



## VII. Site Design and Architectural Review Process

## Site Design and Architectural Review Process

This Design Guidelines Manual shall be administered through the Planning Department of the City of Chesapeake. The manual is a dynamic document that will continue to evolve as conditions and character of the City change. Amendments or supplemental information may be prepared by the Planning Department to further assist owners, developers, builders, and designers with the design process. Prior to initiating any design, the Planning Department should be consulted to obtain any additional information or revisions that may be applicable to the design process.

Planning staff will work with developers to review design ideas before engineering drawings are developed.

A submission of sketch plans and an informal review of site plans and mixed-use and infill developments in the early stages of design will ultimately help the community achieve its master plan goals, including preserving the City's rural character. The developer should be encouraged to meet with Planning Department staff before any ideas have been hard engineered on paper. It should be expected that generalized sketches of multiple alternatives will be evaluated in the field prior to any formal submissions. With a somewhat flexible ordinance and open and early communication, creativity and innovation can thrive, allowing the community to achieve its preservation, environmental, economic, and aesthetic goals.

While the Design Guidelines Manual is the primary tool for guiding the design of development in the City, other regulations must be addressed during the design process. All applicable local, state, and national codes and regulations must be met. In the event of conflicting provisions of the above codes and regulations and any standard set by this manual, the more restrictive provision should apply.

## Site Design and Architectural Review Process

Submission requirements are as follow:

1. Three (3) copies of the following shall be submitted 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 plans 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 a Planned Unit Development (PUD) requiring architectural approval by that particular Planned Unit Development's Architectural Review Board, one (1) copy of the stamped approved plans and approval letter from that Planned Unit Development's Architectural Review Board. Applicable Planned Unit Developments include Belharbour Station at SoNo, Bryan's Cove, Culpepper Landing, Dominion Commerce Park, Eagle Pointe at Cahoon Plantation, Edinburgh, Gateway at SoNo, Riverwalk, Warrington Hall, and subsequent planned unit developments approved by City Council.
3. The deadline for submittal is Friday at 5:00 pm. The Planning Department will make

every effort to review the plans within a two-week timeframe. 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.

4. Architectural plan approval shall take place prior to the submittal of final construction plans to the Department of Public Works. If a preliminary plan is required, architectural approval during review of the preliminary plan is encouraged.
5. The approved copy of the plans shall be presented to the Department of Neighborhood Services, Office of Code Compliance, with the building plans.