

Site Address: _____

Planning Staff Reviewer: _____

Date Received: _____

**CHESAPEAKE BAY PRESERVATION AREA
DEVELOPMENT REVIEW CHECKLIST**

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Which CBPA is the property located in?

_____ RPA _____ RMA _____ IDA

Note: If at least 25% of a lot, parcel or development project lies within the boundaries of a CBPA, the entire lot, parcel or development project shall comply with the requirements of Chapter 9.1 (Chesapeake Bay Ordinance) of the City Code.

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When was the lot platted? _____ Pre 10/1/89 _____ Between 10/1/89 and 3/1/02 _____ Post 3/1/02

If platted after October 1, 1989, what is the plat date? _____

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Is the proposed land use permitted or considered exempt by the Chesapeake Bay Ordinance?

(Portsmouth City Code Section 9.1-10(c) 1 and 2 should be reviewed prior to answering this question.)

_____ Yes _____ No

If so, how? Explain. (example: water dependent use). _____

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Any development or redevelopment exceeding 2,500 square feet of land disturbance shall be accomplished through a Plan of Development (POD) process prior to any clearing or grading of the site or the issuance of any building permit to ensure compliance with Chapter 9.1 (Chesapeake Bay Ordinance) of the City Code.

Does the proposed development or redevelopment project exceed 2,500 square feet of land disturbance?

_____ No (Must review items A and B for the project.)

_____ Yes (Follow full POD process. Items A through F required.)

CHESAPEAKE BAY PLAN OF DEVELOPMENT (POD) PROCESS

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_____ Brief narrative explaining the proposed development and the submitted POD materials
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A. SITE PLAN OR SUBDIVISION PLAT

A site plan in accordance with the provisions of the Zoning Ordinance or a subdivision plat in accordance with the provisions of the Subdivision Ordinance shall be submitted and include the following :

- _____ Limits of proposed land disturbance (i.e. areas for clearing or grading)
- _____ Existing vegetation to be preserved outside the construction footprint (including location of protective barriers)
- _____ Limits of proposed vegetation removal (if applicable)
- _____ Description and location of new plant materials to replace those removed

B. WATER QUALITY IMPACT ASSESSMENT

A water quality impact assessment shall be required for *any* proposed land disturbance within RPAs and for any development within RMAs when required by the City Engineer because of the unique characteristics of the site or intensity of development. **There are two levels of water quality impact assessments: minor assessment and major assessment.**

_____ Not Applicable for this project.

A **Minor Water Quality Impact Assessment** pertains to development within RPAs causing no more than 5,000 square feet of land disturbance. The following items shall be included with the submission of the site plan or plat :

- _____ Brief narrative describing the purpose/need, required size and location of the proposed land disturbance
- _____ Location of the components of the RPA, including the 100-foot buffer
- _____ Location and description of the proposed encroachment into the buffer
- _____ Type and location of the Best Management Practice (BMP) proposed that meets City Code Section 9.1-10(b)9(a) - including engineering calculations for the Best Management Practice (BMP)

A Major Water Quality Impact Assessment pertains to development within RPAs causing greater than 5,000 square feet of land disturbance. The following items shall be included with the submission of the site plan or plat:

- _____ All of the information required for a Minor WQIA
- _____ Description of existing topography, soils, hydrology and geology of the site and adjacent land
- _____ Description of impact of proposed development on above listed elements
- _____ Indication of disturbance of wetlands and justification for such actions
- _____ Description of the disruption to existing supply of water to wetlands, streams, lakes, rivers and other water bodies, including hydrological circulation patterns
- _____ Description of the source and location of fill material, dredged material and dumping areas for such materials
- _____ Location of and impacts on shellfish beds, submerged aquatic vegetation and fish spawning areas
- _____ Proposed mitigation measures for the potential hydrogeological impacts
- _____ Landscape element that describes the proposed measures for mitigation of water quality and land impacts within CBPAs
- _____ Wastewater element (where applicable) that includes calculations and locations of drainfields, justification for sewer line locations, descriptions of on-site collection/treatment systems and a description of the potential impact of proposed waterwater systems on receiving watercourses

C. ENVIRONMENTAL SITE ASSESSMENT

The ESA shall be included with the site plan or subdivision plat, drawn to scale and clearly delineate the following environmental features:

- _____ Tidal wetlands
- _____ Tidal shores
- _____ Non-tidal contiguous wetlands
- _____ 100-foot buffer
- _____ Other sensitive environmental features as determined by the City Engineer

D. EROSION AND SEDIMENT CONTROL

The Erosion and Sediment Control Plan shall satisfy the requirements of Chapter 9.1 (Chesapeake Bay Ordinance) and Chapter 11 (Erosion and Sediment Control Ordinance) of the City Code and include the following:

- _____ Limitations on areas of disturbance
- _____ Delineation of protected areas
- _____ Construction of staging areas
- _____ Tree and vegetation protection
- _____ Septic system; primary and reserve drainfields (where applicable)

E. LANDSCAPE PLAN (Staff will take into consideration existing vegetation.)

This plan shall be drawn to scale and prepared and certified by a design professional practicing within their areas of competence as prescribed by the Code of Virginia. The plan shall generally include:

- _____ Existing and proposed vegetation (location, size and description) including trees, shrubs and groundcover
- _____ Trees to be removed in the 100 foot buffer for necessary land disturbance, access, shoreline stabilization, BMPs, etc.
- _____ Grade changes which affect trees/vegetation (existing and proposed grades)
- _____ Proposed trees to mitigate for tree removal (3:1 replacement for removal of healthy trees – 3 ½” caliper required for replacement)
- _____ Description of vegetation maintenance (planting time frame and plans to maintain plants overtime)

F. STORMWATER MANAGEMENT PLAN

This plan may include narrative descriptions, maps, charts, graphs, tables and other supporting materials to appropriately communicate proposed stormwater management for the proposed project. At a minimum the plan shall contain the following:

- _____ Location and design of all planned stormwater control devices
- _____ Procedures for implementing non-structural stormwater control practices
- _____ Pre and post-development nonpoint source pollutant loads in runoff
- _____ Engineering calculations that follow the Department of Conservation and Recreation’s Chesapeake Bay Local Assistance Division’s standards
- _____ Certification of structural soundness of facilities
- _____ Maintenance agreement for long-term schedule of inspections and maintenance