



City of Hopewell Department of Development Residential Lot Plans

This document provides information regarding the requirements to submit a residential lot plan within the City of Hopewell, Virginia. It outlines when a residential lot plan is required and the review process utilized by the City. All plans must be submitted to the Department of Development located in Suite 321 of the Hopewell Municipal Building, 300 North Main Street, Hopewell, VA 23860. Currently there is no fee for this submittal.

The intent of the residential lot plan is to ensure that proposed uses and certain related lot development activities are compatible with approved subdivision plats, proposed subdivision plan applications, and other land disturbing activities as well as to ensure consistency with the zoning regulations and other City ordinances and development guidelines.

For more information about this process please contact the Department of Development at (804) 541-2220.

Why is a Residential Lot Plan Required?

A residential lot plan for each subdivision lot is required to ensure that uses and certain related lot development activities are compatible with approved subdivision plats, new subdivision plats, and public improvements plans as well as to ensure consistency with the zoning regulations. Plans are required for the following land use activities:

- a. Any residential use or any land disturbing activity in a designated Chesapeake Bay Preservation Area related to a residential use;
- b. detached residences in any zoning district on lots or parcels less than 30,000 square feet in area;
- c. accessory buildings or apartments, accessory uses on a residential lot;
- d. private detached garages on a residential lot; and
- e. lots with terrain, utility or locational characteristics that, at the discretion of the Development Director, require lot plan review.

Purpose

The plan is intended to provide necessary and sufficient information to the City to ensure the following:

- f. the lot and the siting and use of the intended structure(s) are in conformance with the approved subdivision plat and public improvements plans for the subdivision in which the lot(s) is located;
- g. site grading, stormwater drainage improvements and storm runoff patterns for the subject lot meet or exceed contemporary requirements for residential lot development and do not adversely impact adjoining lots and properties,
- h. all existing easements and rights of way have been identified and respected,
- i. yard and setback requirements and other zoning requirements are identified and respected,
- j. appropriate site planning initiatives are incorporated into the lot development plan,
- k. the development of the lot and as well as the physical siting and use of the intended structure(s) on the lot will not adversely impact or encroach upon adjoining properties,
- l. adequate erosion and sediment controls are provided to protect adjoining properties and public rights of way,
- m. lot access and driveway arrangements that connect to a public or private street meet City standards,
- n. CBPA-O District requirements, where applicable, are fully coordinated with any proposed single family dwelling.

Process

The residential lot plan shall be submitted either in advance of or concurrently with the application for a zoning or building permit:

- o. The residential lot plan shall be submitted to, reviewed by, and acted upon by the Development Director within ten (10) business days upon receipt and application for a zoning permit and building permit, provided that if the residential lot plan is submitted concurrently with the building permit application, the Development Director shall notify the Building Official of action taken on the residential lot plan not later than the Building Official's mandatory building permit review timeframe but not less than five (5) business days from the date of concurrent application.
- p. The Development Director may request the input of the City Engineer, Building Official or other City Staff in the review of the residential lot plan.

- q. In the event of denial of the residential lot plan by the Development Director, the Development Director shall notify the Building Official of action taken.
- r. If the residential lot plan is denied by the Development Director, the applicant may either (a) revise and resubmit the plan, or (b) petition the matter to be heard by the Planning Commission at their next regularly scheduled meeting.
- s. The applicant shall submit copies (8) copies of the residential lot plan on a sheet not to exceed 11" x 17", unless otherwise approved by the Development Director.
- t. The lot development plan shall be prepared by a certified engineer, surveyor, architect, or landscape architect qualified to do such plans unless otherwise waived by the Development Director.

Information Required

The contents of the residential lot plan shall include the following:

- u. Address and tax map reference number of lot, deeded name of subdivision plat in which the lot is located, and deed reference for the subject lot.
- v. North arrow; dimensions of the lot drawn to scale of 1" = 20' or greater, with metes and bounds of lot and yard, and yard setback lines for front, rear and side yards established by zoning district.
- w. Location, dimensions, and lot coverage calculation **(1)** of existing structure(s) and impervious surfaces, and **(2)** proposed structure(s) and impervious surfaces.
- x. *Allowable buildable area of the lot that considers the size and shape of the lot, environmental constraints, and the zoning district setbacks (i.e. allowable building perimeter in accord with applicable geometric requirements of the zoning district in which the lot is located, and considers environmental constraints.)*
- y. Geotechnical evaluation and certified engineering design for building foundation for lots that contain shrink/swell soils, highly erodible soils, or other geological attribute(s) that could impact construction, *as required by the Building Official.*
- z. Dimensional setbacks from property lines to any structure or improvement, including porches, decks, stairwells, garages, swimming pools, accessory uses, etc.
- aa. Square footage of lot per recorded subdivision plat; calculation and

