



Town of Haymarket
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Thomas Britt
Town Planner

MEMORANDUM

TO: Planning Commission
FROM: Thomas Britt, Town Planner
DATE: June 26th, 2024
SUBJECT: Zoning Text Amendment: Cross Referencing Plat Requirements

Background:

The Town of Haymarket has previously updated the Town Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act Requirements for plat notations. The Subdivision Section of the Zoning Ordinance now must be amended as shown in the highlighted text below to be fully compliant with DEQ requirements. The highlighted text additions are a cross reference of plat requirements between the Zoning Ordinance and the Subdivision Ordinance. The Planning Commission recommended this ZTA to go before Town Council on the June 17th Planning Commission meeting.

Items for the Planning Commission's Consideration:

Sec. 58-22.23 – Preliminary plat requirements.

The subdivider shall present to the administrator six prints of a preliminary layout at a scale of 100 feet to the inch as a preliminary plat. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point, and scale. If true north is used, the method of determination must be shown.
- (2) Location of proposed subdivision by an inset map at a scale of not less than two inches equal to one mile showing adjoining roads, their names and numbers, towns, subdivisions, other landmarks and, where appropriate, the existing zoning of the land and adjoining property.
- (3) The boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than 1:2,500, with reference to a known, permanent monument, total acreage, acreage of subdivided area,

number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, and the names of owners and their property lines within the boundaries of the tract and adjoining such boundaries.

(4) All existing, platted, and proposed streets, their names, numbers, and widths; existing utility or other easements; public areas and parking spaces; culverts, drains and watercourses and their names; flood profile and other pertinent data.

(5) The complete storm drainage layout, including all pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.

(6) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply. The location, type, profile, percentage of slope, pipe size, and location of manholes for all sewers shall be shown. The distance between manholes shall not exceed 300 feet. The location, type and sizes of all water lines shall be shown as well as the location of necessary control valves and fire hydrants.

(7) A cross section showing the proposed street construction, depth and type of base, type of surface, etc.

(8) A profile or contour map showing the proposed grades for the streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets, together with the proposed connecting grade lines.

(9) A location map tying the subdivision into the present road system, by using either aerial photographs or topographic maps of the United States Geological Survey.

(10) All parcels of land to be dedicated for public use and the condition of dedication.

(11) Plat notation of the requirement to show RPA and RMA boundaries,

(12) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;

(13) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;

(14) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;

(15) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;

(16) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Note: Plat notation requirements 11-16 are also noted as required in Section 58-3.7b of the Zoning Ordinance.

Sec. 58-22.24 – Final plat requirements.

The subdivision plats submitted for final approval and subsequent recording shall be clearly and legibly drawn in ink upon stable and reproducible plastic or linen material at a scale not smaller than 100 feet to the inch on sheets having a size of not more than 24 inches by 36 inches. In addition to the requirements of the preliminary plat, the final plat shall include the following:

- (1) A blank space three inches by five inches, reserved for the use of the approving authority.
- (2) Certificates signed by a surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- (3) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds.
- (4) When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashes, and the identification of the respective tracts shall be placed on the plat.
- (5) The accurate location and dimensions by bearings and distances with all curve data on all lots and streets, boundaries of all proposed or existing easements; parks; school sites; all existing public and private streets, their names, numbers and widths; existing utilities, and those to be provided such as sanitary sewers, storm drains, water mains, manholes and underground conduits including their size and type; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining such boundaries.
- (6) Distances and bearings must balance and close with an accuracy of not less than 1:10,000.
- (7) The data of all curves along the street frontage shall be shown in detail at the curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearings.
- (8) Plat notation of the requirement to show RPA and RMA boundaries,
- (9) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
- (10) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
- (11) Plat notation regarding the requirement for 100% reserve drainfield sites for

on-site sewage treatment systems;

(12) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;

(13) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Note: Plat notation requirements 8-13 are also noted as required in Section 58-3.7 of the Zoning Ordinance.

