

Department of Planning
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PRELIMINARY SITE PLAN APPLICATION INSTRUCTIONS

PURPOSE

A preliminary plan is required for multi-family residential development or other developments where preliminary plan review is required by proffer or stipulation. All other site plans do not require preliminary review and final construction plans may be submitted directly to the Department of Development and Permits. Architectural Plan review is required for properties located in the Transportation Corridor Overlay District (TCOD), all Planned Unit Developments, and other sites subject to architectural review stipulations or proffers. If in doubt, the Planning Department should be consulted to determine if a preliminary site plan and/or architectural review will be required.

REVIEW PROCESS

The deadline for submitting a preliminary site plan is the first Monday on or after the 15th day of the month. If the deadline falls on a weekend or City holiday, the deadline is the next City business day. All applications are to be submitted to the Planning Department prior to 5:00 P.M.

The Planning Department will review the application and site plan for completeness in accordance with §18-201 of the Chesapeake Zoning Ordinance. If the application or site plans are found to be incomplete, the Planning Department will return the application, plans, and filing fee to the applicant or agent with a description of the manner and areas in which the application is incomplete. **The filing fee of residential site plans is \$715.00 plus \$20.00 per unit (\$320.00 application fee + \$395.00 E-911 Mapping Fee) and for non-residential site plans \$765.00 plus \$60.00 per acre (\$370.00 application fee + \$395.00 E-911 Mapping Fee). When applicable, the Environmental Site Assessment Phase I supplemental review fee is \$1,600.00. Should a phase II be required, an additional review fee of \$2,300.00 shall be paid.**

REVIEW PROCESS (continued)

Once the application and plan have been determined to be complete, the Planning Department distributes the application and site plan to various City departments for review. The departments review the preliminary plan for conformance with the City's development ordinances and standards. Development review departments include Development and Permits, Public Utilities, Police, School Administration, Economic Development, Fire, Inspections, Zoning, Parks & Recreation and Planning. If an environmental site assessment is required, said assessment will be forwarded to a city sponsored third-party consultant for review.

The applicant will be required to post the property with a sign, prepared by the Planning Department, giving **NOTICE OF PRELIMINARY SITE PLAN**. Such posting must be in accordance with the instructions set out by the Planning Department and must be posted by the applicant by the end of the first day of business of the following month. Applicants are encouraged to take pictures of the signs after posting and provide them to the Planning Department as proof that the signs were properly posted. Improper posting will delay processing of application. The applicant will be contacted by the Planning Department when the signs are available for posting. The applicant is responsible for the sign fee. (\$25.00 for the first sign, \$20.00 for each additional sign, as required).

After the plans are reviewed by other departments, the Planning Department will conduct an applicant conference between the applicant and review departments to discuss draft comments with the applicant. **THE APPLICANT'S ATTENDANCE AT THIS MEETING IS MANDATORY.** The mandatory applicant conference will take place the third Wednesday of the month at 9:30 AM in the Planning Department conference room.

Final comments will be submitted to the Planning Department. The Planning Department will compile departmental comments into a letter and will approve, approve with stipulations to ensure compliance with City codes and standards, or deny the application. If the application is denied, the applicant can either resubmit a plan that addresses the reasons for denial or may appeal the application to the Planning Commission.

Upon approval, a final site plan, which shows construction details, must be submitted to the Department of Development and Permits. If the final site plan varies considerably from the preliminary site plan approved by the Planning Department, a second review by the Planning Department will be required.

In some cases, one of the review departments may require a revised preliminary site plan. In these cases, the applicant will be informed of the requirement and the application will be deemed incomplete. The revised plan shall be submitted in accordance with the process outlined above. There is no filing fee for resubmittals.

APPEALS PROCESS

The deadline for submitting an appealed preliminary site plan application is the Monday prior to the second Wednesday of the month. If the deadline falls on a City holiday, the deadline is the next City business day. All applications are to be submitted to the Planning Department prior to 5 P.M.

