



The City of Hopewell, VA

300 N. Main Street · Department of Development
(804) 541-2220 · Fax: (804) 541-2318

APPLICATION FOR PRELIMINARY

SITE PLAN APPROVAL

APPLICATION FEE: \$250

Site Plan Certification:

Site plans or any portion thereof involving engineering, architecture, geology, environmental science, or land surveying shall be certified by an engineer, architect, land surveyor, or landscape architect who is duly qualified to practice and whose professional practice is duly registered by the State of Virginia.

Unless otherwise approved by the Director of Development, no person shall prepare or certify design elements of site plans which are outside the limits of their professional expertise and license. All sheets and calculations submitted with any site plan shall bear the seal and signature of the respective design professional(s).

TYPE OF SITE PLAN: NEW SITE PLAN _____ AMENDMENT TO A SITE PLAN _____

A. PROJECT AND PROPERTY INFORMATION

PROJECT NAME: _____

PROPERTY ADDRESS / LOCATION:

PARCEL #: _____ ACREAGE: _____ ZONING: _____

APPLICANT: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

INTEREST IN PROPERTY: _____ OWNER OR _____ AGENT

B. OWNER INFORMATION

OWNER NAME: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

C. ENGINEER SURVEYOR INFORMATION

ENGINEER/SURVEYOR: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

D. DEVELOPER INFORMATION (only complete if different from A,B,C or D)

DEVELOPER: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

CONTACT THE DEPARTMENT OF DEVELOPMENT AT THE TIME OF APPLICATION TO DETERMINE IF ADDITIONAL APPROVALS ARE REQUIRED.

EIGHT (8) PAPER COPIES OF A SITE PLAN ON SHEETS NOT TO EXCEED 24" x 36," FOLDED NO LARGER THAN 9" x 12," AND ONE (1) ELECTRONIC VERSION MUST ACCOMPANY THIS APPLICATION. AN ELECTRONIC VERSION OF THE SITE PLAN MUST BE SUBMITTED TO **KKINKER@HOPEWELLVA.GOV.**

THE SITE PLAN MUST CONTAIN THE FOLLOWING ITEMS, WHICH ARE OUTLINED IN ARTICLE 16 OF THE ZONING ORDINANCE:

- The sheet size shall be no larger than 24" x 36" in size, or other sheet size pursuant to the approval of the Director of Development prior to submission.
- The minimum scale of any site plan shall be 1" = 30'.
- All site plans shall be prepared on a current base map which depicts existing topography with contour intervals of two feet (2'), extending a minimum of twenty-five (25) feet minimum beyond property lines.
- For development located within a Chesapeake Bay Preservation Area, all site plans shall be prepared with contour intervals of one foot (1') with spot elevations provided to accurately locate floodplains and wetlands.

- Topographic mapping at a minimum of two (2) foot contour intervals for off-site mapping necessary to establish drainage divides. City GIS topographic mapping should be employed for drainage areas greater than 20 acres.
 - Topographic mapping shall be prepared by a Certified Land Surveyor and depict all natural and cultural features for the property, as well as supplemental existing spot elevations.
 - A north arrow shall be included on all plan sheets.
 - All sheets shall be bound into a single document, and each sheet shall include the seal and signature of the design professional.
 - A copy of the site plan checklist and the pre-application plan checklist, with documentation of waivers and modification to any requirements of this section.
- a. Project Cover Sheet - The application shall prepare a cover sheet which clearly depicts the following:
- (1) Title of project.
 - (2) Name, address, phone number and professional seal of preparer of (a) plan, (b) boundary survey, and (c) topographic mapping.
 - (3) Name, address and phone number of owner of property.
 - (4) Tax map number, parcel number, and deed book reference for parcel or parcels subject to development.
 - (5) Zoning classification (both existing and proposed, if changing)
 - (6) Description of planned land use, along with projected number of employees or amount of public or private investment (for non-residential land uses) and other information related to the activities to be conducted on the property.
 - (7) Date of plan and mapping preparation.
 - (8) Vicinity map and location of zoning district boundaries.
 - (9) Gross acreage (or square footage) of property.
 - (10) Net developable area of property and supporting calculations.
 - (11) Calculations of proposed impervious surfaces and lot coverage (type: building, sidewalk, travelways, etc.); compliance with lot coverage regulations.
 - (12) Calculation of required and provided parking spaces; statement of justification for any variations in the number of required parking spaces; size of parking spaces.
 - (13) Copy of rezoning conditions or proffers, special use permit conditions, and waivers or variances granted.
 - (13) Evidenced of satisfactory approval of all additional required state, local, and federal permits for the proposed project.
 - (14) A blank space, sized approximately 4" x 4", for City review and approval notations

- b. Boundary Survey Information: A current certified boundary survey of the property prepared to National Mapping Standards accuracy shall be submitted with the site plan in both paper and digital form and shall include the following:
- (1) Title, title source, and name of owner of lot and subdivision names and/or lot owners for surrounding lots.
 - (2) Metes and bounds of property. Statement of boundary survey closure accuracy and compliance with National Mapping Standards.
 - (3) Location and metes and bounds of all existing property lines, rights of way and easements.
 - (4) Names of existing streets in and adjoining the development.
 - (5) Setback and yard lines in accord with zoning requirements.
 - (6) Location of 100-year floodplain boundaries, employing FIRM mapping boundaries or engineered boundaries in absence of accurate and current FIRM information.
 - (7) Site-specific delineation of limits of established drainage ditches, manmade open channels, floodplains, backwater flood elevations, wetland boundaries, conservation areas, the approximate location and surface area of BMPs, and the delineation of the Resource Protection Area (RPA) and the Resource Management Area (RMA) as required by the City's Chesapeake Bay Preservation Area Overlay District where applicable.
 - (8) Tax map number, parcel number, deed book reference and zoning designation for parcel or parcels subject to development.
 - (9) Tax map number, parcel number, deed book reference and zoning designation for adjacent parcels.
 - (10) Reference to survey datum. Horizontal control shall be based on referenced to the Virginia State Plane Coordinate System in the most current North American Datum coordinate system. State Plane coordinates shall be provided on two property corners or perimeter irons.
 - (11) Location and identification of burial site and historic or cultural landmarks.
 - (12) Regulatory building area delineation (a dimensioned "limits of building envelop") based on zoning district requirements for lots, setbacks and easements.
 - (13) Any required septic notations (e.g. provision of reserve drainfield, pump out inspection notation, limits of clearing, grading and land disturbance.)
 - (14) All digital survey data must be contained in a format acceptable to the City, and the submission of the digital file must contain a list providing the name and a brief description of each layer in the file.

c. Minimum Information to be included in a Site Plan and Public Improvements Plan:

- (1) Location, dimensions, design sections and construction specifications of all site improvements, including, but not limited to, existing and proposed streets, travelways, alleys, driveways, curb and gutter, sidewalk, utilities, street lights, site lighting, traffic control devices and signage, retaining walls, storm drainage, stormwater management, best management practices, erosion and sediment control measures. Information shall also include proposed street names.
- (2) Location of existing and proposed buildings and structures, including land area coverage and floor elevations of proposed use(s) and impervious surfaces. Buildings and structures to include architectural elevations/renderings; location; distances between buildings; number of stories; area in gross square feet of each floor; number of dwelling units or guest rooms; building height; and location and size of required street address sign
- (3) Location of existing utilities within and adjacent to the development including size and elevation. Provide elevation profile where grading is proposed above existing and proposed utilities or within easement limits.
- (4) Plans and design profiles of proposed transportation improvements, including street improvements located within existing or proposed public right of way or private streets and travelways, depicting:
 - (a) street stations at appropriate station intervals.
 - (b) percent of longitudinal grades.
 - (c) elevations at 50-foot stations in vertical tangent sections and on 25-foot stations in vertical curves.
 - (d) finished grades and finished grading contours (on site plans).
 - (e) spot elevations for all non-typical sections.
 - (f) locations of entrances, taper design and any necessary structures and roadway appurtenances.
 - (g) horizontal and vertical curve data, including definition of curve control points (i.e. PI, PC, PT, PVI, etc.), or other data necessary and sufficient for construction and monument layout.
 - (h) sight distances for all crest and sag vertical curves.
 - (i) sight distances (horizontal and vertical) at all street intersections and road entrances other than single family driveways, unless warranted by unique topographical conditions and subject to waiver of requirement.
 - (j) street intersections showing spot elevations along curb radii and in pavement area to define surface drainage patterns.
 - (k) super-elevation tables shall be provided where roads and streets

require super-elevation.

