



## Preliminary Development Plan Checklist

This checklist is intended to aid an applicant in making a complete submittal of a Preliminary Development Plan; however, it does not preclude the applicant from reviewing and applying the requirements of the Newport News Code of Ordinances, City Design Criteria Manual, City General Conditions and Special Provisions, HRPDC Regional Construction Standards, Virginia Department of Transportation Road and Bridge Standards, Virginia Erosion & Sediment Control Handbook, etc. The applicant shall submit this signed checklist, the signed plan application, a digital copy of the plans (as a single file, not individual sheets) and any other documents along with five (5) paper copies of the plan, two (2) paper copies of additional documents and the appropriate submittal fee(s).

✓	CHECKLIST ITEMS
	<p>The Cover Sheet must include, at minimum, the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the development, street address and tax identification number of the site(s).</li> <li><input type="checkbox"/> Name and address of the owner of record and of the developer (if different than the owner).</li> <li><input type="checkbox"/> A vicinity map showing the location of the site in relation to one or more public streets, other subdivisions, parks, schools and public land drawn at a scale of 1"=1000'. Include a north arrow.</li> <li><input type="checkbox"/> The zoning designation, overlay district (if applicable), current use and proposed use of the site in accordance with the Zoning Ordinance.</li> <li><input type="checkbox"/> Building setback lines and special highway setbacks (if applicable) as required by the Zoning Ordinance</li> <li><input type="checkbox"/> Identify if the site is within a Chesapeake Bay Preservation Area</li> <li><input type="checkbox"/> Identify any land use case (i.e. special exception, variance, conditional use permit, conditional rezone, board of zoning appeals, overlay committee, Economic Development Authority, etc.) approvals/decisions that impact the site. Provide the approval date, approval letter and the adopted Ordinance (if applicable).</li> </ul> <p>Provide, at minimum, the following Site Statistical data in square feet as well as acres:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Total site area, proposed developed area.</li> <li><input type="checkbox"/> Pre and post-construction impervious area, pervious area, green area.</li> <li><input type="checkbox"/> Disturbed area on site, disturbed area within the right-of-way, total disturbed area.</li> <li><input type="checkbox"/> Floor area ratio and lot coverage in percentage of overall site.</li> </ul>
	<p>Include the following, at minimum, on all applicable plan sheets:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify all existing easements and provide recordation information. Show and label any proposed easements.</li> <li><input type="checkbox"/> A minimum of one (1) property corner shall be field tied to the City's Survey Control Points.</li> <li><input type="checkbox"/> Date, scale and north arrow.</li> <li><input type="checkbox"/> Clearly delineate the limits of clearing/disturbance on-site, within the right-of-way and off-site (if applicable).</li> <li><input type="checkbox"/> Identify all building setback lines, special highway setbacks and/or transitional area buffers on-site as required by the Zoning Ordinance.</li> <li><input type="checkbox"/> The zoning, tax identification number and property owner's name for the subject parcel, all adjoining parcels and the parcels across adjoining right-of-way.</li> </ul>
	<p>Existing site conditions, including all structures, fences, landscaping, detailed information regarding utilities, spot elevations, contours must be provided.</p>

✓	CHECKLIST ITEMS
	Show the proposed location of sanitary sewer and water connections, the proposed location of fire hydrants, the sanitary, water and stormwater mains. Show the location of the connection(s) to the City systems.
	<p>Provide a narrative that addresses the provisions for collecting, retaining, directing and/or disposing of stormwater. Preliminary support documents must be organized and include a Table of Contents. The Stormwater Summary Table must be completed and included on the plan. The table is available at the following website <a href="http://nnva.gov">http://nnva.gov</a>.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial pre-development and post-development drainage maps are required to be submitted as part of the plans.</li> <li><input type="checkbox"/> If the site is located within a Chesapeake Bay Preservation Area (CBPA), the boundaries/buffers must be clearly shown on the plan and appropriate stormwater calculations must be submitted in accordance with the Virginia Stormwater Management Regulations.</li> <li><input type="checkbox"/> For water quality submit the Virginia Runoff Reduction Method spreadsheet with the site plan. The spreadsheet(s) and guidance information are available at the Virginia Department of Environmental Quality, Virginia Stormwater BMP Clearinghouse website.</li> <li><input type="checkbox"/> Preliminary storm drainage system design information, details, flow, capacity and profiles shall be provided.</li> </ul>
	A preliminary landscape plan providing the number, location, size and species of landscaping material proposed. Show the required landscape strip along all street frontage.
	<p>Provide a preliminary lighting plan which includes the following elements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An overall plan showing pole locations in relationship to sidewalks/walkways and fixture details.</li> </ul>
	The name, address, signature, registration number and seal of the professional who drew the plans must be provided on <u>all</u> plan sheets.
	All paper plans must be printed on 24" x 36" paper, drawn at an engineer scale no less than one (1) inch equals fifty (50) feet and must be <b>folded</b> unless otherwise approved.

An incomplete plan submittal will cause the submittal to be rejected or delayed. Be sure that all required elements are included in the submittal and fees are paid. For questions or assistance, please contact Development Services at (757) 933-2311 or [developmentservices@nnva.gov](mailto:developmentservices@nnva.gov).

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

\_\_\_\_\_  
Applicant Name (print)

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

\_\_\_\_\_  
Date