

Checklist for SITE/SUBDIVISION PLAN Submittal Package

Date: _____

Consulting Firm: _____

Contact Person: _____ Phone: _____ email: _____

Owner or Developer: _____ email _____

Owner or Developer’s Address: _____

Site/Sub Plan Title: _____

The following items are required for the submitted package to be considered complete:

- TRANSMITTAL LETTER to include a NARRATIVE - a letter which explains the project. The letter must include a summary of the project parameters, offsite improvements, variances requested or previously granted, previous City Council or Planning commission action, proffers, prior agreements (written or verbal), and any other items which will help determine the appropriate review action required for the project.
- A COMPLETE SET OF SITE/SUB PLAN DRAWINGS. (Include one (1) Paper copy if development plan exceeds 25 sheets).
- EROSION & SEDIMENT CONTROL PLAN SHEET included. May be submitted prior to construction plans.
- LANDSCAPE PLAN SHEET included in all plan sets.
- WATER & SEWER CALCULATIONS.
- FIRE FLOW CALCULATIONS.
- NORTHWEST WATERSHED RUNOFF CONTROL PERMIT APPLICATION (if applicable) Non-Residential only.
- DRAINAGE CALCULATIONS (including narrative) with a DRAINAGE AREA MAP.
- STORMWATER MANAGEMENT CALCULATIONS.
- PAVEMENT DESIGN.
- REVIEW FEE – Amount \$ _____ (* See below)

Residential Final Subdivision (Construction) Plan -	\$2,000.00 plus \$50 per lot
Non-Residential Final Subdivision (Construction) Plan -	\$2,000.00 plus \$50 per lot

Residential Final (Construction) Site Plan (Multi Family)	\$2,000.00 plus \$50.00 per unit
(<u>Example</u> : An apartment with 50 units = \$2,000.00 + (\$50.00 x 50) = \$4,500.00)	

Non-Residential Final (Construction) Site Plan	\$2,000.00 plus \$200.00 per acre
	Rounded up to nearest full acre
(<u>Example</u> : A site with 3.25 disturbed acres = \$2,000.00 + (\$200.00 x 4) = \$2,800.00)	

Level 1 Environmental Site Assessment for all residential, multi-family, and churches -	\$1,600.00
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Plan Revision	\$100.00 per sheet
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Submit to:
eBUILD <https://aca-prod.accela.com/CHESAPEAKE/Default.aspx>

One paper copy delivered to:
Development Engineering, Development & Permits, 3rd Floor, City Hall Building, 306 Cedar Road, Chesapeake, Virginia 23322.