

PRE-APPLICATION CONFERENCE CHECKLIST

(Three copies submitted to Planning Department at least five business days prior to meeting date)

1	The pre-application request form and associated fee (see Appendix for forms and fees)	
2	A written summary of the proposed project, proposed zoning map amendment, or other request, as applicable	
3	Name and contact information (telephone, fax number, e-mail address, and mailing address) of project contact person	
4	Vicinity map (at a scale of 1" = 200' or less), if proposal is associated with a particular lot or site	
6	All applicable base and overlay zoning district designations and boundary lines, if proposal is associated with a lot or site	
7	Description of need for and amount of deviation from adopted City standards, if the conference is associated with an application for variance permit or type II development plan	
8	Existing and potential proffers or conditions of use associated with the application, if applicable	
9	Pre-application conferences associated with a use permit, type II development plan, major subdivision, or zoning map amendment with proffers require submittal of a sketch plan , with the following features:	
	Lot or site boundaries and easements, as depicted on a survey (prepared by a licensed surveyor or engineer) or a copy of a current, valid plat	
	Approximate location of significant natural resources, like streams, wetlands, shorelines, or specimen trees, and topographic contours	
	General location of existing and proposed stormwater facilities	
	General location of existing street and sidewalk networks, as well as any proposed changes	
	Location of existing and proposed buildings, shown as zones, or existing buildings (if applicable)	
	Existing off-street parking areas and access ways, as well as any proposed changes shown as zones.	
	Sketch, diagram, or photographic example of front building elevations if application includes a multi-family, commercial, or mixed-use building	
	Approximate location of perimeter buffers	

TYPE I AND TYPE II DEVELOPMENT PLAN APPLICATION CHECKLIST
 (Submittals should include 13 copies of listed items, unless otherwise stated)

A. GENERAL INFORMATION

1	Application form and fee	
2	Materials from the pre-application conference (if applicable)	
3	Project name and identification number	
4	Revision number	
5	Proposed or existing development name	
6	Name, address, telephone number, fax number, and seal number of all design professionals participating in the development application	
7	Development information table (see Appendix F)	
8	Standard development notes (see Appendix F)	
9	All information determined to be necessary by the Planning Department	

B. STATEMENT OF EXPECTED PROJECT IMPACT

10	Static and residual pressures at nearest fire hydrant	
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C. VICINITY MAP (SCALE 1" = 1,000')

11	Date	
12	North Arrow	
13	Graphic Scale	
14	Legend for all symbols	
15	Boundaries of areas covered by subdivision	
16	Corporate limits (if within ½ mile of site)	
17	Site location	
18	Tax map, group, and parcel number(s) of site	
19	Existing streets within 200 feet of the site	

D. PHYSICAL FEATURES MAP (SCALE 1" = 100' (DEVIATIONS REQUIRE PRIOR APPROVAL FROM PLANNING DEPARTMENT))

20	Geologic formations, including: shorelines, top of banks, edge of water	
21	Watercourses, conveyances, and springs (perennial only)	
22	Water bodies, including canals	
23	Bulkhead and pier head lines where officially established	
24	Flood zone boundaries, top of slope, mean high water line, and mean low water line	
25	Wetlands	
26	Approximate specimen tree locations and sizes	
27	Existing site conditions including soil types, vegetation, critical areas, erosion and sediment control measures, and stabilization efforts	

E. EXISTING CONDITIONS MAP (SCALE 1" = 100' (DEVIATIONS REQUIRE PRIOR APPROVAL FROM PLANNING DEPARTMENT))

28	Acreage and square footage of the site	
29	All base and overlay zoning district classifications adjacent to the site	
30	Parcel boundaries of all parcels adjacent to the site	
31	Names of all subdivisions and land owners owning lots adjacent to the site	
32	Existing streets within 200' of site with names	
33	Planned road network (including street names if available) within 1,500' of site	
34	Existing land uses on the site	
35	Railroad infrastructure and rights-of-way	
36	All easements (including drainage) with dimensions and designation as to type	
37	All historic properties and districts adjacent to the site	
38	Location and description (including date of construction and architectural style) of all historic structures or site features on the site	
39	Location and description of all existing man-made structures and site features (including	

TYPE I AND TYPE II DEVELOPMENT PLAN APPLICATION CHECKLIST

(Submittals should include 13 copies of listed items, unless otherwise stated)

	utilities, monuments, etc.) both above and below ground	
40	Location of curb cuts, private streets, parking and loading areas, pedestrian walks, lighting facilities, and outside trash storage facilities	
41	Outfall for stormwater to proper catch basin (indicated sizes and slopes of existing pipes)	
F. SITE DATA AND LAYOUT SHEET (WITH A SCALE NOT LESS THAN 1" = 50')		
42	Lot numbers and sizes	
42	Metes and bounds description of proposed development	
43	Locations, square footages, and exterior dimensions of all existing buildings and above-ground habitable structures	
44	Minimum, maximum, and contextual setback or build-to lines (based on zoning and overlay district classifications)	
45	All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)	
46	Location, width, and classification of all existing and proposed streets	
47	Locations of all proposed external street connections (including street stubs)	
48	Location, width, and materials of all sidewalks, trails, and paths (including connections to the public sidewalk system and adjacent developments)	
49	Typical pavement sections	
50	Detail of curb and street pavement design	
51	Existing and proposed block lengths and widths (if applicable)	
52	Roadway and sewer vertical profiles	
53	Graphical depiction of location, height, and materials of all fences, walls, and retaining walls	
54	Screening devices and techniques for all ground-based and roof-mounted utility equipment	
55	Location of all refuse collection areas, including location of dumpster pads, screening devices, and screening gates	
56	Transitional development features, if applicable	
57	Signing and striping plan	
58	Driveways shall be dimensioned and noted to be 7", 3,000 pounds A.E. mixed from curb or existing road to property line	
59	Sight triangles	
60	Limits of proposed land disturbance, existing vegetation to be preserved, limits of proposed vegetation removal, and description of new plant materials to replace those removed in compliance with protected districts where applicable	
61	Common space or recreational areas for residential development	
62	Show site designed to VDOT and ADA requirements and construction methods and materials conform to City of Portsmouth Standards/HRPDC Regional Standards 4 th Edition	
G. TRAFFIC CONTROL AND PARKING PLAN (5 COPIES MIN WITH A SCALE NOT LESS THAN 1" = 50')		
***	The need for a Transportation analysis performed by licensed professional as described in #78 will be determined after applicant provides trip generation and volumes used for the proposed use during the pre application conference. If no preapplication conference is held the applicant must submit this data as part of the review for a determination to be made. This action may delay the review process.	
63	Transportation analysis performed by licensed professional engineer including existing conditions summary, future conditions summary, trip generation and volumes forecast, trip distribution and traffic assignment, design year total volumes, capacity analysis, safety analysis, traffic improvements, and internal site improvements (if required)	
64	Minimum and maximum parking requirements and amount of parking provided by use type	
65	Location, arrangement, and dimensions of vehicular entrances, exits and parking lot aisles (including Primary Drive Aisles)	

TYPE I AND TYPE II DEVELOPMENT PLAN APPLICATION CHECKLIST

(Submittals should include 13 copies of listed items, unless otherwise stated)

66	Pedestrian walkways, paths, entrances, ramps, crossings, and handicapped parking areas	
67	Location and number of bicycle parking facilities	
68	Pervious and impervious parking spaces (including dimensions, and designation of compact spaces)	
69	Proposed traffic control devices (in accordance with the Manual on Uniform Traffic Control Devices)	
70	Alternative Parking Plan (if applicable)	
71	Parking aprons in alleys	
72	Location and number of all stacking spaces	
73	Fire lanes and areas of parking prohibition. Location, size, and screening techniques for all loading zones	
74	Locations and dimensions for all cross-access ways between parking lots serving different uses	
H. STORMWATER MANAGEMENT SHEET AND DRAINAGE PLAN (3 COPIES, WITH A SCALE NOT LESS THAN 1" = 50')		
75	Signature, date, and seal by Virginia licensed professional engineer or land surveyor	
76	Demonstration of how compliance with the City's stormwater ordinance and BMP manual will be maintained	
77	Location of existing drainage ways, floodplains and wetlands	
78	Location and extents of all riparian setbacks	
79	Existing and proposed locations, types, and sizes of drainage structures and calculations demonstrating how post-development runoff will not exceed pre-development runoff	
80	Erosion and siltation control measures and devices with narrative	
81	Drainage computations from proposed development to proper pickup point	
82	All proposed elevations and slopes for grading	
83	Maintenance procedures for stormwater management devices	
84	Stormwater Facilities Management Agreement (required for any BMP installed, must be recorded in City Clerk's Office prior to occupancy)	
85	Evidence of a Virginia Stormwater Management Program construction permit application submission to the Virginia Department of Conservation and Recreation, if required)	
86	"Small Construction Site Permit" for sites which disturb over 1 acre but less than 5 acres of ground, "Industrial Site Permit" for sites disturbing over 5 acres of ground	
87	Signature, date, and seal by Virginia licensed professional engineer or land surveyor	
88	Signature of qualified land disturber	
I. UTILITY PLAN (3 COPIES, WITH A SCALE NOT LESS THAN 1" = 50')		
89	Existing and proposed locations, types, and sizes of all water, sanitary sewer, storm sewer, gas, telephone, power and other utility lines and meters, easements and any other utilities affected by the site (includes above ground utilities and grades and computations where appropriate)	
90	Notation that all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground	
91	Locations where existing overhead utilities will be relocated underground (if applicable)	
92	Construction drawing showing location and design factors of water meters and mains	
93	Copy of City's water meter construction detail	
94	Verification of water system and sanitary sewer system hydraulic analysis performed to verify existing system can provide for new demands	
95	Copy of City of Portsmouth Sanitary Sewer and Public Water Systems spreadsheet	
J. LANDSCAPING/OPEN SPACE SHEET (WITH A SCALE NOT LESS THAN 1" = 50')		
96	Signature, date, and seal by a certified Landscape Architect or Landscape Designer	
97	Exact locations of existing and proposed landscape materials, including site landscape,	

