

ARTICLE 2
SITE PLAN AND
SUBDIVISION SUBMISSION PROCESS

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ARTICLE 2

SITE PLAN & SUBDIVISION SUBMISSION PROCESS

SECTION 2-100 INTENT

It is the policy of the City of Manassas to consider the approval of site plans and subdivision plans and plats as part of a plan for the orderly, efficient and economical growth and development of the City. This means, among other things, that: 1) land to be developed shall be of such a character that it can be used safely for building purposes without danger to health, or peril from fire or flood, while protecting safety, convenience, and welfare; 2) that proper provision shall be made for drainage, water supply, sewerage, lighting and other needed improvements; 3) that all proposed lots and/or developments shall be so laid out and of such size as to be in reasonable harmony with the development pattern of the neighboring properties and requirements of the Zoning Ordinance; 4) that the proposed streets and overall traffic pattern shall compose a convenient and safe system conforming to the Comprehensive Plan and shall be of such width, grade, and location as to accommodate the prospective traffic, to facilitate fire protection and to provide access for fire-fighting equipment to buildings; 5) that proper provisions shall be made for open spaces, parks, and landscaping; and 6) that the economic development of the City be fostered and encouraged via the expeditious, fair, and quality review of development plans.

The provisions of Article 2 et seq. shall be adhered to unless specifically waived. Waiver requests for design, technical compliance, extensions of plan and bond approvals shall be considered on a case-by-case basis. All waiver requests shall be submitted in accordance with Section 2-901 of this Manual.

In considering and acting upon such site and subdivision plans and plats and in consideration of the public health, safety, and welfare, the City may prescribe appropriate conditions and safeguards as may be deemed necessary in order that

the result of its action may, to the maximum extent possible, further express the intent of this Manual.

SECTION 2-200 PRESUBMISSION PLAN

2-201 PURPOSE

Presubmission plan review is an informal voluntary process and consists of a single submission, review and/or meeting. These plans are meant to be early first drafts of proposed developments that, by their review, enable the applicant to save time and expense. A general understanding may be obtained as to the proposed use, design, size, access, layout, extent, and location and degree of the improvements necessary or proposed in conjunction with a proposed development. This process may be used for any project.

If the applicant and the applicant's design professional elect to submit a Presubmission Plan, and a meeting is necessary, then the Presubmission Plan Review Meeting shall be conducted prior to the formal plan submission.

SECTION 2-300 PRELIMINARY PLAN SUBMISSION AND REVIEW PROCEDURES

2-301 PURPOSE

Preliminary plans are meant to show the general design of the site or subdivision and its public improvements so the City, and when required, the Planning Commission, can indicate its approval or disapproval of the project prior to the design of the final site development plan and plats that detail the public improvements, utilities, etc. The City shall review the practicability of the preliminary plan and its general design. Attention shall be given to the arrangement, location, and width of streets and travel ways, existing easements, arrangement, placement, and size of structures, their general relationship to the topography of the land, feasibility of water supply and sewage disposal, general handling of site drainage, lot sizes and arrangement, the future development of adjoining lands as yet

undeveloped, general screenings and buffers, the relationship of adjoining developed lands, and the requirements/guidelines of the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance. Preliminary plans are not meant to either depict, or be reviewed for, final engineering design and details. Approval of the preliminary plan does not constitute an approval of the final plan and plats, nor should it be considered a valid basis for the construction of site improvements or for other commitments which depend upon its design characteristics.

2-302 GENERAL REQUIREMENTS

Preliminary plan review is a voluntary process, except when required by Virginia Code for Subdivision approval.

A preliminary subdivision plan will be required for all land subdivisions resulting in the creation of more than four (4) lots from a parent parcel. A parent parcel is any parcel of land owned individually and separately, and separated in ownership from any adjoining parcels of land on or before January 1, 1999, which has a total area that exceeds the minimum requirements of the Zoning Ordinance and Subdivision Ordinance and for which there exists the legal possibility of subdivision or resubdivision. All submissions shall conform to the applicable provisions of Section 2-500 of this Manual.

A preliminary site plan may be voluntarily submitted by the owner when there is concern that the difficulties of an in-fill development project or other unique site concerns warrant a cursory review prior to the final plan engineering and submission, or that the proposal is of such unique design that the preliminary review would save both the owner and the City the effort of more costly reviews.

2-302.1 SUBDIVISION NAMES

New subdivision names, as shown on the record plat, shall not duplicate or closely approximate names that are already recorded or approved for use by the Director of

Community Development. All subdivision names are subject to approval by the Director of Community Development during preliminary subdivision review.

To avoid confusion, all subdivision plans submitted subsequent to approval of the preliminary subdivision plan for the same property or a portion of the property shall carry the same name as the approved preliminary plan. Modifiers such as section numbers are to be used, rather than new names. Section numbers shall be consecutive and not contain suffixes, e.g., Sec.1-A.

Approved subdivision names shall not be changed during City review or prior to recordation. The approved subdivision name shall also be the legal recorded name of the subdivision.

Lot or Unit numbers within a subdivision section shall be consecutive whole numbers starting with the number one (1). There shall be no prefix or suffix attached to the number, except in the case of resubdivision of lots. Unit hierarchy shall be from largest to smallest as follows: Subdivision Name, Phase (number), Section (number), Lot or Building (number) then Unit (number). The use of phases and/or sections shall be considered optional; however, additional identifiers such as block, or land bay, etc. will not be permitted.

2-302.2 SITE PLAN NAMES

Names of site plans shall not duplicate or closely approximate names already in use or approved by Development Services. All site plan names are subject to approval by the Development Services Manager.

Site plans submitted for property that is a recorded subdivision or is a proposed subdivision under review by the City shall incorporate the same name as the subdivision as part of the plan for identification.

Site plan names shall not be changed subsequent to approval of the name during the plan review process.

2-303 PROCESS FOR REVIEWS

2-303.1 SUBMISSION REQUIREMENTS

All applications for a preliminary review will be submitted to Development Services with the following minimum attachments:

- A. Appropriate review fees in accordance with the City of Manassas uncodified fee schedule;
- B. Cover letter identifying the engineer(s), developer(s) and the property owner's name(s), address, and phone number;
- C. A statement from the property owner(s), when the plan is submitted by a third party developer, identifying that the submission is of his/her request and consent; and
- D. As determined by Development Services a sufficient number of complete sets of the plans and plats, but not less than five for transmittal to the reviewing agencies in accordance with information as required in Section 2-501 of this Manual.

2-303.2 PRELIMINARY SITE PLAN REVIEW

- A. All preliminary site plans shall be transmitted to the appropriate review agencies within two (2) working days of the receipt of the plan. There are only two (2) reviews provided for under a preliminary site plan submission. The reviewing agencies are provided 15 working days to review the plan and make comments as appropriate to their area of expertise.
- B. Upon the collection of the comments, the Development Services division will send within four (4) working days a comment letter to the Submitting Engineer and/or Applicant.

The Applicant may at this time either:

1. Submit a second submission for approval, or denial, or
 2. Request a formal plan review meeting by contacting Development Services. Development Services will coordinate with the appropriate staff to facilitate this meeting and discuss the concerns.
- C. The second review requires only sufficient copies to transmit to all outstanding commenting agencies. The second review is processed in the same way as in paragraph one (1) above.
- D. Upon successful completion of the second review of the preliminary plan, the appropriate number of plans as required by Development Services is submitted for signature of approval. They will be stamped by the Director of Public Works and Utilities and the Director of Community Development or designee, as approved based on the condition of the plan, and a copy will be sent to the Submitting Engineer. In the case of a denial, an Official Letter of Denial will be sent to the applicant by the Development Services division. This letter will identify the elements of the plan that are not consistent with the standard practices, procedures and codes of the City of Manassas and the DCSM and officially close the preliminary review.
- E. In the case of a denial, the applicant may resubmit a new plan with fees; there is no waiting period to resubmit a new request for consideration of a preliminary plan.

2-303.3 PRELIMINARY SUBDIVISION REVIEW

- A. All preliminary subdivision plans shall be reviewed in conformance with the requirements of the Code of Virginia as amended, and the City of Manassas Code of Ordinances Chapter 106 – “Subdivisions” as amended.
- B. The staff review procedures are the same as found in Section 2-303.
- C. The applicant may choose to proceed with a second review as indicated in Section 2-303, or in lieu of requesting a team review meeting, the applicant may, after first staff review, request in writing to begin the official Planning Commission review. Upon receipt of this written request the plan will be

forwarded to the City Planning Commission for consideration. The Preliminary Subdivision Plan may also be reviewed by the Planning Commission concurrently with the Final Subdivision Plan as indicated in Section 2-403.

- D. Depending on the second review process chosen by the applicant, at the end of the first review the Zoning Administrator or designee shall recommend that either the Preliminary Subdivision Plan be set for the next available Planning Commission Agenda or request additional copies for a second review. At this time additional appropriate sets of plats and plans in 11” by 17” format are required for the agenda package.
- E. Once forwarded, the Planning Commission will hear the subdivision request and either approve or deny the request with comments that would make the plan acceptable. The Planning Commission must take action within 60 days of the plan first appearing on the agenda in accordance with Chapter 106, “Subdivisions” of the City of Manassas Code.
- F. Once the Planning Commission has acted on the request:
 - 1. Upon approval, the appropriate number of signature sets of plans will be submitted to Development Services for routing of approval signatures and the Submitting Engineer will be contacted when the signature set is ready for pickup, or
 - 2. In the event of a denial, the Director of Community Development or designee will prepare a letter of denial on behalf of the Planning Commission outlining the corrections or changes necessary for approval.

2-304 VALIDITY

Preliminary site plans are valid for six (6) months from the date of approval, and shall remain valid provided that a final plan is submitted prior to the expiration and the plan is diligently pursued to approval status. If, however, no final plans are submitted for review, or are not being diligently pursued (i.e., comments never satisfied) to approval, or if final plans were approved and diligent pursuit is not demonstrated by bonding and recording the plats, the preliminary plans will become void. Once a preliminary plan expires, no additional action can be taken in reliance

on that plan. A preliminary site plan cannot be extended more than one six (6) month period. Said request must be submitted at least 14 business days prior to expiration of the approval. This extension is subject to the payment of any appropriate fees in accordance with the City of Manassas Un-Codified Fee Schedule, and can only be granted following a cursory review that establishes that the preliminary plans are in compliance with the current regulations.

Approval of a preliminary subdivision plan may, in addition to the initial 6-month validity period be extended once, by the Director of Community Development or designee, upon written request by the applicant. This extension cannot exceed a period of six (6) months. Said request must be submitted at least 14 business days prior to expiration of the Planning Commission's approval. This extension is subject to the payment of any appropriate fees in accordance with the City of Manassas Un-Codified Fee Schedule, and can only be granted following a cursory review that establishes that the preliminary plans are in compliance with the current regulations.

2-304.1 CONTINUED VALIDITY

If, during the preliminary plan's validity, a final plat for either the entire project or one or more phases of a multi-phased project, is approved and recorded, the preliminary plan for the remaining phases will then be valid for five (5) years from the date of recordation of the final plat(s) or as mandated by the State Legislature.

2-304.2 REVISIONS

Any revisions to a valid approved preliminary plan, or any remaining portion of a valid preliminary plan, which (1) increases the density (units, lots, or square footage) of the project, (2) affects the approved land use(s), or (3) affects zoning issues, shall be processed and approved in accordance with Section 2-303. In instances where the revisions do not affect the above stated items, the Director of Community Development, or designee, shall have the authority to approve the revisions administratively.

2-304.3 REVALIDATIONS OF MULTI-PHASED PLANS

Following the end of the five (5) year validity period of any phased or preliminary site plan per Section 2-304.1, for those phases of the project that have not been completed, under construction, or submitted for final approval, the City will require the remaining phase(s) to undergo a cursory review to re-establish conformity with all current regulations.

If the cursory review indicates the preliminary plan remains in substantial conformity, its approval will be revalidated for an additional two (2) year period.

If the cursory review indicates the preliminary plan is not in conformity with current regulations or surrounding conditions have substantially altered the impact of this plan on the adjoining properties, those areas of nonconformity shall be enumerated in written form to the applicant and submitting engineer. No additional final plans will be accepted for review until the preliminary plan is revalidated or revised to meet current conditions or codes. Any revisions necessary to the preliminary site plan shall be processed and approved in accordance with Section 2-303 of this Manual.

SECTION 2-400 FINAL PLAN SUBMISSION AND REVIEW PROCEDURES

2-401 PURPOSE

Final Subdivision, Site, or Minor Site plans and plats, and any necessary supporting documents, for a proposed project will constitute the complete proposal requesting approval for construction. Final plans shall include complete and detailed engineering and layout drawings for all the public and private improvements and utilities and any necessary ancillary calculations, reports or studies required for a thorough review. Upon approval, the final plans and plats form the basis for the construction of the project and the inspection services of Development Services. The plats themselves must be recorded with the Clerk of the Circuit Court to have legal

status. An unrecorded plat is not a valid basis for site improvements or other commitments that depend on its design characteristics.

2-402 GENERAL REQUIREMENTS

Final Subdivision, Site, or Minor Site plans will be required for all projects and/or land disturbing activities which propose construction, reconstruction, alteration, or change of use within all Zoning Districts in accordance with Chapter 130, "ZONING ORDINANCE" of the City of Manassas Code as amended and the exceptions noted in Section 1-401 of this Manual.