The Planning Department will review the application and site plan for completeness, in accordance with §18-201 of the Chesapeake Zoning Ordinance. If the application or site plans are found to be incomplete, the Planning Department will return the application, plans, and filing fee to the applicant with a description of the manner and areas in which the application is incomplete.

Once the application and plan have been determined to be complete, the Planning Department in accordance with the preliminary sit plan application review process.

After receiving comments from the other departments, the Planning Department will contact the applicant and relay the departmental comments. A revised plan or application, if required, will be requested at this time.

The Planning Department will prepare the advertisement .

APPLICATIONS THAT DO NOT MEET MINIMUM APPLICATION REQUIREMENTS AS SPECIFIED IN THE CHESAPEAKE CITY CODE WILL NOT BE ADVERTISED.

The Planning Department will compile departmental comments, the applicant's response to the comments, and will provide a recommendation for approval, approval with stipulations to ensure compliance with City codes and standards, or denial of the application in a staff report.

The Planning Department will forward a copy of the application, site plan, any additional information which will assist the Planning Commission, and a staff report to each Planning Commission member. A copy of the staff report will be provided to the applicant. All staff reports are available for review in the Planning Department and Public Libraries.

The Planning Commission will hold a public hearing the second Wednesday of the month after the application has been deemed complete by the Planning Department. The public hearing is open to all citizens. The applicant must attend the Planning Commission public hearing. Failure of the applicant to attend the Planning Commission public hearing will automatically require the application to be continued to a future Planning Commission hearing date.

At the public hearing, the Planning Commission will hear proponents and opponents of the application, as well as staff comments and recommendations. The Commission will consider all information and take one of the following actions: approve the site plan as presented; approve with stipulations; or disapprove the site plan request.

If approved, a final site plan, which shows construction details, must be submitted to the Department of Development and Permits. If the final site plan varies considerably from the preliminary site plan approved by the Planning Commission, a second review by the Planning Commission will be required.

PRELIMINARY SITE PLAN REQUIREMENTS

Per Section 18-201 et seq., the following information shall be included on all preliminary site plans submitted for review by the Planning Department, Planning Commission, and/or City Council. Compliance with these instructions will ensure that the application is deemed complete for processing. Failure to meet these requirements will render the application incomplete and will result in the Planning Department returning the application.

Include a drainage impact assessment listing the potential drainage impact issues arising from the development. Submit a conceptual drainage assessment, for Department of Development and Permits review, to address how you will ensure that this development will not create detrimental drainage impacts on the proposed site, surrounding upstream and downstream properties.

STANDARDS FOR DIMENSION AND SCALE:

1. Except as otherwise provided for in paragraph (2) below, the preliminary site plan shall be dimensioned to the following standards for accuracy:
 - a. Boundary, setback and zoning lines: one foot per one thousand (1:1,000) feet;
 - b. Existing structures, utilities and other topographic features: within five (5) feet;
 - c. Proposed structures, roads, parking lots and other improvements: within five (5) feet.
2. Different dimensions may be required for properties located within an Overlay District, under the separate standards for development of property within such District. See Article 12 of the Chesapeake Zoning Ordinance for Overlay District regulations.
3. Plans shall be no wider than 24".
4. Twenty (20) preliminary site plans, drawn to scale not less than 1" = 50'. This site plan shall include a vicinity map. **All site plans shall be folded to a size not larger than 9" x 14" with the site plan facing out.** If a revision is submitted, please include the Planning Department application number in the title block. An additional fifteen (15) copies is required if the plan will be heard by the Planning Commission.
5. Two (2) copies of the site plan reduced to 11" x 17" paper.
6. Two (2) copies of the site plan reduced to 8½" x 11" paper.
7. Original plus one (1) copy of the tax map parcel on 8½" x 11" paper with the parcel(s) hatched or boldly outlined. *This information may be obtained in the Real Estate Assessors Office or the Planning Department.*

PRELIMINARY SITE PLAN REQUIREMENTS (continued)

REQUIRED CONTENTS:

1. The name of project, property owners, surveyor or engineer, date of drawing or revision, number of sheets, north point and scale in the lower right-hand corner. If a revision is submitted, please include the Planning Department application number in the title block.
2. The zoning classification and present use of the subject property and all adjacent properties.
3. Proposed location of storm water detention/retention areas, and mitigation areas.
4. A representation of the proposed use, with location and dimensions of all existing and proposed improvements, including: buildings (maximum footprint and height) and other structures; sidewalks; pedestrian walkways; fences; walls; trash containers; outdoor storage and display areas; shopping cart collection and storage areas; outdoor vendors/vending machines; outdoor lighting; landscaped areas and open space; recreational areas and facilities; parking lots and other paved areas; loading and service areas together with the proposed paving material types for all walks, parking lots and entrances; and signs.
5. Written schedules or data as necessary to demonstrate that the site can accommodate the proposed use, including
 - a. Proposed uses and maximum acreage occupied by each use
 - b. For residential developments, maximum number of dwelling units by type and gross residential density;
 - c. Percent and acreage of useable recreation areas, and percent and acreage of open space;
 - d. For commercial and industrial developments, maximum square footage for commercial and industrial uses, maximum number of employees, and maximum lot coverage;
 - e. Maximum height of all structures;
 - f. Schedule of parking including the amount required and amount provided;
 - g. Maximum amount of impervious cover on the site.
6. Proposed right-of-way widths of streets adjacent to the property, and all right-of-way widths identified in the City's Master Road and Highway Plan as running through the property.

PRELIMINARY SITE PLAN REQUIREMENTS (continued)

7. Location of existing and proposed utilities and utility easements.
8. All areas intended to be dedicated or reserved for public use.
9. Where the property abuts any natural or artificial body of water, display the name of each body of water, the mean high and low water lines, bulkhead and pier head lines where officially established, and where applicable, to the location of tidal wetlands.
10. Existing structures and roads, including roadway entrances, located within twenty-five (25) feet of the property line of the site.
11. If a phased development is planned, phase lines and proposed timing of development.
12. A vicinity map showing the site in reference to adjoining streets, subdivisions and landmarks. This may be included on the site plan.
13. A north arrow establishing geographic direction.
14. Additional information as may be required as a result of the property being located within a Special Overlay District, as described in Article 12 of this Ordinance.
15. Where a development does not include the entire parcel on which the development is located, the preliminary site plan shall provide a conceptual rendering of how the remaining portion of the parcel is to be used, including planned internal circulation and access to streets and other properties.
16. Additional information, as the reviewing departments deem necessary, to provide sufficient information for the staff and/or the Commission to adequately review a preliminary site plan.

OTHER REQUIRED SUBMITTALS WITH PRELIMINARY SITE PLAN:

17. **A site analysis**, prepared by a landscape designer or a narrative, which depicts the natural features present in the site, including but not limited to:
 - existing trees, general size and location of trees greater than 18" in diameter that fall within the proposed building footprint;
 - water courses;
 - topography;
 - rare or endangered plant material.
 - See the Section 19-601(B) of the Chesapeake Zoning Ordinance and the Chesapeake Landscape Specifications Manual.

PRELIMINARY SITE PLAN REQUIREMENTS (continued)

