



*The City of
Hopewell, Virginia*

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

CONCEPT PLAN APPLICATION & CHECKLIST

A.

PROJECT NAME: _____

PROPERTY ADDRESS / LOCATION:

PARCEL #: _____ ACREAGE: _____ ZONING: _____

WARD: _____ ENTERPRISE ZONE: YES ___ NO ___

B.

APPLICANT: _____
ADDRESS: _____

PHONE #: _____ FAX #: _____

INTEREST IN PROPERTY: _____ OWNER OR _____ AGENT

C.

If the owner is the same as the applicant, skip this section.

OWNER: _____
ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

D.

ENGINEER/SURVEYOR: _____
ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

CHECK LIST REQUIREMENTS

The concept plan and supporting documentation also be submitted in paper and digital format (PDF preferred).

The concept plan shall show the following:

1. Name, address and telephone number of owner or developer.
2. Map scale (to be one inch equal to not more than thirty (30) feet, with a maximum sheet size of 24" x 36", and date of plan preparation.
3. Name, address and telephone number of preparer of concept plan.
4. Vicinity map.
5. Current boundary survey of the lot and a north arrow; preparer of survey
6. The area of the lot and gross acreage or square footage of area to be developed.
7. Public frontage improvements; the location of the proposed and existing right of way, proposed edge of pavement or curb line, and other public improvements along the frontage of the property.
8. Size, location and use of existing and proposed buildings.
9. Location of the proposed transportation and site improvements (including points of site access, utilities, drainage conveyance, building and site signage, buildings, streets, site lighting, driveways and parking areas, sidewalks, retaining walls), and distances from all property lines.
10. The dimension, height, and use of the proposed building improvements.
11. Limits of clearing and grading.
12. Existing zoning district (including conditional zoning and proffer agreements) and, if a rezoning is required, the proposed zoning district (including overlay districts, where applicable).
13. Existing topography and a preliminary grading plan depicting finished contours, with minimum contour intervals of five (5) feet or less.
14. Proposed location, alignment, easements, and sizing of proposed utility service for potable water, fire protection and sanitary sewer.
15. Certification in writing from the City that availability and connection to water and sewer are attainable.
16. Approximate location of wetlands and impacts of the proposed development thereon, with copies of State and Federal permit applications and permit approval related to any proposed disturbance to the wetlands.
17. Approximate location of 100--year floodplain boundaries and impacts of the proposed development thereon, employing FEMA mapping where available and for areas where development may encroach upon areas which may be subject to periodic flooding, engineering calculations and mapping for 100--year floodplains which have not been mapped by FEMA.
18. Approximate location of planned stormwater management (SWM) facilities and best management practices (BMP), with emphasis to be placed on low impact

development improvements (LID) adhering to Virginia runoff reduction methods (VRRM).

19. Approximate location of significant geological formations which could impact the proposed development, including significant rock outcrops
20. Location of Chesapeake Bay Preservation Area Overlay District boundaries as depicted based on City GIS mapping sources.
21. Site plan construction phasing (or public improvements and subdivision phasing, if applicable) for the proposed development, if the project is to be developed in more than one phase, with a narrative explanation of how phasing and completion of project is to be accomplished.
22. References to and location of survey datum, employing the State Plane Coordinate System (specifically indicate State Plane Zone and a NAD coordinate system) and National Mapping Standards accuracy for urban surveys.
23. Proposals for alternative design and construction standards, including rights of way and utility easement configurations.
24. Estimate of utility capacity demands for the propose project (domestic water, sanitary sewer, etc.) and verification of either (1) the availability or (2) a plan to ensure availability of utilities necessary to serve the property.
25. Information related to subdivision of the parcel, if applicable.

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

APPLICANT PRINTED NAME

DATE

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

APPLICATION NUMBER: _____

DATE RECEIVED _____

DATE OF ACTION _____

_____ APPROVED _____ DENIED