Final plats are required in accordance with Chapter 106 "SUBDIVISIONS" of the City of Manassas Code for all subdivisions, resubdivisions, and consolidations of parcels or delineation of easements, vacations or Right-of-Way dedications, where a legal description is required. Refer to Section 2-509. All required plats shall be submitted either as an independent subdivision or, as part of the review submission along with the final plans. If plats are required for a site development plan submission, they shall be submitted no later than the second review submission. Following recordation of the plats and deeds, a copy of the recording receipt, copies of the plats, and plans as specified in the approval letter, and an electronic CAD and PDF files will be submitted to Development Services.

2-403 REVIEW PROCESS

2-403.1 SUBMISSION REQUIREMENTS

All applications for a final review will be submitted to Development Services in accordance with the minimum submission requirements as specified in Section 2-500.

2-403.2 FINAL SITE PLAN REVIEW

- A. QAQC: A single complete set of plans and plat shall be submitted to Development Services for review under quality control. Once it is determined the plan package contains all appropriate sheets, such as a standard City of

- Manassas cover sheet, erosion control sheet, lighting plans, landscape plans and standard details, the submitting engineer will be notified of any additional information necessary for inclusion in the plan, the assigned plan number, review fees, and the necessary number of plans needed for review. Following this notification, the additional plan sets must be submitted within thirty (30) business days, or the initial plans submitted for quality control will be disposed of by Development Services and considered abandoned.
- B. Upon submission of the review set of plans, the final site plans shall be transmitted to the appropriate review agencies within two (2) working days of the receipt of the plan and payment of all review fees.
 - C. The review agencies are provided 15 working days to review the plan and make comments as appropriate to their area of expertise and knowledge.
 - D. Upon collection of the comments, Development Services will send, within 5 working days, a comment letter to the Submitting Engineer or Designated Agent with the outstanding comments, and identify the number of plans necessary for second submission.
 - E. The applicant is responsible for returning revised plans and responses to the City's comments within 30 calendar days.
 - F. The second review requires the submission of the revised plan. A plan will not be accepted by Development Services for second review unless all changes are circled in red or green and a comment letter is included from the Submitting Engineer identifies the comments and manner in which the issues are addressed.
 - G. The second review is performed in the same manner as described above, unless the owner submits in writing a request to the Development Services Manager for an Agency Team Review. Refer to Section 2-403.4.
- The plan will be listed as "In Review" until such time as all issues relating to code compliance and the DCSCM have been addressed. Each review will be a standard 15 working day review, unless otherwise approved for Priority Processing. Refer to Section 2-809.

- H. Upon receiving a recommendation for approval from all review agencies, Development Services shall notify the applicant to submit a specified number of plan sets for approval signature. "Recorded" Easement, Vacation, Consolidation, Right of Way, etc., plats must accompany the Signature set submission.
- I. Plan validation period begins with the approval signature of the Development Services Manager or designee.

2-403.3 FINAL SUBDIVISION PLAN REVIEW

- A. All final subdivision plans shall be reviewed in conformance with the requirements of the Code of Virginia and the City of Manassas Code of Ordinances Chapter 106 – "SUBDIVISIONS" as amended.
- B. The review procedures are the same as found in Section 2-403.2. However, sub paragraphs (1 - 3) are added as follows:
 - 1. The subdivision plat will be placed on the next available City Planning Commission agenda for review and recommendation upon a recommendation for approval by City Staff stating that a plat meets all the requirements of the Code of Subdivision. At this time an additional 15 sets of plats and plans will be required for the Planning Commission agenda package.
 - 2. Once the Planning Commission has made a recommendation on the final Subdivision plat, it is then signed by the Chairperson of the Planning Commission.
 - 3. The official subdivision plat will be placed on the next available regular City Council agenda for approval.
- C. Once approved by the City Council, the Director of Community Development or Designee will prepare an Approval letter identifying the remaining administrative steps required for Permit release as identified in Section 2-404.1. The Zoning Administrator or Designee as part of the Council approval is authorized to sign final subdivision plats on behalf of the City.

2-403.4 TEAM REVIEW SECTION

As part of the second submission of any site plan, a Team Review can be requested by the developer. The City can also request such a review when substantial issues remain on a site plan. The Development Services Manager may deny a request for a Team Review based on staffing issues, failure to submit a timely response by the applicant, or due to the extensive number of outstanding issues.

2-403.5 MINOR SITE PLAN

A Minor Site Plan (MSP) may be submitted when improvements/alterations are being proposed to a site, parcel, or property. To take advantage of the MSP submission, the improvements must be minor in nature, as well as, not change either the internal or external traffic flow patterns; not increase the number of dwelling units; not increase the nonresidential building size by more than 5,000 sf or 33 percent of the gross floor area, whichever is less; not encroach into City maintained easements, and generally; the proposed disturbed area does not exceed 5,000 sf. Depending on the complexity, an MSP review process may take up to 14 work days to complete. The need for credentialing by an appropriate licensed design professional shall be determined on a case by case basis due to the complexity of the project, but shall always be required when there is an increase in the building area or impervious area on the site. The MSP may be subject to a waiver of the As-built requirements.

A Minor Site Plan is **not** an option if the following is included:

- A. Right-of-Way Improvements (i.e., Roads, Turning lanes, Sidewalk, Apron, Ditch Line);
- B. Stormwater Management, Pro-Rata, or Public Storm Drainage;
- C. Public Utilities (i.e., Water, Sewer, Electric); or
- D. Photometric review cannot be considered for a level 2 MSP but can be considered for a Level 1 MSP.

Two levels of the MSP are available to comply with the Site Plan requirements. Validity period is as described in this Manual in Section 2-404.

Level 1 MSP

The typical Level 1 MSP submission types are:

- A. Stand alone Rough Grading Plan or land disturbance greater than 2,500 sf and no more than 5,000 sf.
- B. Private parking lot expansion greater than 2,500 sf and no more than 5,000 sf.
- C. Commercial Addition/Alteration no more than 5,000 sf or 33 percent of the gross floor area, whichever is less.
- D. Private Utility (i.e., sewer lateral, water service, etc.).
- E. Changes in parking/ re-striping requiring a parking tabulation.

Submission Requirements:

The Level 1 MSP applications must include but not be limited to:

- A. A City Site Plan coversheet must accompany the proposed plan submission.
- B. Plan size must 24" X 36" and professionally sealed per Section 2-502.4.
- C. Erosion Plan & Bonded Agreement but only if over 2,500 sf. of disturbance.
- D. All property lines and the centerline of the Public Road along the front of the site.
- E. The entrance (curb cut) location, including the distance to the nearest street intersection and sight distance.
- F. Travelways (aisles) and parking spaces with dimensions shown. The DCSM requires a dustless surface.
- G. Building height.
- H. Proposed sanitary and water services.
- I. Zoning, including applicable overlay districts.
- J. Rezoning or SUP number, if applicable.
- K. Listing and analysis of rezoning proffers or SUP conditions, if applicable.
- L. Adjacent property owners' notifications.

- M. Refer to Section 2-500 for complete list of Minimum Submission Requirements for additional items based on individual project scope to be determined during QAQC).

Level 2 MSP

The typical Level 2 MSP submission types are:

- A. Projects disturbing land less than 2,500 sf.
- B. Building Demolition (single lot).
- C. Pools with or without grading plans.
- D. Commercial exterior alteration/modifications not attached to buildings (i.e., generators, air conditioners, trash enclosures, etc.).
- E. Signs requiring plan submission.
- F. Changes in parking/ re-striping not requiring a parking tabulation.

Submission Requirements:

The Level 2 MSP applications must include but not be limited to:

- A. The City Site Plan coversheet is NOT required.
- B. A letter explaining the intended use of the property should be submitted with the plan.
- C. Changes shall be submitted on the City MSP plan sheet.
- D. A copy of the portion of the current approved Site Plan (single sheet or portions thereof).
- E. Minimum sheet size of 18" X 24" or an 8-1/2" X 11" building location plat ensuring legibility of the plan.
- F. All existing buildings (not to scale) labeled "existing".
- G. Distances from the property line to the existing structures (front, back, and side yards).
- H. Any fences, noting the type of fence.
- I. Any outside storage areas, including refuse removal (screening may be required).
- J. Proposed sanitary and water service connection locations.

- K. Zoning including applicable overlay districts and any applicable Rezoning or SUP numbers. Proffer or SUP condition analysis is optional.
- L. Adjacent property owners' notifications shall be determined on a case by case basis.
- M. Refer to Section 2-500 for complete list of Minimum Submission Requirements for additional items based on individual project scope (to be determined during QAQC).

2-403.6 SITE AND LOT GRADING PLANS

Site grading plans must be submitted with all types of site development plans and must be approved prior to the issuance of a Site Permit. Final lot grading plans are to be submitted for each building with the Building Permit Application. The package will be reviewed and approved prior to the issuance of the building permit. This applies to Subdivision, Site and Minor Site Plans.

Individual Lot Grading plans for vacant lots, when there is no active bonded plan, must be submitted for review with a building permit application.

Individual Lot Grading plans shall also be submitted for review with a building permit application when there is an active bonded plan.

As a prerequisite to the issuance of building permits, site or lot grading plans, prepared in accordance with the following subsections are required for all new single-family dwellings and additions to existing single-family dwellings where the generated disturbed area exceeds 2,500 square feet. For additions where disturbed areas are less than 2,500 square feet, a non-engineered plan (Minor Site Plan Level 2) may be submitted showing the land to be disturbed. The plan must locate the disturbed area by offsets to the property, show appropriate erosion control, and contain a signed statement by the owner that appropriate erosion control devices will be provided.

2-404 VALIDITY

Validity period for Subdivision Plans, Site Plans and Minor Site Plans begins when the prerequisite plats are recorded and the plan has been signed by the Development Services Manager or designee.

A. WITHOUT COMMENCEMENT OF CONSTRUCTION

Plan validation period begins with the approval signature of the Development Services Manager or designee. All final plan approvals are valid for five (5) years from the date of approval or as mandated by State Code. The final approval may be extended once, by the Development Services Manager or designee, upon written request by the applicant for an additional (12) month period. Said request must be submitted at least fourteen (14) business days prior to the date of expiration. This extension is subject to the payment of any appropriate fees in accordance with the Uncodified Fee Schedule, and will be conditioned upon the applicant completing various specific requirements and/or adjustments within the first year of the extension period.

B. WITH ISSUANCE OF SITE IMPROVEMENT PERMIT

Once the Site Improvement Permit has been issued and remains valid, the plan approval shall remain valid and be coincident with the expiration of any Performance Agreement. The plan approval shall only be extended when, and for the length of time that the Performance Agreement(s) are extended, in accordance with Section 2-704 of this Article.

2-404.1 CONDITIONS AND REQUIREMENTS FOR PERMIT RELEASE

Prior to the issuance of permits the applicant shall comply with the following administrative requirements as appropriate:

- A. Post a Construction Performance Bond, in accordance with Section 2-700, of this Article and Chapter 106, "SUBDIVISIONS" of the Manassas Code, as amended. The posting of this bond is a prerequisite to the issuance of Site Improvement Permits, Building Permits, etc.

- B. Payment of any monetary obligations and/or proffered contributions and/or obligations as established during the plan approval process as applicable, and referenced in the plan approval letter. This is a prerequisite to the issuance of Occupancy Permits as mandated by the Commonwealth of Virginia.
- C. Recordation of all plats, along with the associated deeds. Following recordation of the plats and deeds, a copy of the recording receipt, copies of the plats, and plans as specified in the review completion letter from Development Services. This is a prerequisite to the issuance of Site Improvement Permits.
- D. With the Signature set submission, provide a CD/DVD containing individual sheets of all plans and plat specifications in AutoCAD or AutoCAD compatible format and PDFs of all printed plans. PDFs should be saved in a separate folder titled "PDFs" in the main directory of the CD/DVD. Individual PDFs should be generated for each sheet (not one consolidated PDF file). PDFs should be generated at 300 dpi or greater and should be checked to ensure the small detail notes of the plans are fully viewable.
- E. Post an Erosion Control Escrow in accordance with Section 4-450. This is a prerequisite to the issuance of a Site Improvement Permit.
- F. Complete any other special items, agreements and/or post any other bonds enumerated in the review completion letter. This is a prerequisite to the issuance of Site Improvement Permits and/or Building Permits.
- G. Obtain a Site Improvement Permit, the fee for which is calculated based on the proposed improvements and infrastructure. This is a prerequisite to the issuance of Building Permits.

2-404.2 RELEASE FOR CONSTRUCTION

Following the completion of the above enumerated items, with the exception of Section 2-404.1(G), the Development Services Manager, or designee will issue a Permit Release Letter. This letter will indicate that all applicable code requirements have been satisfied and will authorize the release of the Site Improvement and

Building Permit approvals and permits. The letter will also enumerate any additional specific items and/or requirements that must be completed prior to the issuance of the Building Permit, if applicable.

2-404.3 VOIDED APPROVAL

Failure to complete all applicable items enumerated in Sections 2-404.1 and 2-404.2 during the final plan validity period shall cause the approval to expire and void the final plans. If the final approval is voided, further consideration of the final plan will require a new plan submission, and payment of applicable fees, in accordance with Section 2-402.