- (i) typical pavement detail shown for design and cross slope, and pavement material.
 - (j) pavement design calculations, if required.
- (5) Site plan location and design specifications and standards for off-street parking, travelways, parking lots, sidewalks, and loading areas, including:
- (a) area of coverage by use category.
 - (b) site access plan for internal traffic and pedestrian circulation, including handicap access.
 - (c) size of parking spaces, angle of stalls, width of aisles.
 - (d) travelway and parking lot pavement sections.
 - (e) pavement design calculations, and pavement material.
 - (f) parking calculations, including ADA requirements.
 - (g) provisions for emergency access / fire protection.
 - (h) location and marking of permanent fire lanes, if required.
 - (i) pavement striping and marking.
 - (j) finished grades and spot elevations at critical design points.
- (6) Location, size, design profiles and design calculations (including projected demand analysis) for proposed domestic water service and sanitary sewer mains and laterals. Invert and cover elevations shall be shown to the nearest 0.01' accuracy. Water system details shall include location and design of valves and hardware, water meters, water meter vaults, and fire hydrants. Location of gas, telephone, electric and other utility lines and other underground or overhead structures in or affecting the project. Plans shall include detail of utility appurtenances and construction procedures. If irrigation wells are proposed, well locations are to be designated.
- (7) Site plans for projects which incorporate improvements for utility pumping storage or treatment facilities shall be supported by appropriate structural, hydraulic, electrical and mechanical plans and construction specifications.
- (8) Detailed site grading plan depicting finished contours, to be prepared at a minimum two (2) foot contour interval, with spot elevations, as required, at key locations of paving, sidewalks, curb and gutter, signage, retaining walls, and other proposed surface improvements.
- (9) Storm drainage and stormwater management:
- Site plans and engineering design profiles shall be provided for all stormwater drainage improvements related to on-site water quantity and water quality. These shall include conveyance structures, stormwater management (SWM) facilities, Best Management Practices (BMP), Low Impact Development (LID) measures, and other similar improvements, including detailed plan and section views of retention/detention ponds, underground storage structures, runoff reduction measures, and other facilities.

Design documentation shall be provided demonstrating adherence to and compliance with Virginia Stormwater Management Regulations, the Chesapeake Bay Preservation Area Overlay District (CBPA-O), and other City, State and Federal permit requirements in effect at the time of site plan application.

Site plan exhibits shall include the locations of existing and proposed stormwater drainage conveyance pipes, culverts, channels and drop inlets, indicating size, type and grade of all proposed improvements. Typical sections and linings for all channels shall be included. Invert elevations and other design details for all drainage improvements shall be shown to the nearest 0.01' accuracy. Energy grade lines shall be shown on profiles.

Stormwater management improvements for water quantity shall adhere to the following design principle: The post-development stormwater runoff rate of flow and characteristics shall replicate, as nearly as practicable the existing pre-development runoff characteristics and site hydrology of the development site. The basic design criteria for stormwater management facilities employs the ten-year frequency, two-hour duration storm to determine pre- and post-development flows. Required storage shall be computed using unit hydrograph methods, employing commonly accepted hydraulic and hydrologic software.

A storm drainage and stormwater management engineering report shall be submitted to include:

- (a) A drainage delineation map shall include drainage divides and areas of contributing pre-development runoff patterns and planned post-development runoff to proposed improvements. The drainage delineation map shall be prepared at the same scale as the site plan unless an alternative scale is approved by the Director of Development.
- (b) hydrologic calculations and hydraulic modeling of the contributing drainage basin.
- (c) energy grade line calculations for all enclosed pipe systems.
- (d) storm runoff for pre-development and post-development characteristics, based the Modified Rational Formula, TR-55 methodology or other appropriate modeling techniques as approved by the City Engineer.
- (e) analysis and verification of receiving channel capacity and adequacy to accommodate runoff generated by proposed project.
- (f) stormwater management pond or retention/detention/BMP structure routing calculations and hydraulic performance analysis of the proposed facility. Elevations for the calculated 2-, 10-, and 100-year pre- and post-development water surface elevations shall be shown.
- (g) storm culvert, pipe, and inlet (street and yard) design loading and sizing calculations.
- (h) information and mapping applicable to the Chesapeake Bay Preservation Area Overlay District and DEQ/DCR permit requirements, including, but not limited to: (1) a statement

required RPA notations (to address retention of undisturbed 100' RPA and land development within the RPA is limited to water dependent facilities and redevelopment), (2) a Water Quality Impact Assessment), and (3) location of existing vegetation, and (4) the method of protection vegetation to be preserved.

