

RESIDENTIAL SITE PLAN CHECK LIST (RMA)

This complete checklist and site plan with the information requested below should be submitted to the Zoning Division of the Planning Department in the Operations Building, Room 100. Additional copies of the site plan may be required. The site plan is to be prepared in accordance with the Site Plan Ordinance. Please submit the following information on a site plan:

1. **Professional engineer or certified land surveyor seal and signature.**
2. Lot recordation statement ~ Indicate map book and page reference/deed book and page reference or **Instrument Number** (15 digit #).
3. Geographical Parcel Information Number (**GPIN**).
4. Existing zoning of site.
5. Air Installation Compatible Use Zone (**AICUZ**).
6. Lot grading statement which indicates that lot grading is in accordance with the latest subdivision construction plan submitted and date approved by engineering office.
7. The lowest proposed finished floor elevation, including basements and attached garages, is at least 2 foot above the 100 year base flood elevation as adopted by the City of Virginia Beach.
8. Flood zone statement.
9. Top of curb elevations.
10. Sidewalk statement (**5' REQUIRED FOR NEW SUBDIVISIONS**).
11. Residential tree calculation.
12. Setback distance from all structures to property lines.
13. All required parking (**2 spaces at 9' by 18' each**).
14. ERU information (**EQUIVALENT RESIDENTIAL UNIT**).
15. **THE PROPOSED RESIDENTIAL DWELLING STRUCTURE IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED FROM THE NATIONAL FLOOD HAZARD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NO. _____ (Dated) _____**
16. **ALL OR A PORTION OF THIS SITE IS LOCATED IN A SPECIAL FLOOD AREA, AS DETERMINED FROM THE NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NO. _____ (Dated) _____** *Note: If in a special flood area, plan must provide base flood elevations per Section 5B and the FIRM (Flood Insurance Rate Map)*
17. Dimensions and composition of **all impervious surfaces** (buildings, walkways, driveways, etc.) **Surface/percentage of impervious surface.**
18. Sequence of construction.
19. Location map/vicinity map.
20. HVAC location and elevations.
21. Area of site.

*OTHER REASONABLE AND APPROPRIATE CONDITIONS MAY BE IMPOSED. THIS CAN BE VERIFIED WITH STAFF REVIEWEING THE APPLICATION.

NOTE: If site has received a variance from the Board of Zoning Appeals; the approval date and any conditions must be put on the site plan by engineer or surveyor.