

SITE PLAN SUBMITTAL CHECKLIST

Project Name: _____

Project Number: _____

Date: _____

Applicant Name: _____

Contact Phone #: _____ Contact Email: _____

The site plan process is in place for developers to show in one comprehensive package how proposed site development work meets the requirements of Gloucester County Ordinance Chapter 15.5, Site Plans. This ordinance requires applicants to meet the requirements of several County Ordinances and Commonwealth Requirements including, where applicable, the following:

County Ordinance (www.municode.com/library/va/gloucester_county/codes/code_of_ordinances)
Requirements of:

- Chapter 5 – Buildings
- Chapter 5.5 - Chesapeake Bay Preservation
- Chapter 6 – Stormwater Management
- Chapter 7.5 – Erosion and Sediment Control
- Chapter 8.5 – Floodplain Management
- Chapter 15 – Subdivisions
- Chapter 19 – Water, Sewers and Sewage
- Chapter 20 – Wetlands Zoning Ordinance
- Chapter 20.5 – Coastal Primary Sand Dune Zoning Ordinance
- Appendix B - Zoning

Commonwealth Regulation Requirements of:

- Virginia Department of Transportation
- Virginia Department of Health

The following listing is provided to assist applicants/developers to provide a complete site plan package by highlighting major components of a site plan. Applicants are encouraged to review each ordinance referenced and confer with representatives from each referenced department/agency. Please check that each item has been provided/incorporated. Requirements are organized into subsections administered by independent County Departments and Commonwealth Agencies:

Site Plan Coordination (Chapter 15.5 – Site Plans): contact (804) 824-2458; visit the Community Development webpage for detailed information on the Site Plan process and links to all development related department web pages: <http://www.gloucesterva.info/CommunityDevelopment> :

Site Plan Submittal Process-New Electronic Submittal Process

- ☐ Either send a secure link with the electronic files or request a link from siteplans@gloucesterva.info for electronic submission of all documents. The following are procedures for electronic submission of site plans:
 - a. Provide the site plan in a standard PDF format.
 - b. Ensure that the document is unlocked and not flattened.
 - c. Set the size of the document to standard 24 x 26.
 - d. Ensure that the plan is a multi-page document and no single page files.
 - e. On the cover page, include at least a 4-inch by 4-inch space in the upper right corner reserved for the County and VDOT approval stamps should the plans be approvable.
- ☐ Submit the [Site Plan Application \(PDF\)](#) with the electronic files.
- ☐ Submit the [Site Plan Checklist \(PDF\)](#) with the electronic files.
- ☐ Submit the [E&S Checklist](#) with the electronic files.
- ☐ Submit the [Stormwater Checklist](#) with the electronic files.
- ☐ Submit the site plan application fee of \$500 plus \$50 per acre or fraction thereof.
- ☐ Based on the implementation of Bluebeam for site plan reviews, we are no longer going to request hard copies of the submittal and revisions (unless specifically requested by one of the reviewers). **We will require the applicant to provide us with a hard copy of the approved, stamped and signed site plan, prior issuing any permits for the project.** We are hoping this process save on paper and printing costs for both the applicant and the county since only the final, approved, stamped and signed paper copy of the plans will need to be submitted.
- ☐ Provide a narrative description of the existing site conditions and proposed project.
- ☐ Submittal should also include Environmental Stormwater and items which include the following:
 - 1. Submit a check for 50% of the VSMP permit fee.
 - 2. Include the registration statement.
- ☐ Include on the cover sheet the current zoning, tax map #, parcel # (RPC), and address (if applicable) of the property clearly identified on the cover sheet

- ☐ Identify within the site plan the existing and proposed site conditions per County Ordinance chapter 15.5, sections 2.2 and 2.3
- ☐ Identify within the site plan existing and proposed buildings depicted with the floor area (square footage) and existing and proposed uses. Identify the location of existing and proposed defined exterior areas (storage, display, seating)
- ☐ When resubmitting in response to review comments provide a narrative response to comments directing reviewers' attention to the reason for and location of revisions resulting from each review comment.

Building Inspections (Chapter 5 – Buildings & Chapter 8.5 - Floodplain Management); contact (804) 693-2744:

- ☐ Demonstrate that the proposed buildings and site development meet applicable building code requirements including exterior accessibility requirements
- ☐ Demonstrate that where necessary the building is served by a fire suppression sprinkler system and identify the location of source water and fire department connection
- ☐ Identify the limits of the 100-year floodplain if present at the site and the delineation between different flood zones (AE, VE, etc.) if present

Environmental Programs (Chapter 5.5 – Chesapeake Bay Preservation, Chapter 6 – Stormwater Management, Chapter 7.5 – Erosion and Sediment Control, Chapter 20, Wetlands Zoning Ordinance, & Chapter 20.5 – Coastal Primary Sand Dune Zoning Ordinance); contact (804) 693-1217:

- ☐ Provide Stormwater Management & Erosion and Sediment Control plan and detail sheets and supporting documents in accordance with the VSMP Administrative Guidance Manual (AGM) and its incorporated Checklist. The AGM, checklist, and completeness documents can be accessed by selecting the “Stormwater” page here: <http://gloucesterva.info/EnvironmentalPrograms> Highlights of items required by this document include the following:
 - ☐ Plan and detail sheets incorporating the requirements of the AGM including the following
 - ☐ Clearly identify on the cover sheet of the site plan submittal the total surface area of site disturbance
 - ☐ Provide US Army Corps of Engineers wetland delineation where there are onsite wetland indicators and show extent on the site plan
 - ☐ Identify all Resource Protection Areas and Resource Management Areas and show their extent on the site plan
 - ☐ VSMP Runoff Reduction Method Spreadsheets V.3 in their native Microsoft Excel file format and printed on a sheet or sheets of the site plan
 - ☐ VSMP General Permit Registration Statement and payment of first half of requisite fee at time of application (second half of fee is due at time of disturbance permit issuance)

- ☐ Erosion and Sediment Control and Stormwater Management Surety estimate prior to VSMP permit approval. Incorporate the surety amount on the site plan sheet notes
- ☐ A BMP Maintenance Agreement developed in cooperation with the Environmental Programs Department. The agreement must be properly recorded in the Circuit Court Clerk's office prior to permit issuance
- ☐ A Pollution Prevention Plan (P2) that is retained onsite during the project
- ☐ Geotechnical supporting material

Planning & Zoning (Appendix B – Zoning) contact (804) 693-1224:

- ☐ Identify zoning district(s) for property and adjacent parcels
- ☐ Identify all special requirements associated with the property (Special Exception, Conditional Use Permit, Rezoning Proffers, etc.)
- ☐ Identify Parking plan meeting the requirements of Article 11 of the zoning ordinance including a clear accounting of parking spaces required and provided as well as the required parking area landscape plan
- ☐ When the project is located within the Highway Corridor Development District (HCDD) clearly identify how the project meets the requirements of Article 6A of the Zoning Ordinance
- ☐ Where nonresidential uses are proposed to abut a residential district, provide a perimeter landscaping plan in accordance with Article 9, Section 9-8 (Supplementary district regulations) of the zoning ordinance
- ☐ Show the location of free-standing signs on the site plan, however note that a separate sign permit application will be required for both free-standing and on-structure signs in accordance with Article 12 of the Zoning Ordinance. An application for a sign permit can be found on the Planning and Zoning website on the "Forms & Policies" page: <http://gloucesterva.info/PlanningandZoning>

Public Utilities (Chapter 19 – Water, Sewers and Sewerage); (804) 693-4044:

