



**P. U. D. CRITERIA DEVIATION APPLICATION**

**CHESAPEAKE PLANNING DEPARTMENT**

**APPLICATION NUMBER:** \_\_\_\_\_  
*(Assigned by Chesapeake Planning Department)*

**GENERAL INFORMATION**

1. Name of Project: \_\_\_\_\_
  
2. Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_  
Interest in subject property: \_\_\_\_\_  
\_\_\_\_\_
  
3. Agent(s): \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_
  
4. Owner(s) of property: (If different from applicant)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

**ACKNOWLEDGEMENT**

**APPLICATION NUMBER:** \_\_\_\_\_

**PRIMARY TAX MAP NUMBER:** \_\_\_\_\_

**DECLARATION OF PLANNING COMMISSION / CITY COUNCIL INTEREST:**

State whether any member of the Planning Commission or City Council owns or has any personal or financial interest in the land which is subject to the application, or has any personal or financial interest in the outcome of the decisions, as defined by the Virginia Conflict of Interest Act.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION OF ACCURACY:**

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that wrongful certification or failure to provide required or requested documents that become available after the initial submittal of this application may result in a delay in, or invalidation of, any official governmental action taken. Fraudulent representations may lead to additional penalties under law.

I also certify that the list of adjacent property owners, if required, is complete and correct as of the date of this application submittal. I will update any changes in ownership of the property that is the subject of this application and adjacent property owners upon learning that any such property has been conveyed prior to final action on this application. I understand that if the list of adjacent property owners is determined to be inaccurate, out-of-date or incomplete at a later date, any action taken on this application may be deemed null and void.

**DECLARATION OF FINANCIAL RESPONSIBILITY FOR ADVERTISING COSTS:**

I understand that the cost of newspaper advertising for public hearing notification purposes is my responsibility and agree to pay all notices of payment due and bills associated with advertising costs for this application, including all readvertisements for continuances and appeals. Mail Bill to: Applicant Agent

**ACKNOWLEDGEMENT (Continued)**

**DECLARATION OF CONSENT:**

By signing below, the applicant, agent and owner consents to entry upon the subject property by public officers, employees, and agents of the City of Chesapeake wishing to view the site for purposes of processing, evaluating or deciding this application.

Applicant Name: (signature) \_\_\_\_\_

Name: (printed or typed) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner Name: (signature) \_\_\_\_\_

Name: (printed or typed) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Agent Name: (signature) \_\_\_\_\_

Name: (printed or typed) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

1. 13-digit Tax Map Number(s): \_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_

2. Street Address (or common description if address is not available):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Legal Description of the Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Planning Area: \_\_\_\_\_

5. Land Use Classification(s) as specified in the approved P.U.D. Development Criteria and acreage of each land use classification:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## PUD DEVIATION APPLICATION CHECKLIST

The following items are required as part of the PUD Deviation application:

- FILING FEE.** \$100.  
*Please make the check payable to: City of Chesapeake*
- The original application, with original signatures,** including all required development information. All information must be typed or clearly printed on the application and 8½" x 11" paper as needed. *Please include this checklist with the original application.*
- Three (3) copies of the completed application. *Please copy only the application and this checklist.*
- Thirty (30) copies of a site plan or plat of the property, drawn to scale, showing all existing buildings, including porches, stoops, steps, bay windows, roof overhangs and the proposed structure or alteration, parking, landscape areas, sign locations, and other structures and features located on the site. **All site plans shall be folded to a size not larger than 9" x 14".** *Please fold with the site plan facing out.*
- Two (2) copies of the site plan reduced to a paper size not larger than 11" x 17".
- Two (2) copies of the site plan reduced to a paper size not larger than 8½" x 11".
- Submit any additional drawings, pictures, or information, which will assist the Planning Commission in making their decision.
- SIGN FEE.** The applicant is responsible for proper posting of sign(s) on the property. The sign fee is \$25.00 for the first sign, \$20.00 for each additional sign, as required. You will be phoned and advised of when the sign(s) must be posted.
- ADVERTISING COST.** If the application will be heard by the Planning Commission, in addition to the filing fee, the applicant is responsible for all newspaper advertising costs for public hearing notifications. **The applicant will be billed separately for these costs.** The average cost is average \$200 per application. All additional advertising costs incurred due to continuances will also be the responsibility of the applicant.
- This completed PUD Deviation Application checklist.