- (10) Location, width and purpose of all existing and proposed utility right-of-ways and easements.
- (11) Location and boundaries of existing water courses, the existing 100-year flood plain and floodways employing either FIRM mapping or engineering floodplain studies and mapping using HEC I and II procedures where FIRM information does not exist. In areas where development may encroach upon floodplains or floodways, the Director of Development may require both a pre-development and post-development floodplain study.
- (12) Plan for accommodation of significant geologic characteristics, such as sinkholes and significant rock outcrops.
- (13) Erosion and sediment control plan, specifications, design standards, and narrative report. Plans for erosion control and drainage facilities shall be designed and displayed independently for each construction phase.
- (14) Site plan location and design criteria for the following:
 - (a) recreation areas (including playgrounds, courts, fields, pedestrian walkways, bike paths, etc.)
 - (b) open space, including required land area calculations.
 - (c) site amenities.
 - (d) retaining walls (to include structural calculations).
 - (e) site and building signage, including street and advertising signs.
 - (f) site lighting (exterior and building mounted), including height, illumination intensity, foot-candle distributions, and fixture type and shielding, as required). A lumen plan for site lighting addressing City site lighting standards may be required.
 - (g) provisions and location for private or public trash pick-up.
 - (h) refuse collection and dumpster locations, including access and screening.
 - (i) locations and design for traffic control devices and signalization.
 - (j) signs, including design, details, dimensions, sections and locations.
 - (k) RPA delineation signage (to be located at every lot along the RPA, including details provide in (j) hereinabove.
- (15) Landscape and screening plan, in accord with the City's landscape plan requirements, including mitigation of proposed RPA buffer modifications and encroachments.
- (16) A site slope map identifying slopes that exceed 15%, to be prepared employing the applicant's two foot (or better) contour intervals.

- (17) Geotechnical and soils report for proposed buildings, structures, streets, pavements, foundations, and other infrastructure; identification of soils with poor structural qualities (such as those soils with (a) high shrink/swell characteristics, (b) erodibility factors, and (c) known sources of pollution and contaminants.
- (18) A phasing plan, if the development is to be constructed in more than one phase. The phasing plan shall indicate by phase lines, notes or other methods which facilities are to be constructed under each phase. Plans shall indicate locations of contour tie-ins for each phase and specific measures for phased termination of all water, sewer, storm drainage, streets and other public improvements.
- (19) Articles of incorporation, covenants and property maintenance documents related to the ownership, management, and maintenance functions for any development that includes the creation of common ownership agreements.
- (20) Statement of facility and land use operations and activities, including hours of operation, number of employees, and number of work shifts.
- (21) Additional requirements under the City's Guidance for Land Disturbing Activities (May, 2016 and as amended).
- (22) Site plan checklist, certified by the preparer of the plan.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION, ACCOMPANYING SITE PLAN, AND ALL OTHER ATTACHED DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

 APPLICANT SIGNATURE

 DATE

 APPLICANT PRINTED NAME

 DATE

PLEASE BE ADVISED THAT THE FOLLOWING ADDITIONAL SUBMISSIONS MAY BE REQUIRED IF CONSIDERED NECESSARY TO FACILITATE THE CITY'S SITE PLAN REVIEW:

- (1) Statement of estimated construction time.
- (2) Subdivision of easement plats, if applicable.
- (3) Site design drawings, showing building configuration, topography and relationship to site improvements, color and building materials.
- (4) Architectural drawings showing plan and elevations of new planned construction or renovations (including drawings of the original building).
- (5) Traffic impact assessment.
- (6) The approval of the Architectural Review Board.
- (7) Water Quality Impact Assessment (mandatory for projects in the CBPA-O District).

OFFICE USE ONLY

APPLICATION # _____

DATE RECEIVED _____

DATE OF ACTION _____

_____ APPROVED

_____ DENIED