- ☐ Incorporate Water & Sewage system plan, profile, and detail sheets in accordance with Chapter 19 (Water, Sewers, & Sewage) of the Gloucester county ordinance, the Public Utilities *Water and Sewer Design and Construction Standards*, and the Hampton Roads Planning District Commission *Regional Construction Standards*.
- ☐ Provide a hydrant flow study/analysis when requested by the Director of Public Utilities per the requirements of County Ordinance Section 19-126(d)
- ☐ The Public Utilities Department will serve as a liaison between the applicant/designer and the following entities. Requirements imposed by these entities must be incorporated into the site plan for the project
 - ☐ Hampton Roads Sanitation District (HRSD) who must review the plan if a direct connection to an HRSD force main is proposed and who must review a Flow Acceptance Letter if a direct connection to an HRSD or County force main is proposed
<http://www.hrsd.com/FlowAcceptance.shtml>

- ☐ Virginia Department of Health, Office of Drinking Water (VDH-ODW) who must review and permit extensions of the County's water supply system:
<http://www.vdh.virginia.gov/ODW/PermitandDesign.htm>
- ☐ Virginia Department of Environmental Quality (VDEQ) who must review and approve proposed sewerage pump stations and issue a "Certificate to Construct Wastewater Improvements"
<http://www.deq.virginia.gov/Programs/Water/WastewaterEngineering/RegulationsCertificates.aspx>

Virginia Department of Health; 804-693-6130:

- ☐ Provide a sanitary survey for the proposed area of disturbance and areas located within 200 feet of proposed area of disturbance and identify the location of wells and septic systems (or the distances thereto when located off site) on the site plan

Virginia Department of Transportation; 804-761-2148:

- ☐ Connections to public roads and new roads (whether public or private) must meet the requirements of VDOT's Road Design Manual
http://www.extranet.vdot.state.va.us/locdes/Electronic_Pubs/2005%20RDM/roaddesigncovervol.1.pdf Provide the following to show compliance with the Road Design Manual:
 - ☐ Completed VDOT Submittal checklist (attached)
 - ☐ Completed VDOT Development Plan checklist (attached)
 - ☐ Completed VDOT Hydraulic Calculations checklist (attached)



SUBMITTAL CHECKLIST

Project Name: _____

Connecting Roadway Name/Route Number: _____

County: _____ County Project Number: _____

Submittal Number: _____ Date of Submittal: _____ Date Received (VDOT Use): _____

Plan Designer: _____ Plan Designer Phone Number: _____

Plan Designer Address: _____

		Check Box	If Check Box is left unchecked, provide explanation below
Submittal Narrative	Total of (____) copies including a detailed description of project. Include proposed use, proposed trip generation, number of lots, etc. If resubmittal, include responses to review comments.	☐	
Development Plan	Total of (____) copies development and/or site plan as applicable	☐	
Traffic Management Plan	Total of (____) copies. Note in the space to the right if included in Development/Site Plan.	☐	
Hydraulic Calculations	Total of (____) bound copies including summary of results, all applicable calculations, Drainage Area Maps be included in Development Plan	☐	
Erosion and Sediment Control Plan	Total of (____) copies including E&SC narrative, E&SC measures in plan view, appropriate VDOT E&SC details. May be included as part of Development Plan.	☐	
Geotechnical Report	Total of (____) bound copies, as applicable	☐	
Pavement Design Calculations	Total of (____) bound copies shall be submitted in accordance with the current Pavement Design Guide for Subdivision and Secondary Roads in Virginia. May be included in Development/Site Plan.	☐	
Traffic Analysis	Total of (____) bound copies including functional classification of roadways, existing AADT, ITE Code, Trip Generation Report, Turn Lane and Taper Warrant Analysis, and Intersection Analysis, as applicable. In addition, digital copy of any traffic analyses to be provided.	☐	
Waivers/ Exceptions	Total of (____) appropriate forms. Appropriate form(s) signed, sealed, and completed in its entirety. Include index listing the form(s) and all attachments.	☐	
Locally Required Checklists	Plan designer acknowledges local VDOT Land Use requirements concerning required area specific checklists	☐	

I hereby certify to the best of my knowledge that the information shown on this checklist, any referenced checklist or any locally required checklists is included in the submitted plans and attachments.

