

Single Family Dwelling (RPA)

Small Projects Site Plan

Submittal Form

Used for an individual Single Family Dwelling that is located in the Chesapeake Bay Preservation Area (CBPA) Resource Protection Area (RPA) small project of **less than 2,500 square feet of land disturbance**, including construction access and staging areas. Projects located in the RPA require either CBPA Board approval or the submittal of a Preliminary Project Request (PPR) prior to acceptance of this package.

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 for review.

- \$75.00 review fee payment must be made prior to acceptance of the plan for review.
- Development Plan - Electronic document submittal thru ACCELA
 - Development Plan requirements:** The plan may be new site plan or a current physical improvements survey signed and dated by the responsible professional. The plan must contain:
 - All existing improvements currently located on the property
 - All proposed improvements with dimensions
 - The square footage of the land disturbance including construction access and staging areas
 - The total square footage of existing impervious areas
 - The total square footage of impervious area after construction
 - A statement, signed by the current owner that states: *I certify that this drawing shows all of the existing improvements AND all of the proposed improvements on the site.*

Owner signature: _____ Date: _____
- Supporting project narrative, calculations and reports. Each item below must be included with the ACCELA submittal
 - Project Narrative
 - PPR letter or CBPA Board approval and conditions
 - Water Quality Impact Assessment (WQIA)
 - AWWA Figure 4-5 "City of Virginia Beach Water Customer Data Sheet"

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

What issues were discussed?
