

**PRINCE WILLIAM COUNTY
DEPARTMENT OF DEVELOPMENT SERVICES**

PLAN NAME: _____

CHECKLIST FOR MINOR SITE PLANS

Minor site plan can only be submitted if this form has been signed by authorized Development Services personnel.

All Minor Site Plan applications must include the follow:

CEM CODE	MINOR SITE PLAN INFORMATION	YES	NO	N/A
F01	The entrance (curb cut) location including the distance to the nearest street intersection and sight distance.			
F02	All property lines and the centerline of the state road along the front of the site.			
F03	Travelways (aisles) and parking spaces. Show dimensions. The DCSM requires a dustless surface.			
F04	All existing and proposed buildings to scale and labeled "existing" or "proposed".			
F05	Distances from the property line to the existing and proposed structures (front, back, and side yards).			
F06	Building height.			
F07	Any fences, noting the type of fence.			
F08	Any outside storage areas, including refuse removal. Screening is required.			
F09	Proposed sanitary and water facilities.			
F10	A letter of request for waiver of any of the above requirements must be submitted to the Director of Development Services.			
F11	A letter explaining the intended use of the property should be submitted with the plan.			

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED IN THE ATTACHED PLAN.

Engineer/Surveyor Signature

Date

Development Services Authorized

Date