Plan Designer Signature: _____ License Number: _____



Project Name: _____ Date of Submittal: _____ Plan Designer: _____

DEVELOPMENT PLAN		Check Box	Sheet Number	If Check Box is left unchecked, provide explanation below
1.0 GENERAL				
1.1	Additional information as required by specific Land Use Section	☐		
1.2	All sheets to include sheet number (Sheet ____ of ____)	☐		
1.3	Seal and signature on each sheet by a professional engineer or land surveyor, or clearly marked "Preliminary"	☐		
1.4	All plan/profile sheets to include a graphic scale (horizontal - 1" = 50' or larger; vertical - 1" = 5' or larger)	☐		
1.5	All sheets to include date of plan preparation.	☐		
1.6	All sheets to include revision date(s).	☐		
1.7	All sheets to include a title block that has at a minimum the title of the project.	☐		
2.0 COVER SHEET				
2.1	Name of development and phase/block as applicable.	☐		
2.2	Seal and signature by a professional engineer or land surveyor, or clearly marked "Preliminary"	☐		
2.3	Title block including Owner/Developer Name, telephone number, address, e-mail; Engineer Name, telephone number, address, e-mail.	☐		
2.4	Parcel identification including legal reference, tax map number(s), present zoning, total acreage, County, and magisterial district.	☐		
2.5	Plan sheet index.	☐		
2.6	Vicinity map (1" = 2,000') with north arrow.	☐		
2.7	Reference of all previously approved master plans, waivers, variances, rezonings or proffers approved for this site including date of approval, approving entity, and zoning reference number. Location of this information may vary per locality.	☐		
2.8	Latitude and longitude of connection to all VDOT maintained roadways.	☐		
2.9	Tabulation of total number of lots/units to account for the total site acreage.	☐		
2.10	VDOT Standard Notes. May be on Sheet 2.	☐		
2.11	Plan Legend. May be on Sheet 2.	☐		
3.0 PLAN SHEETS				
3.1	Survey and mapping control information including north arrow, benchmark, datum, elevations, and connection distance to nearest intersection of a state route or commercial entrance.	☐		
3.2	Parcel information for development and adjacent parcels including tax map numbers, owners' names, present zoning.	☐		

3.3	Existing and proposed contours with differing and distinguishable line types at a maximum of 5' intervals.	☐		
3.4	Elevation labels for index contours. Minimum of 2 labels per index contour.	☐		
3.5	Proposed street names.	☐		
3.6	Road names and route numbers of all existing VDOT maintained roadways that are being connected to with the development.	☐		
3.7	Posted or regulatory speed limit of all existing VDOT maintained roadways that are being connected to with the development.	☐		
3.8	Design speed for proposed roadways.	☐		
3.9	Clearly identified site layout including lot numbers and acreage.	☐		
3.10	Clearly label all existing and proposed right-of-way, including width.	☐		
3.11	Clearly label existing and proposed edge of pavement, roadway centerline, roadway width, curb type, storm structures, signage as appropriate, existing and proposed utilities within existing and proposed right-of-way.	☐		
3.12	Clearly label radius of all intersection returns measured from face of curb or edge of pavement as appropriate.	☐		
3.13	Clearly label the angle between road centerlines at each skew intersection.	☐		
3.14	Clearly label the angle between each upstream pipe and downstream pipe at each drainage structure as applicable.	☐		
3.15	Clearly label all roadway centerline radii.	☐		
3.16	Clearly label the distance to the nearest state route intersection, commercial entrance, or cross-over on each side of the proposed street connection measured to the nearest foot center to center	☐		
3.17	Clearly label all existing and proposed turn lane and taper widths and lengths.	☐		
3.18	Provide stations tick marks and labels at 100 foot intervals along the roadway centerline and at points of curvature and tangent, intersections, section limits, and turnarounds. Provide tick marks only at each intermediate 50 foot station.	☐		
3.19	Clearly identify all existing and proposed easements within or immediately adjacent to State maintained right-of-way. Include use, legal reference, and bearings and distances.	☐		
3.20	Clearly identify all roadways to remain privately maintained	☐		
3.21	For on-street parking on one side only, clearly identify side of street parking will be located including location of No Parking Signs.	☐		
3.22	Show intersection sight line triangles at each intersection. Include available sight distance, offset from edge of travel way, centerline offset, and sight line profiles.	☐		
4.0 PROFILE SHEETS				
4.1	Clearly label existing and proposed elevations at 25 foot interval.	☐		
4.2	Design Speed of proposed roadway	☐		
4.3	Existing grade line at roadway centerline	☐		
4.4	Finished grade line of centerline, mainline and connections	☐		