Sec. 58-3.7.b – Preliminary Site Plan Requirements

b. Unless otherwise waived, the preliminary site plan shall include the following information, at a minimum:

- 1) Name and address of development, owner and applicant and date of plan.
- 2) Seal and signature of the design professional engineer or land surveyor shall be on each sheet.
- 3) Depiction of the following elements:
 - a) Existing topography with a maximum five-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line;
 - b) north point;
 - c) scale (not to exceed one-inch equals 100 feet);
 - d) boundary of the entire tract by courses and distances;
 - e) vicinity map no smaller than 1" = 3000';
 - f) total project site acreage.
- 4) Owner, present zoning, GPIN and present use of the project parcel(s) and all contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.
- 5) A zoning tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.
- 6) Approximate plan view location of all existing structures and improvements, including:
 - a) existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;
 - b) streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;

- c) RPA boundary or a note indicating there are no mapped RPAs on the site;
 - d) the approximate 100-year flood area boundary and the source of the information;
 - e) the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.
- 7) Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.
 - 8) Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.
 - 9) Location of all existing and proposed easements, their widths and uses.
 - 10) Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, streetlights, fencing and screening.
 - 11) For residential site plans, a Lot Tabulation including:
 - 12) Individual lots and open spaces;
 - 13) Lot/open space area;
 - 14) Lot coverage;
 - 15) Frontage length at the setback line.
 - 16) Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.
 - 17) Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.
 - 18) Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives and points of access to adjacent properties. Street widths and VDOT classification noted.
 - 19) Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.
 - 20) Typical roadway pavement and design section for all proposed public streets.
 - 21) Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
 - 22) Location and general character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel (2) and within 50' of the property lines.

- 23) Estimate of anticipated sewage flows in gallons per day.
- 24) Preliminary stormwater management and BMP locations identified, and type noted.
- 25) Preliminary storm drainage layout.
- 26) General limits of proposed clearing and grading.
- 27) Preliminary landscape plan.
- 28) Plan for the phasing of development, if any.
- 29) Revisions shall have a completed revision block on each sheet identifying the revisions. A revision to an approved plan shall include a detailed narrative outlining the proposed revisions.
- 30) A plat notation to show RPA and RMA boundaries
- 31) a plat notation to retain an undisturbed and vegetated 100-foot-wide buffer area located along other water bodies with perennial flow
- 32) If development is to occur near North Fork Creek, a 100-foot-wide buffer area of undisturbed vegetation is required
- 33) a plat notation regarding on-site septic systems to be pumped out every five (5) years
- 34) Notation regarding requirement for 100% reserve drain field sites for on-site sewage treatment systems
- 35) development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot-wide vegetated buffer
- 36) delineation of the buildable area be shown on all submitted site plans

A final site plan shall be prepared and certified by an engineer and/or surveyor and shall include the following minimum information:

1. Name and address of development, owner and applicant and date of plan.
2. Seal and signature of the design professional engineer or land surveyor shall be on each sheet.
3. Depiction of the following items:
 - a. Existing topography with a maximum two-foot contour intervals referenced USGS Datum, extending a minimum of 50' beyond the parcel(s) property line;
 - b. north point;
 - c. scale (not to exceed one-inch equals 30 feet);
 - d. boundary of record for the entire tract by courses and distances and with 1/10,000 closure ratio;
 - e. vicinity map no smaller than 1" = 3000';
 - f. total project site acreage;
4. Owner, present zoning, GPIN and present use of the project parcel(s) and all

contiguous or abutting properties. Provide plan name and plan number of any adjacent projects.

5. A Zoning Tabulation showing required and provided front yards/setback, side yards, back yards, buffers to adjacent properties, site coverage, and height restrictions. For residential site plans, provide density.

6. Approximate plan view location of all existing structures and improvements, including

a. existing storm drainage on the parcel(s) and within 50' of the property lines with type, size and direction of flow labeled;

b. streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 50' of the property lines;

c. RPA boundary or a note indicating there are no mapped RPAs on the site;

d. the approximate 100-year flood area boundary, the source of the information; the hydrologic, hydraulic, input and output summaries, cross sections and profiles must be added to the plan;

e. the location of all cemeteries and other historic sites on the parcel or note indicating that there are none on site.

