



Single Family Residential Development Application

(New Construction)

I. PROJECT INFORMATION: (Print)

Project Address: _____

Neighborhood: _____ Map #: _____ Plate #: _____ Parcel #: _____

Submitted by: _____

Contact Person: _____

Address: _____

Tele: _____ Email: _____

Owner Information: (If it is the same as above, then skip this section)

Resident/Owner: _____

Address: _____

Tele: _____ Email: _____

II. CRITERIA: (All information to be shown on the plan/plat drawing)

A. Base Information: (Place a check for all that are shown on the plan)

Dimensions _____ Lot Boundaries _____ Building Setback (linear feet from property line) _____ Building Layout _____

Driveways _____ RW (fronting entire site) _____ Easements _____ Curb & Gutter _____ Flood Zone _____

Existing Aprons (open & closed) _____

B. Utility Locations (existing and proposed):

Service lines: Water _____ Storm Water _____ Sanitary Sewer _____ Gas _____ Electric _____ Cable TV _____

Telephone _____

Utility Appurtenances: Water Meter _____ Sanitary Sewer Cleanout _____ Gas Meter _____

Telephone/Cable Box _____

C. Topographical Information: (Place a check for all that are shown on the plan)

Vicinity Map _____ North Arrow _____ Distance to: Nearest Cross Street(s) _____ and Existing Fire Hydrant(s) _____

Contour Lines / Elevations _____ Finish Floor Elevation _____ Flood Lines/RPA Buffer Line _____ Pool _____

Trees & Shrubbery _____ Sidewalks _____ Fence _____ Porch/Decks _____ Detached Garage _____

Storage Shed _____ Generator _____

D. All plans must adhere to the Virginia Residential Code for Lot Grading Plans in the City of Portsmouth (R401.3-Drainage, R408.6-Finish Grade, R408.7-Flood Resistance)

E. Plan drawings shall be on a horizontal graphic scale no less than 1"= 40'. Paper size shall be either "8 1/2 x 14" or "11 x 17".

F. "Agreement-In-Lieu-of Erosion and Sediment Control Plans" is required for construction of a Single Family Residence (SFR) that is not part of a larger plan of development and the disturbed area is 2500 SF or greater. This includes any additions or modifications to an existing single-family detached residential structures. *Note: VSMP is required if the disturbed area is greater than 1 acre. SFRs less than 1 acre, that are a part of the Common Plan of Development (CPOD), are not required to submit a Registration Statement for the permit coverage, but must comply with terms & conditions of the General Permit.*

III. WATER METER:

The design flows, for the requested water meters and fire sprinklers (to include the residual pressure "Res. Press." for the fire sprinklers), are required to be stated below.

A. Domestic Meter Size: _____ 5/8" (Max Flow = 20 gpm) _____ 3/4" (Max Flow = 30 gpm) _____ Res. Press. _____

**NOTE: A) ALLOW UP TO FIVE, BUT NO MORE THAN SEVEN DAYS, FOR BUSINESS PROCESSING (5 – 7 DAYS)
 B) IT IS A REQUIREMENT TO VISIT WITH THE ZONING DEPARTMENT BEFORE SUBMITTING THIS FORM**

Certification Statement of Applicant: "I certify that all of the items checked above have been submitted with this application"

Applicant Signature: _____ Date: _____

OFFICE USE

Engineering Dept:

- A. Application (Section I): Complete _____ Incomplete _____ Date Resubmitted _____
- B. Plat / Plan (Section II): Complete _____ Incomplete _____ Date Resubmitted _____
- C. Tidemark: Project No. _____ Owner Verification ____ (Y) ____ (N)
- D. Agreement-in-lieu-of Plan: ____ (Y) ____ (N) Agreement-in-lieu-of Storm Water Plan: ____ (Y) ____ (N)
- E. Responsible Land Disturber Certification: ____ (Y) ____ (N)
- F. VSMP (Virginia Stormwater Management Program) Coverage: ____ (Y) ____ (N)

Logged in by: _____ Date: _____

ZONING and PLANNING: Single Family Residential – New Construction Checklist

- A. _____ Zoning Clearance Attached

BUILDING OFFICIAL:

- A. Comments: _____

Approved by: _____ Date: _____

ENGINEERING:

- A. Fire Department
Nearest two Fire Hydrants: 1 - _____
2 - _____
Latest FF Test: Hyd # _____ Flow: _____ Press: _____ Date: _____
- B. Water
Size and Type Pipeline Accessible: _____
Approved Meter Size: Domestic _____ Irrigation _____
- C. Sanitary Sewer
Size and Type Pipeline Accessible: _____
- D. Storm Water
Onsite Infrastructure(s) Required: ____ (Y) ____ (N) Runoff Drainage Pattern Approval: (Y) ____ (N) ____
Pipe Size(s): RCP/PVC _____ - 15" _____ - 18" _____ - Other Size _____ Silt Fence Req: _____
- E. Site / Right-of-Way
Area of Lot/Parcel: _____ SF Total Land Disturbance: _____ Acre _____ SF
Requirements: Curb & Gutter _____ Sidewalk _____ Silt Fence _____ Driveway Apron _____
Meter Relocation _____ SSCO Relocation _____ Driveway Culvert Pipe (Min 15" Dia) ____ (Y) ____ (N)
- F. Offsite Improvements Required: ____ (Y) ____ (N)
- G. Comments: _____

Approved by: _____ Date: _____