TYPE I AND TYPE II DEVELOPMENT PLAN APPLICATION CHECKLIST

(Submittals should include 13 copies of listed items, unless otherwise stated)

	vehicular use area landscape, buffers, streetscape (if applicable), and existing landscape to be removed or relocated	
98	Location, size, and species of all existing and proposed street trees (including statements indicating entity responsible for maintenance and replacement of street trees)	
99	Location of ground based equipment to be screened with landscape material and the material proposed for screening	
100	Notations for any existing landscape within sight triangles indicating maximum shrub height (3½ feet above road crown)	
101	Location and amount of credit towards landscape material requirements provided by existing landscaping	
102	Location, size, and species of all specimen trees and the associated critical root zone	
104	Location of tree protection zone and demarcation of existing trees to be removed	
105	Location and configuration of all tree protection fencing	
106	Location and amount of all open space set-aside areas by development phase	
108	Details of all open space improvements and common features (e.g., fountains, benches, street furnishings, play equipment, etc.)	
109	Square footage and percent impervious figures for each area of formal and informal open space by development phase	
110	Notation indicating: "All tree protection fencing shall be installed and inspected prior to issuance of a Land Disturbing Permit and shall be maintained in good working order until all construction activity is completed. Any required erosion control measures shall be placed outside of any tree protection fencing."	
K1. BUILDING ELEVATION SHEET GRADES		
111	Elevation for each building side facing a street, public open space, or public building with benchmarks shown (elevations referenced from City of Portsmouth datum)	
112	Elevations on adjacent properties to evaluate drainage pattern impacts	
113	Description of how proposed development will comply with the building and site design standards in the zoning ordinance	
114	Elevation of finish floor(s) or building must be a minimum of 9.1 feet above mlw referenced to NAVD 1988 datum	
115	Building elevations from grade with benchmarks shown (elevations referenced from NAVD datum)	
K2. BUILDING ELEVATION SHEET ARCHITECTURAL DETAIL		
	These materials from an architect are required for the site plan submittal	
116	Description of the type of material(s) used on each façade elevation	
117	Illustrative elevation of all fencing, walls, and retaining walls visible from a street, open space, or public building	
118	Facades for each building side facing a street, public open space, or public building	
L. LIGHTING SHEET (WITH A SCALE NOT LESS THAN 1" = 50')		
119	Location, type, and height of all lighting (including street lights)	
120	Details on colors and materials for all lighting fixtures	
121	Grid or photometric diagram showing maximum illumination values at grade and uniformity ratios to all boundaries of the development. Light intensity is to be measured in footcandles.	
M. SIGN SHEET (WITH A SCALE NOT LESS THAN 1" = 50')		
122	All sign areas, dimensions and height (including shape)	
123	Position of all signs in relation to the use being advertised	
124	Plan of illumination for the sign	
125	Types and colors of materials to be used on sign face and on sign supporting structure (if not attached)	

TYPE I AND TYPE II DEVELOPMENT PLAN APPLICATION CHECKLIST

(Submittals should include 13 copies of listed items, unless otherwise stated)

126	Foundation plan for freestanding signs	
127	Tenant identification signs (if applicable)	
128	Landscaping around base of sign	
N. DEMOLITION PLAN (IF APPROPRIATE)		
129	Copy of development plan or survey of property showing property lines and structures and limits of demolition	
130	Certification if a Land Disturbance Permit is required (for demolitions exceeding 2,500 square feet)	
O. SUPPORTING STUDIES AND INFORMATION		
131	"Take down" schedule, or table depicting how residential units or nonresidential floor space will be constructed and brought on line in multi-phase developments (if applicable)	
132	Description indicating substance of restrictive covenants, architectural controls, other restrictions, and property owner's association documentation, including maintenance agreements	
P. COMPENSATING PUBLIC BENEFITS		
132	List of proposed compensating public benefits for Type II Development Plans	

MAJOR SUBDIVISION APPLICATION CHECKLIST

(Submittals should include 30 copies of the listed items, unless otherwise stated)

PRELIMINARY SUBDIVISION PLAN**A. PRELIMINARY INFORMATION**

1	Application form and fee	
2	Pre-application conference materials, if applicable	
3	Project name and identification number on each page	
4	Revision number	
5	Subdivision name and revision number	
6	Names, addresses, telephone numbers, fax numbers, and seals of all professionals participating in the development application process	
7	For multi-phased developments, master plan showing name, location, dimensions of streets entering property, adjacent to property or terminating at boundary of property, locations of proposed streets and their category, lots, development phases, parks, playgrounds, conceptual layout of water and sewer systems, and other proposed uses of land	
8	Seventeen (17) copies of the proposed plat of subdivision	
9	Any additional information determined to be necessary by the Planning Department	

B. STATEMENT OF EXPECTED PROJECT IMPACT

10	Maximum capacity (in gallons per day) where site is located	
11	Static and residual pressures at nearest fire hydrant	

C. VICINITY MAP (SCALE 1" = 1,000')

12	Date	
13	North Arrow	
14	Graphic Scale	
15	Legend for Symbols	
16	Corporate limits (if within ½ mile of site)	
17	Site location	
18	Tax map, group, and parcel number(s) of site	
19	Existing streets, street names, and street numbers within ½ mile of site	