4.5	Percent grade of centerline, elevation and station of PVI, PVC, and PVT, Length of vertical curve, and K value of vertical curve	☐		
4.6	Provide adequate landing at each intersection as defined in Appendix B or B(1) as applicable in the VDOT Road Design Manual.	☐		
4.7	Station and finished elevation of high point (crest) and low point (sag)	☐		
4.8	Stations on profiles in agreement with stations on plan view	☐		
4.9	Invert elevations (In and Out), type of structure, and rim elevations for storm sewer structures	☐		
4.10	Pipe material, diameter, length, and slope for storm sewer	☐		
4.11	Show sanitary sewer, waterline, and storm sewer crossings to scale and at correct invert elevation at the centerline of roadway	☐		
4.12	Profile and grade for outfall channels shown and/or special channels	☐		
4.13	Show HGL of the governing design storm at each storm structure	☐		
4.14	Sight line, available sight distance, height of eye (3.5') and height of object (3.5' feet intersection sight distance, 2' stopping sight distance) for sight distance profiles	☐		
4.15	Location, finished elevation, and station of cross-street intersections	☐		
5.0 DETAILS				
5.1	Standard details from current versions of Road Design Manual, Road and Bridge Standards, VDOT Drainage Manual, etc. as appropriate and required by local Land Development office.	☐		
5.2	Details showing method of connecting to existing storm sewer structures	☐		
5.3	Detail showing roadway layout with ADT of each roadway labeled	☐		
5.4	Include potential ADT of adjacent parcels at stub streets based on potential density of existing zoning	☐		
5.5	Provide structure schedule including top elevation, invert in/out elevation, structure type, inlet length as appropriate, height of structure, hydraulic grade line elevation for each structure	☐		
5.6	Provide pipe schedule including material, diameter, upstream/downstream invert elevation, grade	☐		
6.0 ROADWAY TYPICAL SECTION				
6.1	Pavement structure including thickness and material of each layer shown graphically	☐		
6.2	Width of each travel lane from edge of pavement to edge of pavement	☐		
6.3	Width of each bicycle lane as appropriate	☐		
6.4	Curb and gutter type as applicable, labeled and shown graphically	☐		
6.5	Shoulder cross-slope and width as applicable shown graphically	☐		
6.6	Roadside ditch typical section as applicable shown graphically	☐		
6.7	Sidewalk width and cross-slope as applicable shown graphically	☐		
6.8	Buffer width and cross-slope between back of curb and sidewalk as applicable	☐		

