

Checklist for **SITE/SUBDIVISION PLAN** Submittal Package

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

Consulting Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

Owner or Developer: \_\_\_\_\_ email \_\_\_\_\_

Owner or Developer's Address: \_\_\_\_\_

Site/Sub Plan Title: \_\_\_\_\_

**The following items are required for the submitted package to be considered complete:**

- TRANSMITTAL LETTER to include a NARRATIVE - a letter which explains the project. The letter must include a summary of the project parameters, offsite improvements, variances requested or previously granted, previous City Council or Planning commission action, proffers, prior agreements (written or verbal), and any other items which will help determine the appropriate review action required for the project.
- EIGHT (8) SETS OF THE COMPLETE SITE/SUB PLAN DRAWINGS. (Include one (1) additional set, if development includes a pump station).
- EROSION & SEDIMENT CONTROL PLAN SHEET included. May be submitted prior to construction plans.
- LANDSCAPE PLAN SHEET included in all plan sets.
- WATER & SEWER CALCULATIONS (2 sets).
- FIRE FLOW CALCULATIONS (2 sets).
- NORTHWEST WATERSHED RUNOFF CONTROL PERMIT APPLICATION (if applicable) Non-Residential only, (4 sets).
- DRAINAGE CALCULATIONS (including narrative) with a DRAINAGE AREA MAP (2 sets).
- STORMWATER MANAGEMENT CALCULATIONS (2 sets).
- PAVEMENT DESIGN (1 set).
- REVIEW FEE – Amount \$ \_\_\_\_\_ (\* See below)

|   |            |
|---|------------|
| Residential Final Subdivision (Construction) Plan -     | \$1,120.00 |
| Non-Residential Final Subdivision (Construction) Plan - | \$1,120.00 |

|   |                                  |
|---|----------------------------------|
| Residential Final (Construction) Site Plan (Multi Family)                               | \$1,120.00 plus \$25.00 per unit |
| <u>(Example:</u> An apartment with 50 units = \$1,120.00 + (\$25.00 x 50) = \$2,370.00) |                                  |

|   |                                   |
|---|-----------------------------------|
| Non-Residential Final (Construction) Site Plan  | \$1,120.00 plus \$100.00 per acre |
|   | Rounded up to nearest full acre   |
| <u>(Example:</u> A site with 3.25 disturbed acres = \$1,120.00 + (\$100.00 x 4) = \$1,520.00) |                                   |

|   |         |
|---|---------|
| Soil Drainage Management Plan (SDMP) Review | \$75.00 |
|---|---------|

|                         |          |
|-------------------------|----------|
| E-911 (all final plans) | \$395.00 |
|-------------------------|----------|

|   |            |
|---|------------|
| Level 1 Environmental Site Assessment for all residential, multi-family, and churches - | \$1,600.00 |
|---|------------|

Submit to:

**Development Engineering, Development & Permits, 3<sup>rd</sup> Floor, City Hall Building, 306 Cedar Road, Chesapeake, Virginia 23322.**