

Department of Planning  
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## PRELIMINARY PLAN ADMINISTRATIVE REVIEW PROCESS AND INSTRUCTIONS

The deadline for submitting a preliminary plan for administrative review via eBUILD is the third Monday of the month: <http://www.cityofchesapeake.net/eBUILD>. Paper application submittals shall be the Monday one week earlier than the electronic submittal deadline. All paper petitions are to be submitted to the Planning Department.

The Planning Department will review the application and preliminary plan for completeness, in accordance with City codes and ordinances. If the application or plans are found to be incomplete, the Planning Department will return the application, plans, and filing fee to the applicant with a description of the manner and areas in which the application is incomplete.

Once the application and plan have been determined to be complete, the Planning Department distributes the application and preliminary plan to various City departments for review. The departments review the preliminary plan for conformance with the City's development ordinances and standards. Development review departments include Development and Permits, Public Utilities, Police, School Administration, Economic Development, Fire, Inspections, Zoning, Parks & Recreation and Planning. If an environmental site assessment is required, said assessment will be forwarded to a city sponsored third-party consultant for review.

The applicant will be required to post the property with a sign prepared by the Planning Department giving **NOTICE OF PRELIMINARY SUBDIVISION/SITE PLAN**. Such posting must be in accordance with the instructions set out by the Planning Department and must be posted by the applicant by the end of the first day of business of the following month. Applicants are encouraged to take pictures of the signs after posting and provide them to the Planning Department as proof that the signs were properly posted. Improper posting will delay processing of application. The applicant will be contacted by the Planning Department when the signs are available for posting. The applicant is responsible for the sign fee. (\$25.00 for the first sign, \$20.00 for each additional sign, as required).

After the plans are reviewed by other departments, the Planning Department will conduct an applicant conference between the applicant and review departments to discuss draft comments with the applicant. **THE APPLICANT'S ATTENDANCE AT THIS MEETING IS MANDATORY.** The mandatory applicant conference will take place the third Wednesday of the month following the application deadline at 9:30 AM in the Planning Department conference room.

Final comments will be submitted to the Planning Department. The Planning Department will compile departmental comments into a letter and will approve, approve with stipulations to ensure compliance with City codes and standards, or deny the application. If the application is denied, the applicant can either resubmit a plan that addresses the reasons for denial or may appeal the application to the Planning Commission.

In some cases, one of the review departments may require a revised preliminary plan. In these cases, the applicant will be informed of the requirement and the application will be deemed incomplete. The revised plan shall be submitted in accordance with the process outlined above. There is no filing fee for resubmittals.

Upon approval, a final plan which shows construction details must be submitted to the Department of Development and Permits. If the final plan varies considerably from the preliminary plan approved by the Planning Department, a second review by the Planning Department will be required.

## **APPEALS PROCESS**

Any decisions made by City staff regarding preliminary plans may be appealed to the Planning Commission using the Public Hearing Review process.