



Chesapeake Bay Resource Protection Area (RPA) Exception Application Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/181/Planning-Department

Notes:

1. A Pre-Application Conference with Planning Staff is **strongly recommended** prior to submission of a Chesapeake Bay RPA Exception application.
2. Depending on the proposed activity, the review and decision on an application may be undertaken by staff or the Planning Commission.
3. A Certificate of Appropriateness (COA) is required before any other applications can be filed in the Downtown Design (DD) Overlay District or any Historic District.
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 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.
5. Applicants are encouraged to consult the City's Chesapeake Bay Ordinance ([Chapter 9.1 of the City Code](#)) prior to submitting their application.
6. Applications are due at 5:00pm on the date listed in the [Planning Commission meeting schedule](#), which can be found on the Planning Department website.
7. No application shall be considered on property where there is a known outstanding violation of the Zoning Ordinance, unless the application approval would remedy the violation.
8. A staff coordinator will be assigned to your application and ensure the application is complete. Applications will not be advertised and will not be included on the Planning Commission agenda if they are incomplete. Completed applications will be routed to pertinent City departments for comment. Meeting notices will be mailed to adjacent property owners to allow public comment. Staff will write a staff report that includes a recommendation and recommended conditions for the application.
9. Planning Commission meets the first Tuesday of each month at 1:30 PM. See the Planning Department website for the [Planning Commission meeting schedule](#).
10. **The Chesapeake Bay Exception Review Fee is \$275 for applications submitted prior to any work commencing or \$500 is work was started prior to the application being submitted or fee as established in City Code Appendix A Portsmouth Fee Schedule.**
11. **Fees are typically non-refundable once the application has been advertised.**

1. General Project Information

Submission Date:	
Project Address:	
Tax Parcel Identification Number:	

2. Resource Protection Area/Wetland Delineator Information

Name of person performing RPA/Wetlands delineation:			
Mailing Address:			
Phone Number(s):			
Email Address:			

3. Responsible Land Disturber (RLD) Information

Name of Responsible Land Disturber:		RLD Number:	
Mailing Address:			
Phone Number(s):			
Email Address:			

4. Exception Information

Type of Exception	RPA Administrative (Nonconforming)	RPA Administrative	RPA Planning Commission
Date 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
Size of the land disturbance	less than 2,500 square feet	greater than 2,500 square feet	
Total square footage of the project			
Type of Water Quality Impact Statement	Minor	Major	None
Approval required by? (staff to determine)	Staff	Planning Director	Planning Commission

5. Detailed Project Narrative including Description of All Work

Changes to an Existing Structure/Site	New Construction	Addition(s)	Commercial
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Describe in detail all exterior work, building, and site improvements, to be installed in the Resource Protection Area (RPA). Be sure to indicate all land disturbing activities and the location of all pervious and impervious areas. Use additional sheets and attached manufacturer's information sheets where appropriate.

6. Applicant Information

Applicant Name:			
Mailing Address:			
Phone Number(s):			
Email Address:			

7. Property Owner Information (if different from primary point of contact)

The property owner must sign the property owner consent box. See item number 5 below.

Property Owner Contact Name:			
Mailing Address:			
Phone Number(s):			
Email Address:			

8. Property Owner Consent

*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.*

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

Property Owner Signature:		Date Signed:	
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9. Applicant Signature

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

Applicant		Date	
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Submittal Requirement Checklist

Submit digital copies of all required documents. Hard copies of some documents may be required.

A. GENERAL INFORMATION

	Pre-Application Conference completed
	Chesapeake Bay Resource Protection Area (RPA) Exception Application (signed and completely filled out with all required information included)
	Application fee or fee as established in City Code Appendix A Portsmouth Fee Schedule
	Copy of an approved Certificate of Appropriateness (COA) if located within Downtown Design (DD) Overlay District or within historic district
	For activity in the RMA a minor water quality impact assessment, unless exempt by the City Engineer.
	For all activity in the RPA a Minor Water Quality Impact Assessment (WQIA) when activity involves less than 2,500 square feet of land disturbance.
	For all activity in the RPA a Major Water Quality Impact Assessment (WQIA) when activity involves 2,500 square feet or more of land disturbance
	Any additional information determined to be required by the Planning or Engineering Departments

B. DETAILED PROJECT NARRATIVE

	Written project narrative including existing uses, proposed uses, and all site operations and activities. Include details regarding proposed number of dwelling units, proposed density, number of employees, hours of operation, etc. and all other pertinent details
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OFFICE USE ONLY

Case Number (Tidemark):

Received By:		Received Date:	
Accepted as Complete By:		Accepted Date:	