

**CITY OF NEWPORT NEWS DEPARTMENT OF ENGINEERING  
CLASS 1 SITE PLAN – CHECK LIST**

If development of the site requires any public facility, as defined in (Site Regulations 33.02-31), a Class 1 site plan must be submitted for review.

If development includes a detached building addition exceeding one thousand five hundred (1,500) square feet or attached building addition exceeding three thousand (3,000) square feet, a Class 1 site plan must be submitted for review. When a combination of building additions exceed six thousand (6,000) square feet in a five (5) year period, a Class 1 site plan must be submitted.

This checklist is intended to aid an applicant in making a complete submittal of a Class 1 Site Plan but does not preclude the applicant from reviewing and applying the requirements of the Site Regulations. The applicant shall sign indicating that all checklist items have been addressed on the site plan. The applicant shall submit this Checklist with the Site Plan application; thirteen (13) copies of the site plan and pay the appropriate fees.

✓	CHECK LIST ITEMS
	Name of the development and the street address.
	Name and address of the Owner of record.
	Name and address of the Developer/Applicant (if other than Owner).
	Provide the following Site Statistical data: Total site area, developed area, pre-construction impervious area and post-construction impervious area, total disturbed area, total disturbed area within right-of-way and tax identification number of the subject parcel.
	The current zoning of the subject parcel and all of the adjoining parcels and the parcels across any rights-of-way.
	Proposed water and sewer connections. If no connections are being proposed, provide a note on the cover sheet stating no connections are being proposed.
	The intended use of the building in accordance with the Zoning Ordinance.
	The height of the building in feet.
	Building setback lines as required by the Zoning Ordinance.
	Parking Calculations: Parking requirement formula in accordance with the Zoning Ordinance, number of required parking spaces, number of provided parking spaces, number of required and provided handicap parking spaces.
	Green Area Calculations: Required and Provided. Use the Landscaping and Green Area Calculation Sheet. (Attachment B)
	A minimum of (1) one property corner shall be field tied to the City's Horizontal Control Network (NAD 1983 Virginia State Coordinate System).
	Names of the property owners for the adjoining properties.
	Identify all existing easements with recordation information.
	Identify any special exceptions, variances, conditional use permits, or PRD approvals that affect the site. Provide the conditions, identifying number and approval date on the plan.
	Date, scale and north arrow.
	A vicinity map showing the location of the site in relation to one or more public streets drawn at a scale of 1"=1000'.
	Delineate the limits of clearing. Identify amount of land disturbance on site and within the City right-of-way (as applicable) as notes on the cover sheet.
	Show tree protection fencing around all existing trees within 50' of the limits of construction, shown on all plan views, with a tree protection fencing detail (see attachment). Tree Armoring will be required in locations where tree protection cannot be placed 5 feet outside the drip line of trees within green areas which must be preserved, protected, and maintained before, during, and after construction.
	Methods of collecting, retaining, directing or disposing of stormwater (including appropriate drainage calculations) shown and provided. The Stormwater Site Plan Requirement Table is completed and on the plan. <a href="http://nnva.gov/716/Site-Subdivision-Office">http://nnva.gov/716/Site-Subdivision-Office</a>

✓	CHECK LIST ITEMS
	If the property is located in a Chesapeake Bay Preservation Area the Resource Management Area (RMA) and Resource Protection Area (RPA) need to be delineated on the plan. If the property is not located within a Chesapeake Bay Preservation Area a note needs to be provided on the Cover Sheet of the plan stating such.
	Landscape plan (providing the number, location, size and species of landscaping material) provided. Or note as not required by Sec. 33.02.51(b) (1) or (2) of the Site Regulations.
	Identify all transitional area buffers on site as required by the Zoning Ordinance.
	Provide landscape strip (shown and labeled) along all streets (10% of the right-of-way width or 10' whichever is greater) with a minimum of one tree every 30' on center.
	Provide a continuous berm or visual barrier of shrubs along parking lots adjacent to any streets.
	All paved areas must be separated from the green area by concrete curbing, concrete wheel stops (spaced no more than 6" apart) or other approved landscape barrier (hedge or landscaped berm).
	Provide the City standard pavement cross section for drive aisles and parking stalls. (See attachment).
	Dimension the parking stalls and drive aisles (including handicap spaces and striped areas).
	Provide a dumpster pad (10'x20'x7" minimum) in an accessible location (if applicable). Dumpster areas must be screened. If no dumpster is provided, note how solid waste is handled onsite.
	Provide a commercial entrance per Hampton Road Planning District Commission (HRPDC) Regional Construction Standards as applicable.
	Identify two fire hydrants within 400' of the building.
	Indicate the location of the underground fire service line and fire department connection line. (If applicable).
	Provide a Lighting Plan showing pole locations, photometric readings, fixture schedule and numeric summary.
	The name, address, signature, registration number and seal of the professional needs to be shown on all sheets of the plan.
	City of Newport News General Notes need to be on the plan. These notes are available at <a href="http://www.nnva.gov/engineering">www.nnva.gov/engineering</a>
	Plans must be submitted on 24" x 36" paper; at a scale no less than One (1) inch equals fifty (50) feet (engineering scale). Plans must be <b>folded</b> unless otherwise approved.
	A separate site plan submittal to the Department of Public Utilities is required for review and approval of the proposed water line design.
	Provide all applicable site details which must be Hampton Roads Planning District Commission (HRPDC) Regional Construction Standards or City of Newport News Special Provisions on the plan.
	Is a pavement patch required in the right-of-way? If so, provide a minimum pavement patch cross section.
	Provide a 4"x7" open space on the Cover Sheet for City approval stamps.

An incomplete plan submittal may delay the review and approval of the site plan. For further questions or comments, please contact the Site and Subdivision Office at (757) 933-2311.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant