

Site Development Plan Submittal Form

Used for commercial, office, industrial, multi-family (multi-family refers to three or more dwelling units on one parcel), or mixed use development. This form should also be used for Virginia Beach public facilities and school projects.

Date: _____

Design Professional Name: _____

Email Address: _____ Phone #: _____

Business Name: _____

Mailing Address: _____

Developer Name (Company): _____ Point-of-Contact: _____

Email Address: _____ Phone #: _____

Current Property Owner Name: _____

Email Address: _____ Phone #: _____

Plan Title: _____

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted.

- Review fees (Subdivision Construction Plan and Stormwater Plan, if applicable) payment must be made prior to acceptance of the plan for review. Please reference the [DSC Submittal Fee Chart](#).
- Development Plan—Electronic document submittal thru ACCELA.
- Supporting project narrative, calculations, and reports containing a signed and dated professional seal on the cover. Each item below must be an electronic document submittal thru ACCELA.
 - Project Narrative
 - Architectural Building Elevations (for projects involving retail, OR zoning, CUP, CRZ, or Historic Review)
 - Water, Sanitary Sewer, and Fire Flow—Includes AWWA sheets and any other calculations and supporting data
 - Stormwater, if required—Include stormwater narrative, pre and post drainage area maps, and all stormwater calculations meeting the requirements for stormwater quality, stream channel erosion, flooding, calculations, soil boring report, including 24-hour stabilized and seasonal high groundwater, and soil test results.
 - E&S Calculations—E&S narrative and MS-19 table must be included on the plan sheets.
 - Pavement design calculations—include soil boring and test results supporting pavement design (this may be separate or contained in the stormwater design documents)
 - Phase I Environmental Site Assessment (if required)—Refer to [DSC Notice #130](#) to determine if a Phase 1 Environmental Site Assessment is required
 - Traffic Impact Study (if required)

Which city staff has been informed of this plan through meetings, phone conversations or emails?

What issues were discussed?
