



# DEVELOPMENT CONCEPT PLAN CHECKLIST

Department of Planning and Zoning  
Development Division, City Hall  
301 King Street, Room 2100  
Alexandria, Virginia 22314  
Phone: (703) 746-4666

CDSP# \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location (Address): \_\_\_\_\_

Tax Map References: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

**Submission Deadline:** The deadline for concept submissions is every Friday by noon. Plans will be routed to staff for review the following week and comments will be forwarded to the applicant within 14 working days after the submission.

**The following materials are required to be uploaded to APEX for a complete development preliminary plan submission:**

\_\_\_\_\_ **PDF Site Plans.** For each submission, provide a copy of the drawings and other submitted documents in .pdf format. Please submit as few PDF files as possible named with the corresponding sheet/or information titles. (i.e. Sheet C1-Sheet C10, Traffic study, etc)

\_\_\_\_\_ **Completed Stage I Concept Submission Checklist**

\_\_\_\_\_ **Comment Response Letter.** (for Stage II Concept)

\_\_\_\_\_ **Signature of professional certifying that the submission meets all requirements:**

I, \_\_\_\_\_ (print name), hereby certify that the drawings and other materials that accompany this checklist have met the requirements of the checklist.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Prior to submission of a Preliminary Site Plan, a Concept Plan that meets all the criteria in Stage I and II of this checklist shall be submitted.**

**The following sheets and information are required for every submission. Additional sheets and information should be provided where necessary to demonstrate compliance with City requirements or conditions of approval. Further, provide the appropriate page/sheet number(s) for each of the checklist items listed below.**

**Stage I Concept Submission – Overall General Concept Design:**

- \_\_\_\_\_ A brief narrative explaining existing site conditions, zoning of the property, and the proposed development
- \_\_\_\_\_ Existing and Proposed Trip Generation (ADT) using ITE Trip Generation Method

***Formatting Requirements:***

- \_\_\_\_\_ PDF Print Size.
- \_\_\_\_\_ Concept Plan at a scale of 1"= 20' or 1"= 30'
- \_\_\_\_\_ North arrow with reference to source of meridian

***Existing Conditions:***

- \_\_\_\_\_ Existing property lines (with course and distance)
- \_\_\_\_\_ Public streets, private streets, and alleys appropriately labeled
- \_\_\_\_\_ Existing easements, major public utility lines, and any other encumbrances that may impact development
- \_\_\_\_\_ Delineation of all floodplains, resource protection areas, associated buffers, and existing stormwater facilities
- \_\_\_\_\_ Information on soils, environmental issues, and contamination known to applicant
- \_\_\_\_\_ Significant site features (existing retaining walls, steep slopes, etc.)
- \_\_\_\_\_ Local Historic District Boundaries and designated 100-Year Old Buildings

***Proposed:***

- \_\_\_\_\_ Proposed property lines (with course and distance)
- \_\_\_\_\_ Building footprints and entrances
- \_\_\_\_\_ Proposed uses and location of uses in buildings
- \_\_\_\_\_ Tabulations of lot area(s)
- \_\_\_\_\_ Approximate tabulations of density, gross square feet of buildings, building height, number of units, total open space, area of disturbance during construction, and proposed parking compared to zone requirements and/or limitations
- \_\_\_\_\_ Public and private streets appropriately labeled
- \_\_\_\_\_ Driveways, parking areas, access aisles, and site entrances
- \_\_\_\_\_ Location and area measurements for each open space in project
- \_\_\_\_\_ Significant proposed site features (such as retaining walls, steep slopes, etc.)
- \_\_\_\_\_ Concept I landscape plan submission requirements (see Chapter 5 of [City of Alexandria 2019 Landscape Guidelines](#))

***Green Building:***

- \_\_\_\_\_ The applicant will provide a statement indicating their intent to meet the requirements of the [City of Alexandria 2019 Green Building Policy](#)

**Stage II Concept Submission and Subsequent Submissions:**

ONCE CONSENSUS HAS BEEN REACHED ON THE GENERAL BUILDING LOCATION AND SITE LAYOUT, A STAGE II CONCEPT SUBMISSION SHOULD BE FILED. THE STAGE II SUBMISSION SHOULD INCLUDE ALL INFORMATION REQUIRED IN THE STAGE I SUBMISSION AS WELL AS THE INFORMATION IDENTIFIED BELOW.

