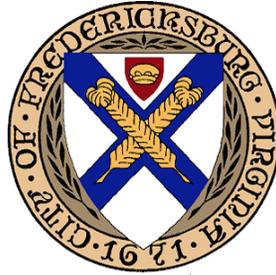


CONSTRUCTION PLAN
CONSTRUCTION PLAN AMENDMENT
RESIDENTIAL GRADING PLAN
APPLICATION



February 25, 2015

City of Fredericksburg

Department of Planning & Community Development

715 Princess Anne Street, Room 209

P O Box 7447

Fredericksburg, VA 22404

Phone: (540) 372-1179

Fax: (540) 372-6412

www.fredericksburgva.gov

Procedures for this application can be found in
Part 2 Section O of the UDO Procedures Manual.

Application Submittal Checklist

- Pre-Application TRC Date _____
- Completed "Project Information and Primary Contacts" Form
- Completed "Detailed Project Description" Form
- Signed "Statements of Understanding" from the owners and applicant
- Copy of completed "Notification Letter to Adjoining Property Owners"
(mailed to adjoining property owners at least 5 days prior to submitting application)
- Completed List "Certification of Notice to Adjoining Property Owners"
- "Certified Mail Receipts" of adjacent property owner's letters per Procedures Manual
- Completed "Checklist for Construction Plan, Construction Plan Amendment, Residential Grading Plan"
signed by the engineer who prepared the plan
- Nine (9) 24"x36" sets
- Emailed PDF to Development Administrator

FOR OFFICIAL USE:

RECEIVED DATE _____ INITIALS _____	OFFICIALLY SUBMITTED DATE _____ INITIALS _____
POST APPLICATION TRC DATE _____	PROJECT NUMBER _____

Project Information & Primary Contacts

Select One:

Construction Plan

Construction Plan Amendment

Grading Plan

PROJECT INFORMATION

PROJECT NAME _____

ADDRESS (IF AVAILABLE) _____

LOCATION OF PROJECT _____

TOTAL SITE ACREAGE _____

GPIN # _____

ZONING DISTRICT _____

APPLICANT /AGENT

PRIMARY CONTACT PERSON

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

CELL NUMBER _____

EMAIL ADDRESS _____

OWNER (Provide attachments if multiple owners)

PRIMARY CONTACT PERSON

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

CELL NUMBER _____

EMAIL ADDRESS _____

PROFESSIONAL (ENGINEER, SURVEYOR, etc.)

PRIMARY CONTACT PERSON

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

CELL NUMBER _____

EMAIL ADDRESS _____

STATEMENTS OF UNDERSTANDING

I as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and, further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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I, as Applicant or Agent for the Owner(s) of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission for review and approval as provided under the Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Unified Development Ordinance, Chapter 72 of the Fredericksburg City Code for the zoning districts in which this project is located.

Signature of Applicant/Agent	Printed Name	Date
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DETAILED PROJECT DESCRIPTION

CLEARLY INDICATE ALL INFORMATION THAT APPLIES TO THIS PROJECT.

DESCRIPTION (INCLUDING USE): _____

SITE STATISTICS:

_____ # Project Acres	_____ # of Buildings	_____ Public Streets
_____ # Impervious Acres	_____ # of Building SF	_____ Private Streets
_____ # of Open Space Acres	_____ # of Dwelling Units/Lots	_____ # SWM Facilities
	_____ # of Stories	

ZONING:

Zoning District: _____

Are/were there any **CONDITIONS** associated with this application?

Special Use Permit (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Rezoning (s)	YES <input type="checkbox"/>	Ord# _____	NO <input type="checkbox"/>
Special Exception (s)	YES <input type="checkbox"/>	Res# _____	NO <input type="checkbox"/>
Waiver(s), Appeal(s), Exception(s)	YES <input type="checkbox"/>	# _____	NO <input type="checkbox"/>

PLAN AMENDMENTS:

Is this a **REVISION** to a previously approved Construction Plan? YES NO

If YES, provide original Project #: _____

If YES, please provide Amendment Description: _____

CONSTRUCTION PLAN FEES Revised: February 13, 2008

Construction Plan / Residential Grading Plan Original Submission Fee

1. Plan Review	\$500.00 plus \$100.00 per disturbed acre or part thereof	Acreage	
		Fee	
2. Land Disturbing	\$0 if < 2,500 sqft of disturbed area \$200 if between 2,500 and 10,000 sqft of disturbed area \$300 if >10,000 sqft of disturbed area	Acreage	
		Fee	
3. Grading	\$500 plus \$100.00 per disturbed acre or part thereof	Acreage	
		Fee	
4. Stormwater Management Facilities	\$500 each	# of Facilities	
		Fee	
5. Utilities		Linear Footage	
		Fee	
Storm Sewer Systems	\$100 plus 0.50/lnft of pipe		
Sanitary Sewer Systems	\$100 plus 0.50/lnft of pipe	Linear Footage	
		Fee	
Water Distribution Systems	\$100 plus 0.50/lnft of pipe	Linear Footage	
		Fee	
6. Public Street	\$500 plus .50/lnft of each travel lane	Linear Footage	
		Fee	
7. Parking Areas / Vehicular Travel	\$100 plus 0.03/sqft of paved area	Sq Footage	
		Fee	
Construction Plan / Grading Plan Amendment			
	50% of the original fee; Minimum Fee of \$500	Fee	
Total Fee Due			

NOTIFICATION LETTER TO ADJOINING PROPERTY OWNERS

Date

Dear _____,

This is to notify you that a Construction Plan / Grading Plan Application will be submitted for approval to the Fredericksburg Community Planning and Building Department in City Hall, 715 Princess Anne Street, Room 215, Fredericksburg, VA 22401. Public comment shall be submitted in writing to the Development Administrator within 21 days of the date of this letter. All comments shall be sent to: Marne Sherman, Development Administrator, P O Box 7447, Fredericksburg, VA 22404 or by Email: mesherman@fredericksburgva.gov.

You may review the application at the above mentioned address or call (540) 372-1179.

The following information is supplied for your convenience:

Name of Project: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone #: _____

Name of Engineer: _____

Type of Use: _____

Specific Location: _____

Additional Information: _____

Sincerely,

Signature

Printed Name

Property Address		<hr/> GPIN NUMBER
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		<hr/> GPIN NUMBER
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		<hr/> GPIN NUMBER
Owner Name		
Mailing Address		
City, State, Zip		

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Owner Name		
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City, State, Zip		

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Property Address		<hr/> GPIN NUMBER
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		<hr/> GPIN NUMBER
Owner Name		
Mailing Address		
City, State, Zip		

ATTACH ADDITIONAL SHEETS IF NECESSARY

**CERTIFIED MAIL
GUIDELINES**

U.S. Postal Service
CERTIFIED MAILTM RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees		\$

Sent To: **John Doe**
Street, Apt. No. / or PO Box No.: **00000 Anywhere Street**
City, State, ZIP+4: **Anywhere, VA 00000**

PS Form 3800, June 2002

PS Form 3800 (Front) (Green/white)

Certified Mail Provides:

- A mailing receipt
- A unique identifier for your mailpiece
- A record of delivery kept by the Postal Service for two years

Important Reminders:

- Certified Mail may ONLY be combined with First-Class Mail[®] or Priority Mail[®].
- Certified Mail is not available for any class of international mail.
- NO INSURANCE COVERAGE IS PROVIDED with Certified Mail.** For valuables, please consider Insured or Registered Mail.
- For an additional fee, a Return Receipt may be requested to provide proof of delivery. To obtain Return Receipt service, please complete and attach a Return Receipt (PS Form 3811) to the article and add applicable postage to cover the fee. Enclose mailpieces "Return Receipt Requested". To receive a fee waiver for a duplicate return receipt, a USPS postmark on your Certified Mail receipt is required.
- For an additional fee, delivery may be restricted to the addressee or addressee's authorized agent. Advise the clerk or mark the mailpiece with the endorsement "Restricted Delivery".
- If a postmark on the Certified Mail receipt is desired, please present the article at the post office for postmarking. If a postmark on the Certified Mail receipt is not needed, detach and affix label with postage and mail.

IMPORTANT: Save this receipt and present it when making an inquiry. Internet access to delivery information is not available on mail addressed to APOs and FPOs.

PS Form 3800 (Back) (Green/White)

PS FORM 3811 (Front) (Green)

Fill in the name and address of the person to whom the notice is to be sent.