7. Plan view representation of proposed front yards/setbacks, side yards, rear yards, buffers, and lot layout with lot numbers, if applicable.

8. Proposed open spaces and recreation areas, and provisions for the perpetual maintenance thereof.

9. Location of all existing and proposed easements, their widths and uses.

10. For residential site plans, a lot of tabulation including:

a. Individual lots and open spaces;

b. Lot/open space area;

c. Lot coverage;

d. Frontage length at the setback line.

11. Number of stories, gross and net floor areas for each existing and proposed nonresidential structure labeled on the plan view.

12. Parking layout shown in plain view including typical size, number of spaces by location and aisle widths; tabulation showing total number of required and provided parking spaces.

13. Plan view location of all proposed structures with their proposed uses and distances to property lines and other buildings; and all proposed improvements, including signs, sidewalks/bike paths, handicap access curb ramps, guardrail, streetlights, fencing and screening. Sizes and widths annotated.

14. Proposal for on-site vehicular circulation, including all streets, travel lanes, entrances and exits, service drives, driveways, and points of access to adjacent properties. Street widths, VDOT classification, rates of superelevation, vertical curves with sight distance noted. Horizontal and vertical sight distances verified at all intersections. All entrances labeled to

proper standards and percent of grades noted at all commercial entrances.

15. Estimate of existing, if applicable, and proposed daily vehicular trips generated by the site.
16. Typical roadway pavement and design section for all proposed public streets.
17. Street rights-of-way, including name, recordation deed book and page references, or route numbers, and widths. Location of right-of-way for future or proposed roadways on sites where such facilities are shown on the comprehensive plan.
18. Location and character of all existing and proposed utilities and structures, such as water, sewer, gas, electric, telephone, wells and drain fields on the project parcel and within 50' of the property lines with sizes and types labeled. Profiles for proposed water, sewer and gas included in the plans. Fire flow calculations shall be submitted separately to the Town Clerk.
19. Current Prince William County Service Authority Information Sheet included, filled out and signed.
20. Floodplain study, if applicable.
21. Storm drainage system including, all required computations, on the project parcel(s) and within 50' of the property line with sizes, type of pipe, gradients, invert elevations, profiles, direction of flow, drainage divides and areas for each structure.
22. Stormwater Management and BMP facilities, including 10- and 100-year water surface elevations, and all required computations, BMP map, and access and maintenance easements.
23. Final Grading Plan.
24. Limits of proposed clearing and grading.
25. Erosion and Sediment Control Plans including devices, locations, notes, and narratives. Erosion and Sediment Control Checklist per the Virginia Erosion and Sediment Control Handbook included in plans.
26. Documentation and analysis for adequate outfall.
27. Final Landscape Plan.
28. Final Lighting/Photometric Plan.
29. Comprehensive Sign Plan, if applicable.
30. Unit Price List for Bonds and Escrows completed using the current Prince William County Unit Price List.
31. Any approved waivers, variances or proffers included in the plan set.
32. Plan for the phasing of development, if any.
33. Names of streets. Prior to being placed on any agendas, each proposed building shall be annotated with a premise address assigned by the County Mapping Office.
34. Plat, draft deed(s), and draft stormwater management agreement shall be submitted with the first submittal.
35. A plat notation to show RPA and RMA boundaries
36. a plat notation to retain an undisturbed and vegetated 100-foot-wide buffer

area located along other water bodies with perennial flow

37. If development is to occur near North Fork Creek, a 100-foot-wide buffer area of undisturbed vegetation is required

38. a plat notation regarding on-site septic systems to be pumped out every five (5) years

39. Notation regarding requirement for 100% reserve drain field sites for on-site sewage treatment systems

40. development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot-wide vegetated buffer

41. delineation of the buildable area be shown on all submitted site plans

See Also: Plat requirements shown in this section are also noted as required in Section 58-22.23 and 58-22.24 of the Subdivision Ordinance.