  - \_\_\_ \_\_\_ \_\_\_ b. 1' or 1/2 pipe diameter, whichever is greater, when not in R/W
  
- \_\_\_ \_\_\_ \_\_\_ 5. Minimum size is 15 inch diameter
  
- \_\_\_ \_\_\_ \_\_\_ 6. Structures and/or Manholes
  - \_\_\_ \_\_\_ \_\_\_ a. Required at changes in:
    - \_\_\_ \_\_\_ \_\_\_ Slope
    - \_\_\_ \_\_\_ \_\_\_ Alignment
    - \_\_\_ \_\_\_ \_\_\_ Pipe Size
  - \_\_\_ \_\_\_ \_\_\_ b. Min 0.2 (tenths) drop across invert in to invert out
  - \_\_\_ \_\_\_ \_\_\_ c. Maximum of every 300' on lines 42 inches and smaller. Max. of 500' on lines greater than 42 inches.
  
- \_\_\_ \_\_\_ \_\_\_ 7. Correct end section specified (see Standards Manual Section 8-300.7)
  
- \_\_\_ \_\_\_ \_\_\_ 8. Correct outlet treatment (see Standards Manual Section 8-330)
  
- 9. Easements:
  - \_\_\_ \_\_\_ \_\_\_ a. All pipe, ditches, and structures not in R/W must be in min. 15' easement

**PLATS - Refer to the DCSM, Sec 2**

**SUBDIVISION PLATS**

**NOTE: Lot Creation Subdivision plats must be submitted as a separate submission with or without a preliminary plan. Subdivision plats will not be accepted with Site Plan submission or revisions.**

**EASEMENTS & RE-SUBDIVISION PLATS**

**Re-Subdivision plats are for lot line adjustments. Easement plats are for establishing or vacating easements.**

**YES/NO/NA**

- 1. All plats shall include:
  - a. Surveyor's certificate
  - b. Owner's consent and dedication
  - c. Notary certificate
  - d. Consent to vacate, if appropriate
  - e. Vacated areas clearly identified with hash marks
  - f. City approval block
  - g. Recordation information block
  - h. Title of plat clearly reflecting all transactions of the plat
  - i. When applicable, City of Manassas consent to vacate statement block
  - j. Original and proposed new parcel numbers approved by City Commissioner of Revenue
  - k. All existing recorded easements, unless noted by the surveyor that plat is without benefit of title report or otherwise limited in scope of information
  - l. Vicinity map
  - m. North arrow
  - n. Street names
  - o. Curve, radius, data angle, arc length, tangent, chord Length and chord baring data.
  - p. Area tabulation
  - q. Adjacent properties
  - r. Engineer's seal and signature