Put and "X" in the box for Certified Mail.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
1. Article Addressed to: John Doe 0000 Anywhere Street Anywhere, VA 00000	3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D. 4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes
2. Article Number (Transfer from service label)	
PS Form 3811, February 2004	Domestic Return Receipt 102595-02-M-1540

PS FORM 3811 (Back) (Green)

Use **THIS** address for "Sender" information:
OFFICE OF THE DEVELOPMENT ADMINISTRATOR
P.O. Box 7447,
Fredericksburg, VA
22404-7447. Also use as the return address on the front of the envelope.

Put your Project Name here.

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

Office of the Development Administrator
P.O. Box 7447
Fredericksburg, VA 22404-7447

Checklist for Construction Plan, Construction Plan Amendment, and Residential Grading Plan

A. General Information		
1	Application, nine (9) copies of plans, and fee.	
2	Project name.	
3	Brief narrative describing project.	
4	Geographic Parcel Identification Number (GPIN) number for parent parcel(s).	
5	Name and address of developer.	
6	Name and address of owner.	
7	Source of Title: A certificate signed by the surveyor or engineer shall be submitted setting forth the source of title of the owner of the tract and the place of record of the last instrument in the chain of title.	
8	Engineer's Certificate. A certificate signed by the surveyor/engineer stating that all requirements of the City of Fredericksburg, Virginia, have been complied with.	
9	Names of holders of any easements affecting the property.	
10	Name and address of the individual who prepared the plan.	
11	Date of drawing (including the revision dates).	
12	Number of sheets.	
13	Match-line key plan, if multiple sheets; overall plan, if multiple sheets, showing the construction plan in its entirety on one sheet, with an information legend and without the match-line key plan information.	
14	North arrow shown, and where practical, oriented to the top of the page; graphic scale.	
15	<p>Approval Block containing, signature lines for the Development Administrator, Zoning Administrator, Stormwater Administrator, Public Works, and Fire Marshal with the following notations:</p> <p>Approved for Fire Lanes and Signage, Hydrant locations and Color Coding, FDC and PIV Locations, Turning Radii and Roadway Width for Emergency Vehicles</p> <p>_____</p> <p>Fire Marshal</p> <p>Approved for Work Related to Public Water, Sewer, Storm Drainage, Street Trees and Rights-of-Ways</p> <p>_____</p> <p>Department of Public Works</p>	
16	Vicinity map. The location of tract shall be shown by an vicinity map at a scale of not less than one inch equals 2,000 feet, indicating scaled coordinates	

	referred to in United States Coast and Geodetic Survey (USC&GS), Virginia grid north 1983, and such information as the names and numbers of adjoining roads, streams and bodies of water, railroads, subdivisions, and districts or other landmarks sufficient to clearly identify the location of the property.	
17	Boundary. A boundary survey of the tract with an error of closure within the limit of one in 10,000 related to the true meridian and showing the location and type of boundary evidence shall be included. The survey shall be related to United States Coast and Geodetic Survey (USC&GS), Virginia grid north 1983, and the coordinates of two adjacent corners shall be indicated.	
18	Owner names and GPIN numbers labeled for adjoining properties.	
19	All horizontal dimensions shown on the plan shall be in feet and decimal fractions of a foot to the closest 1/100 foot, and all bearings in degrees, minutes and seconds to the nearest ten seconds.	
20	A geotechnical report, prepared by or under the direction of a professional engineer experienced in soil and foundation engineering, shall be included for construction plans.	
21	Geometric location data and areas for all private or public rights-of-way, common areas, utility centerlines and easements, structures, and lot lines shall be indicated.	
22	Existing topography with a maximum contour interval of two feet shall be provided, except where existing ground is on a slope of less than two percent, and then either one-foot contours or spot elevations, not more than 50 feet apart in both directions, shall be provided.	
23	Proposed finished grading by two foot contours shall be indicated, to be supplemented where necessary by spot elevations and sectional information. Limits of grading shall be clearly indicated.	
24	Historic/Archaeological. All known historic and archaeological sites and resources, as identified by the Virginia Department of Historic Resources by the Fredericksburg Planning office, shall be delineated.	
25	Cemeteries. Any grave, object or structure marking a place of burial shall be identified.	
26	Building Use. Plans shall identify proposed building types by building use codes as defined in the Virginia Uniform Statewide Building Code.	
27	Provide Hydraulic Grade lines (HGL).	
28	Note Sixth Order Hydraulic Unit Code (HUC) <ul style="list-style-type: none"> • Celebrate Virginia – HUC RA45. • All other City locations – HUC RA46. 	
29	Additional information specific to the proposed use shall be included, as deemed necessary by the Development Administrator for adequate construction plan review.	