2-404.4 FINAL PLAN REVISIONS

Any revisions to a valid approved final plan, or any remaining portion of a valid final plan, that

- A. Increases the density (units, lots, or square footage) of the project;
- B. Affects the approved land use(s); or
- C. Affects zoning issues, shall be processed and approved in accordance with Section 2-400.

Field changes during construction must be approved by the City Site Inspector. The City Site Inspector will determine if the changes require a revision or may be shown on the final as-built plan. Changes to the infrastructure during construction shall be approved by the appropriate agency.

SECTION 2-500 MINIMUM SUBMISSION REQUIREMENTS

2-501 GENERAL REQUIREMENTS

2-501.1 FEES

All submissions shall be accompanied by the applicable fees. A completed City of Manassas Development Review Fee Calculation Sheet (refer to Appendix B of this Manual) shall be submitted as part of each submission and certified prior to acceptance by the City. The application and review fees for all submissions are

established by the City Council as part of an un-codified ordinance. As such, no fees can be waived by any administrative personnel.

2-501.2 NUMBER OF PLANS TO BE SUBMITTED

Pre-submission Plan, Preliminary, Final Plan, Plan Revisions and As-Built Plans - The design professional shall initially submit one (1) complete set of plans to Development Services for Quality Control and calculation of fees.

Subsequent Plan Reviews - The design professional shall submit the number of plan sets requested by Development Services.

Signature Sets of the Official Approved Plan - The design professional shall submit the number and type of plan sets cited in the review completion letter for signature.

2-502.3 ADMINISTRATIVE ITEMS TO BE ATTACHED

- A. A copy of the approved Proffer Statement and Generalized Development Plan, if applicable, shall be reproduced on a plan sheet.
- B. A copy of the approved Special Use Conditions, if applicable, shall be reproduced on a plan sheet.

2-502.4 DETAILS

- A. The sheet size shall not exceed 24" x 36". Plans consisting of more than two (2) sheets shall be indexed and indicate match lines.
- B. Subdivision Plans and Site Plans must be drawn on a scale of 1" = 30' or 1" = 20'. This shall be noted on all plan sheets.
- C. Topographic contours with intervals no greater than two (2) feet in the current datum used by the City.
- D. Date of plan, north arrow, referenced meridian, match lines, and sheet numbers.

- E. The present zoning of the project parcel(s), and all adjacent parcels, along with their present use. The project name shall be noted for all adjoining parcels, if applicable.
- F. The project parcel(s) Tax Map number(s), and the Tax Map number of all adjacent parcels, if available.
- G. Total project site area in square feet and acres.
- H. The proposed pattern of lots and/or buildings (including the number and size), street and/or travelway layout, off-street parking layout, recreation areas, open space, and improvements to existing streets and rights-of-way.
- I. All existing restrictions on the use of the land including easements and covenants.
- J. Existing drainage facilities including major culverts, ponds, and streams.
- K. Screening and buffer areas.
- L. A vicinity map preferably at a scale of 1" = 2,000', but no smaller than 1" = 3,000'.
- M. The seal and signature of the design professional engineer or land surveyor shall be on each plan sheet
- N. Site lighting plan and fixture details
- O. Landscaping plan: details
- P. A Geotechnical Study. Refer to Article 10 of this Manual.

2-503 REVISION SUBMISSION

The City will consider revisions to an approved site plan during the validity of the plan and prior to the closeout of the site development permit.

2-503.1 REVISION DETAILS

- A. Only the sheets with changes shall be submitted
- B. In addition to the details that apply listed in Section 2-502.4 above, changes shown on the revision submission must be circle or clouded in red or green and a comment letter from the submitting engineer identifying the comments and manner in which the issues are addressed is included.

- C. All final signature sets of the approved revision must indicate the changes identified on the revision block with the date of approval.
- D. The final signature sets must include a sealed statement from the submitting engineer stating that only the approved changes identified are approved.
- E. All revisions shall be highlighted graphically to specifically note the area under review on the initial submission. The project number(s) for any previously approved plan shall also be referenced on the revision.
- F. Revisions to a plan/site shall contain a copy of the previously approved cover sheet indicating the plan name/ number/ approval date and approved bond amounts. The revised plan cover sheet shall only indicate those items being revised.

2-504 PRELIMINARY PLANS

In addition to the items identified under general submission requirements the following additional items shall be included with all preliminary site and subdivision plans in order to have them accepted for review:

2-504.1 ADMINISTRATIVE ITEMS

- A. Concurrent Processing Form, signed by the Director of Community Development reproduced on a plan sheet, if the project is subject to an Active Rezoning and/or Special Use Permit review.

2-504.2 EXISTING SITE CONDITION

- A. Street rights-of-way including names, numbers, and widths.
- B. All easements including type, width, and use restrictions, if any.
- C. Storm drainage structures on the project parcel(s), and within 100 feet of the property lines including type of pipe, sizes, and direction of flow.
- D. Stormwater management and BMP facilities.
- E. Streams, ponds, marshes, approximate boundaries of wetland areas on the project parcel(s), and within 100 feet of the property lines including names, if applicable.

- F. The approximate 100-year flood area boundary and the source of the information.
- G. Permanent open spaces, specimen trees, buffer, parks and recreation areas including ownership.
- H. Municipal or other publicly owned land within 100 feet of the property lines, including the distance to nearest school or school site.
- I. Utility lines and structures, such as water, sewer, gas, electric, and telephone, on the project parcel(s) and within 100 feet of the property lines including size.
- J. Buildings and other structures on the project parcel(s) and within 100 feet of the property lines.

2-504.3 PROPOSED SITE DEVELOPMENT

- A. Density tabulation provided by section and overall total number of proposed lots and/or dwelling units, and lot/unit numbers.
- B. Streets, roads, travelways, improvements to existing streets and intersections, and other rights-of-way; including widths, street classification, and preliminary anticipated traffic counts (vehicles per day).
- C. Pedestrian systems, inter-parcel pedestrian access and bike trails.
- D. Lot layout, size and configuration if applicable.
- E. Off-street parking and loading layout, if applicable; including typical size, number of spaces, and tabulation by use type.
- F. Buildings including use, height, square footage, and for site plans only, distance to property lines and any applicable building restriction lines.
- G. Street address for each building shown.
- H. Schematic storm drainage system.
- I. Schematic layout for water and sewer systems, without sizes indicated including the proposed connections to existing mains.
- J. Parks, playgrounds, open space, and other recreation areas including size.
- K. Parcels to be dedicated to municipal use including size and purpose.
- L. Stormwater management and BMP facilities.

- M. Tree save areas including approximate acreage, average size and dominant species.
- N. Approximate limits of clearing and grading.

2-505 FINAL PLANS

In addition to the information required under General submission and Preliminary plan Submission, the following items shall be included with all final plans, and subsequent revisions to the approved plan, in order for the site to be developed according to City and State requirements.

2-505.1 ADMINISTRATIVE ITEMS

- A. A completed Standard City of Manassas Development Review Fee Calculation Sheet (Appendix "B").
- B. Standard City of Manassas Cover Sheet (except for Level 2 Minor Site Plan, Article 2-421.5) completed in its entirety.
- C. Stormwater Management Fact Sheet for each proposed facility (Article 8, Exhibit 28 in Appendix "A").
- D. Current Unit Price List, for performance bonds and escrows, signed by the design engineer and completed on the cover sheet.
- E. A completed City of Manassas Standard Details and Erosion Control Sheet. The symbols shall conform to the Virginia Uniform Coding System (Virginia Erosion Control Handbook 1992 as amended).
- F. At no time shall the term "By Others" be placed on a plan unless the responsible entity is clearly identified.
- G. Topographic contours with intervals no greater than two (2) feet referred to USGS datum, extending 100 feet beyond the parcel's property lines. In such instances, the outermost 50 feet may use City topography. In densely populated areas, topographic contours with two (2) foot intervals shall only extend 50 feet beyond the parcel's property lines. However, where warranted, topographic contours shall be extended additionally, as necessary.

- H. When applicable the site plan shall be prepared in substantial conformance with the approved preliminary plan.
- I. All final plans shall be credentialed as per Virginia Department of Professional Occupational Regulation (DPOR) requirements.

2-505.2 EXISTING SITE CONDITIONS

- A. Boundary of record with 1/10,000 closure ratio; including area tabulation.
- B. Street rights-of-way; including names, dedication deed book and page reference or route numbers, and widths.
- C. All easements including type, width, deed book and page reference, and use restrictions, if any. If any proposed improvements are located within the easements of these utilities, documentation shall be provided from the appropriate companies acknowledging permission to make the improvements. For ingress/egress easements, a note shall be provided certifying that the applicant has been granted the right to use, and make improvements, within the easements.
- D. Storm drainage structures on the project parcel(s) and within 100 feet of the property lines; including type of pipe sizes, gradients, invert elevations, and direction of flow.
- E. Storm water management and BMP facilities.
- F. Streams, ponds, marshes, and wetland areas on the project parcel(s), and within 100 feet of the property lines; include names, if applicable.
- G. The 100 Year flood area boundary and the source of the information.
- H. Permanent open spaces, tree save areas, specimen trees, buffer, parks and recreation areas including ownership.
- I. Municipal or other publicly owned land within 100 feet of the property lines including the distance to nearest school or school site.
- J. Utility lines and structures, such as water, sewer, gas, electric, wells, and drain fields on the project parcel(s) and within 100 feet of the property lines including size and material if known.

- K. Buildings and other structures on the project parcel(s) and within 100 feet of the property lines.

2-505.3 PROPOSED SITE CONDITIONS

- A. A subdivision plat, in accordance with Section 2-509. Subdivision and easement plats shall be included with the first cycle review submission.
- B. Flood Plain Study, if applicable.
- C. Lot layout including lot numbers, area of each lot, and street dedication area.
- D. Density tabulation, total number of proposed lots and/or dwelling units.
- E. Off-street parking and loading layout; including typical size, number of spaces by location, and a tabulation by use type.
- F. Indicate the number of required and provided spaces including accessible spaces and accessible routes according to the Virginia Construction Code and Referenced Standards
- G. Buildings including use group, type of construction, height, square footage, fire suppression system, distance to property lines and between buildings, and any applicable building restriction lines.
- H. Building storm drains from downspouts to the collector system.
- I. Utility easements including gas, electric, telephone and cable, with the width and type indicated. If any proposed improvements are located within existing easements of these utilities, documentation shall be provided from the appropriate companies acknowledging permission to make the improvements.
- J. Final grading plan.
- K. Erosion and sediment control devices design and their location.
- L. Location of street signs, street lights, pull boxes, and their easements, if applicable.
- M. Parks playgrounds, open space, and other recreation areas including size and facilities.

- N. Buffer areas, screening requirements, open space tabulation for landscaping and recreation requirements, including the required maintenance note in accordance with Section 3-600.
- O. Tree save areas indicating dominant species and average size, area tabulations for substantiating tree canopy coverage compliance, and proposed new tree plantings, in accordance with Standard Detail LR-6.0 of this Manual.
- P. Photometrics need to be in compliance with the Virginia Energy Conformance Code (VECC). Provide exterior lighting in Watts/Zone.
- Q. The parcel(s) TaxMap number(s) may be used.

In addition to the specific requirements cited within the DCSM Site Final Plan shall also include other calculations, drawings, details and notes that may be deemed necessary by the City reviewing agencies to ensure the design, operation and maintenance of public systems.

2-505.4 NOTIFICATION TO ADJACENT PROPERTY OWNERS

- A. Written notification to adjacent property owners shall be required with the submission of all site plans in the City.
- B. Written notification shall be provided to the following owners of property located in the City:
 - C. Owners of property abutting the property to be subdivided and/or developed.
 - D. Owners of property located immediately across the street from the property to be subdivided and/or developed when the street is classified as a major collector or lower.
 - E. Any homeowners association(s) having jurisdiction over the property to be subdivided and/or developed.
 - F. A copy of the written notification, along with a list of the property owners notified, must be submitted to the Development Services division a minimum of five (5) calendar days prior to approval of the plan.

- G. The required notification shall be sent by certified mail to the last known address of the owner(s), as shown in the current real estate assessment files and shall include the following information:
1. Description of the plan that has been accepted by the City for review, including type of plan, proposed use, and a summary of any proposed revisions if applicable.
 2. Address and telephone number of the City Department where a copy of the plan may be reviewed.
 3. Address and telephone number of the applicant or applicant's representative.
 4. Parcel reference number, street address and/or location of property.
 5. Date accepted by the City for review.
 6. Plan number assigned by City.

2-506 SPECIFIC INFORMATION AND DETAILS

The Final Site Plan shall include the following details and information appropriate to the project. Other engineering information, calculations, drawings, details, and notes not in conflict with the City's required specifications that may be deemed necessary by the Director of Public Works and Utilities, or the City Engineer to ensure the safe and efficient operation and maintenance of the public facilities within the development may be required as a condition for approval.

2-506.1 WATER SYSTEMS

Construction Drawings for public water systems shall conform to Articles 5 and 6 of this Manual, and include;

- A. Water system calculations which demonstrate adequate supply pressure and fire flow.
- B. State Health Department approval for all water system extensions when deemed necessary.

- C. Location, sizes, and material type of existing and proposed water mains, lines, meters, valves, connections and easements. Profile of existing water lines within the limits of work showing existing and proposed grades.
- D. Profiles drawn to a scale of no greater than one (1") inch equals fifty (50') feet horizontal, and one (1") inch equals five (5') feet vertical, of waterlines, indicating amount of cover and clearance at crossings with other utilities, length of pipe, pipe material, joints, thrust restraint, pipe fittings and deflections, trenching and bedding requirements.
- E. Location of existing and proposed fire hydrants, siamese and sprinkler connections, post indicator valves and other fittings, blow-offs and air release valves.
- F. Coverage plan for fire hydrants, indicating coverage of all areas for the specific use group (refer to Section 6-120) for hose reach to the most remote edge of any proposed structure or parking facility, whichever is farthest from the hydrant.
- G. Pipe strength calculations for all water lines with depth of cover exceeding eight (8) feet.
- H. Notes and details necessary for the construction, maintenance inspection and protection of the public water system.

2-506.2 SANITARY SEWER SYSTEM

Calculations supporting the basis of the sanitary sewer system shall conform to Article 7 of this Manual and will include:

- A. State Health Department approval for all systems which will serve more than 400 persons.
- B. Plans drawn to a scale no greater than one (1) inch equals 50 feet indicating the location, sizes, and material type of existing and proposed sanitary sewer lines, manholes, cleanouts, laterals and easements. Profile of existing sewer lines within the limits of work, showing existing and proposed grades.
- C. Profiles drawn to a scale no greater than one inch equals 50 feet horizontal and one (1) inch equals five (5) feet vertical of public sanitary sewer lines,

- indicating amount of cover, clearance, top elevations, invert elevations, elevation of any 100-year flood plain within 100 feet of the project, length of pipe, pipe material, joints, thrust restraints, pipe fittings and deflections, trenching and bedding requirements.
- D. Capacity, complete engineering calculations, and full specifications of any proposed lift stations.
 - E. Pipe strength calculations for all sanitary sewer lines with depth of cover exceeding 18 feet.
 - F. Notes and details necessary for the construction, maintenance and inspection of the sanitary sewer system.

2-506.3 ROAD IMPROVEMENTS

Construction drawings for transportation items shall conform to Article 9 of this Manual and include:

- A. Typical section of improvements to public roads and approved private road systems including common driveways and parking courts, and pavement design calculations. The typical road section shall specify the typical pavement section (referencing Virginia Department of Transportation materials), standard cross-slope, point of finish grade for profile, design CBR, compaction requirements, width of pavement, and width of right-of-way or easement. This cross section shall also indicate proposed curbing, sidewalks, utility strips and tree plantings areas within the right-of-way.
- B. Road cross section at 50-foot intervals in all areas of transitions, super elevation, addition of lanes, crossovers, and in areas of cut or fill greater than six (6) feet. Cross sections shall extend to existing grade on each side of the road and shall be dimensioned from the road centerline to indicate width of lanes, pavement, slope, and right-of-way. Cross sections shall include elevations at centerline, top of curb, top of bank, toe of bank, and point of grade line. This requirement may be met by reference to profile sheets if the cross sections are cut at stations with computed elevations shown on the profile sheets.

- C. Plan and profiles of roads, drawn to a scale no greater than one (1) inch to 50 feet horizontally and one (1) inch to five (5) feet vertically, showing stations, percent of grades, elevations at 50-foot stations in vertical tangent sections, and on 25-foot stations in vertical curves, spot elevations for all sections, all utilities, locations of entrances, taper design and any necessary structures and roadway appurtenances.
- D. Sight distance shall be shown in plan and profile at all street intersections and road entrances, including single family driveways and entrances (within a crest, sag or curve). Distances shall be specifically delineated by dimensions or station and shall be determined in accordance with the requirements of Section 9-330 of this Manual.
- E. All public streets shall be classified by function and indicate the projected average daily traffic.
- F. Location of existing and proposed traffic signals, stop and yield signs and posted speed limits.
- G. Existing and proposed streets, names, and widths of pavement, rights-of-way, and entrances, including Deed Book and Page number.
- H. Existing and projected traffic information necessary for the design of the road in compliance with City or Virginia Department of Transportation requirements.
- I. Plan depicting existing and proposed pavement markings specifying the use of VDOT Type B material.
- J. Horizontal and vertical curve data, definition of curve control points (PI, PC, PT, PVI, PVR, etc.).
- K. Information regarding the maintenance of any private streets, parking courts, or common driveways.
- L. Notes and details necessary for the construction and inspection of the road system.
 - 1. All entrances labels per VDOT standards.
 - 2. Grades shall be noted at all commercial entrances.
 - 3. Guardrails and paved ditches as required by current VDOT standards.

4. Handicap access curb ramps shall be provided at all street intersections.
 5. Traffic counts (vehicles per day) and a traffic impact study, if required by Public Works and Utilities.
- M. The location and dimension of all proposed public and private sidewalks and bike trails and their relationship to existing sidewalks or bike trails.
- N. A cross section of all public sidewalks or bike trails.

2-506.4 PLANTINGS AND LANDSCAPING

A Landscape Plan shall be provided and shall conform to Article 3 of this Manual and include:

Landscaping plan drawn to a scale no greater than one inch equals fifty feet, indicating the size by caliper, type and location of all proposed street trees, landscape materials, and buffer areas. The location of existing and proposed easements and light fixtures shall also be shown on the plan to avoid conflicts between proposed landscape areas and utility improvements.

2-506.5 STORM DRAINAGE SYSTEM

A Storm Drainage System shall be provided and shall conform to Article 8 of this Manual. In addition to the location of the storm drainage system the following information shall be provided as part of the final plan.

Calculations supporting the basis of the storm drainage system shall conform to Article 8 of this Manual and include:

- A. Existing and proposed drainage divides, shown on a scale no greater than one (1) inch equals 50 feet for on-site areas and no greater than one (1) inch equals 200 feet for off-site areas, clearly delineating the boundaries for the existing and proposed drainage areas, and indicating the amount of land within individual drainage areas and run-off coefficients. The plan sheet for proposed drainage divides must show the final grading of the site and all

physical improvements and drainage elements thereon. Drainage areas must "close" and account for all on-site areas.

- B. Storm drainage calculations to include run-off and pipe sizing, hydraulic grade line, inlet sizing and channel and swale capacity, and a system demonstrating adequacy of design for each element of the required public drainage system. Calculations for the drainage system shall be in the format of the Virginia Department of Transportation Drainage Manual. A narrative is to be included regarding storm drainage design. Open channels shall be designed in compliance with the Virginia Erosion and Sediment Control Handbook, Chapter 5, "ENGINEERING CALCULATIONS" as amended.
- C. Plan and profile of the designed drainage system drawn to a scale no greater than one(1) inch equals 50 feet horizontal and one(1) inch equals five(5) feet vertical. Plan and profile are required for underground conduits, at-grade conduits and open channel reaches in the system. Data required include location, type, top elevation, inverts of structures, material, class, slope, length of pipe, cover over the top of the pipe, and clearance at all utility crossings.
- D. Location of 100-year flood plain on-site or if within 200 feet of property.
- E. Location, description and certification that an "adequate" downstream channel to receive discharge from the designed storm drainage outfall exists or will be included in the project.
- F. Adequate outfall study narrative detailing all assumptions, calculations and detailed descriptions of downstream conditions
- G. Overland relief of 100-year storm, showing that houses, buildings or other structures will not be flooded or damaged.
- H. Location and size of existing and proposed public drainage systems, connections, inlets and gutters, and natural and man-made channels.
- I. A stormwater management plan sheet and narrative with supporting calculations detailing the techniques proposed.

- J. Details defining the maintenance of any proposed detention/retention ponds, the required access and easements. (refer to Maintenance agreement - Appendix C-55)
- K. Notes and details necessary for the construction, maintenance and inspection of the storm drainage system.

2-506.6 GRADING AND SOILS

The grading and erosion control sheets shall show at minimum the following details.

- A. Existing and proposed topography, vegetation and drainage areas, to include specific location and disposition of specimen trees, and limits of clearing dimensioned from the perimeter boundary.
- B. Topography shall extend a minimum of 100 feet beyond the site boundary and/or limits of work. Topography extended beyond 100 feet may be required for clarification purposes. Contour interval shall be two (2) feet and, in areas of less than four (4) percent slope, spot elevations 50 feet on center shall be provided.
- C. Grading plans shall be at a scale no greater than one (1) inch equals 50 feet and shall indicate physical improvements, drainage systems, finished floor and basement elevations, spot elevations at lot corners and all breaks in grade with a minimum of a 2% overland flow. Survey control point locations for grading operations shall be indicated.

2-506.7 EROSION AND SEDIMENT CONTROL

Calculations and drawings supporting the erosion control devices shall conform to Article 4 of this Manual and include:

- A. General description of project, type and nature of land disturbing activity, and amount of grading involved.
- B. Description of existing topography, vegetation and drainage.
- C. Description of neighboring and downstream properties which may be affected by the land disturbance.

- D. Specific erosion and sediment control plan phasing and narrative providing details and calculations required for implementation in the field. At a minimum, plans will provide two (2) phases. Phase I will provide the initial installation of E & S controls. Phase II will provide E & S controls required after the permanent drainage devices are installed and the streets have the base pavement completed. The narrative will provide project specific information for the implementation of the phases and phasing transitions, timing and completion.
- E. A cost breakdown of the required devices to be calculated on the standard erosion and sediment control cover sheet.
- F. Existing and proposed topography, vegetation and drainage area to erosion and sediment control devices and limits of clearing dimensioned from the perimeter boundary, as required for design in accordance with the latest version of the Virginia Erosion and Sediment Control Handbook.
- G. Topography shall extend a minimum of 100 feet beyond the site boundary and or limits of work.
- H. Contour intervals shall be two (2) feet, except in areas of less than four (4) percent slope, where spot elevations 50 feet on center shall be provided.
- I. Location, description, and certification that an "adequate" downstream channel to receive discharge from the designed storm drainage outfall exists or will be included in the project, demonstrating compliance with the Virginia Erosion and Sediment Control Standards. Description shall include channel cross sections at control points and profile to the point of adequacy. Plan and profile for off-site channel shall be at a scale not greater than one (1) inch equals 200 feet. Comprehensive outfall study indicating velocity and flow capacities, all assumptions, calculations and detailed descriptions of downstream conditions as specified by the latest addition of the Virginia Erosion and Sediment Control Handbook
- J. Information and specifications on how the site will be stabilized after construction is completed.

2-506.8 LIGHTING AND ELECTRIC SERVICE PLAN AND DETAILS

- A. Street and on site lighting for parking, security, or advertising shall be indicated on a lighting plan...
- B. A photometric lighting plan indicating all outdoor lighting fixtures exclusive of street lights will be submitted in conformance with Section 9-700 of this Manual.
- C. Photometrics need to be in compliance with the Virginia Energy Conformance Code (VECC). Provide exterior lighting in Watts/Zone.
- D. Location of proposed electrical, telephone, cable television, and gas lines and associated easements.

2-506.9 OTHER INFORMATION

- A. Boundary survey of the property with bearings and distances with source of information.
- B. Letters of permission, temporary construction easements, off-site easement documents and maintenance agreements.
- C. Other information required by the City Review Agencies, as necessary to review and approve the final site plan, to avoid conflict with the City's required specifications.
- D. All survey lot corners and construction benchmarks, together with their description, shall be provided. See Article 9 for the standard specifications.
- E. Location of all public and private utilities shall be shown on the plan.
- F. Geotechnical Report shall be provided as delineated in Article 10.

2-507 EARLY GRADING OR ROUGH GRADING PLANS

2-507.1 GENERAL REQUIREMENTS FOR EARLY GRADING PLANS

Upon acceptance of the final site plan for review and when the second submission review letter has been transmitted to the engineer or developer, the applicant may request approval of an Early Grading plan. For the purposes of these regulations, "early grading plan" shall be limited to: installation of Phase I erosion and sediment controls, clearing of trees, grubbing of roots, cut but not fill for roadways, overlot

grading and general grading operations in conformance with the reviewed Phase I Sediment and Erosion portion of the final plans. The early grading submission requires the following:

- A. Request Letter for early grading to Development Services.
- B. Same coversheet submitted with the Final Plan.
- C. Submission of the standalone Phase I Sediment and Erosion plan sheets with a detailed construction management narrative.
- D. Identifies the proposed erosion and sediment controls, with supporting calculations and details on the phasing plans.
- E. Includes any storm drainage pipes required during the Phase I operations.
- F. Includes a traffic control plan and staging area.
- G. Include the costs estimate for the Erosion and Sediment controls which includes any storm drainage pipes and structures required by the Phase I plan.
- H. Includes with submission the completed Erosion Control Agreement, Letter of Credit or a cash bond for all phases of the Erosion and Sediment Control plan.

Prior to any construction an Erosion Control Permit and Right of Entry Permit must be obtained by the contractor. The Early Grading plan is superseded by the final plan when approved. The erosion control and bond is then held until the final plan is completed and fully stabilized.

2-507.2 GENERAL REQUIREMENTS FOR ROUGH GRADING PLAN

Rough Grading plans are for the purpose of clearing and grading a parcel, lot or site. It is a standalone plan not associated with a Site Development Plan in the review process. Rough Grading plans may be required as part of a demolition permit application. Requirements include:

- A. Standalone sediment and erosion control phasing and a detailed narrative.
- B. Drawn at a scale no greater than one inch equals 50 feet.