D. PHYSICAL FEATURES MAP (SCALE 1" = 100' - DEVIATIONS REQUIRE PRIOR APPROVAL FROM PLANNING DEPARTMENT)

20	Spot elevation of the proposed grade of the site	
21	Watercourses, conveyances, and springs (perennial only)	
22	Water bodies, including canals	
23	Bulkhead and pier head lines where officially established	
24	Flood zone boundaries, top of slope, mean high water line, and mean low water line	
25	Wetlands	
26	Existing site conditions including soil types, vegetation, critical areas, erosion and sediment control measures, stabilization efforts, and location of specimen trees (with sizes)	

E. EXISTING CONDITIONS MAP (SCALE 1" = 100' - DEVIATIONS REQUIRE PRIOR APPROVAL FROM PLANNING DEPARTMENT)

27	Acreage and square footage of the site	
28	All base and overlay zoning district classifications within 500' of site	
29	Parcel boundaries of all parcels adjacent to the site and within 500' of site	
30	Name, address, telephone, and e-mail address of land owner	
31	Names of all subdivisions and land owners owning lots adjacent to the site	
32	Existing streets adjacent to the site with names, centerline, curb and gutter elevations and slopes, height, width, and thickness of paving rights-of-way	

MAJOR SUBDIVISION APPLICATION CHECKLIST

(Submittals should include 30 copies of the listed items, unless otherwise stated)

33	Planned road network (including street names if available) adjacent to the site	
34	Existing land uses on the site and surrounding parcels adjacent to the site	
35	Planned development adjacent to the site (consisting of approved, but not yet complete development)	
36	Railroad infrastructure and rights-of-way	
37	All easements (including drainage) with dimensions and designation as to type	
38	All historic properties adjacent to the site	
39	Location and description (including date of construction and architectural style) of all historic structures or site features	
40	Existing and proposed utilities, easements, culverts, drains, and other man-made structures and site features (including graves)	
41	Outfall for Stormwater to proper catch basin (indicated sizes and slopes of existing pipes)	
F. PRELIMINARY SUBDIVISION PLAN (12 COPIES)		
42	Name of development and all individual neighborhoods within subdivision (if applicable)	
43	Copy of sketch plan	
44	Survey, sealed by a professional engineer or land surveyor that includes all boundaries, angles, bearings, and calls	
45	Preliminary lot lines, square footage, and dimensions to the nearest foot	
46	Total acreage of the site	
47	Written legal description of the site, commencing at a point on a public right-of-way, and referencing the appropriate tax map and parcel number(s)	
48	Length of project boundaries	
49	Preliminary lot numbers	
50	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
51	If the subdivision includes residential lots, the total number, type, and density per type of dwelling units	
52	Total proposed gross and net density	
53	Proposed land uses on the site (including total acreage by use classification)	
54	Parcels of land to be dedicated or reserved for public use, and the conditions, if any, of such dedication	
55	Proposed street and alley rights-of-way widths and classification (with names where available) in the proposed project	
56	Proposed connections to existing and proposed streets (including street classification) located outside the development	
57	Dimension from nearest existing street intersection centerline to the nearest lot line	
58	All site triangles	
59	Proposed street light location and metering points (including seal and signature of electrical engineer)	
60	Street light details, including height, pole color and type, light color, and fixture type	
61	Proposed utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
62	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
63	Statement that appropriate erosion and sediment control methods shall be utilized prior to any clearing, grading, or construction	
64	Proposed elevations and slopes for grading	
65	List any proffers or use permit conditions that affect the property	

MAJOR SUBDIVISION APPLICATION CHECKLIST

(Submittals should include 30 copies of the listed items, unless otherwise stated)

G. SUPPORTING INFORMATION

66	Engineering development plans for City Engineer review showing all essential details of construction including sidewalks, drainage plan, stormwater management facilities, drainage calculations, topographic plan and soil map, erosion control plan, proposed street construction, depth, and type of base surfaces, and size and location of sanitary sewer and water facilities	
67	Transportation analysis, if required	
68	Note detailing any exceptions granted by Planning Commission in addition to any use permit, variances, or proffers	

FINAL PLAT

(Submittals should include 2 Mylar copies of the listed items)

H. PRELIMINARY INFORMATION

69	Items A through C above (as revised if originally submitted as part of a Preliminary Plat)	
70	Closure error	
71	Certifications, including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording	

I. FINAL PLAT

72	Survey, sealed by a professional engineer or land surveyor, that includes all boundaries, angles, bearings, and calls (size of the record plat sheet shall not be smaller than 11" x 17" or larger than 18" x 24" with sheets numbered in sequence and an index provided)	
73	Name of development and all individual neighborhoods within subdivision (if applicable)	
74	Name and address of record owner and subdivider	
75	Names of record owners of adjoining platted land; reference to recorded subdivision plats of adjoining platted land by record name, date and map book reference	
76	Revision number and all other resubdivision indicators	
77	Vicinity map featuring date, true north point, scale, and a location of map with a minimum scale of 1,000 feet to the inch	
78	The values of all true bearings and angles dimensioned in degrees and minutes	
79	Finalized lot lines, square footage, and dimensions to the nearest foot	
80	Total area, usable area and unusable area in acres of each parcel or lot created	
81	Zoning designation of all lots, including, but not limited to residential, commercial, or industrial areas, community facilities, recreational areas and useable open space; all parcels of land dedicated or reserved for public use, the use for which dedicated or reserved, and the conditions, if any, of such dedication or reservation	
82	Block numbers and lot numbers including street address of each lot (as assigned by the City)	
83	Minimum and maximum setback or build-to lines; however, building envelopes shall NOT be shown	
84	Street address numbers of each lot as assigned	
85	Street lines and centerlines of streets, easements, and other rights-of-ways within the proposed project	
86	Street classifications, names and right-of-way width and length of each street or other rights-of-way	
87	Connections to existing and proposed streets (including street classification) located outside the development	
88	Dimension from nearest existing street intersection centerline to the nearest lot line	
89	Acres and linear footage totals of new streets	
90	Angles, radii, tangents, and lengths of all street curves	
91	Sidewalk and path locations	
92	Street light details, including height, pole color and type, light color, and fixture type	

