

Pre-Design Plan Checklist

A Plan may be required to be submitted for review for the proposed construction of any building, the modification of any building, the use of land as a parking lot or the alteration of the grade of any parcel of land.

This checklist is intended to aid an applicant in making a complete submittal of a Pre-Design Plan. The applicant shall sign the checklist indicating that all applicable items have been provided on the conceptual plan.

CHECKLIST ITEMS
<p>The conceptual plan/drawing/sketch must include, at minimum, the following information:</p> <ul style="list-style-type: none"><input type="checkbox"/> Street address of the property/properties.<input type="checkbox"/> All existing property lines shown and labeled.<input type="checkbox"/> All proposed property lines or alterations to existing property lines shown and labeled (if applicable).<input type="checkbox"/> Label adjacent roadway(s).<input type="checkbox"/> Total property area (size) in square feet or acres.<input type="checkbox"/> Proposed project area (size) in square feet and acres.<input type="checkbox"/> Zone district of the site and the surrounding properties.<input type="checkbox"/> Existing and proposed use of the property.<input type="checkbox"/> Approximate square footage of the proposed building (if applicable).<input type="checkbox"/> Approximate square footage of the parking lot and the number of spaces (if applicable).<input type="checkbox"/> A short summary describing the existing property conditions and the proposed improvements.<input type="checkbox"/> A short summary describing any significant changes in impervious area and how stormwater may be addressed (if applicable).<input type="checkbox"/> A short summary describing the change to grade of the property to include the extent of the regrading and the purpose for the grading, i.e., stormwater drainage.

An incomplete submittal will cause the submittal to be rejected. Be sure that all required elements are included on the conceptual plan. For questions or assistance, please contact Development Services at developmentservices@nnva.gov or (757) 933-2311.

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

Applicant Name (print)

Applicant Signature

Date