- C. Existing topography and the topography proposed at the conclusion of rough grading operations.
- D. A maximum contour interval of two feet.
- E. Demonstration that the site will be adequately drained and will not pond stormwater after rough grading.
- F. Information and specifications pertaining to the permanent stabilization of the site after the rough grading is completed.
- G. Areas of tree removal on the site.
- H. Limits of clearing.
- I. Compliance with the DCSM requirements, Section 4 “Erosion Control Requirements” and DCR Sediment and Erosion Control Handbook.

2-507.3 REVIEW PROCESS

- A. A single set of Rough Grading or Early Grading plans shall be submitted to Development Services for QAQC review.
- B. Within three (3) days, Development Services notifies the submitter how many sets are required for agency review.
- C. Upon completion of the first review period City Staff shall review the outstanding comments and make a recommendation to the Development Services Manager for the issuance of a Land Disturbing Permit or a comment letter.
- D. Upon approval, the applicant will then post appropriate bond and obtain the appropriate Permit. The completed Erosion Control Agreement, Letter of Credit or a cash bond must be submitted and approved prior to issuance of Land Disturbing and Right of Entry Permits and are required prior to construction.

2-508 MONUMENTS

Final plans and final plats shall show the location of required permanent monuments. Monuments shall be provided and installed in accordance with Section 2-1004 of this Manual.

2-509 PLATS

The following information shall be included with all plats, including those for simple subdivisions, resubdivisions, consolidations, right-of-way dedications, easements, abandonments, vacations, and revisions to approved plats in order to have them accepted for review.

2-509.1 ADMINISTRATIVE ITEMS

A copy of the accompanying legal document for recordation must be submitted.

2-509.2 PLAT DETAILS

- A. The standard sheet size shall be 18" x 24", but not smaller than 8 1/2" x 11". All copies for recordation shall be reproduced on blackline paper, and conform to the Virginia State Library Board requirements.
- B. Standards for plats. Plats consisting of two (2) or more sheets shall be indexed and indicate match lines.
- C. A graphic scale of not less than 1" = 100', which shall be noted on all plat sheets. Also, all plats shall use only one uniform scale.
- D. Each sheet shall contain a title block which shall include the following as applicable: site or subdivision name, or owners name, in accordance with the instruments of record; the most current Instrument Number/Deed Book & Page from the chain of title; name and address of the engineering or surveying firm that prepared the plats, location in the City of Manassas; date of preparation; description of the plat's purpose; and City of Manassas project number; once assigned.
- E. All plats shall contain a north arrow annotated with and be referenced to:
 - 1. VCS 1983 North for subdivisions or resubdivisions in accordance with Section 2-1004, or
 - 2. True North for subdivisions or resubdivisions when not subject to Section 2-1004, or
 - 3. North of record may be used for minor resubdivisions, consolidations, off-site easements, and off-site right-of-way dedications.

4. Plats referenced to VCS 1983 shall annotate two property corners on each sheet with complete VCS 1983 coordinate pairs (in international feet). Each plat so referenced shall be annotated as follows:

"The plat of the property shown here on is referenced to the Virginia Coordinate System of 1983 as computed from a field survey which ties this subdivision boundary to (COM or NGS) monument (insert number and name of monument).

The grid factor (elevation factor x scale factor) which has been applied to the field distances to derive the referenced coordinates is (insert complete grid factor). Unless otherwise stated the plat distances shown are intended to be horizontal distances measured at the mean elevation of this subdivision.

The bearings shown are referenced to VCS 1983 Grid North. The foot definition used for conversion of the monument coordinates is the International Foot or 1 ft. = 0.3048 meter."

- F. Assumed coordinate values or grid tics shall not be shown on any plat.
- G. A vicinity map shall be no smaller than a scale of 1" = 2,000'.
- H. Seal and original signature of the Land Surveyor or Professional Engineer that prepared the plat shall be on each plat sheet.
- I. A Surveyor's Certificate containing the following elements:
 1. The name of the current owner and the recordation reference of the most recent instrument in the chain of title.
 2. For subdivisions and consolidations, the recordation reference of the previous plat of subdivision or resubdivision, whichever is the case.
 3. A statement that the boundary of this subdivision, or resubdivision, is based on a current field survey (in this case it is expected and understood that the seal and signature of the Land Surveyor evidences that the boundary shown complies with the minimum field practices for such

surveys in an urban area, as set forth in the Rules and Regulations of the State Board of Architects, Professional Engineers, Land Surveyors, and Landscape Architects), or that the boundary shown is the result of compilation from deeds and/or plats of record and, if a closed boundary is shown, that the error of closure ratio is greater than, or equal to, 1:10,000.

4. The meridian which the bearings are referenced to and the method of establishment.
5. A statement that the iron pipes will be set in accordance with the Subdivision Ordinance, and Section 2-1004 of this Article. This is not required for easement plats.
6. A notarized Owner's Consent and Dedication in substantially the following form. It is meant to be comprehensive in nature and is provided in this form in order to address all the various types of plats submitted for review and approval. Therefore, the submitting Land Surveyor should extract, and use, from the language only those items relative to the plat being prepared.

This statement shall be signed and dated prior to signature approval by the person(s) with authority to bind the owner of the property so platted (title and name shall be reproduced under the signature space) and shall be duly acknowledged before an officer authorized to take the acknowledgment of deeds. Final plats shall be recorded in the land records of the City of Manassas and a copy indicating the recordation with the deed book and page numbers shall be returned to the City by the Project's Submitting Engineer for inclusion in the project records prior to issuance of any site improvement permits. It shall read:

"The platting or dedication of the following described land (here insert a sufficient and correct description of the entire parcel of land being subdivided by means of the final plat) is with the free consent and in accordance with the desire of the undersigned owner, proprietors, and trustees, if any. The undersigned hereby expressly consent(s) to the dedication to the City of Manassas City Council, in fee

simple absolute, of all areas shown on this plat for roads, streets, alleys, schools, parks and such other public uses as may be identified by specific use of name or by the general designation "For Public Use" and further consent(s) to the dedication to the said Council of any easement indicated on such plat for public rights of passage, or expressly identified for the installation of sewer, water, electric, or other utility lines, or for access thereto, or for construction easements temporary or permanent ultimately to be owned, operated, or maintained by any public authority."

- A. All resultant areas of recorded parcels, shall be platted and shown on the plats, and indicated in the area tabulation.
- B. Area tabulation indicating (where applicable) the total site area, number of new lots and/or parcels, number of recorded lots and/or parcels, residue of each recorded parcel resulting from the subdivision, new rights-of-way dedications, and vacated rights-of-way .
- C. Individual lots, each identified by a separate and sequential number and statement of dedication to the homeowners association when applicable.
- D. The existing and proposed parcel(s) Tax Map number(s) and all adjoining parcels.
- E. Subdivision, parcel, and lot boundaries with bearings and distances and/or complete curve data. Internal lots shall be geometrically related to the boundary of the subdivision, or section thereof.
- F. Parcels shall be identified by the use of sequential number. Address numbers shall not be used.
- G. Area of each lot and/or parcel shown within its boundaries.
- H. All applicable notes.
- I. Street addresses, in accordance with Section 9-820.
- J. The 100 Year flood area boundary, when applicable, including ties to property lines and corners, with bearings and distances and/or curve data with source of information.
- K. Proposed and existing easements shall be shown, and annotated with the following: type, purpose and width; bearings and distances and/or curve data

for centerlines, or limits, with ties to property lines and corners (new easements only); deed book and page references for existing easements and appropriate maintenance notes for all proposed easements, such as sight distance, utility, buffer, storm drainage, etc..

- L. Proposed and existing streets within and/or adjacent to the subdivision shall be shown, and provided with; name, designator, or deed book and page references if not City maintained (existing streets only), centerlines, bearings and distances and curve data for the rights-of-way, and each new right-of-way dedication annotated with the area and the phrase, "Hereby dedicated for public street purposes".
- M. Vacated streets and parcels shall be shown with the area vacated and those areas reverting to appropriate adjacent parcel(s).
- N. Any subdivision which has within its limits one(1) or more geodetic control monuments shall show those monuments with the following note:

"The geodetic control monument(s) (list all pertinent monuments) located on or in proximity to this site will not be disturbed. The developer assumes the responsibility for replacement of the monument(s) should any be disturbed during any development related to this project."

- O. Complete copies for all deeds referenced for existing rights-of-way and easements shall be provided.

2-509.3 STANDARDS FOR PLATS

- A. Statement of Applicability:

These standards shall apply to all plats and maps submitted for recordation in the Circuit Courts of the Commonwealth.

- B. Recording Medium:

Documents size shall be between 8½" x 11" and 18" x 24", and the scale shall be appropriate to the size of the paper. Original plats shall be inscribed on either translucent or opaque paper and shall be uniformly white, smooth in

finish, unglazed, and free of visible watermarks or background logos. Only the original or a first generation unreduced black line copy of the original plat drawing, which meets the quality inscription standards noted below and has the stamp and original signature of the preparer, shall be submitted for recordation.

C. Quality Inscription Standards:

Color of original inscription shall be black and be solid, uniform, dense, sharp, and unglazed. Signatures shall be in dark blue or black ink. Lettering shall be no less than 1/10th inch or 2.54 mm in height. Lettering and line weight shall be no less than .013 inches or .3302 mm. Letter and line spacing for control pencil drawings shall be no less than .050 inches and for ink drawings no less than .040 inches. Drawing substance must be either wet ink or control pencil but not a combination thereof. Good drafting practices shall be followed when eliminating ghost lines and when doing erasures, and all shading and screening shall be eliminated over written data. Inscriptions shall meet standards established herein, and Line Conventions and Lettering (ANSI Y14.2M-1979), Drawing Sheet Size and Format (ANSI Y14.1-1975), and Modern Drafting Techniques for Quality. Microreproduction (NMA Reference Series No.) shall be consulted for guidelines.

D. Format For Copies:

Margins shall be at least 1/4" on all sides and inscriptions are to be made on only one side of the paper. All drawings shall have centering marks on each side. Match lines or grid tics delineating 8 1/2" x 11" sections shall be inscribed on all plats larger than 8 1/2" X 11". Continuation sheets of multi-sheet drawings shall be the same size as the first sheet.

E. Recording Standards:

Recordation inscription shall be by clerk's printed certificate, stamping, typing or handwriting and shall conform to the quality inscription standards noted above.

F. Exclusion:

A first generation copy of an original plat drawing dated prior to the adoption of these standards shall be admitted to record.

Note: Where a plat is submitted as part of an instrument, these plat standards shall apply to such plat.

SECTION 2-600 EASEMENT AND REAL PROPERTY RIGHT-OF-WAY

2-601 PROCEDURES AND REGULATIONS

These procedures are applicable to all Conveyances of Real Property, Easements, the vacation of an easement, Right-Of-Way by the City of Manassas.

Whenever a subdivider or other developer proposes, or is legally required, to convey interests in real property to the City, and such conveyance is not made legally effective solely by virtue of the provisions of §15.2-2262. Requisites of Plat of the Code of Virginia pertaining to dedications effected by recordation of a subdivision plat, conveyance of such interests shall be made by appropriate deed to the Manassas City Council. All conveyances to the City, intended for ultimate use by another public entity, such as the School Board, shall be made to the City Council as grantee, and the City Council may further convey the interest as it shall deem proper. All deeds shall be approved by the City Attorney or designee, which approval shall be evidenced by appropriate signature on the face of the instrument.

2-601.1 INTENDED PURPOSE

In order to insure that the property rights dedicated to The City of Manassas may be used for the purpose intended, all conveyances of fee simple title shall be free of conditions, restrictions, and encumbrances, provided however that:

Conveyances may be made subject to all easements, rights-of-way, and other restrictions which properly appear in the lawful chain of title to the property but only if

a title report has been provided to City of Manassas, prepared at the Grantor's expense, by an attorney or title insurance company approved by the City, which identifies the nature and extent of such easements, rights-of-way, and other conveyances of title subject to any conditions, restrictions, and encumbrances which he determines adversely affect the use for which the interest in land is to be dedicated. Provided, however, that no such conveyance may be subject to any restrictive covenants applicable to other properties of the developer or subdivider, or to the subdivision within which the subject property may lie, unless express prior agreement by the City Council has been made to the contrary.

Vacation of public utility easements may be administratively approved by the Director of Public Works and Utilities when it is found that the easement as granted is no longer necessary or appropriate for providing utilities to the public.

The City Attorney shall review such title report when provided, and shall indicate to the Grantor in writing the City's acceptance or rejection of the restrictions and encumbrances in the chain of title.

The City Council maintains an express policy of preferring that all dedications of property be without any restriction on use, but where properties are conveyed in compliance with a proffered condition of a rezoning, and such proffer, as accepted by the City Council, expressly limits the use of the property conveyed, the deed may contain a reverter clause in substantially the following form:

"The property conveyed hereby is conveyed expressly for public use by agencies of the City of Manassas, the Commonwealth of Virginia, or the United States of America. In the event that the property is conveyed to other users for private purposes, it shall be lawful for the dedicator, or his/her heirs or assigns, to re-enter and repossess the property herein dedicated, in accordance with the rules of common law in Virginia."

2-601.2 CONVEYANCES

All conveyances and associated plats shall be examined by the grantor and his/her legal counsel to insure that the plat to which deed reference is made is the plat attached thereto, and that all necessary signatures and identifying marks on the two instruments are correct and that the instruments effectively accomplish the purpose for which they were prepared.

