

# Preliminary Project Request (PPR) Submittal Form

Used for an informal staff process to determine which formal process, if any, is required, for projects located in the Chesapeake Bay Preservation Area (CBPA) Resource Protection Area (RPA). Projects located in the RPA may require a CBPA Board Variance, staff Administrative Variance, or may be classified as redevelopment. Additional plan submittals may be required, if information provided is insufficient.

Date: \_\_\_\_\_

Design Professional Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Current Owner Name: \_\_\_\_\_ Point-of-Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Name (if different from current owner): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Please note\* An email contact must be provided.**

**The following items are required with this request via electronic document submittal thru ACCELA.**

- No review fee required.
- Physical survey, drawn to scale, with proposed improvements shown. Permits cannot be issued on drawings that are not to scale.
- Color photos of the site and construction area, including photos of the shoreline conditions, if applicable.
- Description of the project (see page 2 of 3).

Please answer the following thoroughly.

**Has a CBPA Board or Administrative Variance previously been granted on this property? (Check one)**

Yes

No

Unknown

If yes, Board Variance Date: \_\_\_\_\_ Administrative Variance Date: \_\_\_\_\_

**Has any construction associated with this request already begun or been completed? (Check one)**

Yes

No

**Has a Stop Work Order or Notice of Non-compliance been issued? (Check one)**

Yes

No

If yes, please explain the reason for non-compliance and after-the-fact improvements under construction: \_\_\_\_\_

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**Correspondence with city staff:**

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

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What issues were discussed?

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**Description of Proposed Improvements (Check all that apply):**

It is very important to check all proposed development and show it on the plan, even if the projects may be phased in over time. Improvements not shown on this application may result in delays and possible violations as the project moves forward.

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| <input type="checkbox"/> Commercial demolition only            | <input type="checkbox"/> Retaining Wall: height of wall _____ feet   |
| <input type="checkbox"/> Single family demolition only         | <input type="checkbox"/> Bulkhead, riprap, dock, and/or pier   |
| <input type="checkbox"/> New building construction             | <input type="checkbox"/> Swimming pool, pool equipment, and pad  |
| <input type="checkbox"/> Enclosed building addition            | <input type="checkbox"/> Generator pad   |
| <input type="checkbox"/> Second story building addition        | <input type="checkbox"/> Exterior kitchen / Grill area   |
| <input type="checkbox"/> Porch (open or screened)              | <input type="checkbox"/> Any plumbing fixtures (indoor or outdoor)*  |
| <input type="checkbox"/> Sunroom                               | <input type="checkbox"/> Sewer, water, and/or storm drainage pipes   |
| <input type="checkbox"/> Detached garage                       | <input type="checkbox"/> Clearing and/or wooded lot management   |
| <input type="checkbox"/> Carport                               | <input type="checkbox"/> Tree removal associated with improvements   |
| <input type="checkbox"/> Driveway replacement (same footprint) | <input type="checkbox"/> Lot grading and/or fill: depth of fill _____ inches   |
| <input type="checkbox"/> Driveway expansion                    | <input type="checkbox"/> Landscaping   |
| <input type="checkbox"/> Deck                                  | <input type="checkbox"/> Subdividing property  |
| <input type="checkbox"/> Patio and/or sidewalk                 | <input type="checkbox"/> After-the-fact (improvements are constructed or under construction—provide explanation below) |
| <input type="checkbox"/> Gazebo                                | <input type="checkbox"/> Other (provide explanation below)   |
| <input type="checkbox"/> Shed                                  |  |

**Brief Description of the Project** (include dimensions of proposed improvements):

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\*Not reporting or under-reporting of proposed plumbing fixtures may delay or void final application approval and permitting.

**Additional information regarding Enclosed Building Additions / Second Story Additions:**

- Number of bedrooms associated with proposed improvements: \_\_\_\_\_
- Is there an additional bedroom proposed?  Yes  No
- Is there an additional kitchen, inclusive of a stove proposed?  Yes  No
- Is there a flex suite proposed?  Yes  No

*Flex suite—a living unit with separate kitchen and toilet facilities, located within a single-family dwelling and having direct, interior access to the primary living unit.*

**Is the existing structure connected to a well or septic system? (Check one)**

- Yes  No

**Provide the amount of land disturbance associated with the proposed improvements: (Check one)**

*Please note: land disturbance includes both the construction footprint and construction staging/work area*

- Less than 2,500 square feet  More than 2,500 square feet