



PRINCE WILLIAM COUNTY
Department of Development Services – Land Development Division

TELECOMMUNICATIONS FACILITIES CHECKLIST
(Minimum Submission Requirements)

Plan Name: _____

ITEM #	ADMINISTRATIVE ITEMS	YES	NO	N/A
Telecommunications plans for same day administrative approval. Plans that are proposing antenna additions, shelters no greater than 100 square feet are eligible for this type of review.				
1.	Provide a copy of the approved site plan for the existing telecommunications facility.			
2.	All revisions must be shown on the site plan sheet for that facility; plans submitted not indicating the approved conditions will not be accepted.			
3.	Submit five (5) copies of the revised site plan. Indicate on the plan the items that are being revised.			
4.	A copy of either the Planning Commission resolution or the Director of Planning's determination, if the application required a Public Facilities review.			
5.	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).			
6.	Fees in accordance with the LDD fee schedule . A certified Prince William County Review Fee Calculation Sheet should be submitted. (Fees must be provided prior to approval).			
7.	All revisions must be circled in red.			
8.	Provide a parcel GPIN number and an address on the site plan.			
9.	Provide a vicinity map of the site location.			
10.	Size of the unmanned equipment shelters. (Can not exceed 100 square feet with an administrative review).			
11.	Height of the unmanned equipment shelters. (Can not exceed 12 feet).			
Telecommunications plans for minor site plan review. Plans proposing a new telecommunications facility and revisions to existing facilities that do not qualify for an administrative review.				
12.	Fees in accordance with the LDD fee schedule . A certified Prince William County Review Fee Calculation Form should be submitted. (Fees must be provided prior to approval).			
13.	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).			
14.	A copy of the stamped approved Special Use Permit Conditions and Analysis, if applicable.			
15.	A copy of either the Planning Commission resolution, or the Director of Planning's determination of conformity, if the application required a Public Facilities review.			
16.	A Concurrent Processing Form, if application is the subject of a waiver request of special use permit application at the time of submittal.			

17.	Copies of any approved waivers (stormwater management, if not existing).			
18.	A copy of the PWC standard Unit Price List (for erosion control items only).			
19.	All revisions must be circled in red. A related revision block also circled in red, must be shown on all applicable site plan sheets for that facility, plans submitted not indicating the approved conditions will not be accepted.			
PLAN DETAILS				
20.	Sheet size not to exceed 24"x36". More than two (2) sheets indexed with match lines.			
21.	A scale of no less than 1" = 30' displayed on all plan sheets, (include graphic scale).			
22.	Contour interval no greater than 2'.			
23.	Date of plan, north arrow, and sheet numbers.			
24.	Vicinity map 1" = 2,000'.			
25.	The seal and signature of the design professional engineer, land surveyor or architect on each plan sheet.			
26.	Present zoning of the project parcel(s) and all adjacent parcels, along with their present use.			
27.	The project parcel(s) GPINs and all adjacent parcel(s) GPINs.			
28.	Total project site acreage (hectares).			
29.	Street right-of-way, including names, recordation deed book and page references, or route numbers, and widths.			
30.	All entrances labeled to proper VDOT or Prince William County standards.			
31.	A subdivision/easement plat, if applicable.			
32.	Vertical and horizontal sight distances verified at the entrance to the site.			
33.	Existing and proposed buildings and structures, including use, height, and square footage (square meters).			
34.	Final grading plan.			
35.	Limits of clearing and grading marked and clearly labeled.			
36.	Erosion and sediment control devices, their design and locations.			
37.	A minimum 15 foot peripheral landscape area which means Type A buffer standards in accordance with Section 802.12 of the DCSM.			
38.	A cost estimate for landscaping.			
39.	Two standard off-street parking spaces.			
40.	Resource protection areas shown as per the Chesapeake Bay Overlay District maps, if applicable.			

41.	The following note added, if applicable: “This lot is being created solely for establishing a use of a public nature, as provided in the zoning ordinance of Prince William County, and can not be used for any other purpose. If such use of this lot shall cease, no further use of the lot may be made until such time as all the requirements of the zoning ordinance are met, whether by aggregation with other properties, or otherwise”.			
42.	A copy of the lease agreement with the property owner has been submitted.			
43.	Provide an Erosion & Sediment Control Checklist.			
44.	Size of the unmanned equipment shelters. (Can not exceed 360 square feet).			
45.	Height of the unmanned equipment shelters. (Can not exceed 12 feet).			
46.	A perennial flow determination may be required; if necessary it must be approved prior to plan submittal.			
47.	Either provide or indicate an access easement (if applicable), to the site. Provide instrument numbers for any existing easement.			

Refer to Prince William County Zoning Ordinance Section 240 and the [Prince William County Administrative Procedures Manual](#).

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

Engineer/Surveyor Signature

Date

Attachments/Hyperlinks:

- Land Development Division Fee Schedule
{ <http://www.pwcgov.org/LDDFeeSchedule> }
- Design and Construction Standards Manual (DCSM)
{ <http://www.pwcgov.org/DCSM> }
- Administrative Procedures Manual
{ <http://www.pwcgov.org/APM> }