

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 4.15

ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: 12/09/14

SUBJECT: DEVELOPMENT AND PERMITS  
PLAN REVIEW FEE REDUCTIONS

SUPERSEDES: 03/11/10

REVIEWED: 12/09/14

## I. INTRODUCTION

In April 2003, City Council approved a new fee structure for construction plan reviews. The increase for fees will allow the City to recuperate a higher percentage of the cost of reviewing development plans. The City recognizes that on rare occasions, the City's cost to perform the construction plan review is significantly less than the fees established in Section 70-191. Therefore, there was a provision provided within Section 70-191 allowing the City to reduce the final construction plan review fee if there is a limited scope that reduces the required review time.

## II. PURPOSE

This administrative policy establishes guidelines and the procedure for the City's consideration and denial, or approval of the request for waiver of fees. All consideration for reduction in fees will be strictly based on the City's cost to typically review the various components of a construction plan. There will be no consideration for financial hardship.

## III. PROCEDURE

- A. A developer may submit a written request for reduction in the construction plan review or environmental site assessment fee by submitting a request to Development & Permits-Director. The request should state the basis of the request.
- B. The Development & Permits Department will review the request and either; approve, approve with modification, or deny. The basis of the Director's action will be stated in writing.
- C. The developer may appeal the decision of the Director to the City Manager.
- D. The Development & Permits Department will maintain a record of all written requests, and subsequent action taken by the City.
- E. The decision of the City Manager or his/her designee is final and there is no further appeal process.

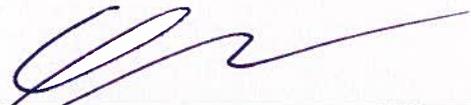
#### IV. REDUCTION GUIDELINES

- A. Scope of Review – Construction plans are reviewed by multiple City departments to ensure compliance with applicable City codes, and other requirements. Reductions in review fees will be based on a significant reduction in the number of typical review components for a particular type of review. Typical components include utilities, zoning, planning, landscaping, drainage, entrances, road improvements, etc. Some fees will not be considered for reduction in the amount, if the fee is less than the cost of providing the required service.
- B. Individual Review Fees
1. Residential final subdivision (construction) plan - This fee may be reduced by a maximum of 50%. No reduction will be considered if street improvements other than entrance construction are required. The 50% fee reduction is available if there are no SDMP, utilities, drainage/stormwater or street improvements required (entrance improvement only). In the event there is only a single improvement required of the components listed above, a 25% reduction will be considered.
  2. Residential subdivision plat-this fee will not be considered for reduction
  3. Non-residential final subdivision (construction) plan - This fee may be reduced by a maximum of 50%. No reduction will be considered if street improvements other than entrance construction are required. The 50% fee reduction is available if there are no SDMP, utilities, drainage/stormwater or street improvements required (entrance improvement only). In the event there is only a single improvement required of the components listed above, a 25% reduction will be considered.
  4. Non-residential final subdivision plat - this fee will not be considered for reduction.
  5. Subdivision bond review-this fee will not be considered for reduction.
  6. Residential final (construction) site plan (multi-family) – this fee will not be considered for reduction.
  7. Non-residential final (construction) site plan – the fixed portion of the fee may be reduced by a maximum of 50%. The amount of the reduction will be for a significant reduction in the number of review components requiring City consideration. The 50% fee reduction is available if there are no utilities, drainage/stormwater, street improvements, or zoning/landscaping required (entrance improvement only). In the event there is only a single improvement required of the components listed above, a 25% reduction will be considered.

8. Phase I ESA or Phase II ESA - This fee may be reduced to \$100 for residential developments less than or equal to 5 lots, expansion of assembly facilities, recreation, and other developments as directed by City staff when the following conditions are met;
- a. At the discretion of City staff, the site has minimal environmental risk and therefore the ESAs may be reviewed in-house by a City of Chesapeake Qualified Environmental Professional.
  - b. The proposed development falls outside areas of known hot spots.
  - c. Proposed development is of less complex nature and therefore requires less expertise to review.

No reduction will be considered for ESAs reviewed by the City's outside consultant.

- C. The City may deviate from these reduction guidelines, if the justification for the reduction is offset by the need for more review time for other extenuating circumstances.

  
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City Attorney's Office

12/8/14  
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Date

  
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James E. Baker, City Manager

12/9/14  
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Date