



Type I Development Plan Application Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

Notes:	
1.	A type I development plan is a plan required to be submitted prior to development that assures the proposed development complies with the standards in the zoning and subdivision ordinances (such as residential density, lot area and configuration, building size, mass, and design, and other site features like parking or landscaping), and other applicable requirements in the code of ordinance.
2.	All development plans must be prepared, sealed, and signed by a professional engineer or licensed 3(b) land surveyor.
1. General Project Information	
Project Address:	<input style="width: 95%;" type="text"/>
Tax Parcel Identification Number:	<input style="width: 95%;" type="text"/>
Project/Development Name:	<input style="width: 95%;" type="text"/>
Revision Number:	<input style="width: 95%;" type="text"/>
2. Submittal Requirement Checklist <i>(Submittals should include 13 copies of listed items.)</i>	
A. General Information	
<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Type I Development Plan Application Form
<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district
<input type="checkbox"/>	Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Name, address, telephone number, fax number, and seal number of all design professionals participating in the development application
<input type="checkbox"/>	A summary of the existing use(s) of the site
<input type="checkbox"/>	A summary of the proposed use of the site
<input type="checkbox"/>	Value of proposed improvements
<input type="checkbox"/>	Number and type of proposed dwelling units (if residential or mixed-use development)
<input type="checkbox"/>	Number of dwelling units per acre
<input type="checkbox"/>	Use Permit case number (if applicable)
<input type="checkbox"/>	Conditional Rezoning case number (if applicable)
<input type="checkbox"/>	Approved Variance Permit case number (if applicable)
<input type="checkbox"/>	Notes and details related to an administrative adjustment or alternative form of compliance, if requested (this requires an additional application form)
<input type="checkbox"/>	Standard development notes (see Appendix F of the procedures manual)
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department
B. Zoning Information	
<input type="checkbox"/>	Site zoning, including subdistrict, overlay, or street frontage type, if applicable
<input type="checkbox"/>	Maximum building coverage (as % of lot size)
<input type="checkbox"/>	Floor area ratio (FAR)
<input type="checkbox"/>	Required front, side, and rear yard width
<input type="checkbox"/>	Contextual setback or build-to lines (if utilized by existing or proposed development)
<input type="checkbox"/>	Site flood zone designation (list all that apply)
<input type="checkbox"/>	Chesapeake Bay Preservation Area designation, if applicable

2. Submittal Requirement Checklist cont'd

Project Address:

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C. A Vicinity Map that includes the following:

(Scale shall be 1" = 1,000')

- Date, north arrow, scale, and a legend for all symbols
- Project location
- Corporate limits (if within 500' of site)
- Existing thoroughfares within 500' of site

D. A Physical Features Map that includes the following:

(Scale shall be 1" = 100') (Deviations require prior approval from Planning Department)

- Geologic formations, including: shorelines, rock outcrops, or other significant geologic features
- Watercourses, waterbodies, canals, conveyances, wetlands, and springs (perennial only)
- Bulkhead and pierhead lines, where officially established
- Mean high water line and mean low water line (if site has a shoreline)
- Drainage basin(s) where the site is located and drainage patterns
- Approximate location of existing tree cover and specimen trees

E. An Existing Conditions Map that includes the following:

(Scale shall be 1" = 100') (Deviations require prior approval from Planning Department)

- All base and overlay zoning district classifications adjacent to the site
- Parcel boundaries of all parcels adjacent to the site
- Names of all subdivisions and land owners owning lots adjacent to the site
- Existing streets within 200' of site with names, centerline, curb and gutter elevations and slopes, height, width, and thickness of paving rights-of-way
- Planned road network (including street names if available) within 500' of site (if different from existing streets)
- Existing land uses on the site and adjacent parcels (including across any streets)
- Railroad infrastructure and rights-of-way
- All easements (including drainage) with dimensions and designation as to type
- All historic properties and districts adjacent to the site
- Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground
- Location of existing curb cuts, private streets, parking and loading areas, pedestrian walks, lighting facilities, and outside trash storage facilities

F. Site Layout Sheet that includes the following:

(Scale shall not be less than 1" = 50')

- Lot numbers and sizes
- Square footage of existing buildings (gross), if applicable
- Square footage of proposed buildings (gross)
- Square footage of existing buildings (net), if applicable
- Square footage of proposed buildings (net)
- Floorplate size(s) of each building
- Current property assessment (for the structure(s), not the land)
- All easements, including dimensions and type (e.g., drainage, access, public utility, etc.)
- Location, width, and classification of all existing and proposed streets in the development
- Locations of all proposed external street connections (including street stubs)

2. Submittal Requirement Checklist cont'd

Project Address:

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- Location, width, and materials of all sidewalks, trails, and paths (including connections to the public sidewalk system and adjacent developments)
- Typical pavement sections (if new paving is proposed)
- Detail of curb and street pavement design (if new curbing or streets are proposed)
- Existing and proposed block lengths and widths (if the proposal includes more than one block)

G. A Parking Plan and Traffic Control Plan that includes the following:

(Scale shall not be less than 1" = 50')

- Transportation analysis performed by licensed professional engineer including existing conditions summary, future conditions summary, trip generation and volumes forecast, trip distribution and traffic assignment, design year total volumes, capacity analysis, safety analysis, traffic improvements, and internal site improvements (if required)
- Anticipated number of vehicle trip ends in a 24-hour period
- Anticipated number of peak hour trip ends
- Total number of parking spaces required by ordinance
- Total number and location of parking spaces proposed off-street, on-street, and within parking structures
- Total number of parking spaces to be provided through approval of an alternative parking plan (if requested)
- Number and location of bicycle spaces provided
- Number and location of handicapped parking spaces provided
- Number, location, and size of loading spaces provided, as well as proposed screening techniques
- Number and location of stacking spaces provided, if applicable
- Location, arrangement, and dimensions of vehicular entrances, exits and parking lot aisles (including Primary Drive Aisles)
- Location of pedestrian walkways and crossings
- Locations and dimensions for all cross-access ways between parking lots serving different uses (if required)
- Number and location of pervious parking spaces (if provided)
- Proposed traffic control devices (in accordance with the Manual on Uniform Traffic Control Devices)
- Signing and striping plan
- Fire lanes and areas of parking prohibition
- Driveways shall be dimensioned and noted to be 7", 3,000 pounds A.E. mixed from curb or existing road to property line
- Location of all sight triangles
- Vehicular and pedestrian accessways designed to VDOT and ADA requirements and construction methods and materials conform to City of Portsmouth Standards/HRPDC Regional Standards 4th Edition

H. A Stormwater Management Sheet and Drainage Plan that includes the following:

(Scale shall not be less than 1" = 50')

- Signature, date, and seal by Virginia licensed professional engineer or land surveyor
- Demonstration of how compliance with the city's stormwater ordinance and BMP manual will be maintained
- Existing and proposed locations, types, and sizes of drainage structures and calculations demonstrating how post-development runoff will not exceed pre-development runoff
- Erosion and siltation control measures and devices with narrative, including location of outfall for stormwater to proper catch basin (indicated sizes and slopes of existing pipes)
- Drainage computations from proposed development to proper pickup point
- All proposed elevations and slopes for grading
- Description of maintenance procedures for stormwater management devices
- Stormwater Facilities Management Agreement (for any BMP installed)

2. Submittal Requirement Checklist cont'd

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- Evidence of a Virginia Stormwater Management Program construction permit application submission to the Virginia Department of Conservation and Recreation (if required)
- "Small Construction Site Permit" for sites which disturb over 1 acre but less than 5 acres of ground, "Industrial Site Permit" for sites disturbing over 5 acres of ground
- Signature of qualified land disturber

I. A Utility Plan that includes the following:
(Scale shall not be less than 1" = 50')

- Existing and proposed locations, types, and sizes of all water, sanitary sewer, storm sewer, gas, telephone, power and other utility lines and meters, easements and any other utilities affected by the site (includes above ground utilities and grades and computations where appropriate)
- Notation that all new utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground
- Locations where existing overhead utilities will be relocated underground (if applicable)
- Construction drawing showing location and design factors of water meters and mains
- Copy of city's water meter construction detail
- Static and residual pressures at nearest fire hydrant
- Verification of water system and sanitary sewer system hydraulic analysis performed to verify existing system can provide for new demands
- Copy of City of Portsmouth Sanitary Sewer and Public Water Systems spreadsheet

