

Town of Amherst Site Plan Checklist

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2.07	1104.04	Location of existing water mains, culverts, drains, pipe sizes, grades and direction of flow	Yes	No	
3.00 Is the following information shown on the map of proposed development?					
3.01	1104.05	Stormwater management and erosion control measures as required by the Soil Erosion and Sedimentation Control Ordinance. (Approval of the measures by the applicable stormwater management or erosion control regulatory agency shall not be required prior to the Town's site plan review, but significant alterations of the site plan as may be required to obtain approval from the stormwater management or erosion control regulatory agency will void the Town's approval of the site plan.)	Yes	No	
3.02	1104.05	Location and size of proposed buildings and uses thereof	Yes	No	
3.03	1104.05	Proposed topography	Yes	No	
3.04	1104.05 602.02.4	Proposed streets and other access and egress facilities (indicating curblines, sidewalk lines and public right-of-way lines); profiles and cross-sections of streets. Certification from VDOT that the site plan meets all appropriate VDOT criteria shall accompany the site plan.	Yes	No	
3.05	1104.05	Layout of off-street parking	Yes	No	
3.06	1104.05	Location of proposed utility lines, indicating where they already exist and whether they will be underground	Yes	No	
3.07	1104.05	Proposed water and sanitary sewer facilities, including pipe type, size, grades and design factors as appropriate. Certification from the Town of Amherst that a satisfactory plan to install the proposed new facilities has been provided shall accompany the site plan.	Yes	No	
3.08	1104.05	Proposed location, direction of, power, and time and use of outdoor lighting. Lighting facilities shall be provided and arranged so that light is directed downward and not horizontally or at adjacent properties with special care to as to not negatively impact residential areas	Yes	No	
3.09	1104.05	Proposed planting, including all landscaping and screening, and indicating existing trees to be retained and areas to be left undisturbed	Yes	No	
3.10	1104.05	Location, size and design of proposed signs	Yes	No	
3.11	1104.05	Facilities for disposal of trash and other solid waste (The proposal for refuse removal after occupancy is to be included on the site plan, and adequate access by refuse collection vehicles must be provided.)	Yes	No	
3.12	1104.05	Elevations of buildings to be built or altered on site	Yes	No	

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- 3.13 1104.05 Vicinity map at a scale no smaller than six hundred (600) feet to one inch, showing all streets and property within one thousand (1000) feet of the property for which the application is made. (All properties owned or controlled by the applicant in this area shall be identified.)
- 3.14 921 Are all lighting facilities arranged so that light is directed downward, and not horizontally or at adjacent properties, with special care to as to not negatively impact residential areas?
- 4.00 Parking**
- 4.01 602.02 Are all parking spaces required for the existing uses and the uses proposed located on-site?
- 4.02 602.03 Are all parking spaces 9' x 18'?
- 4.03 602.04 Does each parking space have satisfactory ingress and egress for a motor vehicle without requiring another motor vehicle to be moved?
- 4.04 602.04 Are parking spaces and driveways constructed of concrete, asphalt, brick or paving stones?
- 4.05 602.05 Are appropriate calculations provided that demonstrate that an adequate number of parking spaces are provided?
- 4.06 602.07 Is a parking master plan to justify a parking plan that does not meet ordinance requirements proposed? (This requires a special use permit process.)

Yes	No	
Yes		
No	Yes	

Example parking calculation:

Use	SF or DU	Multiplier	Req'd Spaces
Office	1,300	400	3.3
Multifamily	20	0.5	40.0
TOTAL REQUIRED BY CALCULATION			43.3
TOTAL REQUIRED/ ROUNDED			43
TOTAL PROVIDED			47

5.00 Are specific regulations that apply to various classes of developments involved?

- 5.01 902 Automobile service stations
- 5.02 906 Multi-family developments (apartments or condominiums)
- 5.03 908 Signs (Most signs associated with a development requiring a site plan are regulated.)
- 5.04 909 Large-scale development (>60,000 SF; requires a special use permit)
- 5.05 912 Townhouses
- 5.06 913 Manufactured homes and manufactured home parks
- 5.07 914 Wireless telecommunication facilities
- 5.08 915 Flood plains
- 5.09 916 Confined livestock facilities
- 5.10 917 Planned unit development
- 5.11 918 Adult entertainment establishments