- depiction of impervious surfaces.
- bb. Easements contained within the lot or physical improvements that impact the lot or contiguous lots.
 - cc. Existing topography and lot improvements, if any, and proposed finished lot grading shown with two foot (2') contour intervals and spot elevations.
 - dd. Location, design, material type, and coverage of all required off-street parking, parking access, street entrances, driveways, and temporary construction entrances, where applicable.
 - ee. Location of all existing natural or man-made drainage channels and storm sewer facilities, as well as location of proposed drainage improvements, to ensure the adequate conveyance of stormwater on and through the property.
 - ff. Location and boundaries of any existing stormwater management improvements, water features and 100-year floodplain limits that impacts the subject lot(s). In the absence of existing or proposed stormwater management improvements within the subdivision, the lot developer shall address alternative Low Impact Development (LID) measures.
 - gg. Location of utility service connections to public water and sewer, including meter placement for domestic water.
 - hh. Limits of clearing and lot disturbance.
 - ii. Location and design of retaining walls.
 - jj. Location and design of any erosion and sediment practices that may be required to protect adjoining properties, public rights of way, and utility infrastructure during the construction period.
 - kk. Location of any existing septic field and reserve drainfield location.
 - ll. Site-specific determination of RPA and RMA boundaries (to be conducted in accord with the requirements of the CBPA-O District.)
 - mm. Any applicable Resource Protection Areas (RPA) notations as may be related to: (1) retention of an undisturbed, vegetated 100' RPA, and (2) land development within the RPA is to be limited to water dependent facilities or redevelopment on shown on City Maps.
 - nn. Evidence of approved Water Quality Impact Assessment, if required by the Zoning Administrator.
 - oo. Location of existing and proposed vegetation.
 - pp. Evidence of wetlands permits *if required by Chapter 25 Code of Hopewell and approved by the Hopewell Wetlands Board. If you have not gone through this process it is likely the property does not have wetlands and this requirement is*

not applicable.

- qq. Name, address and telephone number of plan preparer and lot owner.
- rr. Certification of the residential lot plan by a professional engineer, surveyor, architect or landscape architect licensed in the State of Virginia. *In lieu of a certified residential plot plan as described, the applicant may submit a self-prepared residential plot plan and an Affidavit of Responsibility.*

Words in italics represent additional information provided to clarify residential lot plan requirements. They are not included in the Hopewell Zoning Ordinance.



Department of Development
City of Hopewell, Virginia
Residential Lot Plans

Official Use Only
Application Number: _____
Permit Number: _____

Affidavit of Responsibility

Application for the following:

Property Address/Parcel: _____

Lot: _____ Block: _____ Subdivision: _____

I, _____, by filing this
affidavit certify that I am the owner or authorized agent of

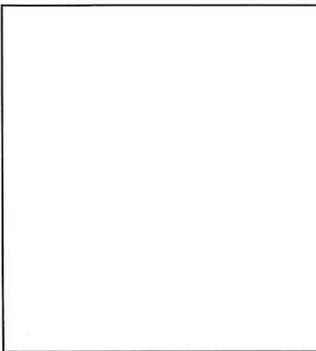
_____ ; and further, certify that I have
enclosed the Residential Lot Plan to be included as part of the Building Permit.

Furthermore, I certify that the lot grading of the aforementioned parcel will be
consistent with the submitted plan. If within 12 months after a CO has been issued
the City of Hopewell determines that the drainage configuration does not function
properly, I will assume full responsibility to make corrections in order that the
drainage will function as intended and approved by the City of Hopewell.

APPLICANT NAME (PRINT):

SIGNATURE: _____

DATE: _____



CITY/COUNTY OF _____

COMMONWEALTH OF VIRGINIA

THE FOREGOING INSTRUMENT WAS ACKNOW LEDGED BEFORE ME

THIS _____ DAY OF _____, 2020 BY

NOTARY PUBLIC: _____

NOTARY PUBLIC REGISTRATION NUMBER: _____

MY COMMISSION EXPIRES: _____