



**PRELIMINARY SITE PLAN APPLICATION**

**CHESAPEAKE PLANNING DEPARTMENT**

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

**GENERAL INFORMATION**

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

# ACKNOWLEDGEMENT

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

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

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

Does any member of the Planning Commission or City Council own or have any personal or financial interest in the land which is subject to this application, or has any personal or financial interest in the outcome of the decisions, as defined by the Virginia Conflict of Interest Act?  No  Yes If yes, please explain:

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**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, the undersigned, also certify that the list of adjacent property owners 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, the undersigned, 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. *Party responsible for advertising:*  Applicant  Agent

**DECLARATION OF CONSENT:**

I, the undersigned, consent 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/Owner: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_

Agent: \_\_\_\_\_

**DESCRIPTION OF PROPERTY**

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

2. Street Address (or common description if no street address is available):  
\_\_\_\_\_  
\_\_\_\_\_

3. Planning Area: \_\_\_\_\_

4. Lot frontage (ft.): \_\_\_\_\_

5. Lot depth (ft.): \_\_\_\_\_

6. Overall lot area (sq. ft. of acres): \_\_\_\_\_

7. Brief description of its proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Gross floor area of building(s): \_\_\_\_\_

9. Amount of impervious cover (Sq. ft.): \_\_\_\_\_

10. For residential development, number of dwelling units: \_\_\_\_\_

11. Zoning Overlay District, where applicable: \_\_\_\_\_

12. Check the Land Use Plan Overlay District in which the property is located:  
 Urban                       Suburban                       Rural

13. Is the property subject to proffers approved with a conditional rezoning application?  
 No     Yes    Application # \_\_\_\_\_

14. Zoning classification(s) and acreage of each zoning classification:  
\_\_\_\_\_  
\_\_\_\_\_

<b>DESCRIPTION OF PROPERTY</b>
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15. Zoning classification(s) and existing use of adjacent properties:

DIRECTION	ADJACENT ZONING DESIGNATIONS/USES
North	
South	
East	
West	

16. List potential drainage impact issues arising from the development. Submit a conceptual drainage assessment, for 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.

17. 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?

No    Yes    If yes, submit a detailed plan for the construction, establishment and perpetual maintenance of all such common open space and improvements per Section 13-1800 of the Zoning Ordinance.

18. Is the development subject to the City's Open Space and Recreational area requirement?

No    Yes    If yes, please provided the following:

Amount of public park/open space offered (acres):  
\_\_\_\_\_

Parks and Recreation fee amount (\$500.00 per unit with park site or \$1000.00 per lot without park site):  
\_\_\_\_\_

If private park/open space is being offered, provide a description of the private park/open space including acreage and itemized listing of improvements including cost of the improvements.  
\_\_\_\_\_

If private park/open space meets minimum acreage and improvement criteria as specified in Section 19-709(B) of the Zoning Ordinance, Parks and Recreation fee amount is \$250.00 per unit. \_\_\_\_\_

## DESCRIPTION OF PROPERTY

18. Is the property located within the Chesapeake Bay Preservation Area?
- No  Yes    If yes, submit an RPA and RMA delineation meeting the requirements of Section 26, Article X, of the Chesapeake City Code.
19. Will the application involve land disturbance for residential, assembly, day care, group home, recreation, school, library, or similar land use?
- No  Yes    If yes, submit an Environment Site Assessment meeting the requirements of the Chesapeake Public Facilities Manual and a **supplemental review fee of \$1,600.00. Make check payable to: City of Chesapeake**
20. Is the property subject to architectural design proffers or stipulations?
- No  Yes    If yes, submit architectural elevations, sign plans and lighting plans that include a description of building materials and colors.
21. Where special soil or water conditions are deemed by the Director 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 landfill, a junkyard or a storage and processing 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. Soil tests shall also be submitted where required by the Virginia Uniform Statewide Building Code (USBC) or by any soil test policy for shrink/swell conditions adopted by the City thereunder.

<b>STREET NAME RESERVATION FORM</b>
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Use this form if new public or private streets are proposed.

Type or clearly print the Street name(s) that you propose and submit this form to the Chesapeake Planning Department, attention Address Coordinator, **prior to the submittal of a preliminary subdivision plan.** The Address Coordinator will review the proposed name(s) and mark as approved or rejected. The street names that are approved will be entered into the City's Master Street List. The Planning Department will retain the original form and send an electronic copy of the approved street name to the applicant. Two (2) copies of the approved Street Name Reservation Form shall be submitted with the preliminary subdivision plan.

Street names cannot be longer than 14 characters including spaces. A proper name cannot be used unless the person is deceased. Street names that are duplicates or close in pronunciation to an existing street name will be rejected.