J. Landscaping/Open Space Sheet that includes the following:
(Scale shall not be less than 1" = 50')

- Signature, date, and seal by a certified Landscape Architect or Landscape Designer
- Exact locations and counts of existing and proposed landscape materials provided within vehicular use areas, including the size of landscaping islands relative to the size of the parking lot, the width of the perimeter planting strip, and proposed configuration of canopy trees within the perimeter planting strip
- Exact locations and counts of existing and proposed landscape materials provided within as perimeter buffering, including the type of buffer used, the buffer width provided, the proposed configuration of trees, shrubs, and screening features (if provided)
- Exact locations and counts of existing and proposed landscape materials provided as site landscape, including the proposed configuration of trees and shrubs around building perimeters
- Location, size, and species of all existing and proposed street trees (including statements indicating entity responsible for maintenance and replacement of street trees)
- The total number of trees provided, and the total number of different species planted
- Notations for any existing landscape within sight triangles indicating maximum shrub height (30 inches above grade)
- Location and amount of credit towards landscape material requirements provided by existing landscaping
- Location, size, and species of all specimen trees and the associated critical root zone
- Demarcation of existing trees to be removed
- Location and configuration of all tree protection fencing, with a notation indicating: "All tree protection fencing shall be installed and inspected prior to issuance of a Land Disturbing Permit and shall be maintained in good working order until all construction activity is completed. Any required erosion control measures shall be placed outside of any tree protection fencing."
- Location and amount of all open space set-aside areas by development phase
- Details of all open space improvements and common features (e.g., fountains, benches, street furnishings, play equipment, etc.)
- Location and amount of all parkland and greenway land to be dedicated to the city (if any)

2. Submittal Requirement Checklist cont'd

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K. A Building Elevation Sheet that includes the following:

<input type="checkbox"/>	Building use and occupancy status (if existing building)
<input type="checkbox"/>	Type of construction
<input type="checkbox"/>	Proposed fire protection system
<input type="checkbox"/>	Maximum occupancy
<input type="checkbox"/>	Crawl space or slab construction type
<input type="checkbox"/>	Distance between entry doors
<input type="checkbox"/>	Height of building, including number of building stories
<input type="checkbox"/>	Height of first story (interior) and height of first floor above sidewalk
<input type="checkbox"/>	Height of stories above the first floor (interior)
<input type="checkbox"/>	Finished floor elevation of lowest floor of building (elevation of finish floor(s) or building must be a minimum of 8.5 feet above AMSL, referenced to Portsmouth City Datum)
<input type="checkbox"/>	Elevation of base of equipment
<input type="checkbox"/>	Elevation of lowest point of elevator
<input type="checkbox"/>	Accessory structure size(s) and height(s), if applicable
<input type="checkbox"/>	Description of how proposed development will comply with any applicable multi-family, commercial, or transitional development standards in the zoning ordinance
<input type="checkbox"/>	Description of the type of material(s) used on each façade elevation
<input type="checkbox"/>	Materials board (2' by 3') demonstrating material and color of all primary and accent building materials for development within the D1, D2, or an activity center district
<input type="checkbox"/>	Elevation for each building side facing a street, public open space, or public building with benchmarks shown (elevations referenced from City of Portsmouth datum)
<input type="checkbox"/>	Amount of fenestration on the ground floor and upper floor front façade areas of a commercial building
<input type="checkbox"/>	Illustrative elevation of all fencing, walls, and retaining walls visible from a street, open space, or public building
<input type="checkbox"/>	Location and style of all address numbers, building numbers, or allowable building identifications
<input type="checkbox"/>	Screening devices and techniques for all ground-based and roof-mounted utility equipment
<input type="checkbox"/>	Location of all refuse collection areas, including location of dumpster pads, screening devices, and screening gates

L. A Lighting Sheet that includes the following:

(Scale shall not be less than 1" = 50')

<input type="checkbox"/>	Location, type, and height of all lighting (including street lights)
<input type="checkbox"/>	Details on colors and materials for all lighting fixtures
<input type="checkbox"/>	Grid or photometric diagram showing maximum illumination values at the lot line, and uniformity ratios within parking lots, measured in footcandles

M. A Sign Sheet that includes the following:

(Scale shall not be less than 1" = 50')

<input type="checkbox"/>	All sign areas, dimensions and height (including shape)
<input type="checkbox"/>	Position of all signs in relation to the use being advertised
<input type="checkbox"/>	Plan of illumination for the sign
<input type="checkbox"/>	Types and colors of materials to be used on sign face and on sign supporting structure (if not attached)
<input type="checkbox"/>	Foundation plan for freestanding signs
<input type="checkbox"/>	Tenant identification signs (if applicable)
<input type="checkbox"/>	Landscaping around base of sign
<input type="checkbox"/>	Uniform sign plan documentation, if applicable

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N. A Demolition Plan (if appropriate) that includes the following:

- Copy of development plan or survey of property showing property lines, structures, and limits of demolition

O. Supporting Studies and Information

- "Take down" schedule, or table depicting how residential units or nonresidential floor space will be constructed and brought on line in multi-phase developments (if applicable)
- Description indicating substance of restrictive covenants, architectural controls, other restrictions, and property owner's association documentation, including maintenance agreements

P. Green Building Features

- Requested green building bonus(es) (if requested)
- Nature, location, and extent of green building features proposed