SITE AND LANDSCAPE

**DESIGN REVIEW CHECKLIST**

**☑Reviewers should -** Use Checklists when reviewing any type of VA construction project for the following disciplines:

* Architectural,
* Boiler Safety Devices – Operation Checklist,
* Electrical,
* Heating, Ventilating, and Air Conditioning (HVAC),
* Incineration/Solid Waste,
* Plumbing, Fire Protection, and Sanitary,
* Site and Landscape,
* Steam Distribution,
* Steam Generation, and
* Structural.

**☑Reviewers should -** Ensure that DESIGN REVIEW Submission Instructions
(PG-18-15) for Schematic, Design Development, and Construction Documents are followed for various types of VA construction projects.

**☑Reviewers should -** Ensure that every VA construction project is in compliance with all life safety issues.

**☑Reviewers should -** Be aware that these checklists are not all-inclusive but only provide minimum review items.

**SITE AND LANDSCAPE**

**DESIGN REVIEW CHECKLIST**

**TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROJECT NO.**

**LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

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**ORGANIZATION**

**GENERAL INFORMATION FOR REVIEWERS**

The reviewer should be thoroughly familiar with the following VA standards before conducting a design review. These are available on the CFM Internet Web site: <https://www.cfm.va.gov/til>

| ITEM | DESCRIPTION |
| --- | --- |
| **1.** | **MASTER CONSTRUCTION SPECIFICATIONS (PG-18-1)** |
| **2.** | **DESIGN AND CONSTRUCTION PROCEDURES (PG-18-3)**  |
| **3.** | **STANDARD DETAILS (PG-18-4) AND CAD STANDARDS** |
| **4.** | **DESIGN MANUALS (PG-18-10)** |
| **5.** | **DESIGN GUIDES (PG-18-12)**  |
| **6.** | **BARRIER FREE DESIGN STANDARD (PG-18-13)** |
| **7.** | **MINIMUM REQUIREMENTS FOR DESIGN REVIEW SUBMISSIONS (PG-18-15)** |
| **8.** | **ENVIRONMENTAL PLANNING GUIDANCE (PG-18-17)** |
| **9.** | **CULTURAL RESOURCE MANAGEMENT DIRECTIVE (D-7545)** |
| **10.** | **CULTURAL RESOURCE MANAGEMENT PROCEDURES (H-7545)** |
| **11.** | **DESIGN ALERTS**  |

**SITE AND LANDSCAPE REVIEW**

**DESIGN REVIEW CHECKLIST**

**TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROJECT NO.**

**LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

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**SCHEMATIC 1**

| NO. | SCHEMATIC 1 – SITE AND LANDSCAPE ITEM | COMMENTS/YES/NO/NA |
| --- | --- | --- |
| 1 | COMPLIANCE WITH DESIGN REVIEW SUBMISSION INSTRUCTIONS (PG-18-15) |  |
| 2 | ANALYSIS OF THE SITE (Narrative and graphic format) - Does analysis show relation to: |  |
|  | a. Adjacent facilities and surrounding community |  |
|  | b. Mass transit routes |  |
|  | c. Utilities (water, sewer, gas, telephone, electric, fire alarm) |  |
|  | d. On and off site restrictions |  |
|  | e. Zoning ordinances |  |
|  | f. Easements |  |
|  | g. Aircraft flight patterns |  |
|  | h. Fire access |  |
|  | i. Flood plains and wetlands |  |
|  | j. Soil conditions |  |
|  | k. Access roads and surrounding roadway improvements |  |
|  | l. Any historic, architectural, archaeological, and/or cultural aspects of the site and its surroundings identified in environmental or historic preservation studies, documents, or agreements  |  |
|  | m. Accessibility for existing structures |  |
|  | n. Hazardous waste data |  |
| 3 | CIRCULATION STUDY - Do drawings show: |  |
|  | Ingress/egress by pedestrians, cars, trucks, emergency vehicles, and mass transit traffic |  |
| 4 | PHASING ANALYSIS/PLAN - Do drawing show impacts of project construction on: |  |
|  | a. Hospital routine |  |
|  | b. Ingress/egress of pedestrian and traffic flows |  |
|  | c. Transportation and storage of construction material |  |
|  | d. Mitigation of air and noise pollution |  |
|  | e. Sequencing of new conflicts |  |
|  | f. Areas of future construction |  |
| 5 | CONTACT WITH LOCAL AND OTHER JURISDICTIONS |  |
|  | a. Off-site roads |  |
|  | b. Off-site utilities |  |
|  | c. Design reflects any commitments made per the National Environmental Policy Act (NEPA) or agreements reached per Section 106 of the National Historic Preservation Act (NHPA). |  |
|  | d. Design reflects resolution of any identified local planning, historic preservation, neighborhood, traffic or community issues |  |
| 6 | DEVELOPMENT CONCEPT - Do drawings show: |  |
|  | a. Proposed buildings and structures (coordinate with Architectural) |  |
|  | b. Equipment at grade (coordinate with other disciplines) |  |
|  | c. Site preparation |  |
|  | d. Demolition |  |
|  | e. Future expansion (coordinate with Architectural) |  |
|  | f. First floor elevations of proposed structures (coordinate with Architectural) |  |
|  | g. Critical spot elevations |  |
|  | h. Any structures, spaces, areas, or landscape elements identified for preservation or special treatment per NEPA or NHPA |  |
| 7 | ACQUIRE TOPOGRAPHIC, UTILITY, AND LANDSCAPE SURVEY |  |
| 8 | SOILS INVESTIGATION |  |
| 9 | Compliance with VA CAD and BIM Standards  |  |

