

**ARCHITECTURAL REVIEW PROCESS
FOR
PLANNED UNIT DEVELOPMENTS, LARGE RETAIL ESTABLISHMENTS,
INCLUDING OUT PARCELS, AND PROJECTS SUBJECT TO ARCHITECTURAL
AND SITE DESIGN PROFFERS/STIPULATIONS**

1. For commercial and multifamily projects, **three (3) copies** of the following shall be submitted projects to the Planning Department:
 - a) A letter indicating the location of the project, name of the project, and name and phone number of the contact person.
 - b) Site Plan prepared by a certified engineer;
 - c) Building Plans, including floor plan and all exterior elevations;
 - d) Color Scheme including all exterior building materials and description of all colors in layman's terms. Color samples may be required;
 - e) Landscape Plan prepared by a certified landscape architect, an individual with a two or four year degree in ornamental horticulture, a member of the Virginia Society of Landscape Designers, or a certified Virginia Nurseryman;

2. For Planned Unit Developments requiring architectural review by that particular Planned Unit Development's Architectural Review Committee, one (1) copy of the stamped approved plans and approval letter from that Planned Unit Development's Architectural Review Committee. Applicable Planned Unit Developments include: Belharbor at SoNo; Bryan's Cove; Culpepper Landing; Dominion Commerce Park; Eagle Point at Cahoon Plantation; Edinburgh; Gateway at SoNo; Oakbrooke; The Preserve; Reunion at SoNo; Riverwalk and Warrington Hall.

3. Planning Department staff will review the plans using the following standards:
 - a) For Planned Unit Developments, the approved Development Criteria for that Planned Unit Development;
 - b) For large retail establishments, including out parcels that are part of a large retail establishment, Section 13-2500 et seq of the Chesapeake Zoning Ordinance and policy document entitled "Design Guidelines for Large Retail Establishments";
 - c) For projects subject to proffers/stipulations, the proffer language approved by City Council.

3. **The deadline for submittal is Friday, 5:00 P.M for commercial and multifamily projects.** The Planning Department will make every effort to review the plans within a two week time frame. If the plans are reviewed and approved prior to this time, the Planning Department will notify the contact person that the approved plans are available for pick-up. Reviews for single-family structures are processed as part of building permit issuance.

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4. For commercial and multi-family projects, architectural plan approval shall take place prior to the approval of final construction plans by the Department of Development and Permits.

For single-family, architectural approval shall take place prior to building permit approval.

5. When plans are approved, the Planning Department will notify the applicant in writing and will attach a copy of the approved plans. The Planning Department will also forward a copy of the approved plans to the Building Plans Examiner for commercial and multi-family projects and to Zoning staff for single-family residential.