

**REGIONAL BUSINESS DISTRICT  
CITY OF NEWPORT NEWS VIRGINIA  
DESIGN REVIEW APPLICATION**

**Purpose and Intent**

All applications must conform to the mandatory design criteria of the Regional Business District Development Manual and the zoning requirements of the Regional Business District (RBD) found in Sections 45-2201-45-2214 of the City of Newport News Zoning Ordinance. The RBD allows for mixed use development consistent with the regulations.

**Review Committee**

The RBD Review Committee includes the City Manager, Director of Planning, Executive Director of the Redevelopment and Housing Authority, a member of the Planning Commission, a member of the Newport News Redevelopment and Housing Authority, and two (2) citizens.

**Process**

- A. Conference with the Director of Planning or his/her designee.
- B. Obtain application and procedure requirements from Senior Planner/Urban Designer (Department of Planning.) Phone (757)926-8761
- C. Discuss submission requirements and review process with Senior Planner/Urban Designer.
- D. Complete and submit all documentation with a \$100 filing fee for review by the Regional Business District Review Committee for preliminary approval.
- E. Upon preliminary approval by the Committee, the normal submission and approval process required by the Site Plan Ordinance shall commence.
- F. Final approval by the Committee must be granted before Site Plan Review approval is granted.
- G. Application for any required encroachments, buffer reductions or other variances shall be made.
- H. Plans examiner must receive a copy of any illustrative elevation containing colors and materials to be attached to any approved plans.
- I. Any required changes must be submitted for review and approval by the Committee.

## Requirements

### Site Development Plan

1. All information required for submission by the site plan review process (site plan at a scale of not less than one(1) in to forty (40) feet (1 full size copy; 3 11X17 copies and an electronic copy if available))
2. Location and uses of all buildings and structures, the general bulk and height of the buildings and their relationship to each other and to adjacent area, the gross floor area of buildings, by types of use.
3. Location of vehicular and pedestrian circulation systems (exterior and interior), identification of public and private areas and their dimensions, locations of points of access to the site and to public transportation facilities.
4. Location of parking areas, with calculations of the number of parking spaces.
5. Location of land dedicated to public use.
6. Proposed development schematics to explain the proposed development and its relationship with the surroundings. This may include perspective drawing(s), sketch elevation(s), photographs or a block model.
7. Location and calculations of land which is intended for common, quasi-public, or amenity use but not proposed to be in public ownership, and draft proposed restrictions, agreements or other documents indicating the manner in which it will be held, owned and maintained in perpetuity for the indicated purposes.
8. Justification for any requested reductions of required landscape buffers, use of the public right-of-way for loading or any other encroachments on the public right-of-way.

### Project Proposal Report

1. A development program shall state the sequence in which all structures, open space, amenities and vehicular and pedestrian circulation systems are to be developed and schedule of construction dates indicating the anticipated date of commencement and completion of the whole project and any major phases.
2. For any residential uses the application shall state the type and number of units proposed and parking requirements and how they are met.
3. For mixed and non-residential uses the application shall state the type of uses proposed and sufficient data to determine traffic impacts on the area as well as the need for parking.
4. If parking requirements are fulfilled with off-site parking, applicant shall provide copies of any agreements and drawings of the parking lot or deck showing the parking spaces allocated to the project.

## REGIONAL BUSINESS DISTRICT DESIGN REVIEW APPLICATION

Tax verification:

Date Filed:

Application #

\$100.00 Fee:

Property Owner:

Name and Location of the Project: \_\_\_\_\_

Present Use: \_\_\_\_\_

Intended Use: \_\_\_\_\_

Total Land Area: \_\_\_\_\_

Total Floor Area: \_\_\_\_\_

### Required Materials:

Project Proposal Report

Landscape Plan

Material Samples (Board)

Phase Plan

Site Plan

Elevations

Sign Packet

Contact Person Representing Application

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

EMAIL: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature Property Owner(s):

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

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

EMAIL: \_\_\_\_\_

Telephone: \_\_\_\_\_