Title shall ordinarily be conveyed by general warranty deed with English covenants of title provided that special warranty deed shall be acceptable only when the Grantor shall himself have received no better title to the subject property. Such lesser title may be accepted only upon the express approval of the City Attorney.

2-601.3 SUBMISSION

All deeds and title reports required hereby shall be submitted to Development Services for review when the plans and plats are submitted for second review approval and prior to signature. A copy of the plat and deed to be recorded must be attached to the final review submission. In addition, a copy of every instrument mentioned in the deed or title report as affecting the estate which is to be conveyed to/or vacated by the City of Manassas shall also be submitted, if requested by the City Attorney as part of the review. Once the foregoing materials have been assembled and submitted to the Development Services division, they shall be forwarded to the City Attorney who shall note his/her approval or disapproval, specifically noting the reasons for disapproval, if any, of any portion of the assembly in accordance with the provisions hereof.

2-601.4 APPROVAL

Upon approval by the City Attorney, the Development Services Manager is authorized formally to accept the deed on behalf of City, by appropriate notation on the plat or deed instrument or both. The signature of the Development Services Manager is hereby expressly authorized, in the event that a deed has been approved requiring such signature, but the signature of the Development Services

Manager on an otherwise approved instrument, shall be sufficient to satisfy the requirements of this section, and to reflect formal and legal approval and acceptance by the City of Manassas of all interests conveyed.

2-601.5 RECORDATION

The Development Services Manager or designee shall be responsible for assuring the deeds and plats have been recorded in the land records at the Prince William County Judicial Center prior to final plan approval. The applicant shall submit copies of the recorded instruments to Development Services.

2-601.6 THIRD PARTY EASEMENTS

All third party easement plats must be reviewed by the Development Services Manager for conformance with the final site or subdivision plans prior to recordation. All third party easements must be executed by all parties of interest including the City Officials, prior to recordation.

Third party easements may be submitted for review at the time of second submission of the construction drawings.

All third party easements (i.e., those off-site easements conveyed to the City of Manassas on the behalf of the applicant by a third party) required to support the final plan for subdivisions and site plans must be recorded in the Land Records of Prince William County, Virginia, prior to approval and signature of the Final Official Approved Site plan (see Section 2-601.5).

2-601.7 PROPERTY LINE ADJUSTMENTS

Plats submitted for the purpose of adjusting existing property lines must conform with the City of Manassas Code, Chapter 106; Subdivisions, and may be approved administratively.

2-601.8 INVOLVEMENT OF CHURCHES AND RELIGIOUS SOCIETIES

Site plans and subdivision plans involving property owned by churches or religious societies frequently involve the dedication of portions of that property for various public uses and the conveyance of easements to the City of Manassas. The Code of Virginia contains special provisions relating to property held for religious purposes. These provisions include the requirement that property for most churches and religious societies be held by trustees on behalf of the church congregation. These trustees have mere legal title to the property with no power to manage or control the use of the land. The Code of Virginia requires an order from the Circuit Court authorizing or approving any dedication of land or other conveyance of easements, etc., to the City of Manassas. This requirement will apply to all churches or religious societies where the property is held by trustees. Some churches, however, have property held by ecclesiastical officers. In that case, the Code of Virginia would provide that the appropriate ecclesiastical officer shall have the power set forth in that section with respect to dealing with real estate. In that limited instance, an order from the Circuit Court approving the dedication of land for public purposes or the conveyance of easements to the City of Manassas will not be necessary.

SECTION 2-700 BONDING POLICY

2-701 PURPOSE

To obtain an acceptance guarantee of performance to assure the timely construction and completion of legally required site and subdivision physical improvements, in accordance with approved plans and profiles, current City standards and specifications, and City and State code requirements, a bond shall be posted for the following:

- Improvements required by the City in accordance with the Code of Virginia Sec.15.2-2241 and identified in the Zoning Ordinance, Subdivision Ordinance and DCSM.
- Improvements proffered during the rezoning application in accordance with Sec. 15.2-2299 of the Code of Virginia.

The Development Services Manager or designee shall ensure that appropriate bonds are posted prior to the release of building and site improvement permits. The Development Services Manager certifies to the City Council that the project has been built according to the approved plans and recommends that the appropriate bonds be released.

2-701.1 WAIVERS

Upon the applicant's written request, the Development Services Manager may waive elements of this bonding policy. The Manager's decision shall be final.

2-702 PERFORMANCE AGREEMENT

An agreement supported by a form of guarantee, as defined in Section 2-703, will be required on all projects. This agreement and guarantee will obligate the developer to construct legally required improvements in approved subdivisions or site plans in a timely manner and in accordance with applicable standards. Public agencies of the City of Manassas seeking site plan approval may supply a Letter of Intent to comply with the approved site plan, provided that a completion bond is secured from the contractor to perform the construction, guaranteeing that the construction will be completed in accordance with approved site plans and City requirements.

The initial Agreement shall be for 18 months, although extensions may be made in accordance with this Policy (Section 2-704).

The agreement shall be between the developer and City Council.

Any and all forms of surety shall not exceed the total of the estimated cost of construction based on City unit prices and a reasonable allowance for administrative costs, inflation and potential damage to existing roads or utilities.

2-703 FORM OF GUARANTEE

Corporate Surety Bond, Cash, or Letter of Credit, whatever its form, the bond is designed to guarantee City of Manassas a fund for completion of required improvements in the event the developer fails to discharge the obligations of his/her performance agreement. The shared obligation of all bonds is to pay the designated funds on demand.

2-703.1 CORPORATE SURETY BOND

Such bond must be furnished by an insurance company, licensed to transact fidelity and surety insurance in Virginia which will guarantee the full amount of the bond. The surety shall be satisfactory to City Council and meet or exceed AM BEST KEY RATINGS, Financial Strength rating no less than "Secure" with a "Positive" outlook as assessed by Development Services, or hold certificate of authority as an acceptable surety on Federal Bonds. Such bond will obligate the surety when notified of the principal's default to elect either to perform in its principal's stead or to pay the face amount of the bond, or any lesser amount determined by the Development Services Manager. Should the rating of the surety fall below the City of Manassas's minimum acceptable rating, the developer will be notified of the requirement of providing an acceptable substitute surety. The replacement surety is to be completed within 60 days of notification. Noncompliance may result in the initiation of default proceedings.

2-703.2 CASH

The amount determined to be bonded may be submitted to the City to be deposited with the Director of Finance of the City of Manassas. The funds may be deposited in interest-bearing accounts as approved by the Director of Finance. Interest accruing on such funds shall be rolled into a fund made available to the City of Manassas in the event of default by the developer, for application to the cost of completing required improvements; otherwise such interest shall accrue for the benefit of the developer.

2-703.3 LETTERS OF CREDIT

Letters of Credit meeting the following minimum conditions will be accepted:

The ability of the issuing institution to provide satisfactory performance guarantees shall be assessed by Development Services. One comment of this assessment will be the criteria reported in the latest publication of a Bank Insight Service, "Quarterly Ratings for Banks and Savings and Loan Associations" or by other recognized bank rating services as approved by the Development Services Manager. Standby Letters of Credit will be accepted only from issuers assigned a Quarterly Peer Group Rating of 80 to 99 in the latest issue of the publication. The City will not accept a rating of less than 91% if the current quarterly rating is in decline from the previous three (3) quarters. Issuers of Standby Letters of Credit offered in support of extension requests for Agreements that have expired, must also be assigned a Peer Group Rating of 80 to 99 in the latest issue of that publication. The City will not accept a rating of less than 91 if the last quarterly rating is in decline from the previous three (3) quarters. Notwithstanding the above, the Development Services Manager may accept a Letter of Credit issued by a non-qualifying bank, where such bank causes to be issued to the City of Manassas as beneficiary an additional Letter of Credit of equal value from a qualifying institution.

The performance agreement must expire a minimum of six (6) months prior to the expiration of the Letter of Credit. The Letter of Credit must be irrevocable during any such period and automatically renewable.

A minimum of 30 day notification period of the lending institution's election not to extend the validity of the Letter of Credit is required and must be received by certified mail by the Development Services Manager. Failure to give notice as required shall automatically extend the credit for an additional six (6) month period. (Such provision must be included in the Letter of Credit).

2-703.4 STANDARD FORMS

The Bonding Committee shall approve, and may amend from time to time, standard forms which may be used for any performance agreement and bond. No deviations shall be accepted unless approved by the City Attorney for conformity with this policy and all applicable requirements. The forms may be found in Appendix C. Development Services may request proof of signature authority from members of any LLC or from corporations that have assigned signature authority and failed to provide the Power of Attorney documentation.

2-703.5 MULTIPHASED PLAN

Multi-phased plan requires an Erosion Agreement with Bonds for the overall site. Performance Bonded Agreements would be accepted for each individual phase, as developed.

2-704 EXTENSIONS AND REBONDING OF AGREEMENTS

When a developer enters into an Agreement with the City of Manassas, it is understood that all the necessary physical improvements must be completed in the specified period of time. If all the noted improvements are not completed within this time period, and no extension has been obtained, or a replacement agreement and bond have not been submitted and approved with a new expiration date, the agreement is deemed in default.

Approximately 60 days prior to the expiration of the agreement, unless the work is completed in accordance with the agreement and approved plans, the developer may request an extension of time in accordance with the requirements of the policy.

2-704.1 OFFICIAL REQUESTS

The developer shall make a written request to the Development Services division, for an extension of the Performance Agreement's expiration date. The first request may be for a period not to exceed three (3) years. In order to receive the maximum extension, the developer must demonstrate that the extension would be in the best

interest of the City of Manassas. If subsequent extensions are required, they will be for a maximum period of one (1) year each. All requests shall be made no less than 30 working days prior to the expiration date.

2-704.2 REVIEW CRITERIA

If the developer has requested an extension or a substitute agreement and surety, the City Site Inspector will determine the following:

- A. Percent of project already completed.
- B. City's estimated cost to complete including inflation, administrative, and deterioration costs.
- C. Complaints lodged against the developer, if any.
- D. Number of homes already completed, occupied, and served by public facilities.
- E. Rate of construction activity.
- F. Developer's history in City of Manassas.
- G. The state of the economy.

After the initial extension, if no substantial construction has been initiated, further extensions may be conditioned upon submission of construction plans which conform to current standards, as well as any adjustment required in the bond amount to reflect current construction costs.

Should the developer not request an extension of the agreement, the agreement, once expired, will be considered in technical default.

2-704.3 TECHNICAL DEFAULT

Developers and/or LLCs with projects in technical default may not obtain additional plan approvals, revision approvals, new agreements and bonds and may not obtain Site Improvement Permits for new developments until the technical defaulted agreements are resolved.

2-705 BOND REDUCTIONS

Any form of guarantee subject to this policy may be periodically partially released (i.e., reduced) to an amount not less than 20% of the project's highest bond value or not less than the actual cost of completion, whichever is higher, plus permitted allowances, in accordance with the provisions of this section. Partial releases for less than 20% may be authorized by the Development Services Manager. Periodic partial releases may not occur before a completion of at least 30% of the bonded improvements including any cost adjustments necessary for redesign.

2-705.1 PERIODIC REDUCTIONS

The City shall not be required to execute more than three (3) periodic partial releases in any 12 month period, except as authorized by the Development Services Manager. No reduction shall be approved if the performance agreement is in default; however, reduction requests may be considered concurrently with extension requests. Erosion Control Bonds will not be reduced.

A developer seeking partial release of a performance bond or other form of guarantee shall submit a written bond reduction request to the Development Services Manager.

2-705.2 REQUEST REQUIREMENTS

No request shall be deemed received unless it is submitted in accordance with this section and meets the following requirements:

If an extension of the performance agreement is sought, every requirement for an extension request must be met.

The developer's request must identify the project, performance agreement, bond, completion date, and must specify the amount of reduction sought.

At the discretion of the Development Services Manager, the developer, on request, shall furnish a certificate of completion from a Professional Engineer or Land Surveyor that the work described has been performed in strict conformity with approved plans or in accordance with as-built plans submitted therewith, and that the work meets all applicable standards. Such request shall contain a detailed cost estimate of the remaining work, together with a projected timetable of completion. Current City unit cost data shall be utilized in complying with this request.

The Site Inspector shall approve or disapprove any reduction request within 30 days of receipt. If the request is disapproved, the Site Inspectors will notify the developer, in writing, of the specific reasons for disapproval, of specified defects or deficiencies in construction and suggested corrective measures. If no such action is taken within the time specified, the request shall be deemed approved and a partial release granted.

2-705.3 RELEASE PROCEDURES

A final bond release will be authorized within 30 days upon receipt of a written request to the Development Services Manager or his/her Inspection staff, provided the following criteria have been met:

- A. Acceptance of all public facilities by the State agency, local government department or agency, or other public authority which is responsible for maintaining and for operating such facility, and the completion and approval of any other bonded site related improvements.
- B. Acceptance of as-built plans.
- C. Payment by the developer of all required fees.
- D. If a final bond release is not authorized within the 30 day period, the developer shall send an additional request, by certified mail, to the Development Services Manager. Within 10 working days of the receipt of the request, the Development Services Manager shall release the bond or notify the developer of non-receipt of approval by an applicable agency. If no action is taken, the request shall be deemed approved and final release granted.

