

# AS-BUILT 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](http://www.fredericksburgva.gov)

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

**Application Submittal Checklist**

- Completed "Project Information and Primary Contacts" Form
  
- Completed "Detailed Project Description" Form
  
- Signed "Statements of Understanding" from the owners and applicant
  
- Completed "Checklist for As-Built Plan" signed by the engineer who prepared the plat
  
- Six (6) sets of "red-lined" marked up prints
  
- No Fee Required

FOR OFFICIAL USE:

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

**Project Information & Primary Contacts**

As-Built 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.

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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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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.

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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                      \_\_\_\_\_ LF Public Streets  
\_\_\_\_\_ # Impervious Acres                      \_\_\_\_\_ LF Private Streets  
\_\_\_\_\_ # of Open Space Acres                      \_\_\_\_\_ # SWM Facilities

**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"/>

**EASEMENT PLAT/DEED:**

\_\_\_\_\_ Recording date  
\_\_\_\_\_ Instrument number

**SWM AGREEMENT:**

\_\_\_\_\_ Recording date  
\_\_\_\_\_ Instrument number

**PERFORMANCE GUARANTEES:**

\_\_\_\_\_ Amount currently secured with the City  
\_\_\_\_\_ Amount to be requested for release pending As-Built plan approval  
\_\_\_\_\_ Balance to remain secured with the City

**Checklist for As-Built Plan**

<b>A. General Information</b>		
1	The initial submittal shall include an application and six (6) sets of “red-lined” marked up prints, which should be delivered to the office of the Development Administrator.	
2	A benchmark elevation, benchmark description, and location shall be provided on each plan sheet.	
4	All As-Built information shall be blocked in and shown on the original construction drawings and shall be blocked in, as thus: [     ]	
5	<p>The following As-Built Certificate shall be signed and sealed by a VA professional engineer or a VA professional land surveyor and shall appear on the cover sheet of the As-Built Plan set. All sheets included in the permit set must be submitted in the final As-Built Plan:</p> <p><b>As-Built Certificate:</b> I hereby certify that the information shown on this record drawing is an accurate and complete representation of data established from field information obtained under the direction of a Professional Land Surveyor or a Professional Engineer, and that the physical dimensions or elevations shown thus: [     ] are as-built information and the facility was constructed according to the approved plans, except as otherwise noted hereon.</p> <hr/> <p>Name, License #</p> <hr/> <p>Title, Date</p>	
6	Boundary of the site as shown on the approved site plan. The as-built plan shall show any geodetic reference points located on the site.	
7	Deed book and page number(s)/Instrument numbers of the recordation in the land records of the City of Fredericksburg of dedications and easements reflected on the approved plan.	
8	Area of the site as shown on the approved site plan and subsequent to any fee simple dedications to public use and the land area of such dedications.	
9	Location and height of all buildings showing the yard dimensions and all official building numbers (addresses) posted.	
10	Identify front, rear and side building restriction lines and current setbacks.	
11	Current calculations for open space, floor area ratio, parking.	
12	Location and width of sidewalks.	
13	Location and width of travel lanes.	
14	Buffer and screening devices to separate uses within the development.	
15	Location and screening (if applicable) for mechanical units.	
16	Location of outside waste facilities/trash receptacles and screening.	

17	Location of exterior lighting.	
18	Location of any signs; stop signs, directional, monument, etc.	
19	<p>Parking Area</p> <ul style="list-style-type: none"> <li>a. Marked parking spaces showing width, depth and layout dimensions</li> <li>b. Parking spaces marked and designated for handicapped persons, locations of ramps per ADA.</li> </ul>	
20	Locations and size of loading areas.	
21	Zoning classification.	
<b>B. Global Positioning System</b>		
1	<p>The following GPS data shall be included:</p> <ul style="list-style-type: none"> <li>a. GPS coordinates on the outfalls and storm water management (SWM) structure; included but not limited to SWM pond outfalls and emergency spillways, discharge points from BMP facilities, level spreaders, and other similar SWM or BMP facilities.</li> <li>b. The following GPS Tie In Note just be placed on cover sheet:</li> </ul> <p><b>GPS Tie In Note:</b></p> <p>The As-Built Plan shown hereon is references to the Virginia Coordinate System of 1983 as computed from a field survey which ties this development boundary to _____. The grid factor (elevation factor x scale factor) that has been applied to the field distance to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated, the distances shown are intended to be horizontal distances measured at the mean elevation of the development. The bearings shown are referenced to Virginia State Plane 1983 Gird North.</p>	
<b>C. SWM Facility</b>		
1	<p>As-Built Plans for a surface SWM facility shall include the following additional information:</p> <ul style="list-style-type: none"> <li>a. Length, width, slope information, and depth or contours (1 foot intervals) of the pond area along with a verification of the original design volume.</li> <li>b. A benchmark on the riser, inlet headwall, or other approved location.</li> <li>c. Revised design computations verifying the functionality of the pond. Computations shall be submitted, with an additional paper copy of the As-Built Plan.</li> <li>d. The grading/storage volumes must be approved by Building and Development Services prior to landscaping/planting. All plantings must be added to the As-Built Plan after plant installation. As-Built Plan will not be approved without required plantings.</li> </ul>	
<b>D. Streets</b>		
1	<p>The following information must be shown for public streets:</p> <ul style="list-style-type: none"> <li>a. Street Names;</li> </ul>	

