

City of Chesapeake Construction Plan Review Policy

Effective April 1, 2004

Purpose

The City of Chesapeake will perform a detailed review of all construction plans, a component of final site plans and final subdivision plans, to ensure compliance with published City development requirements and criteria established to protect the health, safety, and welfare of current and future citizens.

The City will endeavor to provide a thorough review of all complete plans in a reasonable time. This Policy has been designed to provide construction plan review time guidelines. However, review times are dependent on the quality of plan submittals. Expedited review times, may not be possible unless the construction plans substantially conform to City criteria. Therefore, this Policy encourages expedited review for quality plans that substantially conform to City criteria. Plans that do not substantially comply with City criteria will be reviewed in a reasonable amount of time commensurate with the quality of the submittal.

Quality Control

The submittal of quality development construction plans is essential to the City's goal of providing reasonable review times.

A quality plan that has been designed in accordance with the City's established requirements can be reviewed and approved more quickly. This also allows the City's review staff to process other plans faster. Conversely, delay associated with poorly designed plans affects not only the plan under review, but also those waiting to be reviewed.

In order to preserve the City's ability to review plans within a reasonable amount of time, the following process has been developed. There are several proactive measures that will assist engineers in providing quality plans for expedited review. Other measures are intended to ensure that incomplete or non-compliant plans do not delay the processing of other plans waiting their turn. The process includes the following:

1. During the preliminary plan process, City staff will endeavor to specify all mandatory conditions of approval. The preliminary review is generally broad in scope. The various departments may also provide advisory comments. These comments will give the consultant advanced notice of PFM and other policy issues that should be addressed with the final construction plans.
2. Prior to beginning the detailed design of a project, engineers should meet with City staff to establish the design parameters. This step is strongly encouraged to ensure that appropriate boundary conditions are utilized in design and analysis.
3. To facilitate the preparation of quality submittals, the City will publish a project checklist that is to be submitted with all construction plans. It will include a list of design elements that are commonly omitted on plans. This list may also include questions that require the consultant engineer to describe key boundary condition assumptions.
4. Plans with significant omissions will be deemed incomplete by review staff and shall be returned to the consultant engineer. Plans that are deemed incomplete or that are withdrawn by the consultant engineer shall not be subject to review time restrictions. Return of an incomplete plan may also be necessary when the quality of a plan is such that it will potentially delay the timely review of other construction plans. Copies of all correspondence sent to the consultant engineer will also be sent to the applicant.

The following is a guideline for the type of significant omissions that will result in a finding of an incomplete plan:

- a) Lack of calculations or insufficient calculations. (Drainage, pump station, water system ...).
- b) Pre-conditional approvals are not satisfied.
- c) Stipulations/Proffers/Development Criteria not addressed.
- d) Insufficient number of plan sets.

5. The City will exercise good faith in attempting to identify all deficiencies in complete plans during the review of the first submittal.
6. Plans that do not substantially comply with City development requirements will be deemed non-compliant. Usually, non-compliant plans cannot be reviewed within the time frames specified in the guidelines below. In the event Public Works anticipates the non-compliant plan will result in a longer review time, the consultant and applicant will be notified. The consultant will have the option of withdrawing the plan or waiting for a full review that may take up to 60 days from the first complete submittal or 45 days from the first re-submittal.

The following is a guideline as to the types of errors/omissions that will be considered non-compliant:

- a. 10 or more instances of clear non-conformance with the Virginia Code, City Code, Virginia Regulations, Chesapeake Zoning Ordinance, Public Facilities Manual (PFM), or written City policies, proffers, development criteria or stipulations.
- b. Failure to adequately address deficiencies that were previously noted by staff.
- c. Off-site drainage areas are omitted.
- d. Impacts to adjacent and offsite property are not adequately addressed.
- e. Entrance improvements are not adequately addressed.
- f. Master Plans are not adequate.
- g. Lack of survey or topography information.
- h. Illegible plans.
- i. Plans are not sealed.

Construction Plan Review Time Guidelines

The City will review all plans in conformance with state and local laws. The following represents review times for conforming construction plans.

Subdivision	1st Submittal	2nd Submittal	3rd Submittal	Plan Revisions
2 – 5 Lots	2 Weeks	2 Weeks	2 Weeks	2 Weeks
6 – 50 Lots	3 Weeks	2 Weeks	2 Weeks	2 Weeks
51 + Lots	5 Weeks	3 Weeks	2 Weeks	2 Weeks
Any project involving a new or highly modified pump station	5 Weeks	3 Weeks	2 Weeks	2 Weeks

Site	1st Submittal	2nd Submittal	3rd Submittal	Plan Revisions
Minor Addition	2 Weeks	2 Weeks	2 Weeks	2 Weeks
Site Within Master Planned Subdivision	2 Weeks	2 Weeks	2 Weeks	2 Weeks
Two-Acre Site Plan	3 Weeks	2 Weeks	2 Weeks	2 Weeks
Shopping Center /Multi-Family	4 Weeks	3 Weeks	2 Weeks	2 Weeks
Power Center	6 Weeks	4 Weeks	2 Weeks	2 Weeks

Final Action

Final action on final site plans and subdivision plans must be taken within the time limits mandated under City ordinances and state laws. Final action may include approval; approval with stipulations or minor modifications; or denial for failure to meet specified codes, regulations, written policies, proffers, development criteria or stipulations.

No Waiver

The failure of any City official, department or employee to discover a deficiency or omission under applicable codes, regulations, written policies, proffers, development criteria or stipulations shall not be deemed a waiver of such requirement.