2-706 DEFAULT AND EVALUATION PROCEDURES

If the developer fails to complete the required site improvements in the period of time specified in the agreement or any approved extension, the developer is in default.

The Development Services Manager will forward a report on the project to the City Council, with the recommendation that the City Council formally declare the project to be in default, together with the Bond Committee's recommendation for a course of action in response to default. Such recommendation may include the following, in any combination:

- A. Once deemed in default by Council, the City Attorney is authorized to institute such actions deemed appropriate to enforce the provisions of this policy and applicable ordinances, the performance agreement and bond, and applicable code provisions.
- B. That demand is made of the surety on the developer's bond for payment of the funds secured thereby, for application to completion of the project, or for performance of its principal's obligations.
- C. That the City contract for completion of the project. The developer and surety will be mailed copies of the report and recommendation and advised of the opportunity to be heard on the matter at the scheduled meeting of City Council. Either developer or surety, or both, may offer proposals for completion as alternatives to that of the recommendation of the Development Services Manager. Any such proposal must be made in writing.
- D. All defaulted subdivisions or public improvements required on a Site Plan shall be scheduled for completion in chronological order of the declaration of default. Exceptions to a policy of first in, first out shall be made when the funds associated with a bond or letter of credit are collected by the City of Manassas and cover the cost to complete the bondable items, and the project is eligible for acceptance into the State system. In such cases, the project shall be inserted into the existing completion schedule as the next project to be handled by the City of Manassas and/or its contractor.

2-707 DEBARMENT OF SURETY

Any person otherwise qualified in accordance with the requirements of this policy to act as surety for any performance bond may nevertheless be disqualified from acting in such capacity on any agreement to which City Council is party, in accordance with the provisions of this section.

2-707.1 RECOMMENDATIONS

Whenever the Development Services Manager recommends to City Council that any person be disqualified from acting as a surety on any bond, City Council shall proceed as follows:

Notice of such recommendation shall be served by certified mail on such person. Such notice shall apprise such person of the grounds upon which such recommendation is made and of the time and place the matter will be taken up by City Council.

Such person may appear and be heard on the matter.

Following hearing, City Council may declare such person ineligible from acting as surety satisfactory to City Council for such period of time, not to exceed five (5) years, as it may specify; may defer its finding on such terms and conditions as it deems appropriate; or may dismiss the recommendation of the Development Services Manager.

2-707.2 NON-PERFORMANCE

Any matter tending to establish that the surety will not perform in accordance with the terms of the surety's contract commitment shall be grounds for disqualification. Specific reasons for disqualification shall include, but not be limited to:

- A. The surety commits an act of bankruptcy or reorganization or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors or consents to the appointment of a trustee or receiver, or either a trustee or

- receiver is appointed for the surety or for a substantial part of its property without its consent;
- B. The surety is presently in default of one or more bond contracts in which the City of Manassas is obligee, or having breached a bond contract in the past fails to give reasonable assurances that it will discharge its obligations under the performance bond;
 - C. The surety is in default of one or more identical or substantially similar bond agreements with any other political subdivision of the State;
 - D. Any managing or policy-making officer of surety acting in the course of his/her employment or on behalf of the surety, is convicted under State or Federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, fraud, or any offense indicating a lack of business integrity or business honesty which substantially affects the surety's responsibility/reliability as a surety for performance of duties owed to the City;
 - E. Any other cause City Council determines to be so serious and compelling as to affect responsibility as a surety, including debarment by another governmental entity.

SECTION 2-800 PERMITS AND PROCEDURES

Following the approval of final plans, permits must be obtained and applicable fees paid, prior to commencement of any construction of site improvements. All construction permits are issued by the Development Services Division.

2-801 FLOOD HAZARD USE PERMIT (IF APPLICABLE)

This permit shall be obtained prior to any other land disturbance permits.

2-802 EROSION CONTROL PERMIT

This permit will be issued for a project after the approval of the site development plans. A letter of credit in the amount of 115% of the cost of the erosion control devices shall be posted prior to commencement of installation activities. The permit shall cover the inspection of all items involved, including the installation and

maintenance of erosion and sediment control devices. All the erosion control devices must be inspected and approved by the Development Services Manager prior to the initiation of any land disturbing activity.

2-803 SITE IMPROVEMENT PERMIT

This permit shall cover the inspection of all construction items, including road improvements, parking lots, water, sewer, and storm systems, erosion and sediment control devices, but excluding building and trades permits. The installation of the erosion and sediment control devices, by the developer, shall be inspected and approved by the Development Services Manager or designee, prior to the initiation of any other land disturbing (construction) activities and the issuance of a site improvement permit. This permit is valid as long as there is a valid Performance Bond posted with City of Manassas in accordance with Section 2-700 of this Manual.

2-804 EXCAVATION PERMIT

This permit is obtained to allow the installation of all underground services and their related facilities (gas, water, cable, telephone, and sewer; and to construct entrances that are being connected to a public roadway). Prior to the issuance of the permit, the developer shall have posted a bond to ensure that any damages within the City right-of-way or dedicated easements are repaired in conformance with Section 9-5100, 10-700, and Standard Detail TS-15.0 of this Manual. If the applicant does not perform the necessary repairs, then the bond will be forfeited in its entirety. Extensions of the validity period may be requested in writing to the Development Services Division.

2-805 RIGHT OF ENTRY PERMIT

A "Right of Entry" will be granted with the issuance of an excavation permit. This permit shall be obtained to allow construction equipment to cross on City property (i.e., construction of a private pool) including rights-of-way in the State system and public easements in which the City has an ownership interest. The applicant shall secure a permit from the Development Services Manager prior to commencement of

construction. The Development Services Manager may require submission of such engineering plans or profiles as deemed appropriate to allow proper review of the application. The Development Services Manager shall issue the permit only if the review indicates that the activity proposed is consistent with the purposes for which the City holds the property and that there will be no adverse impact upon the City's interest therein. Only those activities described in the permit are authorized. Any/all damages to City property will be reconstructed as noted in Section 2-804 of this Article.

2-806 LAND DISTURBANCE PERMIT

This permit shall be obtained to ensure compliance with Section 58-68 of the City of Manassas Code and all other sections of the Manual when no other permits are required, such as a standalone Rough Grading Plan. It is required for any project prior to the approval of the site development plans and any land disturbing activity that exceeds 2,500 square feet when a site plan is not required. The applicant must submit a plan outlining proposed disturbances and erosion control practices. A house location survey, record plat, City topography map with a parcel overlay, or a non-engineered outline of the lot, correctly drawn to scale, may be used as a basis for this plan. The plan shall locate the disturbed area by offset distances to the property lines and shall depict required erosion control devices or a statement, by the owner, that appropriate erosion devices will be provided. A minimum escrow of \$1,000.00 is required unless the "Agreement in Lieu of a Plan" (refer to Appendix B for standard form) option applies and is utilized. A standard detail sheet shall be included that depicts a cost breakdown of the required devices. This escrow shall be refunded when the project has been completed or in the case where a plan is to follow bonded with the appropriate surety, an erosion control permit has been obtained, or the project has been stabilized by vegetative growth acceptable by the Development Services Manager.

2-807 VIOLATION AND STOP WORK NOTICES

Construction activity on any site shall be conducted within the limits of clearing and grading and shall be shown on plans approved by the Development Services Manager. Construction activity shall also be conducted only on those items for which a permit has been obtained. All construction shall be in strict accordance with plans approved by the Development Services Manager. Failure to obtain required permits or develop the site in accordance with approved plans will necessitate the following action:

2-807.1 POSTING OF A STOP-WORK ORDER

Notice is to be installed in a conspicuous place on the site in violation, by a representative of the agency responsible for the inspection of the improvements being made, and also forward, by certified mail, the stop work notice to the developer/owner.

2-807.2 WRITTEN NOTICE

Written notice shall be served to the owner or responsible agent from the City outlining the nature of the violation and requiring on-site activity to cease and desist immediately. A copy of this is sent to all other agencies responsible for inspection on that site. This notice will instruct all inspection agencies to revoke all permits which may have been issued, cease making any further inspection on that site, and cease processing any plans for that site if the Development Services Manager deems the violation to be of such a serious nature.

2-807.3 COURT INJUNCTION

If cooperation is not received from the owner or responsible agent and work stopped immediately upon notice, a court injunction to stop work will be sought.

2-807.4 CRIMINAL PROCEEDINGS

The Development Services Manager may, if necessary or appropriate, seek criminal process against any person who violates any provision of this Manual and the

issuance of a violation notice and correction order shall not be deemed a precondition to the issuance of a warrant or summons for such violation. In addition, the Development Services Manager may seek immediate civil relief regardless of what other action has been or will be taken.

2-808 CERTIFICATE OF USE AND OCCUPANCY

No building or addition thereto, constructed after the effective date of the Manual, and no addition to a previously constructed building shall be occupied until a Certificate of Use and Occupancy has been issued by the Building Official in accordance with VUSBC, this Manual, and the Zoning Ordinance.

No change in use of property or any structure shall be permitted until such a certificate is issued. Such Certificate of Use and Occupancy shall state that the use or structure complies with all relevant provisions of this Manual and the Zoning Ordinance and that it has been inspected by appropriate public officials and meets all requirements of applicable building codes, fire codes, and other laws, ordinances, rules and regulations governing the construction and use of structures on property.

No Certificate of Use and Occupancy shall be issued until required site improvements are installed in accordance with the approved plans and inspected and approved by the Building Official and Zoning Administrator.

Upon a request for the issuance of a Certificate of Use and Occupancy, an inspection shall be made within five (5) working days of a request. If all required site improvements have been completed, a Certificate of Use and Occupancy shall be issued by the Building Official and Zoning Administrator upon the review and acceptance of the project.

2-808.1 TEMPORARY CERTIFICATE OF USE AND OCCUPANCY

The Building Official has the authority to issue a temporary Certificate of Use and Occupancy for a specific time period where factors beyond the applicant's control

have prevented completion of required site improvements. Prior to the issuance of a temporary Certificate of Use and Occupancy, all site improvements required by this Manual and the Zoning Ordinance not installed shall be identified for completion in a timely fashion. The developer shall provide an acceptable completion date for said improvements. All safety related items (e.g., frontage improvements, ingress and egress, stormwater management facilities, street lights, public utilities, handicap parking signs, etc.) shall be completed prior to the issuance of a temporary certificate of use and occupancy. The initial bonds will not be released until the entire site is built in conformance with the approved site plans.

2-808.2 SECTIONAL CERTIFICATE

The Building Official may issue a final Certificate of Use and Occupancy for a portion of a multi-phased, section or tenant project. The Certificate of Use and Occupancy shall be issued, predicated on: 1) the Building Official's review and approval of a phased Site Development Plan, if appropriate; 2) approval of all safety related items (e.g., frontage improvements, ingress and egress, stormwater management facilities, street lights, public utilities, handicap parking signs, etc.); 3) approval of other adequate amenities as may be required to serve that portion of the project; and 4) recommendation from Zoning and Site inspections.

2-809 PRIORITY PROCESSING PROCEDURES

Occasionally, plans are submitted for projects which are associated with a particular goal of the City of Manassas or will create desirable employment opportunities in the City of Manassas, as well as enhance the City's tax base. In these instances, it is beneficial to the City of Manassas to process the plans and permits of that project expeditiously and to allow construction to occur as soon as it is practical. Projects of this nature will normally be major commercial, industrial, or office developments.

Furthermore, the government of the City of Manassas, or another public agency, will occasionally undertake construction or improvement of a facility meant to serve the general public. So that the citizens of the City of Manassas may receive the benefits

of these public facilities as soon as possible, these projects will also be processed expeditiously.

2-809.1 PRIORITY PROCESSING REQUEST

The applicant must complete and submit to the Director of Community Development a written request for priority processing. The request must be submitted at least one (1) week prior to the Plan Submission of the site plans.

2-809.2 MINIMUM CRITERIA FOR CONSIDERATION OF PRIORITY PROCESSING

While it is beneficial for projects to be processed as promptly as possible, minimum application criteria must be established so as to consider only those projects for priority processing status which have positive impact in achieving the economic development goals and objectives adopted by the City Council. Project proposals will be evaluated on the following factors, including but not limited to:

- A. Permanent employment opportunities created.
- B. Tentative construction schedule.
- C. Projected tax revenue to the City of Manassas.
- D. Public improvements proposed.
- E. Current work load.
- F. Statement of intent to submit building plans within thirty (30) days of approval.

The Director of Community Development shall review and take action on the priority processing request under the following guidelines:

- A. Consult with the Director of Public Works and Utilities and/or the Engineering Department on the request as deemed necessary.
- B. Authorize or deny priority processing by notification within five (5) days of the receipt of the request.
- C. The applicant has 15 days from the approval date to submit plans. If plans have not been submitted within 15 days, priority status will be revoked. At all submissions, the written notice of processing shall accompany the plans.

2-809.3 STATUS

Priority processing status is approved by the Director of Community Development for specific project applications. If an approved project develops into separate stages/phases, each would be judged on its own merit for priority processing status. Additionally, priority processing will not be extended to subsequent project revisions, additions, or alterations without the approval of the Director of Community Development.

2-809.4 AGENCY REVIEW TIMES

Each submission of plans will be assigned fast track review dates for all review agencies. All first submission reviews will be accomplished within five (5) business days; all subsequent submissions will be reviewed within five (5) business days, or at a team review meeting.