N/A	Yes	

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5.12	State Code	Traffic generation estimate certificaion confirming whether an impact review is required. (Additional forms are provided for this.)	N/A	Yes	
5.13	919	Traffic impact review per state code.	N/A	Yes	
5.14	922	Access management features (Ambriar area only)	N/A	Yes	
6.00 Water and sewer facilities					
6.01	17-11	Are the water and sewer facilities to be owned and operated by the Town of Amherst designed by a professional engineer?	Yes	No	
6.02	17-11	Are TOA standard detail sheets included in the site plan package? (These are available for download at www.amherstva.gov.)	Yes	No	
6.03	General	Are pipe size and routing up to the water meter and meter sizing information shown on the site plan?	Yes	No	
6.04	4-3	Are fire sprinklers proposed?	No	Yes	
6.05		Are new fire hydrants proposed?	No	Yes	
6.06	17-14	Are backflow prevention devices above and beyond normal check valves needed, required by the Town Code or plumbing code, or proposed?	No	Yes	
6.07	General	Are pipe size and routing up to the demarcation cleanout or manhole shown on the site plan?	Yes	No	
6.08	17-15.3.5	Is a grease or sand trap required, needed or proposed?	No	No	
6.09	17-12	Is the developer aware of the Town's water and sewer impact and construction fee policy?	Yes	No	
6.10	Ch. 17	Is the developer aware of other Town policies regarding water and sewer utility service?	Yes	No	
6.11	1104.05	Has the Town Director of Public Utilities formally and fully approved the water and sewer facilities design for the project?	Yes	No	
6.12		Is a summary of the proposed water and sewer facilities provided?	Yes	No	

7.00 Landscaping (per Sec. 18.1-920 of the Town Code)

7.01 920.01 It is recognized that a vegetative landscape is desirable throughout the Town of Amherst. The conservation and planting of vegetation serves to enhance our cultural and physical environment. With landscaping, the appearance of our business, residential and industrial zones is improved, as is the natural beauty of the less developed areas. Vegetation also provides protection against environmental degradation. The converse is also true. Uncontrolled cutting or destruction of trees and vegetated areas can damage the cultural and physical environment. It is appropriate therefore to regulate landscaping through this ordinance in the interests of protecting public health, safety and welfare. It is the intent of these regulations to promote the planting and preservation of landscape materials in order to achieve the following goals:

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- a. Enhance the outward appearance of all developed sites;
- b. Create greater property value;
- c. Provide screening between incompatible land uses;
- d. Protect ground water and air quality;
- e. Provide shade and windbreaks for conservation of energy;
- f. Reduce damage due to ultraviolet radiation, noise pollution and light pollution;
- g. Decrease erosion and flood damage;
- h. Enhance the beauty of vehicular and pedestrian transportation corridors;
- i. Buffer unsightly development.

7.02 920.02 All landscaping shall be installed by the first planting season following the issuance of a certificate of occupancy. **The applicant shall post a secured bond, cash escrow or letter of credit in favor of the Town equal to the value of material and installation costs prior to the issuance of a certificate of occupancy.** One half of the surety may be released upon total implementation of the landscape plan. One half of the surety shall be retained by the Town for twelve (12) months following the planting date. **In lieu of a surety equal to the full value of the landscape plan, the applicant may fully implement the landscape plan and post one half the total value of the plan prior to issuance of the certificate of occupancy.** Thereafter, landscaping shall be maintained in a healthy condition by the current owner or property owners' association, and replaced when necessary. If at any time the vegetation is not maintained in accordance with the plan such action shall be a violation of the zoning ordinance and subject to Article XV of this ordinance.

7.03 920.03 A landscape plan shall be required as a precedent to final site plan or subdivision approval for the following:

- a. All commercial and industrial development including expansions;
- b. All entryways and common areas, including the areas along new streets, in residential subdivisions;
- c. All other developments if deemed appropriate by the Commission and the Zoning Administrator due to a perceived compromising of the above-mentioned goals a. through i. [in Section 920.01];

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- d. Designated town street tree areas are subject to additional regulations for those areas.
- 7.04 920.04 All information shown on the plan shall be in compliance with this section and include the following:
 - a. The location, size and species of all proposed plant materials;
 - b. Existing trees or wooded areas that are being preserved in lieu of new materials in order to satisfy landscaping and screening requirements. In such cases, the landscape plan shall indicate the species and size of trees to be saved; limits of clearing; location and type of protective fencing; grade changes requiring tree wells or walls; and trenching or tunneling proposed beyond the limits of clearing;
 - c. Any unique amenities such as natural features and scenic or historic vistas.
- 7.05 920.05 The following minimum standards shall apply to any proposed plantings, retention of vegetation and screening:
 - a. Any existing tree used to meet the requirements of this ordinance must be at least three (3) inch caliper, in health condition and be protected from construction activity;
 - b. Removal of health trees over eighteen (18) inches in caliper shall be prohibited except in the building footprint area, construction activity area, right-of-ways or private drives, utility easements and septic areas;
 - c. **One tree per fifteen (15) feet of street frontage and one shrub per 5 feet of street frontage shall be planted in creative groupings.** The trees may be a combination of evergreens and large and small deciduous trees, and both trees and shrubs must meet the size requirements below. **The construction of flower/mulch beds of a total area of at least one hundred (100) square feet may be planted in exchange for a tree as stated above:**
 - d. **Shade trees shall be a minimum one and one-half (1 1/2) inches caliper (measured six (6) inches above ground level) when planted. Ornamental or flowering street trees shall be a minimum of one (1) inch caliper when planted. Evergreen trees for screening shall be a minimum four (4) feet in height when planted. Shrubs for screening shall be a minimum twenty-four (24) inches in height when planted. Shrubs for street planting shall be a minimum eighteen (18) inches in height when planted;**

