

## Development Plan Checklist

This checklist is intended to aid an applicant in making a complete submittal of a Development Plan; however, it does not preclude the applicant from reviewing and applying the requirements of the Newport News Code of Ordinances, Newport News Design Criteria Manual, Newport News General Conditions and Special Provisions of HRPDC, Hampton Roads Planning District Commission Regional Construction Standards, Virginia Department of Transportation Road and Bridge Standards, Virginia Erosion & Sediment Control Handbook, etc.

✓	CHECKLIST ITEMS
	<p>The Cover Sheet must include, at minimum, the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the development, street address and tax identification number of the site(s).</li> <li><input type="checkbox"/> Name and address of the owner of record and of the developer (if different than the owner).</li> <li><input type="checkbox"/> A vicinity map showing the location of the site in relation to one or more public streets, other subdivisions, parks, schools and public land drawn at a scale of 1"=1000'. Include a north arrow.</li> <li><input type="checkbox"/> The zoning designation, overlay district (if applicable), current use and proposed use of the site in accordance with the Zoning Ordinance.</li> <li><input type="checkbox"/> Building setback dimensions, minimum lot size, maximum building height, proposed building height and special highway setbacks (if applicable) as required by the Zoning Ordinance.</li> <li><input type="checkbox"/> Identify if the site is within a Chesapeake Bay Preservation Area.</li> <li><input type="checkbox"/> Parking requirements in accordance with the Zoning Ordinance.</li> <li><input type="checkbox"/> Provide sanitary sewer flow calculations. The calculations must be presented using the Hampton Roads Regional Sewage Flow Projection Data spreadsheet.</li> <li><input type="checkbox"/> Provide the name and certification number for the responsible land disturber (RLD) for the development.</li> <li><input type="checkbox"/> Identify any land use case (i.e. special exception, variance, conditional use permit, conditional rezone, board of zoning appeals, overlay committee, Economic Development Authority, etc.) approvals/decisions that impact the site. Provide the approval date, approval letter and the adopted ordinance (if applicable).</li> <li><input type="checkbox"/> Provide a 5"x7" open space near the title block for city approval stamps and signature.</li> </ul> <p>Provide, at minimum, the following site statistical data in square feet as well as acres:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Total site area, proposed developed area.</li> <li><input type="checkbox"/> Pre and post-construction impervious area, pervious area, green area.</li> <li><input type="checkbox"/> Disturbed area on site, disturbed area within the right-of-way, total disturbed area.</li> <li><input type="checkbox"/> Floor area ratio and lot coverage in percentage of overall site.</li> </ul>
	<p>Include the following, at minimum, on all applicable plan sheets:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify all existing easements and provide recordation information. Show and label any proposed easements.</li> <li><input type="checkbox"/> A minimum of one (1) property corner shall be field tied to the City's Survey Control Points.</li> <li><input type="checkbox"/> Date, scale and north arrow.</li> <li><input type="checkbox"/> Clearly delineate the limits of clearing/disturbance on-site, within the right-of-way and off-site (if applicable).</li> <li><input type="checkbox"/> Identify all building setback lines, special highway setbacks and/or transitional area buffers on-site as required by the Zoning Ordinance.</li> <li><input type="checkbox"/> The zoning, tax identification number and property owner's name for the subject parcel, all adjoining parcels and the parcels across adjoining right-of-way.</li> </ul>

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	Existing site conditions, including all structures, fences, landscaping, detailed information regarding utilities, spot elevations, contours must be provided.
	<p>Include the following notes, which are available at <a href="http://nnva.gov">http://nnva.gov</a>, on the plans:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Newport News Development Notes.</li> <li><input type="checkbox"/> The Newport News Erosion and Sediment Control General Notes.</li> <li><input type="checkbox"/> The Virginia Erosion and Sediment Control Program Minimum Standards (9VAC25-840-40).</li> </ul>
	Show all erosion and sediment control measures, provide a narrative and associated details. Include tree protection fencing around all existing trees within 50' of the limits of disturbance (shown on all plan views). Details can be found in the latest version of the Virginia Erosion & Sediment Control Handbook.
	Show the location of sanitary sewer and water connections, the location of fire hydrants, the sanitary, water and stormwater mains. Show the location of the connection(s) to the city systems. Provide profiles for all utility crossings.
	<p>Provide a narrative on the plan (and separate calculations) that addresses the methods of collecting, retaining, directing and/or disposing of stormwater. Support documents must be organized and include a table of contents. The Stormwater Summary Table must be completed and included on the plan. The table is available at the following website <a href="http://nnva.gov">http://nnva.gov</a>.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-development and post-development drainage maps are required to be submitted as part of the plans.</li> <li><input type="checkbox"/> If the site is located within a Chesapeake Bay Preservation Area (CBPA), the boundaries/buffers must be clearly shown on the plan and appropriate stormwater calculations must be submitted in accordance with the Virginia Stormwater Management Regulations.</li> <li><input type="checkbox"/> If the total disturbed area is 2,500sqft or more in a CBPA or 10,000sqft or more (outside a CBPA), stormwater management calculations addressing water quality and quantity must be submitted with the site plan.</li> <li><input type="checkbox"/> For water quality submit the Virginia Runoff Reduction Method spreadsheet with the site plan. The spreadsheet(s) and guidance information are available at the Virginia Department of Environmental Quality, Virginia Stormwater BMP Clearinghouse website.</li> <li><input type="checkbox"/> Storm drainage system design information, details, flow, capacity and profiles shall be provided.</li> </ul>
	A landscape plan providing the number, location, size and species of landscaping material proposed. Show the required landscape strip along all street frontage.
	Provide an overall plan showing pole locations in relationship to sidewalks/walkways and fixture details.
	Show the centerline of adjoining roadway(s), distance from the centerline to the property line, call-out the width and provide a cross section of the roadway.
	The name, address, signature, registration number and seal of the professional who drew the plans must be provided on <u>all</u> plan sheets.
	All paper plans must be printed on 24" x 36" paper, drawn at an engineer scale no less than one (1) inch equals fifty (50) feet and must be <b>folded</b> unless otherwise approved.

An incomplete plan submittal will cause the submittal to be rejected or delayed. Be sure that all required elements are included in the submittal and fees are paid. For questions or assistance, please contact Development Services at (757) 933-2311 or [developmentservices@nnva.gov](mailto:developmentservices@nnva.gov).

To the best of my knowledge and belief, all of the above items have been addressed accordingly.

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Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date