**SITE AND LANDSCAPE REVIEW**

**DESIGN REVIEW CHECKLIST**

**TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROJECT NO.**

**LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

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**SCHEMATIC 2**

|  |  |  |
| --- | --- | --- |
| NO. | SCHEMATIC 2 – SITE AND LANDSCAPE ITEM | COMMENTS/YES/NO/NA |
| 1 | COMPLIANCE WITH DESIGN REVIEW SUBMISSION INSTRUCTIONS (PG-18-15) - Have the comments from the previous review been addressed and corrected? |  |
| 2 | UPDATE NARRATIVE CONCERNING PROJECT DEVELOPMENT |  |
| 3 | UPDATE PHASING PLAN |  |
| 4 | TOPOGRAPHIC, UTILITY, AND LANDSCAPE SURVEY - Include Benchmark, Datum Reference, Property lines, Adjoining Streets |  |
| 5 | STAKING/LAYOUT PLAN - Do drawings show: |  |
|  | a. Proposed building and structures (coordinate with Architectural) |  |
|  | b. Proposed roads and parking |  |
|  | c. Entrances and exits (coordinate with other disciplines) |  |
|  | d. Mechanical and electrical equipment on grade (coordinate with other disciplines) |  |
|  | e. Demolition |  |
|  | f. Boundary line, if required |  |
| 6 | GRADING PLAN - Do drawings show: |  |
|  | a. First floor elevations for buildings and on grade equipment (coordinate with other disciplines) |  |
|  | b. Spot elevations at structure corners, entrances, exits, intersections (coordinate with other disciplines) |  |
|  | c. Proposed grading |  |
| 7 | EROSION CONTROL AND DRAINAGE |  |
| 8 | STAGING AREA - Do drawings show: |  |
|  | a. Construction access and parking |  |
|  | b. Stockpile areas for earth and materials |  |
| 9 | LANDSCAPE PLAN - Do drawings show: |  |
|  | a. Plant groupings |  |
|  | b. List of proposed plant material |  |
| 10 | Compliance with VA CAD and BIM Standards  |  |

**SITE**

**DESIGN REVIEW CHECKLIST**

**TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROJECT NO.**

**LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

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**DESIGN DEVELOPMENT**

| NO. | SITE – DESIGN DEVELOPMENT ITEM | COMMENTS/YES/NO/NA |
| --- | --- | --- |
| 1 | COMPLIANCE WITH DESIGN REVIEW SUBMISSION INSTRUCTIONS (PG-18-15) - Have the comments from the previous review been addressed and corrected? |  |
| 2 | TITLE BLOCK, SCALE, NORTH ARROW, LEGEND |  |
| 3 | TOPOGRAPHIC, UTILITY, AND LANDSCAPE SURVEY - Update and expand if necessary |  |
| 4 | DEMOLITION PLAN - Do drawings show: |  |
|  | a. Buildings to be removed |  |
|  | b. Paving to be removed |  |
|  | c. Trees & shrubs to be removed |  |
|  | d. Utilities to be removed |  |
| k | STAGING AREA AND CONSTRUCTION FENCE - Do drawings show: |  |
|  | a. Construction fence |  |
|  | b. Stockpile areas |  |
|  | c. Construction sign |  |
|  | d. Safety sign |  |
| 6 | STAKING/LAYOUT PLAN - Do drawings show: |  |
|  | a. Location of buildings and structures (coordinate with Architectural) |  |
|  | b. Location of: |  |
|  | (1) Roads |  |
|  | (2) Curb and gutters |  |
|  | (3) Parking areas |  |
|  | (4) Service areas |  |
|  | (5) Walks |  |
|  | (6) Courtyards, plazas, entryways, etc. |  |
|  | (7) Brick paving |  |
|  | c. Location of inlets (coordinate with Sanitary) |  |
|  | d. Fencing for security |  |
|  | e. Accessibility requirements |  |
|  | (1) Accessible parking and van spaces |  |
|  | (2) Accessible curb ramps |  |
|  | (3) Accessible ramps (exterior) |  |
|  | f. Mechanical equipment pads (coordinate with Mechanical) |  |
|  | g. Electrical equipment pads (coordinate with Electrical) |  |
|  | h. Expansion, contraction, and construction joint locations |  |
|  | i. Construction limits |  |
|  | j. Underground utilities (coordinate with other disciplines) |  |
|  | (1) Power |  |
|  | (2) Telephone |  |
|  | (3) Water  |  |
|  | (4) Gas |  |
|  | (5) Sewer |  |
|  | (6) Storm Drainage |  |
|  | (7) Fuel tanks/O2 tanks |  |
|  | k. Light poles and fire hydrants (coordinate with other disciplines) |  |
| 7 | GRADING PLAN - Do drawings show: |  |
|  | a. First floor building elevations (coordinate with Architectural) |  |
|  | b. Spot elevations at structure corners, entrances, exits, platforms and other critical areas (coordinate with Architectural) |  |
|  | c. Elevations of equipment at grade (coordinate with other disciplines) |  |
|  | d. Contour lines  |  |
|  | (1) Existing |  |
|  | (2) New |  |
|  | e. Storm drainage inlet elevations (coordinate with Sanitary) |  |
|  | f. Existing grades |  |
|  | g. Grading limits |  |
| 8 | ROCK EXCAVATION (Quantity) |  |
| 9 | Compliance with VA National CAD Standard Application Guide and applicable National CAD Standard modules. |  |
| 10 | ROAD PROFILES AND ALIGNMENT - Do drawings show: |  |
|  | a. Horizontal alignment |  |
|  | b. Vertical alignment |  |
|  | c. All traversed utilities |  |
| 11 | SIGNAGE PLAN |  |
| 12 | SIGNAGE DETAILS |  |
| 13 | CONSTRUCTION DETAILS |  |
| 14 | NOTES |  |
| 15 | ROCK EXCAVATION (Quantity) |  |
| 16 | EROSION CONTROL AND SEDIMENT CONTROL, POLLUTION PREVENTION PLAN |  |
| 17 | COMPLIANCE WITH ENVIRONMENTAL ASSESSMENT |  |
| 18 | Compliance with terms of any Record of Decision (ROD) or Finding of No Significant Impact (FONSI) under NEPA |  |
| 19 | Compliance with terms of any historic preservation commitments or agreements |  |
| 20 | SAMPLE SPECIFICATIONS |  |

