

*Development  
Plan  
Review*

*City of Chesapeake*

Checklist for **SITE/SUBDIVISION PLAN** Submittal Package

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

Consulting Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner or Developer: \_\_\_\_\_

Owner or Developer's Address: \_\_\_\_\_

Site/Sub Plan Title: \_\_\_\_\_

**The following items are required in submittal package. Each item must be included or the submitted package will be considered incomplete.**

- TRANSMITTAL LETTER to include a NARRATIVE - a letter which explains the project. The letter must include a summary of the project parameters, offsite improvements, variances requested or previously granted, previous City Council or Planning commission action, proffers, prior agreements (written or verbal), and any other items which will help determine the appropriate review action required for the project.
- EIGHT (8) SETS OF THE COMPLETE SITE/SUB PLAN DRAWINGS. (Include one (1) additional set, if development includes a pump station).
- EROSION & SEDIMENT CONTROL PLAN SHEET included. May be submitted prior to construction plans.
- LANDSCAPE PLAN SHEET included in all plan sets.
- REVIEW FEE – Amount \$ \_\_\_\_\_ (\* See below)
- WATER & SEWER CALCULATIONS (2 sets).
- FIRE FLOW CALCULATIONS (2 sets).
- NORTHWEST WATERSHED RUNOFF CONTROL PERMIT APPLICATION (if applicable) Non-Residential Only (4 sets).
- DRAINAGE CALCULATIONS (including narrative) with a DRAINAGE AREA MAP (2 sets).
- STORMWATER MANAGEMENT CALCULATIONS (2 sets).
- PAVEMENT DESIGN (1 set).
- STATEMENT OF RESPONSIBILITY (for subdivisions)
- Level 1 Environmental Site Assessment is required for all residential, multi-family and churches.

Residential Final Subdivision (Construction) Plan -	\$1,120.00
Non-Residential Final Subdivision (Construction) Plan -	\$1,120.00

Residential Final (Construction) Site Plan (Multi Family)	\$1,120.00 plus \$25.00 per unit
<u>(Example:</u> An apartment with 50 units = \$1,120.00 + (\$25.00 x 50) = \$2,370.00)	

Non-Residential Final (Construction) Site Plan	\$1,120.00 plus \$100.00 per acre or portion thereof
<u>(Example:</u> A site with 3.25 disturbed acres = \$1,120.00 + (\$100.00 x 4) = \$1,520.00)	

Soil Drainage Management Plan (SDMP) Review	\$75.00
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E-911 Fee (all final plans)	\$395.00
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**Submit to: Via Mail: Development Review, Public Works, P.O. Box 15225, Chesapeake, Virginia 23328 or Via Delivery: Development Review, Public Works, 3<sup>rd</sup> Floor, City Hall Building, 306 Cedar Road, Chesapeake, Virginia. For questions contact: James Lomogda (757) 382-6315**