***Narrative Requirements:***

- \_\_\_\_\_ A response narrative addressing City comments to previous submissions
- \_\_\_\_\_ Clearly identify the revised location/configuration of the building and changes to the site design as a result of the Stage I review
- \_\_\_\_\_ Statement as to whether the project is a federal undertaking (i.e., does the project involve federal funds, reviews or permits) and identify how the project will comply with Section 106 of the National Historic Preservation Act of 1966

***Format Requirements:***

- \_\_\_\_\_ Scale of 1"= 20' or 1"= 30'
- \_\_\_\_\_ North point with reference to source of meridian
- \_\_\_\_\_ Required architectural elevation sheets shall be submitted in color
- \_\_\_\_\_ Name, address, signature and registration number of professionals preparing the plan, certifying that the submission meets all requirements
- \_\_\_\_\_ Include all of the Development Concept Plan Checklist requirements
- \_\_\_\_\_ Submit an electronic copy of all submission materials in .pdf format

***Cover Sheet:***

- \_\_\_\_\_ Name and address of the developer, property owner, engineers, attorney and others on the development team
- \_\_\_\_\_ A narrative description of the project
- \_\_\_\_\_ Location Map
- \_\_\_\_\_ A list of all special use permits, site plan and modifications being requested
- \_\_\_\_\_ Sheet Index

***Zoning Tabulations:***

- \_\_\_\_\_ Zoning of the site
- \_\_\_\_\_ Existing uses on the site
- \_\_\_\_\_ Proposed uses on the site
- \_\_\_\_\_ Lot area (required and provided)
- \_\_\_\_\_ Refined tabulations of lot area(s), density, FAR, building height, parking layout, open space, and proposed parking compared to zone requirements and/or limitations
- \_\_\_\_\_ Number of dwelling units and unit types
- \_\_\_\_\_ Units/Acre for residential uses
- \_\_\_\_\_ Gross floor area and net floor area of all structures.
- \_\_\_\_\_ Open space (at grade, above grade and total; public, private, private with public access easement and total) with square foot total and percentage
- \_\_\_\_\_ Average finished grade and height for each building
- \_\_\_\_\_ Building setbacks (required and proposed) for each building
- \_\_\_\_\_ Lot frontage (required and provided)
- \_\_\_\_\_ Parking Spaces (compact, standard, handicap and total)

- \_\_\_\_\_ Loading spaces (required and provided)
- \_\_\_\_\_ Existing and Proposed Trip Generation (AM and PM Peak Hour) using ITE Trip Generation method

**Existing Site Conditions:**

- \_\_\_\_\_ Existing conditions plan that includes existing property lines (with course and distance)
- \_\_\_\_\_ Information on topography (contour lines at two-foot intervals across site and immediately adjacent areas)
- \_\_\_\_\_ A statement whether or not the site has areas of marine clay
- \_\_\_\_\_ A statement describing any known or expected contamination or brief narrative of due diligence completed (site history) if none is expected
- \_\_\_\_\_ Existing tree survey (see requirements of the [City of Alexandria 2019 Landscape Guidelines](#))

**Concept Site Plan:**

- \_\_\_\_\_ Public Utilities (full description labeled with flow direction, where applicable)
- \_\_\_\_\_ Significant proposed site features (such as retaining walls, steep slopes)
- \_\_\_\_\_ Site sections
- \_\_\_\_\_ Contextual Site Plan showing the proposed project site(s) and adjacent areas affected by the project
  - \_\_\_\_\_ Proposed project site appropriately labeled
  - \_\_\_\_\_ Display a minimum of a quarter (1/4) mile in radius of proposed project
  - \_\_\_\_\_ Existing property lines, buildings, streets, metro, transit stops and routes, and major thoroughfares, if any, appropriately labeled
- \_\_\_\_\_ Dimensions for circulation patterns and lane widths
- \_\_\_\_\_ Public streets, private streets, and alleys appropriately labeled
- \_\_\_\_\_ Roadway and Parking Dimensions
- \_\_\_\_\_ Alignment and major features of existing and public proposed utilities
- \_\_\_\_\_ Emergency vehicle access to the site and buildings
- \_\_\_\_\_ Show any transition zone setback, if applicable
- \_\_\_\_\_ Conceptual plans for open space and graphic depiction of included areas used for the calculations
- \_\_\_\_\_ Indicate whether project is located in the Combined Sewer Area
- \_\_\_\_\_ If additional sanitary flows exceed 10,000 GPD, provide statement on adequate outfall per Memo to Industry 2006-0014 (Effective July 1, 2014)
- \_\_\_\_\_ If post-development stormwater runoff exceeds pre-development, provide statement addressing planned mitigation
- \_\_\_\_\_ Identify stormwater outfall to receiving storm trunk sewer on plan
- \_\_\_\_\_ Obtain scope of work from Alexandria Archaeology to satisfy archaeological requirements
- \_\_\_\_\_ Preliminary subdivision plat which shall contain all information required in Section 11-1706 of the Zoning Ordinance

**Environment:**

- \_\_\_\_\_ Resource Protection Areas (RPA) as defined in [Article XIII](#) of the Zoning Ordinance
- \_\_\_\_\_ Identify constituents and approximate area of soil and/or groundwater contamination
- \_\_\_\_\_ Narrative describing how the project will comply with the stormwater quality requirements of [Article XIII](#) of the Zoning Ordinance
- \_\_\_\_\_ Concept II Landscape Plan submission requirements (see Chapter 5 of [City of Alexandria 2019 Landscape Guidelines](#))

**Building:**

- \_\_\_\_\_ Proposed building elevations to scale, including:
  - \_\_\_\_\_ Proposed building height (as defined in Zoning Ordinance) dimensioned and labeled
  - \_\_\_\_\_ Proposed average finished grade and actual finished grade
  - \_\_\_\_\_ Other dimensions where appropriate
  - \_\_\_\_\_ All building façade materials
- \_\_\_\_\_ Building sections to scale, with dimensions, showing setbacks, stepbacks, and building height and referenced to building plans
- \_\_\_\_\_ Building sections demonstrating compliance with [Section 6-403](#) (height to setback requirement)
- \_\_\_\_\_ Schematic building massing illustration, to show proposed height and scale of buildings
- \_\_\_\_\_ A brief narrative describing the environmentally sensitive site design, green building and/or low impact development techniques to be considered in this proposal

**Transportation:**

- \_\_\_\_\_ Truck turning templates, to include loading and trash pickup. (Per AASHTO Guidelines)
- \_\_\_\_\_ Show full right-of-way on both sides of the street
- \_\_\_\_\_ Transportation Scoping form as required

**Green Building:**

*General Approach*

- \_\_\_\_\_ Provide initial list of certifications project is considering

*Energy*

- \_\_\_\_\_ Narratives on the following:
  - How building orientation and massing will reduce project energy use (including details of any box modeling completed and any passive design strategies being considered such as external shading, daylighting, natural ventilation or others)
  - Technologies and locations considered for renewable energy production
  - Any district energy systems being considered (for campuses and large developments)

*Water*

- \_\_\_\_\_ Narratives on the following:
  - Strategies for reducing irrigation demands including use of rainwater harvesting, native plants, etc.
  - List of indoor water efficiency strategies being considered

*Indoor Environmental Quality*

- \_\_\_\_\_ Preliminary narrative of daylighting strategies and overall approach to indoor air quality and occupant comfort

**Design Guidelines – Identify and Acknowledge Applicable Design Guidelines and/or Standards**