**LANDSCAPE**

**DESIGN REVIEW CHECKLIST**

**TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROJECT NO.**

**LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

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**DESIGN DEVELOPMENT**

| NO. | LANDSCAPE – DESIGN DEVELOPMENT ITEM | COMMENTS/YES/NO/NA |
| --- | --- | --- |
| 1 | EROSION CONTROL AND SEDIMENT CONTROL, POLLUTION PREVENTION PLAN |  |
| 2 | COMPLIANCE WITH ENVIRONMENTAL ASSESSMENT |  |
|  | 1. Compliance with terms of any Record of Decision (ROD) or Finding of No Significant Impact (FONSI) under NEPA.
 |  |
|  | 1. Compliance with terms of any historic preservation commitments or agreements.
 |  |
| 3 | PLANTING PLAN - Do drawings show: |  |
|  | a. Composition of: |  |
|  | (1) Trees |  |
|  | (2) Shrubs |  |
|  | (3) Ground cover |  |
|  | (4) Lawns |  |
|  | b. Quantities |  |
|  | c. Spacing |  |
|  | d. Plant list |  |
|  | e. Keying |  |
|  | f. Edging |  |
|  | g. Seeding and sprinkling limits (coordinate with Sanitary) |  |
| 4 | TITLE BLOCK, SCALE, NORTH ARROW, LEGEND |  |
| 5 | PLANTING DETAILS |  |
| 6 | LARGE SCALE PLANS OF SPECIALTY AREAS |  |
|  | a. Courtyards, patios, etc. |  |
|  | b. Entrances areas |  |
|  | c. Paving joint patterns |  |
| 7 | LANDSCAPE DETAILS |  |
|  | a. Brick paving |  |
|  | b. Benches |  |
|  | c. Planters |  |
|  | d. Water features |  |
| 8 | PLANTING LIST |  |
|  | a. Common name  |  |
|  | b. Genus and species |  |
|  | c. Size/caliper |  |
|  | d. Special comments |  |
| 9 | NOTES |  |
| 10 | SAMPLE SPECIFICATIONS |  |
| 11 | Compliance with VA CAD and BIM Standards  |  |

**SITE AND LANDSCAPE**

**DESIGN REVIEW CHECKLIST**

**TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PROJECT NO.**

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**CONSTRUCTION DOCUMENTS**

| NO. | SITE AND LANDSCAPE – CONSTRUCTION DOCUMENTS ITEM | COMMENTS/YES/NO/NA |
| --- | --- | --- |
| 1 | COMPLIANCE WITH DESIGN REVIEW SUBMISSION INSTRUCTIONS (PG-18-15) |  |
|  | a. Have the comments from the previous review been addressed and corrected? |  |
|  | b. Have the approved DD2 drawing been expanded to the level of detail necessary for construction? |  |
|  | c. Have all the documents been coordinated with other disciplines? |  |
| 2 | SITE DEVELOPMENT SPECIFICATIONS |  |
| 3 | LANDSCAPE SPECIFICATIONS |  |
| 4 | ENVIRONMENTAL AND/OR HISTORIC PRESERVATION SPECIFICATIONS |  |
| 5 | Compliance with VA CAD and BIM Standards  |  |