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- e. **Planting islands shall contain a minimum of fifty (50) square feet per tree, with a minimum dimension of five (5) feet in order to protect the landscaping and allow for proper growth;**
 - f. Trees that obstruct traffic sight lines shall be limbed up to a height of eight (8) feet.
- 7.06 920.06 Parking lots consisting of five (5) spaces or more:
- a. **Interior landscaping shall include a minimum of one (1) shade tree per ten (10) parking spaces or portion thereof.** Interior landscaping shall be located in reasonably dispersed planting islands or perimeter areas. Shrub plantings adjacent to a building shall not be counted as interior landscaping;
 - b. Additional plantings along public streets: When a parking lot is located such that the parked cars will be visible from a public street, then additional landscaping of low street shrubs shall be required between the street and the parking lot. Shrubs shall be in a single row planted five (5) feet on center;
 - c. Screening of parking lots shall not be counted toward the interior landscaping requirement.
- 7.07 920.07 The following requirements shall apply to screening:
- a. When required, screening shall consist of a planting strip, existing or new vegetation, wall, fence, earthen berm or combination thereof. **Where only vegetative screening is provided; such screening strip shall not be less than twenty (20) feet in depth. Vegetative screening shall consist of a double staggered row of evergreen trees planted fifteen (15) feet on center, or a double staggered row of evergreen shrubs planted ten (10) feet on center.** When a fence or wall is provided, it shall be a minimum of six (6) feet in height and plantings shall be required along such fence or wall. Earthen berms shall be a minimum of three (3) feet in heights;
 - b. Screening shall be required in the following instances:
 - 1. **Commercial and industrial uses and manufactured home parks shall be screened from adjacent residential and rural area districts;**
 - 2. Parking lots consisting of five (5) spaces or more shall be screened from adjacent residential and rural area districts;

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3. Objectionable features including, but not limited to, the following uses shall be screened from adjacent residential and rural area districts and public streets:

- i. Loading areas;
- ii. **Refuse areas;**
- iii. Storage yards;
- iv. Retention ponds; and
- v. Recreation facilities determined to be of objectionable character.

4. The Zoning Administrator and Commission may require screening of any use, or portion thereof, upon determination that the use would otherwise have a negative visual impact on a property listed on the Bona Fide Historic Landmarks Register.

7.08 920.08 In addition to other provisions of this ordinance, a minimum tree canopy shall be provided in accordance with this section. "Tree canopy" or "tree cover" shall include all areas of coverage by plant material exceeding five (5) feet in height at a maturity of ten (10) years after planting.

a. The following minimum canopy requirements shall apply:

1. Ten (10) percent canopy of a site to be developed with commercial, office or industrial uses:

2. **Ten (10) percent canopy of a residential site to be developed at a gross density of five (5) dwelling units per acre or more;**

3. **Fifteen (15) percent canopy of a residential site to be developed at a gross density of less than five (5) dwelling units per acre.**

b. In the calculation of land area subject to this section, the following areas may be deducted at the option of the developer:

- 1. Farm land or other areas devoid of woody material at the time of adoption of this section;
- 2. Recreation areas;
- 3. Open space areas;
- 4. Land dedicated to public use;
- 5. Playing fields and recreation areas attendant to schools, day care, and the like;
- 6. Ponds or lakes;

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7. Areas required for the preservation of wetlands, flood plain, or other areas required to be maintained in a natural state by this chapter or other applicable law;
Deductions provided above shall be cumulative but shall not be duplicative.

c. Where existing trees are maintained, a canopy bonus shall be granted as follows:

- 1. The canopy area shall be calculated at ten years of additional maturity;
- 2. The resultant area shall be multiplied by a factor of 1.25.

7.09 920.09 The applicant may propose an increase in landscaping and site beautification, or relocation of parking to the rear of the building in exchange for a larger building site, set back alterations, or reduction in parking requirements. Once an agreeable solution has been reached with the Commission, it shall give a favorable recommendation for a variance to the Board of Zoning Appeals.

- 7.10** 920.10
- a. Street and shade trees: Green Ash, Red Maple, Sugar Maple, Red Oak, Willow Oak, Japanese Pagoda Tree, Littleleaf Linden, Silver Linden, Zelkova, Yellowwood, Sycamore, European Plane Tree, Sweet Gum;
 - b. Ornamental or flowering trees: Amur maple, Dogwood, Washington Hawthorn, American Plum, Serviceberry, Redbud, Shadblow, Deciduous Magnolia, Fringe Tree;
 - c. Evergreen or flowering shrubs: English Yew, Japanese Yew, Azalea, Chinese Holly, Rhododendron, Obelia, Cotoneaster, Forsythia, Viburnum, Winged Euonymus, Flowering Quince, Gray Owl Juniper;
 - d. Screening: Cedar, Austrian Pine, Norway Spruce, American Holly, Arborvitae, Foster Holly, White Pine, Leland Cyprus;
 - e. Flowers: Daylily, Daffodil;
 - f. Other alternative species as approved by the town.