You must provide a name for each street, including additional street names in the event any of the desired street names is rejected.

Once the applicant chooses the names to use from the approved list, those names will be indicated on the form with two copies submitted with the preliminary subdivision plan.

If the preliminary subdivision plan is not approved, all names submitted will be taken out of reserved status. All other alternative names in the list that are not used will be taken out of reserved status.

Subdivision Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Agent/Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Number of Street Names Needed \_\_\_\_\_

	STREET NAMES	APPROVED	REJECTED	NAME INCLUDED ON PLAN?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

*Attached additional forms, if needed.*

## PRELIMINARY SITE PLAN APPLICATION CHECKLIST

The following items are required as part of the request for a reduction of fees in lieu of public open space and improvements:

- FILING FEE.** Based on the following Preliminary Site Plan review schedule:
  - Residential: \$320 application fee + \$395 E-911 Mapping Fee =  
**\$715 plus \_\_\_\_\_ units @ \$20.00 per dwelling unit \_\_\_\_\_**
  - Non-Residential: \$370 application fee + \$395 E-911 Mapping Fee =  
**\$765 plus \_\_\_\_\_ acres @ \$60.00 per acre \_\_\_\_\_**
- TOTAL FILING FEES \$ \_\_\_\_\_**

*Please make the check payable to: City of Chesapeake*

- The original, with original signatures and two (2) copies of the complete Preliminary Site Plan application**, including all required information. All information must be typed or clearly printed on the application and 8½" x 11" paper as needed. *Please include the following documents with the application:*
  - Two (2) copies of the site plan reduced to 8½" x 11" paper, and two (2) copies of the site plan reduced to 11" x 17" paper.
  - Two (2) copies of a zoning map reduced to 8½" x 11" paper with the parcel hatched or boldly outlined.
  - Two (2) copies of the tax map on 8 ½ " x 11" paper with the parcel hatched or boldly outlined.
  - The original plus one (1) copy of the drainage impact assessment.
  - The original plus one (1) copy of a site analysis, prepared by a landscape designer, or a narrative depicting natural features present on the site, including but not limited to existing trees having a diameter greater than 18", water courses, topography, and rare or endangered plant material.
  - The original plus one (1) copy of an environmental site assessment, drainage impact assessment, and landscape plan, if the property is located within the Chesapeake Bay Preservation Area.
  - If private park/open space is being offered, a description of the private park/open space including acreage and itemized listing of improvements including cost of the improvements.
  - Three (3) copies of architectural elevations, sign plans and lighting plans that includes a description of building materials and colors, if the property is located within the Transportation Corridor Overlay District, a Planned Unit Development, or constitutes a large retail establishment, or is subject to architectural design proffers.

## PRELIMINARY SITE PLAN APPLICATION CHECKLIST

- Four (4) copies of an **Environmental Site Assessment, Phase I and \$1,600.00 supplement review fee, when applicable.** Please make the check payable to: City of Chesapeake
- The original plus one (1) copy of following additional information where applicable must be provided on 8½" x 11" paper. Including:
  - If any features of the development are 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 as part of this application a detailed plan for the establishment and perpetual maintenance of all such common open areas and common improvements. The absence of sufficient bonding, escrow account, or other financial measures to ensure proper construction and perpetual maintenance of such common areas shall be grounds for denial of this application. All documentation shall meet the requirements of Section 13-1800 et seq. of the Chesapeake Zoning Ordinance.
  - Where special soil or water conditions are deemed by the Director 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, junk yard or a storage area of any fuels or hazardous materials, submit a soil report prepared under the direction of a professional engineer experienced in soil and foundation engineering.
  - Additional information, as the reviewing departments deem necessary, to provide sufficient information for adequate review of the preliminary site plan.
- Twenty (20) preliminary site plans. This site plan shall include a vicinity map. **All site plans shall be folded to a size not larger than 9" x 14" and shall include a vicinity map.** *Please fold with the site plan facing out.* An additional fifteen (15) copies are required if the plan will be heard by the Planning Commission.
- If new streets are proposed, two (2) copies of the Street Name Reservation Form that is pre-approved by the Address Coordinator.
- 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.*

## PRELIMINARY SITE PLAN APPLICATION CHECKLIST

- 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. 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.
- ADVERTISING COST.** In addition to the filing fee, the applicant is responsible for all newspaper advertising costs for public hearing notifications. **The applicant or agent will be billed separately for these costs.** The average advertising cost is \$200 for the Planning Commission Public Hearing. Any additional advertising costs incurred due to continuances will also be the responsibility of the applicant. Planning Commission advertisement fees will be billed by the City of Chesapeake.
- This completed Preliminary Site Plan Checklist.