3	Fire lane locations and markings per the Statewide Fire Prevention Code.	
4	Post indicator valve locations and Fire Department connections, color flow charts, and	
5	Typical detail including make and model number for proposed fire hydrants.	
6	Turning radius on all turns including cul-de-sacs.	
D. Stormwater/Erosion Sediment Control		
1	Typical details for stormwater management facilities and erosion and sediment control devices shall be provided.	
2	Plans and profiles detailing the provisions for the adequate disposition of natural water and stormwater in accordance with the city's design and construction standards shall be submitted, indicating the location, size, type and grade of ditches, catchbasins and pipes and connections to existing drainage systems, and on-site stormwater management, with supporting contributing area and design data computations and calculations. Plans and profiles shall be submitted to a scale of one inch (horizontal) equals 50 feet or larger and one inch (vertical) equals five feet or larger.	
3	Provisions for the adequate control of erosion and sedimentation shall be included, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction as required by UDO Article 72-5, and design standards of the state soil conservation service.	
4	Bond estimates for stormwater and erosion and sediment control devices and facilities.	
5	Provide Impervious Surface Ratio (ISR).	
E. Streets		
1	All existing and proposed streets and easements, identified with names, numbers and widths.	
2	An estimate of the daily vehicle trips generated by the project shall be included.	
3	Typical street and parking area pavement and design sections shall be included.	
4	A detail and the location of street signs shall be shown.	
5	Plans and profiles for all streets shall be included, including centerline elevations computed to the nearest 1/100 foot at 50 foot horizontal station intervals and at other locations of geometric importance.	
6	Bond estimates for public street improvements and drainage.	
7	Address plan, if applicable.	
8	Traffic control plan, where appropriate for work with the public right-of-way.	

F. Water/Sewer		
1	Existing and proposed utilities and easements.	
2	Provide water and sewer analysis.	
3	Plans and profiles shall be included detailing all existing and proposed utilities, including water and sanitary sewer facilities, all pipe sizes, types and grades with supporting capacity calculations, and where connection is to be made to the City or to another utility system. Plans and profiles shall be submitted to a scale of one inch (horizontal) equals 50 feet or larger and one inch (vertical) equals five feet or larger.	
4	Bond estimates for public water and sewer improvements.	
G. Zoning		
1	The zoning classification and land use for the area being subdivided and for adjoining properties. As applicable, a copy of the conditional zoning ordinance, variance approval, special exception, and/or special use permit resolution for the property being developed with narrative and graphic description how proffers and/or conditions will be implemented shall be included on the plan.	
2	Calculations comparing the permitted and proposed density.	
3	Calculations comparing the minimum required open space and proposed open space for the area being developed.	
4	Bulk Regulations. Building setbacks, minimum frontage requirements, and minimum lot width requirements shall be noted on the plan.	
5	Where applicable, the proposed location, general use, number of floors, height, floor area ratio and the net and gross floor area for each building shall be indicated, including outside display areas, and the number, size and type of dwelling units.	
6	Parking calculations comparing the minimum required parking and proposed parking.	
H. Other Site Improvements		
1	Where applicable, all off-street parking, related driveways, entrance types, loading spaces and walkways shall be shown, indicating type and dimensioning of surfacing, size, stalls, width of aisles and a specific schedule showing the number of parking spaces provided and the number required by UDO Article 72-5.	
2	Locations for all open spaces, identifying areas for and improvements to all recreational facilities, tot lots, natural areas, and related pedestrian accommodations, shall be included.	
3	A detail and the location of the proposed subdivision sign and street signs.	
4	The location and method of garbage and refuse collection in accordance with Section 72-57 of the UDO shall be indicated. All required screening of refuse shall be shown with typical detail.	

