

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Comments
Active Plans/Projects					
Chick-fil-A	Katie/Emily	11/16/2021	10/29/2025	Applicant	-As-built comments provided 5/24 -2nd submission plan amendment comments sent 10/29 -Landscape bond to be kept active from original plan
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	10/29/2025	Town	-Plans approved -DEQ requested VSMP registration statement. RDA provided. Town to submit -Cost estimate provided to Town 7/31 -Turn lane cost breakout analysis completed 10/29
Robinson's Paradise	Katie/Emily	1/4/2021	10/29/2025	Applicant/Town	-Landscape bond released -Site visit for resident flooding concerns 7/23 -Received geotech report 10/20 -Waiting on as-built resub and need to provide feedback on SWM agreement and sort ownership of SWM facility before bond release
Crossroads Village - Kiddie Academy	Katie/Emily	7/27/2022	10/28/2025	Applicant	-Construction and Town E&S inspections ongoing
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	10/28/2025	Applicant	-Construction and Town E&S inspections ongoing -Landscape inspection and report for bond release sent 8/22. Coordinating bond release requirements between developer and homeowner -As-builts to be requested
Chestnut Street Lots	Katie/Emily	9/19/2025	10/28/2025	Katie	-Site plan submitted 9/19 -Comments due 11/5 -Update to Applicant sent 10/28
Karter School	Katie/Emily	8/20/2020	10/23/2025	Applicant	-Plan revision submitted 12/15. Comments provided 3/31 -Met with applicant. -2nd submission comments sent to Applicant 10/23

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Meladon Self Storage	Katie/Emily	4/11/2025	10/22/2025	Applicant	-Preliminary plan submitted. Comments sent 10/8 -Reviewed floodplain maps with Emily for Dominion request
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Active Plans					
Robinson Village	Katie/Emily	8/13/2020	10/8/2025	Applicant	-Performance Bond released -E&S Bond released -Landscape bond release inspection report sent 10/8
Park Sidewalk	Katie/Emily	4/27/2021	10/3/2025	Groupe/Town	-Change orders approved -Plat/deed recorded. Property corners to be set. -Punchlist work completed. -As-Built in process -Seeding needed at park house removal site
Bleight Residential Plan	Katie/Emily	8/5/2022	10/1/2025	Applicant	-Review of sidewalk waiver request sent 12/5/23 -Resubmission approved 2/3 -Coordination of status of deed/plat recordation and bonds with Applicant
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	9/30/2025	Katie	-As-builts submitted 7/8. Comments provided 8/29 -Landscape re-inspection report sent 9/30
Crossroads Village	Katie/Emily	10/18/2018	9/30/2025	Katie/Applicant	-Stockpile permit coordination -E&S bond release inspection completed. Report to be provided -As-builts resubmitted 4/18. Ready for approval pending signed copy and recorded BMP maintenance agreement
Schoolhouse Commons	Katie/Emily	6/11/2025	9/24/2025	Applicant	-TIA scoping 6/11 -Follow up meeting with VDOT 8/13 + Town 9/24

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EPA Stormwater Grant	Staff	12/4/2024	8/26/2025	Town/County	-Met with County+consultant 12/13 to discuss scope - will focus on known drainage issues in Town -Town to compile as-builts to provide to County's consultant for analysis -Re-kickoff meeting scheduled 7/2. Added Robinson Paradise to scope
Iceplex	Katie/Emily	10/4/2024	7/14/2025	Applicant	-Meeting 11/22 to coordinate ramp to second story on site plan revision -Plan revision requirement coordination meeting held 7/14 - no site plan required
QBE	Katie/Emily	1/20/2017	6/11/2025	Applicant	-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 -Met with VDOT and Applicant on TIA scoping for rezoning
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Low Activity Open Plans					
Nova Haymarket Hotel	Katie/Emily	11/17/2023	7/11/2024	Applicant	-Insert submission received 6/11. Approved 7/11
Highpointe at Haymarket	Katie/Emily	6/29/2023	9/26/2023	Applicant	-Provide review comments of plan -Meeting with Applicant
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	5/1/2023	Applicant	-Landscape reinspection conducted 4/25/23. Report issued 5/1
Masonic Lodge/Tobaccology Parking Lot	Katie/Emily	10/18/2022	2/17/2023	Applicant	-Applicant wishes to pave lot and install parking lot lights. Updates to site plan sheets required
MWCoG	Katie	2/14/2022	4/22/2022	Katie	-Katie to provide summary memo regarding MWCoG and rider clauses

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Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant	-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23/22
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant	-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant	-Engineering review comments provided 3/4/20