2-809.5 RESUBMISSION DATES

Following receipt of all agencies' review comments, within four (4) business days, a summary letter will be forwarded to the applicant and/or the Submitting Engineer, outlining plan requirements that have not been met and other comments made or issues raised. The summary letter is written after the completion of each review and the applicant has 10 business days to resubmit plans that incorporate all identified plan requirements. If the revised submission is not submitted within 10 business days of the date of the Summary Letter, the priority processing status is terminated and normal processing will take effect unless waived by the Director of Community Development.

2-809.6 BUILDING PLANS PRIORITY REVIEW

A minimum of two (2) sets of building plans, specifications, documents and trade permit applications may be submitted at the same time as the first submission review of the final site plans with the appropriate plan review fee. One additional set of construction plans and specifications is required for any application involving food

preparation and/or food processing for foods intended for human consumption. Development Services will accept up to five (5) copies of sealed plans without additional charge. Every set of building plans submitted must have wet seals.

Building plans shall include all architectural, structural, electrical, mechanical, plumbing, and gas drawings as well as a site plan. Upon receipt, they will be processed for review as follows:

- A. The application, plans and specifications will be transmitted to the appropriate City and State agencies for review within two (2) days of their receipt.
- B. Staff specified by the respective agency heads shall respond with comments back to the City generally within five (5) business days.
- C. On the sixth (6th) day, or the next closest day convenient to the applicant, a meeting shall be held with the applicant and those agencies requiring changes to the plans in order to reach a mutual understanding of code requirements.
- D. The applicant shall submit revised plans back to Development Services. If the revised submission is not submitted within 10 business days of the date of the meeting, the priority processing status is terminated and normal processing will take effect. This period may be extended by the Development Services Manager upon written request.
- E. If no further changes are required, plans will be approved as noted.
- F. Tenant layout plans will also be priority reviewed if received within six (6) months after the review of the shell plan.

SECTION 2-900 WAIVERS AND APPEALS

2-901 WAIVER PROCEDURES

When compliance with a particular site development plan requirement unduly burdens the applicant, or causes harm to an adjacent property, the applicant may request a waiver of the requirement for consideration by the City. The applicant shall examine alternative methods to attempt to comply with the intent of that requirement unless otherwise specified in this Manual.

- A. The Director of Public Works and Utilities will consider waivers on technical or engineering requirements.
- B. The Development Services Manager may grant process and time extension waivers. Items required by the Zoning Ordinance cannot be waived administratively and are issues governed by the City Board of Zoning Appeals.

2-901.1 WAIVER REQUEST PROCESS

- A. A request for a waiver of a requirement is made by the applicant to the Development Services division. The request shall include specific reference to a DCSM section. The waiver request shall include the appropriate fee.
- B. Each waiver request shall be limited to no more than one article of the DCSM, or one (1) individual request, which may involve more than one (1) article of the DCSM.
- C. When a plan requirement is identified in a summary letter to the applicant with which compliance is not possible or desirable and a waiver is requested, processing of the plan ceases until the procedures in Section 2-900 have been initiated. The request must be in writing stating what relief is requested and the reasons the request should be granted.
- D. Four (4) sets of any supportive plans, profiles, or drawings necessary to review the request must accompany the submission.
- E. The waiver request can be made and acted upon prior to the submittal or resubmittal of any subdivision or site plan or as part of the submission process.
- F. The City has five (5) business days within which to accept or reject a waiver application. If rejected, the application will be returned to the applicant with reason for the rejection outlined in writing. Upon acceptance, the waiver application will be transmitted to the appropriate agencies for review. Action on a waiver request or on an alternative method provided in lieu of strict compliance will be made within thirty (30) calendar days of acceptance. Any decision by the Director of Community Development, and /or the Director of

Public Works and Utilities on waivers is final, unless such waiver is in violation of any requirements of the City of Manassas Code, and not eligible for administrative waiver.

2-902 APPEAL TO CITY COUNCIL

Any aggrieved person may appeal any final decision of either the Director of Community Development or the Director of Public Works and Utilities regarding the interpretation or application of the DCSM. For the purpose of this section, the term “person” shall include any corporation, partnership, limited liability company, or other business entity. Any appeal must be taken within 30 days after the date of the final decision. Appeal shall be commenced by delivering a letter to the Clerk of the City Council with a copy to the Director whose decision is being contested. Such appeal letter shall contain a short statement specifying the objection to the decision and the grounds therefore, together with the filing fee established by resolution of the City Council.

All accompanying maps, plans or other documents constituting the record shall be transmitted with the appeal to the Clerk, who shall schedule the matter for a hearing no later than 60 days from receipt of the appeal letter. The filing of an appeal letter shall stay the decision being contested and the review process.

After scheduling the matter for a hearing before the City Council, the Clerk shall send a written notice to the parties. The Director may send a written recommendation to the Council in addition to appearing in person or through a designee.

The Council may reverse or affirm, wholly or partly, the final decision being appealed. The decision of the Council shall be based on the evidence presented at the hearing and shall include findings of fact and state the grounds and basis for its decision. The Clerk shall promptly transmit a notice containing the results of the decision to the affected parties and to such other parties as deemed necessary.

SECTION 2-1000 CONSTRUCTION CRITERIA

2-1001 PRECONSTRUCTION

Prior to the start of the work, the developer/owner shall conduct a preconstruction meeting with the Development Services Site Inspector. The preconstruction meeting will not take place without the approved plan and an issued Site Improvement Permit.

2-1002 STAKEOUT REQUIREMENTS

- A. The limits of clearing shall be identified by white flagging.
- B. Construction stakeout shall be performed sufficiently in advance of the construction activities to ensure compliance with the approved construction drawings.
- C. Stakes shall be placed at not more than 100-foot intervals along the centerline of public and private roads and along all pipelines on the specified offsets.
- D. All utility structures and proposed entrances, including single family detached driveways, shall also be staked.
- E. Field stakes must be clearly visible and description of purpose stated.
- F. The construction plans and field stakes shall have a corresponding reference system.

2-1003 AS-BUILT SUBMISSION REQUIREMENTS

Upon final completion, one set of a certified "as-built" plan prepared by a licensed professional engineer or licensed land surveyor registered in the State, shall be submitted for QAQC review to Development Services. QAQC review then notifies the submitter of the number of plan sets required for final as-built plan submission and the review fees required. The final as-built plan certifies that all elements of the required improvements as shown on the approved final plan, including any field changes made during the construction process, are installed. The as-built plan also shows the exact dimensions, geometry, and location of all elements of the work

completed as depicted on the approved final approved plan. The certified “as-built” plan shall include the following:

- A. Current City Coversheet.
- B. All as-built information identified in a rectangle box.
- C. Boundary of the site as shown on the approved subdivision/site construction plan or final subdivision plat of record. The as-built plan shall show at least two (2) geodetic reference points located on the site.
- D. Locations of all storm sewer and sanitary sewer. For storm and sanitary sewers, the pipe sizes, lengths, top and invert elevations, type of structure, and percent grade of pipes as computed shall also be shown.
- E. Locations, with elevations of all water system surface features including, but not limited to fire hydrants, valves, blowoffs
- F. Locations, with elevations, of all sanitary sewer system features including, but not limited to manhole tops, inverts, and cleanouts.
- G. Horizontal locations of all designed trails included on the approved subdivision/site construction plan. Vertical location of any trail which exceeds eight percent (8%) grade (whether designed or not as an eight percent (8%) grade) and shown on the approved subdivision construction plan. Elevations may be used in lieu of an as-built profile. Ponds, including detention or retention ponds, showing elevations of tops of embankments, toes of embankments, weirs, spillways, drainage structures, access easements and capacities of such ponds. Capacities shall be shown both volumetrically and topographically with sufficient elevations to calculate the capacities.
- H. Flood Plan Study; when flood plain modifications are completed, the flood plain study shall be resubmitted and shall include construction plans for as-built conditions, if applicable. This as-built package is required as per part 65.6 (C), Title 44, CFR, and will be submitted to FEMA to obtain a revision of the flood maps.
- I. Deed book and page number(s) or Instrument Number of the recordation in the land records of the City of Manassas of dedications and easements

created and recorded as reflected on the approved subdivision/site construction plan.

- J. A statement of certification by a licensed professional engineer or land surveyor registered in the State, certifying that the as-built plan conforms with the criteria listed above and represents actual conditions on the site for those items only, and bearing the engineer's or surveyor's seal, signature and Virginia registration number.
- K. Horizontal location in relationship to property lines and finished buildings height to top of roof of all buildings.
- L. Any modifications of required tree plantings and/or species: a revised tabulation.
- M. Any other field modification not referenced on a previously approved plan.
- N. On the cover sheet, a list of all prior plans related to this project by plan number and date of approval.
- O. Provide calculations demonstrating adequacy of as-built infrastructure. Provide two (2) horizontal ties or a VCS 1983 coordinate for appurtenances.

2-1004 MONUMENTS

2-1004.1 GEODETIC CONTROL MONUMENT

For subdivisions with five (5) parcels or more, or sites greater than ten (10) acres, developers are required to tie into City/NGS/Prince William County geodetic control monuments.

2-1004.2 PERMANENT MONUMENTS

- A. Permanent monuments shall be composed of concrete not less than four inches square or four inches in diameter and at least 30 inches long.
- B. The top of permanent monuments shall be set not less than one inch nor more than four inches above the finished grade at their respective locations.
- C. All required monuments shall be clearly visible.
- D. Such monuments shall be inspected and approved by the City Engineer before any improvements are accepted by the City.

2-1004.3 PROPERTY MONUMENTS

- A. All property and lot corners in subdivisions shall be monumented with iron pipes or solid iron rods not less than one-half (1/2) inch or more than one (1) inch in diameter and not less than eighteen (18) inches in length.
- B. Iron pipes shall also be placed at all angle points of the subdivision boundary and at angle points and points of curvature in the right-of-way for streets within the subdivision.
- C. Placement of these iron pipes shall take place after final grading and sodding and pipes shall be clearly identified (witness stakes with surveyor tape, etc.).
- D. The tops of all corner pins shall be set flush to one inch above the finished grade at their respective locations.
- E. These iron pipes are required for a final site inspection and prior to the release of the project's performance bond.

At least two (2) monuments at the subdivision corners shall be referenced to the VCS 1983. In this respect, subdivision plans must show the coordinate values of two (2) or more monuments so referenced. Additionally, the geodetic monument from which the coordinate reference is derived shall be referenced including its identifier and VCS 1983 coordinates.

This shall apply to all subdivisions with a number of lots greater than ten (10). It shall also apply to subdivisions with less than ten (10) lots, but greater than five (5) lots, if a geodetic control monument of second order Class II is located within one-half (1/2) mile of any exterior subdivision boundary corner or segment. Subdivisions of five (5) lots or less shall comply if the geodetic monument is within one (1) mile of any exterior subdivision boundary corner or segment.

The surveyor may be required to submit his or her computations to the Development Services division showing how coordinate values were obtained.

The surveyor is responsible for ascertaining the existence of geodetic control monuments of Second Order Class II accuracy to be utilized in his or her surveys. Assistance will be provided by Development Services to the extent of granting access to the City's records on geodetic control data. Exceptions may be granted by Development Services with written request by the developer or surveyor.

2-1005 SCHEDULE

The contractor and/or developer shall keep the City Site Inspector fully apprised of the project schedule. Written schedules for a project can be requested by the City if adequate notice for inspection is not given.

2-1006 PRO-RATA SHARE POLICY

2-1006.1 GENERAL REQUIREMENTS

In cases where no upstream improvements are performed, a developer shall pay a pro-rata share of the cost of providing downstream drainage improvements located outside the property limits of the land owned or controlled by him, but which are necessitated or required, at least in part, by the construction and improvements of his/her site. The decision on whether a pro-rata share can be paid in lieu of on-site storm water management will be made by the City.

2-1006.2 DETERMINATION

The Department of Public Works and Utilities shall study and determine the total estimated cost for each development within a given watershed at the time immediately prior to approval of the final site plan/subdivision plan.

These costs shall be computed by applying the ENGINEERING NEWS RECORD (ENG) cost index factors.

When development occurs, the pro-rata share shall be determined by the Department of Public Works and Utilities as follows:

- A. The estimated increased flow rate (CFS) of stormwater run-off for ultimate development shall be computed based on the ten-year event and shall be in conformance with the City's Comprehensive Plan.
- B. The increased flow rate volume (CFS) of stormwater runoff caused by the subject development shall be computed.
- C. The ratios of the flow rates, expressed as percentages, shall be applied to the total cost of the proposed improvement program for the subject drainage shed. The resultant shall be the pro-rata share for the development.

2-1006.3 ADMINISTRATION

The developer shall pay to the City of Manassas the pro-rata share as determined above before issuance of the site construction permit.

Payments received pursuant to this Section shall be expended only for construction or maintenance of drainage improvements in the designated watershed.

2-1007 VIRGINIA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS

The current specifications of the Virginia Department of Transportation shall govern for all materials, workmanship, reasonable limitations and construction procedures in conjunction with roadway improvements with specific standards and specifications adopted by the City of Manassas.

In cases where there are no existing standards for a particular structure, detailed scale drawings and specifications, both engineering and construction, shall be submitted with the plans.

In cases where the existing VDOT standard for a particular structure is to be modified, detailed drawings and specifications, both engineering and construction, shall be submitted with the plans.