

## THE DESIGN REVIEW PROCESS

The architectural review process for new construction, any additions, alterations or improvements made to an existing structure in the Great Bridge Village Overlay District is as follows:

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 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. Planning Department staff will review the plans using the following standards:
  - a. For projects in the North or South Gateway, the design criteria from the Transportation Corridor Overlay District.
  - b. For Planned Unit Developments, the approved Development Criteria for that Planned Unit Development;
  - c. 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;"
  - d. For projects subject to proffers, the proffer language accepted by City Council.
  - e. For projects subject to stipulations, the stipulations accepted by City Council.
3. The deadline for submittal is Friday, 5:00 P.M. 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.
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.

**Location:**

306 Cedar Road, 2nd Floor, P.O. Box 15225, Chesapeake, VA 23328.

**Contact:**

City of Chesapeake Planning Department

Telephone: (757) 382-6176

Facsimile: (757) 382-8356

mailto: jshea@cityofchesapeake.net

**Requirements:**

Depending on the nature of the project, the following should be submitted:

- Site plans, floor plans, building elevations with appropriate detail on the design of doors, windows, ornamentation, signs, lighting, visible mechanical equipment, and other details.
- Landscape plans
- Proposed signs
- Samples of colors and materials
- Preliminary engineering plans for streets, paths, parking lots, etc.
- Photographs of the site, building, and/or surrounding properties
- Any other information that would assist the Committee in evaluating the application

**Procedure:**

- An application is submitted along with 8-1/2" x 11" copies of above items, one week prior to presentation to the Planning Department
- The applicant presents their request to the Planning Department. Their recommendations can be:
  - Disapprove
  - Approve with actions or changes to be taken by Applicant
  - Approve
- If the application effects property in an Overlay District, and is approved by the Planning Department, a Certificate of Appropriateness is issued

**Time Frame:**

2 Weeks

**Fees:**

None

**Other:**

If an appeal to the Planning Department decision is desired, it may be appealed to the Planning Commission.