

4.3 Construction Plans

4.3.1 Construction Plan Application Procedures

For projects within the Middleburg corporate limits, the applicant shall submit construction plans and application for approval of the proposed construction plans to the administrator any time after approval of the preliminary subdivision plat up to the time the final plat application is submitted, as set out below:

- A. Six (6) copies of an application form and checklist for construction plan approval shall be submitted.
- B. Six (6) copies each of the construction plans shall be submitted with the application.
- C. The applicant shall pay the required fee for filing construction plans when the application is submitted.

Review and approval of construction plans for public improvements to be conveyed to the county within the one mile subdivision jurisdiction area shall be by the appropriate county officials in accordance with applicable county regulations. Any improvements within such subdivision jurisdiction area to be conveyed to the Town of Middleburg shall also be reviewed and approved by the Town. (Amended 1/21/99)

4.3.2 Construction Plan Review Procedures

- A. The administrator shall review the application and the application shall be declared complete or incomplete within ten (10) working days from the date of submission. The applicant shall be notified in writing as to the status of the application and, if declared incomplete, shall be provided with the reasons for not accepting the application. Additional copies of the application and/or plans may be requested by the administrator for review purposes. Upon the administrator's determination that the application is complete, the construction plans shall be deemed to be officially submitted, and the date of this determination shall be deemed the filing date for these plans.
- B. The administrator shall review the complete application and construction plans of the subdivision and shall forward the plans for review to other officials or agencies, as deemed necessary by the administrator. The administrator shall report in writing corrections or additions deemed necessary by him and other officials or agencies interested in the application to the applicant.

4.3.3 Construction Plan Action

- A. The administrator shall act to approve, conditionally approve or disapprove the application and construction plans within thirty (30) working days from the date the application was deemed complete in accordance with the following:
 - (1) The administrator shall return one (1) set of approved construction plans to the subdivider within fourteen (14) days of approval.
 - (2) The administrator shall return one (1) set of conditionally approved plans to the subdivider with written conditions of approval. The subdivider shall resubmit revised plans meeting the conditions of approval within 90 days after receiving conditional approval. The administrator shall return one (1) set of approved construction plans to the subdivider within fourteen (14) days of approval.
 - (3) The administrator shall return disapproved plans to the subdivider with the reasons for the disapproval in writing.
- B. Following approval of the construction plans, the subdivider shall submit additional copies of the plans as requested by the administrator for inspection.

4.3.4 Construction Plan Submission Requirements

- A. Construction plans shall consist of construction drawings, notes and specifications for public improvements required by this Ordinance, or, in the case of subdivisions within the one mile subdivision jurisdiction area, required by the applicable Loudoun County regulations, signed and sealed by an engineer or surveyor duly licensed by the State of Virginia, substantially in accordance with the approved preliminary plat, and may include all or any part of the area covered by the approved preliminary plat. Construction plans shall be submitted with a detailed cost estimate of all required improvements and erosion control measures.
- B. Construction plans for subdivisions within the Middleburg corporate limits and/or for improvements to be dedicated to the Town shall be clearly and legibly drawn on numbered sheets 24 by 36 inches in size and shall include: (Amended 1/21/99)
 - (1) Cover sheet showing vicinity map, subdivision name, cost estimates, required signature approval blocks and index of sheets.
 - (2) General information and project tabulation, as required for preliminary plats; boundary survey with an error of closure of not less than one in ten thousand (1/10,000); existing rights-of-way, roadways and easements.

- (3) Street and utility improvement plans to consist of plan and profile drawn to the scale of not less than 1" = 50' horizontally and 1" = 5' vertically. The plan shall include the location of all existing and proposed streets, easements, lots, storm drainage, sanitary sewerage, and water distribution systems. The profiles shall show the existing and proposed street profiles and profiles of all existing and proposed sanitary sewer, water main and storm drainage improvements, including best management practices. Details of standard street sections and miscellaneous construction items, including street name signs, shall appear on the sheets, as well as any construction notes pertaining to the proposed improvements and any other information necessary to show compliance with the Middleburg Street and Parking Ordinance.
- (4) A plan for symmetrical transition at intersections with existing street and road edges.
- (5) Site identification signs, traffic control signs and signalization devices, and directional signs.
- (6) Parking tabulations, where applicable, including the number of required and provided off-street parking spaces, the size and dimensions of parking spaces, and any other information necessary to show compliance with the Middleburg Street and Parking Ordinance.
- (7) Grading and drainage plans drawn at a scale of not less than 1" = 50' showing the proposed street and lot layout, including dimensions. The existing topography shall be shown at not less than two (2) foot contour intervals; 100-year floodplain limits shall be delineated.
- (8) Water, sanitary sewer, and storm drainage calculations with a statement of the basis of design; drainage area map showing individual and cumulative drainage areas tributary to each point of concentration.
- (9) Erosion and sediment control plans, including all measures and specifications necessary to comply with the latest versions of the Virginia Erosion and Sediment Control Handbook and the Loudoun County Facilities Standards Manual.
- (10) A landscape plan showing location, number, type and size of plant materials and any other information necessary to show compliance with the requirements of the Middleburg Zoning Ordinance. (Amended 1/21/99)
- (11) Lighting plan and details.
- (12) Location of existing and proposed fire hydrants and a coverage plan for fire hydrants indicating coverage of all areas with 300-foot hose reach to the most remote edge of any proposed structure or parking facility, whichever is farthest from the hydrant.