MAJOR SUBDIVISION APPLICATION CHECKLIST

(Submittals should include 30 copies of the listed items, unless otherwise stated)

93	Stormwater management devices, including existing/proposed water courses, channels, surface/sub-surface conveyance devices, and BMPs	
94	Engineering development plans for utility easements and utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
95	Statement indicating "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground"	
96	Common open space lots and tree protection zones	
97	References must be provided to known parameter monuments and location and description of new monuments provided	
98	All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)	
99	Provide reference to common or shared easements conveyed to public service corporations furnishing cable television, gas, telephone and electrical service to the subdivision	
100	When subdivision consists of land acquired from more than one source of title, the outlines of these tracts shall be indicated by dashed lines, and the identification of the respective tracts shall be shown on the plat	
101	In the case of resubdivision of existing recorded lots, existing lot lines shall be shown by dotted lines and the resubdivision by full lines, unless the requirement for dotted lines is waived by the Planning Commission.	
102	Natural or noteworthy features to be preserved, tidal wetlands and Chesapeake Bay Preservation Areas; and FEMA Flood Map information, including proposed minimum finished floor elevations for any lot which contains or is adjacent to a flood hazard district	
103	Certification of each owner's consent duly acknowledged before a licensed notary public as outlined in the subdivision ordinance	

SUBDIVISION EXCEPTION APPLICATION CHECKLIST

(submittals should include 13 copies of listed items, unless otherwise stated)

1	Application form and fee	
2	Project name, location, parcel number, zoning district, and application number	
3	Applicant/owner name, address, phone number, email address, and status	
4	Specific standard or requirement of subdivision ordinance subject to the exception request	
5	Description of exception request and the grounds for exception	
6	Description of all facts relied upon demonstrating need for exception	

USE PERMIT APPLICATION CHECKLIST

(submittals should include 17 copies of listed items, unless otherwise stated)

1	Application form and fee	
2	Owner/applicant information including name, address, phone number, email address, and status	
3	Project name, location, parcel number, zoning district, and application number	
4	Project information including: square feet, total floor area, number of parking spaces, architectural design, fencing/screening description, landscaping description, and building elevations, where applicable	
5	Written description of project including proposed use and site operations/activities (population, number of employees, hours of operation, etc.) Applicants are advised to include <u>all future plans</u> in the application	
6	Copies of development plan showing site boundaries, streets abutting site, existing and proposed buildings, parking areas, fencing/screening, and landscaping (scaled 1" = 20' or larger, with 1 copy no larger than 11" by 17")	
7	Copies of floor plan showing use of each room, ingress/egress, bathrooms, etc.	
8	Any other information necessary to ensure proposed use will conform fully with requirements of Section 40.1-5 parking, multifamily, commercial and/or transitional standards of the city code of ordinances	
9	Depiction of how multi-family or nonresidential use, other than a sign, fully conforms with the site layout requirements in Section 40-105.2 of the city code of ordinances	
10	Depiction or description of how the approval of the project by DDC or HPC if applicable.	
11	Transportation analysis, where applicable	
12	Landscaping plan showing compliance with the landscaping and tree protection standards in the zoning ordinance	

CERTIFICATE OF APPROPRIATENESS APPLICATION CHECKLIST

(Submittals should include 11 copies of listed items, unless otherwise stated)

A. GENERAL INFORMATION

1	Application form and fee	
2	Project name, location, parcel number, zoning district, and application number	
3	Written description of exterior work including changes to an existing structure/site, new construction, additions, and demolition	
4	Historic district guidelines chapter and section, where applicable	
5	4" x 6" color photographs of the site showing all public views of site, areas where work will be done, and surrounding properties	
6	A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed	
7	Any additional information determined to be necessary by the Planning Department	

B. FOR BUILDINGS

8	Scaled drawings showing physical survey including property, all site conditions, and adjacent structures (elevation drawings only required for building facades subject to modification)	
9	Historic evidence (such as old photos) to justify any restoration of missing elements where applicable	

C. FOR SITES

10	Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested)	
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D. FOR SIGNS

11	Site drawing showing sign location	
12	Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials	
13	All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed)	

