



# Pre-Application Conference Request Form

[www.portsmouthva.gov/181/Planning-Department](http://www.portsmouthva.gov/181/Planning-Department)

801 Crawford Street, Portsmouth, Virginia 23704

**Notes:**

1. Pre-Application Conferences are strongly recommended prior to submitting any application for Rezonings (Zoning Map Amendments), Zoning Text Amendments, Use Permits, Variances, Special Exceptions, and Major Subdivisions. Pre-Application Conferences are voluntary for all other development review processes and applications.
2. Pre-Application Conferences are not binding on the City. Comments made during a Pre-Application Conference do not constitute official assurances or representations by the City or its officials regarding any aspect of the plan or submittal.
3. Staff cannot guarantee that all relevant issues will be discussed or that initial staff reactions will reflect the ultimate staff recommendations. Requirements of other City departments will not be discussed.
4. There is no fee for a Pre-Application Conference. Fees may be required for subsequent applications.

**1. General Project Information**

Submission Date:						
Project Address:						
Tax Parcel Identification Number:				Zoning District:		
If the project is located in a Historic or Downtown District, identify which one.		Downtown Design District		Park View	Truxtun	
		Olde Towne		Port Norfolk	Cradock	

**2. Uses of the Site**

Existing Use of Site					
Proposed Use of Site					

**3. Project Description Narrative**

A) Provide a written description of the proposed project and/or activities. If the conference is related to a Variance or Special Exception request, please describe the need for and amount of deviation from adopted city standards.

B) Provide a written description of any existing or potential proffers or conditions that will be associated with the application, if applicable.

#### 4. Primary Point of Contact (Applicant) Information

Primary Point of Contact:		
Mailing Address:		
Phone:		
Email Address:		

#### 5. Property Owner Information *(if different from primary point of contact)*

Property Owner:		
Mailing Address:		
Phone:		
Email Address:		

#### Suggested Submittal Materials

**The more information provided, the better staff will be able to provide guidance.**

*Submit digital copies of any documents.*

##### A. GENERAL INFORMATION

	Pre-Application Conference Request Form - filled out with applicable information
	Conceptual site plan (if the proposal is associated with a particular lot or site)
	Any additional information determined to be necessary by the Planning Department

##### B. CONCEPTUAL SITE PLAN

For pre-application conferences associated with a Use Permit, Major Subdivision, or Zoning Map Amendment, staff recommends submittal of a conceptual site plan, with the following features:

	Lot or site boundaries and easements, as depicted on a survey or a copy of a current, valid plat (if applicable)
	Location of existing and proposed buildings (if applicable)
	Location of significant natural resources, such as water bodies, wetlands, shorelines, and topographic contours (if applicable)
	Location of existing and proposed stormwater facilities (if applicable)
	Location of existing street and sidewalk networks, as well as any proposed changes (if applicable)
	Location of existing and proposed off-street parking areas and accessways (if applicable)
	Sketch, diagram, or photographic example of front building elevations if the application includes a multi-family, commercial, or mixed-use building (if applicable)