18. **A drainage impact assessment**, listing potential drainage impact issues arising from the development. Submit a conceptual drainage assessment, for Department of Development and Permits review, to address how you will ensure that this development will not create detrimental drainage impacts on the proposed site, surrounding upstream and downstream properties.
19. Where special soil or water conditions are deemed by the Department of Development and Permits to be of a nature that could affect the area and contour of developable land, or where the site is known or believed to have been subject to dumping activities, or to have been the location of a land fill, a junk yard, or a storage area for any fuels or hazardous materials, **a soil report** prepared by or under the direction of a professional engineer, experienced in soil and foundation engineering, shall be required.
20. **A survey**, certified by a registered land surveyor, showing property boundary lines, dimensions, easements, floodplain, existing and proposed topography, existing right-of-way widths on adjacent roads, and existing intersections located within five-hundred (500) feet of the property. *NOTE:* This information may be shown on the preliminary site plan in lieu of a separate document.
21. If there are any features of the development proposed to be held in common ownership by persons residing in or owning lots in the development and are not to be dedicated to and accepted by the City or other public entity, submit a detailed plan for the construction, establishment and perpetual maintenance of all such common open space and common improvements. See Section 13-1800 et seq of the Zoning Ordinance for further instructions.
22. An environmental site assessment for site plans that involve land disturbance for residential, assembly, daycare, group home, recreation, school, library or similar land use. See *page 8*.
23. If new streets are proposed, two (2) copies of the **Street Name Reservation Form** that is pre-approved by the Address Coordinator.
24. If new streets are proposed, two (2) copies of an **address plan**. The address plan shall show the following: all existing and proposed streets and right-of-way on the site without regard to phasing, existing and proposed street names, and the proposed building layout. The address plan is to be drawn at a scale of one inch per 200 feet. **The address plan shall be folded to a size not larger than 9" x 14"**. *Please fold with the address plan facing out.*

ENVIRONMENTAL SITE ASSESSMENT

A *Phase I* environmental site assessment shall be required as part of the application for any rezoning, conditional use permit, preliminary site plan, final site plan or miscellaneous plan that involves land disturbance for residential, assembly, day care, group home, recreation, school, library or similar use where exposure to contaminated soil or water would pose a threat to the public health, safety and welfare. The *Phase I* environmental site assessment shall meet the criteria in the Chesapeake Public Facilities Manual. Where deemed necessary by the Department of Development and Permits, the application shall also include a *Phase II* environmental site assessment prepared in accordance with the specifications in the Chesapeake Public Facilities Manual. The Phase I and Phase II reports shall contain recommendations to address any and all adverse environmental conditions of the property, including with limitation, contamination of the soil, surface water or groundwater.

The Department of Development and Permits, and in cases where the real property is intended for school use, the Chesapeake School Board or designee, shall review all soil tests and environmental site assessments submitted as part of a rezoning application prior to presentation to the Planning Commission to determine the sufficiency of same based on relevant criteria such as the location, number and depth of soil borings and water samples taken.

Where adverse environmental conditions are known or discovered to exist, the applicant shall provide adequate written assurances to the City that such conditions shall be remediated, removed, or contained in a manner consistent with applicable state and federal regulations which govern remediation of the environmental condition. If no state or federal jurisdiction is invoked, the determination of sufficiency of remediation shall be made by the Department of Development and Permits. No certificate of occupancy shall be issued for a property that poses an environmental threat to the public health, safety or welfare until remediation is complete.

In any case where adverse environmental conditions are known or discovered to exist, the owner and applicant for the development shall provide adequate assurance to the City that such conditions will be disclosed to future owners. The disclosure shall be included in all sales contracts with builders and initial homeowners; in all deeds of conveyance as a covenant that runs with the land; in all restrictive covenants, homeowners' association documents and condominium instruments; on all final subdivision plats; and in all other similar recorded documents. The disclosure shall consist of a clear statement addressing, without limitation, contamination of soil, groundwater or surface water; presence of methane gas; former or existing landfills on or in the vicinity of the property; and any other condition that may have adverse impact on the public health, safety and welfare. As used herein, "vicinity" shall include parcels adjacent to the landfill site, parcels separated from the landfill site by only a street or water body, and parcels located downgradient of the landfill site.

The applicant shall bear responsibility for maintaining adequate records for review by potential buyers and future homeowners. Such records shall be preserved by recording Phase I and Phase II environmental site assessment summaries as attachment to deeds to builders and initial homebuyers, restrictive covenants, homeowners' association documents, condominium instruments and similar instruments of record.