



## City of Charlottesville

Department of Public Works -Engineering Division  
**Engineering Completeness Review Checklist**  
 610 E Market Street, Charlottesville, VA 22902  
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Created On: 1/30/2020  
 Created By: J. Dawson  
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 Last Modified By: J. Dawson

This checklist is a required submittal item for the applicant. It is used by City PWE staff to evaluate the completeness of a submitted Site Plan for adequacy of review. It is applicable to all projects proposing to disturb 6,000 SF or more, or otherwise subject to VSMP compliance, submitted as a Final Plan. If a submitted plan does not meet all applicable standards contained herein, this completed checklist will be returned to the applicant to serve as both a written justification of the reasons the plans were not accepted for review, as well as guidance on how to improve the submittal to a standard in which it will be deemed acceptable. If you have received this checklist as a result of having plans deemed incomplete and have questions, please contact PWE staff for clarification. Applicant shall complete column #1 with the location (plan sheet/detail etc) or "N/A". City staff will complete column #2.

		Code/Manual Reference	#1-Location or N/A	#2-Y/N/NA
<b>GENERAL</b>				
<b>1</b>	<b>Required Applications</b>			
1a	E&S and SWM Plan Application (or Amendment Application)	SADM 2.3		
1b	Site Plan Application	SADM 2.3/Sec. 34-828		
1c	State Permit Registration Application (Sites > 1 Acre Only)	SADM 2.3		
<b>2</b>	<b>Required Checklists</b>			
2a	E&S and SWM Plan Submittal Requirements Checklist	SADM 2.3		
2b	E&S Checklist	SADM 2.3		
2c	Engineering Checklist	SADM 2.3		
<b>3</b>	<b>Required Fees</b>			
3a	E&S Fee	SADM 2.3		
3b	SWM Fee	SADM 2.3		
<b>VSMP Package Generally</b>				
1	Tax reference number and parcel number for all parcels within LOD or otherwise affected by project (encumbered by access easements etc.).	9VAC25-870-55 B-1		
2	Name, address, telephone #, and email address for each owner of all properties required by the above.	9VAC25-870-55 B-2		
3	A SWM narrative that addresses, minimally; number of and specific flow regimes for all S.O.'s in both existing and proposed conditions, descriptions of all drainage areas in existing and proposed conditions, general description of all proposed SWM facilities and in which DA they will be operated, how many receiving waters (or Limits of Analysis, storm drain networks etc.) will be affected and if DA will be shifted from one receiving channel/SD network/LOA to another in proposed. Narrative must include whether or not the applicant intends to meet compliance through off-site options (nutrient credit purchases or others).	9VAC25-870-55 B-3,4,5,9		
4	Information on the proposed stormwater management facilities, including (i) the type of facilities; (ii) location, including geographic coordinates; (iii) acres treated; and (iv) the surface waters or karst features into which the facility will discharge	9VAC25-870-55 B-5		
5	A SWM Computation Booklet and report including all relevant hydrologic and hydraulic computations, VRRM spreadsheets, etc, necessary to demonstrate compliance with all VSMP regulations	9VAC25-870-55 B-6,7		
6	Letter of Availability from off-site provider if offsite nutrient credits are to be purchased.	9VAC25-870-55 B-9		
7	All SWM plans, specifications, and calculations included in the stormwater management plans and computation booklet shall be signed and sealed by a PE licensed in the Commonwealth of Virginia	9VAC25-870-55 C		
<b>SWM Plans or Drainage Area Maps shall include:</b>				
8	Existing and proposed contours (minimum 2' intervals)	9VAC25-870-55 B-8		
9	Identification of all Site Outfalls (1)	9VAC25-870-55 B-1		
10	Delineation of drainage areas to each S.O. in both pre and post developed conditions	9VAC25-870-55 B-1		
11	Delineation of the drainage areas to each SWM BMP	9VAC25-870-55 B-8(a)		
12	Delineation of the Limits of Disturbance	9VAC25-870-55 B-8(f)		
13	Depictions of all streams, ponds, culverts, ditches, wetlands, floodplains, wetlands or other waterbodies	9VAC25-870-55 B-8 (c)		
14	Locations of all existing structures, roads, utilities, SWM facilities and easements	9VAC25-870-55 B-8(d)		
15	Locations of all proposed buildings, roads, parking areas, utilities, and SWM facilities	9VAC25-870-55 B-8(g)		
16	Sufficient information on adjoining properties to assess impacts of stormwater on or from those properties. Minimally this means showing all topography and drainage or conveyance structures within 100' of subject parcel boundaries or within 100' of any delineated DA divides when these occur offsite.	9VAC25-870-55 B-8(e)		
17	Maintenance schedules, notes, and requirements for all BMP's included on plans, and Forest/Open Space designated areas.	9VAC25-870-55 B-4		

Date Application was received:

**ACCEPTED**

OR

**REJECTED**

By:

Date :