



**PRINCE WILLIAM COUNTY**  
**Department of Development Services – Land Development Division**

**PRESUBMISSION/SKETCH PLAN CHECKLIST**  
**(Minimum Submission Requirements)**

**Plan Name:** \_\_\_\_\_

CEM Code	ADMINISTRATIVE ITEMS	YES	NO	N/A
E01	Fees in accordance with the <a href="#">LDD fee schedule</a> . A certified Prince William County Review Fee Calculation Form. [ <a href="#">Admin Procedures Manual 4.05.1(A)</a> ]			
E02	Standard Prince William County Development Control Form with all required information. If not signed by the owner a Power of Attorney must accompany this form. [ <a href="#">APM 4.05.2(A1)</a> ]			
<b>PLAN DETAILS</b>				
E03	Sheet size not to exceed 36"x48" (900 millimeters x 1,219 millimeters). More than two sheets indexed with match lines following lot lines for lots of five acres (2.02 hectares) or less in size. [ <a href="#">APM 4.05.2(B1)</a> ]			
E04	A scale of no less than 1" = 200' (metric ratio 1:2,000). [ <a href="#">APM 4.05.2(B2)</a> ]			
E05	Contour interval no greater than 5' (1.52 meters) referenced USGS Datum. [ <a href="#">APM 4.05.2(B3)</a> ]			
E06	Date of plan, north arrow match lines, and sheet numbers. [ <a href="#">APM 4.05.2(B4)</a> ]			
E07	Vicinity map, preferably at 1" = 2,000' (metric ratio 1:25,000), but not smaller than 1" = 3,000' (metric ratio 1:50,000). [ <a href="#">APM 4.05.2(B5)</a> ]			
E08	Present zoning of the project parcel(s) and all adjacent parcels, along with their present use. Provide the project name and plan number of adjacent development as assigned by Prince William County, if applicable. [ <a href="#">APM 4.05.2(B6)</a> ]			
E09	The project parcel(s) GPIN and all adjacent parcels' GPINs of GSINs. [ <a href="#">APM 4.05.2(B7)</a> ]			
E10	Total project site acreage (hectares). [ <a href="#">APM 4.05.2(B8)</a> ]			
E11	The generalized proposed pattern of lots and/or buildings (including number and size, street layout, off-street parking, recreation areas, open space, improvements to existing streets and right-of-ways, buffers, vehicles per day, and storm water management facilities. [ <a href="#">APM 4.05.2(B9)</a> ]			
E12	Existing easements, covenants, and any other restriction shown. [ <a href="#">APM 4.05.2(B10)</a> ]			
E13	Existing drainage, facilities, including major culverts, ponds, and streams. [ <a href="#">APM 4.05.2(B11)</a> ]			
E14	Location of all existing situations and buildings on site. [ <a href="#">APM 4.05.2(B12)</a> ]			
E15	Note on plan stating the following: "This plan has not been reviewed for conformance with rezoning proffers and/or special use permit conditions, if applicable. These will be reviewed with the final plan submission". [ <a href="#">APM 4.05.2(B13)</a> ]			
E16	Is project located within an existing dam inundation zone? If yes, dam inundation zone must be shown on the plan sheets and two additional plan sets shall be submitted to distribute to dam owner and Virginia DCR. [ <a href="#">DCSM 725.00 (A) and (B)</a> ]			

*I hereby certify that the stated information is included on the attached plan and/or documents.*

\_\_\_\_\_  
**Engineer/Surveyor Signature**

\_\_\_\_\_  
**Date**