E. FOR NEW CONSTRUCTION AND ADDITIONS

14	Scaled drawing showing physical survey including property, adjacent structures and location of property boundaries, buildings, site lighting, parking, walkways, mechanical/utility equipment, accessory structures, fencing, and plantings	
15	Elevations of proposed structure and the historic building including texture, relative grade and elevations related to floor level (including drawings of architectural details)	
16	Floor plans of affected exterior walls on the historic building	
17	A description of how the new structure maintains compatibility with the existing structure in cases where new construction is proposed	

F. FOR DEMOLITION

18	A statement describing the need for demolition (if applicable) and plans for new use of property	
19	Feasibility study/structural study/cost estimate for rehabilitation	
20	Documentation of hardship including photographic evidence where applicable	
21	For demolition projects disturbing more than 2,500 sq ft, a land disturbance permit is also required	

BUILDING PERMIT APPLICATION CHECKLIST

(Submittals should include 2 copies of listed items, unless otherwise stated)

A. GENERAL INFORMATION

1	Application form and fee	
2	Applicant/owner name, address, phone number, email address, and status	
3	Contractor company name, address, phone number, and State Registration number	
4	Site information including street address (and suite number if applicable), lot number, size of structure in square feet, district, subdivision, existing/proposed use type, and selected characteristics of building	
5	Project information including type of improvement, building type, construction type, valuation (including and excluding land), and mechanic's lien agent	
6	Copies of prior development approval (e.g., development plan, final plat, use permit, certificate of appropriateness, etc.) (if applicable)	
7	Two copies of a plot plan showing proposed addition or enlargement to existing building and depicting site dimensions, location and size of existing and proposed structures, distance to lot lines from all structures being constructed or altered, and location of all known easements (plot plans not required for new buildings that require site plans)	
8	Name, address, phone number, and occupation of plan preparer	

B. ADDITIONAL REQUIREMENTS WHERE APPLICABLE

9	Two complete sets of construction drawings (architectural, mechanical, electrical, plumbing, structural, etc.) for new construction and a disc of digital drawings (three sets needed for projects requiring review by the Health Department (restaurants, food handling, etc.))	
10	Elevation drawings for residential buildings including roof pitch, floor elevation(s) above grade, finish materials and scale	
11	Foundation plan for residential buildings highlighting code requirements	
12	Floor plan for residential or commercial buildings with all spaces labeled showing windows and doors including detailed wall and building sections	
13	Construction drawings for all decks and porches for residential buildings	
14	Electrical permits required for adding/installing new circuits, upgrading electrical service, upgrading electrical wiring, relocating, and relocating meter base/panel box, etc.	
15	Mechanical/fire prevention permits required for installing any fire suppression or fire alarm system	
16	Elevator permits required for installing elevators or stair lifts	
17	Mechanical/gas permits required for installation or replacement of any gas lines or gas appliances	
18	Mechanical permits required for residential new installation and commercial new/replacement of heat pumps, furnaces/boilers/ventilation systems/wood stoves, etc.	
19	Plumbing permits required for residential connection to City water/sewer, new plumbing fixtures, and replacement of water/sewer lines and commercial new/replacement plumbing fixtures, on-site water distribution or sewer collector lines, and replacement water/sewer lines	
20	Any additional information determined necessary by City agencies	

TEMPORARY USE PERMIT APPLICATION CHECKLIST

(Submittals should include 5 copies of listed items, unless otherwise stated)

1	Application form and fee	
2	Authorization from the landowner	
3	Written description of temporary use including the dates, hours of operation and duration of temporary use (including setup, removal and cleanup)	
4	Plot plan drawn to scale including location of lot, adjacent streets within 200', size of property, location of parking and electrical power source, location and size of other accessory structures, and proposed landscaping plan and lighting information	
5	List of vendors including name, address, phone number, and copy of City business license where applicable	
7	Any additional information determined necessary by Planning Department	

ZONING COMPLIANCE PERMIT APPLICATION CHECKLIST
 (Submittals should include 2 copies of listed items, unless otherwise stated)

USE CHANGES AND NON-HABITABLE STRUCTURES

1	Application form and fee	
2	Copy of lease agreement or letter from property owner stating permission to occupy	
3	Floor plan of building or structure	

SIGNS

1	Application form and fee submitted to the Department of Planning	
2	Graphic depiction of site, existing or proposed buildings, and locations of all proposed signage	
3	Position of all signs and foundation plan for freestanding signs	
4	Elevation drawing of each sign proposed	
5	All sign areas and dimensions (including shape)	
6	Dimensions of all existing signs and height of all signs	

NEW BUILDINGS OR STRUCTURES EXEMPT FROM TYPE I OR TYPE II DEVELOPMENT PLAN REVIEW

A. GENERAL INFORMATION

1	Application form	
2	Project name and identification number	
3	Revision number	
4	Name, address, telephone number, fax number, and seal number of all design professionals participating in the development application	
5	Development information table {new buildings only}	
6	Standard development notes {new buildings only}	
7	All information determined to be necessary by the Planning Department	

B. VICINITY MAP (SCALE 1" = 1,000')

8	Date	
9	North Arrow	
10	Scale	
11	Legend for all symbols	
12	Site location	

C. PHYSICAL FEATURES MAP (SCALE 1" = 100' (DEVIATIONS REQUIRE PRIOR APPROVAL FROM PLANNING DEPARTMENT))

13	Spot elevations of the proposed finished grade of the site	
14	Geologic formations, including: shorelines, rock outcrops, or other significant geologic features	
15	Watercourses, conveyances, and springs (perennial only)	
16	Water bodies, including canals	
17	Bulkhead and pier head lines where officially established	
18	Flood zone boundaries, top of slope, mean high water line, and mean low water line	
19	Wetlands	

D. EXISTING CONDITIONS MAP (SCALE 1" = 100')

(deviations require prior approval from Planning Department)

20	Acreage and square footage of the site	
21	All easements (including drainage) with dimensions and designation as to type	
22	Location and description (including date of construction and architectural style) of all historic structures or site features on the site	
23	Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground	
24	Location of curb cuts, lighting facilities, and outside trash storage facilities	

ZONING COMPLIANCE PERMIT APPLICATION CHECKLIST

(Submittals should include 2 copies of listed items, unless otherwise stated)

E. SITE DATA AND LAYOUT SHEET (WITH A SCALE NOT LESS THAN 1" = 50')

25	Lot numbers and sizes	
26	Metes and bounds description of proposed development	
27	Minimum, maximum, and contextual setback or build-to lines (based on zoning and overlay district classifications)	
28	All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)	
29	Graphical depiction of location, height, and materials of all fences, walls, and retaining walls	
30	Driveways shall be dimensioned and noted to be 7", 3,000 pounds A.E. mixed from curb or existing road to property line	
31	Sight triangles	
32	Limits of proposed land disturbance, existing vegetation to be preserved, limits of proposed vegetation removal, and description of new plant materials to replace those removed in compliance with protected districts where applicable	
33	Show site designed to VDOT and ADA requirements and construction methods and materials conform to City of Portsmouth Standards/HRPDC Regional Standards 4th Edition {New Building}	

F. TRAFFIC CONTROL AND PARKING PLAN (5 COPIES MIN WITH A SCALE NOT LESS THAN 1" = 50')

34	Pervious and impervious parking spaces (including dimensions, and designation of compact spaces)	
35	Alternative Parking Plan (if applicable)	

G. STORMWATER MANAGEMENT SHEET AND DRAINAGE PLAN (3 COPIES, WITH A SCALE NOT LESS THAN 1" = 50')

36	Signature, date, and seal by Virginia licensed professional engineer or land surveyor	
37	Signature of qualified land disturber	

H. UTILITY PLAN (3 COPIES, WITH A SCALE NOT LESS THAN 1" = 50')

38	Existing and proposed locations, types, and sizes of all water, sanitary sewer, storm sewer, gas, telephone, power and other utility lines and meters, easements and any other utilities affected by the site (includes above ground utilities and grades and computations where appropriate) {New Building}	
39	Notation that all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground {New Building}	
40	Locations where existing overhead utilities will be relocated underground (if applicable) {New Building}	
41	Construction drawing showing location and design factors of water meters and mains{New Building}	
42	Copy of City's water meter construction detail{New Building}	
43	Verification of water system and sanitary sewer system hydraulic analysis performed to verify existing system can provide for new demands{New Building}	
44	Copy of City of Portsmouth Sanitary Sewer and Public Water Systems spreadsheet{New Building}	

I. LANDSCAPING/OPEN SPACE SHEET (WITH A SCALE NOT LESS THAN 1" = 50')

45	Location, size, and species of all existing and proposed street trees (including statements indicating entity responsible for maintenance and replacement of street trees) {New Building}	
46	Notations for any existing landscape within sight triangles indicating maximum shrub height (3½ feet above road crown) {New Building}	
47	Location, size, and species of all specimen trees and the associated critical root zone{New Building}	
48	Location of tree protection zone and demarcation of existing trees to be removed	
49	Location and configuration of all tree protection fencing	
50	Notation indicating: "All tree protection fencing shall be installed and inspected prior to issuance of a Land Disturbing Permit and shall be maintained in good working order until all construction activity is completed. Any required erosion control measures shall be placed outside of any tree protection fencing."	

ZONING COMPLIANCE PERMIT APPLICATION CHECKLIST

(Submittals should include 2 copies of listed items, unless otherwise stated)

J. BUILDING ELEVATION SHEET

51	Building elevations including lowest floor and base of equipment from grade with benchmarks shown (elevations referenced from NAVD datum)	
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K. LIGHTING SHEET (WITH A SCALE NOT LESS THAN 1" = 50')

52	Location, type, and height of all lighting (including street lights)	
53	Details on colors and materials for all lighting fixtures	
54	Grid or photometric diagram showing maximum illumination values at grade and uniformity ratios to all boundaries of the development. Light intensity is to be measured in footcandles.	

CERTIFICATE OF OCCUPANCY APPLICATION CHECKLIST

(Submittals should include three copies of listed items, unless otherwise stated)

1	Application form	
2	Edition of the USBC under which the permit is issued	
3	Group classification and occupancy in accordance with provisions of the Use and Occupancy Chapter of the USBC	
4	Type of construction as defined in the USBC	
5	Flood District	
6	Zoning District	
7	All required documentation as applicable including Final Statement of Special Inspections, Health Department Approval, Flood Elevation Certificate, EIFS Installation Certificate, Third Party Elevator Inspections, Water Quality Certificate, Backflow Prevention Certificate, etc.	
8	If an automatic sprinkler is provided and whether or not such system was required	
9	Use permit conditions/proffers	
10	Any special stipulations, and conditions of use or proffers of the building permit and if any modifications were issued under the permit, there shall be a notation on the certificate that modifications were issued	

ZONING VERIFICATIONS APPLICATION CHECKLIST

(Submittals should include 2 copies of listed items, unless otherwise stated)

1	Application form and fee	
2	Applicant address, property owner information, and property type for requested property	
3	Written description explaining request including specific information sought, purpose of request, specific factors that affect the need for request, etc.	

APPEAL APPLICATION CHECKLIST

(Submittals should include 13 copies of listed items, unless otherwise stated)

1	Application form and fee	
2	Reference to City project identification number that is the source of the appeal	
3	Description of the decision being appealed (including copy of development plan or other application materials as appropriate)	
4	Statement describing reasons for appeal and justification	
5	Detailed description of hardship(s) and how the hardship is not self-imposed	
6	Any additional information determined to be necessary by the Planning Department	

VARIANCE PERMIT APPLICATION CHECKLIST

(Submittals should include 13 copies of listed items, unless otherwise stated)

1	Application form and fee	
2	Site information including location, lot number, lot size, and street address	
3	All base and overlay zoning classifications	
4	Locations, square footages, and dimensions of all existing and proposed structures	
5	All minimum and maximum setbacks, including build-to lines	
6	Easement types, locations, and dimensions	
7	Copy of plot plan and description of the variance(s) being requested (proposed addition, enlargement, new building, parking area, etc.) (one copy required)	
8	Statement indicating the grounds for the variance request	
9	Description of exceptional lot size/shape, topographical conditions, or potential complications from adjacent property where applicable	
10	An elevation drawing showing proposal and proposed height or other sketches, or plans where applicable	
11	Detailed description of hardship(s) and how the hardship is not self-imposed	
12	Any additional information determined to be necessary by the Planning Department	

ADMINISTRATIVE ADJUSTMENT APPLICATION CHECKLIST

(Submittals should include 13 copies of listed items, unless otherwise stated)

1	Application form and fee submitted	
2	Site information including location, lot number, lot size, and street address	
3	Scaled drawing showing existing structures, proposed adjustments to structures, boundaries of property, and structures and use types of buildings on adjacent properties	
4	Copy of development plan demonstrating that administrative adjustment does not exceed 15 percent of a building setback standard	
5	Description demonstrating how administrative adjustment is consistent with the character of development in surrounding area, and will not result in incompatible uses and will not substantially interfere with the use of adjacent lands	
6	Description demonstrating how proposed administrative adjustment advances the purposes of the zoning district and/or comprehensive plan	
7	Description addressing how any adverse impacts from the requested administrative adjustment will be mitigated to the maximum extent practical	
8	Elevations required if adjustment involves new construction or changes to an existing building	

INTERPRETATION APPLICATION CHECKLIST

(Submittals should include 3 copies of listed items, unless otherwise stated)

1	Application form and fee	
2	Owner/applicant information including name, address, phone number, email address, and status	
3	Project information including name, location, lot number, and City's project identification number	
4	Each provision for which interpretation is requested	
5	Description explaining proposal and any additional reasons or material in support of proposed interpretation	
6	Technical evidence to support proposed interpretation of district boundaries and description of how interpretation carries out intent and purpose of zoning ordinance for district	
7	Any other information determined to be necessary by the Planning Department	

ZONING ORDINANCE TEXT AND MAP AMENDMENT SUBMITTAL REQUIREMENTS

(Submittals should include 20 copies of the listed items, unless otherwise stated)

A. GENERAL INFORMATION

1	Application form and fee	
2	Applicant/owner information including name, address, phone number, email address, and status	
3	Project name and City's project identification number	
4	Pre-application conference material, if applicable	
5	Any other information determined to be necessary by the Planning Department	

B. DESCRIPTION AND JUSTIFICATION

6	Description of how existing conditions have changed, thereby making the amendment submittal valid	
7	Description of how the proposed amendment will result in development that has a better fit with the desired land use patterns for the City	
8	Proposed text and image revisions or additions to the zoning ordinance text (if applicable)	
9	Description of how the proposed amendment furthers the objectives of the comprehensive plan	

C. SUBMITTALS ASSOCIATED WITH ZONING MAP AMENDMENT

10	Property information including parcel number, address, current zoning district, proposed zoning district, number of acres on site, square feet, existing land use, existing building on site, proposed use of rezoned property, and abutting land uses and zoning	
11	Scaled drawing showing boundaries of property (scale 1"= 20' or larger, at least one plan set should be no larger than 11" by 17")	

ZONING ORDINANCE TEXT AND MAP AMENDMENT SUBMITTAL REQUIREMENTS

(Submittals should include 20 copies of the listed items, unless otherwise stated)

12	Description of proposed use of rezoned site including type of site improvement, buildings, and activities anticipated	
13	Written description explaining why rezoning is necessary	
14	Elevations required if rezoning involves new construction or changes to an existing building	
15	Proposed proffers, if applicable	
16	Transportation analysis, if required	
17	Conceptual master plan, if required	
18	Statement of Design Standards, if applicable	