6.9	Street tree graphically shown with dimension to back of curb as applicable	☐		
6.10	Location and width of proposed right-of-way lines	☐		
6.11	Show clear zone as defined in Appendix A of the Road Design Manual	☐		
6.12	Clearly label road name with applicable typical section	☐		
6.13	Clearly identify roadway design speed	☐		
6.14	Clearly label design standard used (SSAR or appropriate GS)	☐		
6.15	Clearly label whether there will be on-street parking (one side, both sides, or none)	☐		
7.0 MAINTENANCE OF TRAFFIC (MOT)				
7.1	Appropriate TTCs from the current version of the Virginia Work Area Protection Manual	☐		
7.2	Regulatory speed limit of roadway	☐		
7.3	Locations of channelizing devices and signage shown to scale and in plan view in accordance with appropriate TTC	☐		
7.4	Certification and signature of MOT plan preparer	☐		
7.5	Lane width(s) and number of travel lane(s) and turn lane(s) to be maintained	☐		
7.6	Identify all detour/alternate routes	☐		
7.7	List allowable work activity hours	☐		
7.8	Clearly show access to all businesses and private dwellings	☐		
7.9	Provide note with contact information for Transportation Operations Center (TOC) and incident management	☐		
7.10	Provide note indicating requirement for TOC to be contacted prior to any lane closure	☐		
7.11	MOT has been prepared in accordance with the VA Work Area Protection Manual and IIM-LD-241.5	☐		
8.0 DRAINAGE PROFILES				
8.1	Existing grade line at storm sewer/ditch centerline.	☐		
8.2	Finished grade line of centerline at storm sewer/ditch centerline.	☐		
8.3	Stations on profiles in agreement with stations of storm sewer/ditch on plan view. Note, stationing for storm sewer/ditch typically different than stationing for road centerline.	☐		
8.4	Invert elevations (In and Out), type of structure, and rim elevations for storm sewer structures.	☐		
8.5	Clearly indicate "From" structure for each Invert In and "To" structure for each Invert Out at each storm structure.	☐		
8.6	Pipe material, diameter, length, and slope for storm sewer/culverts.	☐		
8.7	Show sanitary sewer, waterline, and any known utility crossings to scale and at correct invert elevation at the centerline of storm sewer/ditch.	☐		
8.8	Show HGL of the governing design storm at each storm structure.	☐		
8.9	Show grade/grade break of ditch centerline for each section of grade change.	☐		
8.10	Show station of each grade break on ditch centerline.	☐		

8.11	Show clearance between storm sewer/ditch centerline for each crossing utility as applicable.	☐		
8.12	Show minimum cover for each section of storm sewer as applicable.	☐		
9.0 EROSION AND SEDIMENT CONTROL				
9.1	Narrative with description of project including, but not excluded to erosion/drainage impact to existing and/or proposed public right-of-way	☐		
9.2	Description of E&SC measures proposed in existing and/or proposed public right-of-way. Description should include installation, maintenance, and removal procedures for each measure.	☐		
9.3	Legend of E&SC measure symbols.	☐		
9.4	Location of E&SC measures shown in plan view.	☐		
9.5	VDOT standard details for E&SC measures.	☐		
9.6	Drainage map showing offsite runoff that flows to existing and/or proposed right-of-way.	☐		
10.0 PAVEMENT MARKING AND SIGNAGE PLAN				
10.1	Locations shown in plan view, to scale, of all pavement markings including, but not excluded to Stop Bars, Edge Striping, Skips, Directional Arrows, Sharrows, Bike Lanes, Crosswalks, Stop Signs, No Parking Signs, Speed Limit Signs, Advisory Signs, School Zone Signs, End of State Maintenance, etc.	☐		
10.2	All markings and appropriate signage have been shown in accordance with the current version of the MUTCD and/or the Virginia Supplement to the MUTCD. Individual signs should have MUTCD sign label reference included on the plan.	☐		
10.3	Regional Traffic Operations may have additional requirements	☐		



Project Name: _____ Date of Submittal: _____ Plan Designer: _____

HYDRAULIC CALCULATIONS		Check Box	Sheet Number	If Check Box is left unchecked, provide explanation below
1.0 GENERAL				
1.1	Additional information as required by specific Land Use Section	☐		
2.0 DRAINAGE MAP				
2.1	Provide a scaled map delineating the subareas draining to each inlet and/or hydraulic analysis point. Include all off-site areas draining to proposed storm drainage system within dedicated right-of-way. Note, drainage subareas to be based on actual total drainage area rather than drainage area on site.	☐		
2.2	Provide on map "C-value" or "CN – value" as appropriate that is used for each drainage subarea.	☐		
2.3	Provide area (in acres) of each drainage subarea.	☐		
2.4	Provide time of concentration for each drainage subarea.	☐		
2.5	Provide existing and proposed contours for each drainage subarea.	☐		
2.6	Provide typical section roadside ditches as appropriate including lining, side slopes, depth of ditch, width of bottom if not a V-ditch.	☐		
3.0 DRAINAGE PROFILES				
IF NOT INCLUDED IN DEVELOPMENT PLAN				
3.1	Sheet number (Sheet __ of __)	☐		
3.2	Seal and signature on each sheet by a professional engineer or land surveyor, or clearly marked "Preliminary"	☐		
3.3	Graphic Scale: 1" = 50' or larger horizontal; 1" = 5' or larger vertical	☐		
3.4	Existing grade line at storm sewer/ditch centerline.	☐		
3.5	Finished grade line of centerline at storm sewer/ditch centerline.	☐		
3.6	Stations on profiles in agreement with stations of storm sewer/ditch on plan view. Note, stationing for storm sewer/ditch typically different than stationing for road centerline.	☐		
3.7	Invert elevations (In and Out), type of structure, and rim elevations for storm sewer structures.	☐		
3.8	Clearly indicate "From" structure for each Invert In and "To" structure for each Invert Out at each storm structure.	☐		
3.9	Pipe material, diameter, length, and slope for storm sewer/culverts.	☐		
3.10	Show sanitary sewer, waterline, and any known utility crossings to scale and at correct invert elevation at the centerline of storm sewer/ditch.	☐		
3.11	Show HGL of the governing design storm at each storm structure.	☐		
3.12	Show grade/grade break of ditch centerline for each section of grade change.	☐		
3.13	Show station of each grade break on ditch centerline.	☐		

3.14	Show clearance between storm sewer/ditch centerline for each crossing utility as applicable.	☐		
3.15	Show minimum cover for each section of storm sewer as applicable.	☐		
4.0 HYDRAULIC CALCULATIONS				
4.1	Calculations sealed and signed by professional engineer	☐		
4.2	If calculations provided in booklet rather than on plans, each page to be: 1) Numbered 2) Include project name 3) Include date of calculation	☐		
4.3	Provide summary table indicating "C-value/RCN-value", area, time of concentration, design storm intensity, peak 2-year, 10-year, 25-year, 100-year runoff, hydraulic grade line elevation for appropriate storm for each inlet and/or analysis point subarea.	☐		
4.4	Clearly indicate appropriate design storm	☐		
4.5	Provide available capacity of each section of storm sewer/culvert and/or ditch as applicable	☐		
4.6	Provide water velocity in each section of storm sewer/culvert and/or ditch based on design storm	☐		
4.7	Provide material and roughness coefficient for each section of storm sewer/culvert and/or ditch as applicable	☐		
4.8	Provide final grade of each section of storm sewer/culvert and/or ditch as applicable	☐		
4.9	Provide diameter of each section of storm sewer/culvert	☐		
4.10	Provide upstream and downstream invert elevation of each section of storm sewer as applicable	☐		
4.11	Provide structure from and structure to for each section of storm sewer as applicable	☐		
4.12	Provide dimensions and number of barrels for each box culvert as applicable	☐		
4.13	Provide side slopes, base width, lining, and depth of each section of ditch as applicable	☐		
4.14	Provide structure type	☐		
4.15	Identify whether inlet is on grade or in sag	☐		
4.16	Provide inlet length	☐		
4.17	Provide curb type	☐		
4.18	Provide spread width based on design storm	☐		
4.19	Provide water depth in curb or ditch at inlet/analysis point as applicable	☐		
4.20	Provide hydraulic grade line elevation at each inlet based on design storm	☐		
4.21	Provide tailwater elevation based on design storm or 0.8 times the diameter if actual elevation is unknown.	☐		
4.22	LD-204 – "Stormwater Inlet Computation" (or equivalent) as applicable.	☐		
4.23	LD-229 - "Storm Sewer Design Computations" (or equivalent) as applicable.	☐		
4.24	LD-347 – "Hydraulic Grade Line" (or equivalent) as applicable.	☐		