



Chesapeake Bay Resource Protection Area (RPA) Exception Application Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

Notes:

1. A pre-application conference is required for a Chesapeake Bay Resource Protection Area Exception prior to submitting an application.
2. Depending on the proposed activity, the review and decision on an application may be undertaken by staff or the Planning Commission.
3. Any development within a historic or D1 Downtown district is required to have a certificate of appropriateness approval before any other applications can be filed.
4. Public notification requirements may include the on-site posting of the meeting date, time, and location for public review. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Development Application Form authorizes the places of such notice on your property and allows members of the Planning Commission, and/or staff to enter the property to view the exterior of any buildings or structure on the site.

1. General Project Information

Project Address: _____

Tax Parcel Identification Number: _____

Name of individual performing wetlands delineation: _____

Address of individual performing wetlands delineation: _____

Telephone number of individual performing wetlands delineation: _____

Email address of individual performing wetlands delineation: _____

Name of Qualified Land Disturber: _____

RDL Number: _____

Telephone number of Qualified Land Disturber: _____

Email address of Qualified Land Disturber: _____

When was the lot platted? Prior to October 1, 1989 Between October 1, 1989 and March 1, 2002 After March 1, 2002

Existing Land Use Single Family Multifamily Commercial Industrial Government Other

What size is the land disturbance? less than 2,500 square feet greater than 2,500 square feet Total square footage _____

Located in?: D1 Downtown Olde Towne Port Norfolk Park View Cradock Truxtun

If yes, how did you obtain the guidelines? Online Library Planning Department Civic League

Approval required by (staff to determine)? Staff Planning Director Planning Commission

Certificate of Appropriateness Application

Last updated Jun1, 2010

Project Address:	
Tax Parcel Identification Number:	
2. Written Description of Exterior Work	
<input type="checkbox"/> Changes to an Existing Structure/Site	<input type="checkbox"/> New Construction
<input type="checkbox"/> Addition(s)	<input type="checkbox"/> Demolition
<p>A) Describe in your own words, all exterior work, building and site improvements, to be installed in the resource Protection area. Be sure to indicate all land disturbing activities and the location of all pervious and impervious areas. You may use additional sheets and attached manufacturer's information sheets where appropriate.</p>	

3. Submittal Requirement Checklist	
(Submittals should include 11 copies of listed items, unless otherwise stated.)	
A. General Information for all CBPA Exception Applications	
<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Chesapeake Bay Resource Protection Area (RPA) Exception Application Form
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified the Portsmouth City Code
<input type="checkbox"/>	A water quality impact statement, unless exempt by the City Engineer.
<input type="checkbox"/>	Historic district guidelines chapter and section, where applicable
<input type="checkbox"/>	For projects disturbing more than 2,500 sq ft, an erosion and sediment plan and a land disturbance permit is also required
<input type="checkbox"/>	Written description of all exterior work including changes to an existing structure/site, new construction, additions, and demolition
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department
B. Submittal Requirements for Buildings	
<input type="checkbox"/>	Scaled drawings showing physical survey including the property, wetlands determination, RPA buffer limits including the seaward and landward buffers, the name of the wetlands delineator and date of the delineation, all proposed alterations and improvements, and limit of land disturbance and location of construction fencing.
C. Submittal Requirements for Sites	
<input type="checkbox"/>	Scaled drawings showing physical survey including the property, wetlands determination, RPA buffer limits including the seaward and landward buffers, the name of the wetlands delineator and date of the delineation, all proposed alterations and improvements, and limit of land disturbance and location of construction fencing.



801 Crawford Street, Portsmouth, Virginia 23704

Master Development Application Form

www.portsmouthva.gov/planning/

Notes:

1. All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
2. No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
3. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth.
4. A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

1. General Project Information

Project Address:	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

2. Proposed Activity – Please check all that apply

(PC) = A preapplication conference must be completed prior to submission of the Master Development Application Form.

Proposed Use:	
---------------	--

Check all permits or reviews that apply:

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit (PC)	<input type="checkbox"/> Variance Permit (PC)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Zoning Map Amendment (PC)
<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Type II Development Plan (PC)	<input type="checkbox"/> Major Subdivision (PC)
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	
<input type="checkbox"/> Appeals	<input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance	

3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:	
Mailing Address:	
Phone No.:	Fax No.:
Email:	

4. Property Owner Information (if different from the primary point of contact)
The property owner must sign a property owner consent box (See item number 5 on the following page.)

Property Owner Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

5. Property Owner(s) Consent

Project Address:			
Tax Parcel Identification Number:			

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

Property Owner or Authorized Signature:	Date Signed:
---	--------------

If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

Name of Person Authorized to Sign:			
Title of Person Authorized to Sign:			
Mailing Address:			
Phone No.:			

6. Applicant's Signature

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

Applicant's Signature:	Date Signed:
------------------------	--------------

OFFICE USE ONLY	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date: