

Class 2 Site Plan Checklist

A Class 2 Site Plan may be required to be submitted for review for the proposed construction of any building, the modification of any building, the use of land as a parking lot or the alteration of the grade of any parcel of land.

This checklist is intended to aid an applicant in making a complete submittal of a Class 2 Site Plan; however, it does not preclude the applicant from reviewing and applying the requirements of the latest editions of the Newport News Code of Ordinances, Newport News Design Criteria Manual, the Newport News General Conditions and Special Provisions of HRPDC, Hampton Roads Planning District Commission (HRPDC), Virginia Department of Transportation (VDOT) Road and Bridge Standards, the Code of Virginia, etc. The applicant shall sign the checklist indicating that all applicable items have been submitted and/or provided on the site plan.

✓	CHECKLIST ITEMS
	<p>The Cover Sheet must include, at minimum, the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the development, street address and tax identification number of the site(s). <input type="checkbox"/> Name and address of the owner of record and of the developer (if different than the owner). <input type="checkbox"/> A vicinity map showing the location of the site in relation to one or more public streets drawn at a scale of 1"=1000'. Include a north arrow. <input type="checkbox"/> The zoning designation, overlay district (if applicable), current use and proposed use of the building/site in accordance with the Zoning Ordinance. <input type="checkbox"/> The height of the existing and/or proposed building in feet. <input type="checkbox"/> Building setback lines and special highway setbacks (if applicable) as required by the Zoning Ordinance. <input type="checkbox"/> Identify if the site is within a Chesapeake Bay Preservation Area. <input type="checkbox"/> Parking Calculations: Parking requirement formula in accordance with the Zoning Ordinance, number of required parking spaces, number of provided parking spaces, number of required and provided handicap parking spaces. <input type="checkbox"/> Provide sanitary sewer flow calculations. The calculations must be presented using the Hampton Roads Regional Sewage Flow Projection Data spreadsheet. If a connection is not being proposed, provide a note. <input type="checkbox"/> Provide the name and certification number for the responsible land disturber (RLD) for the project. <input type="checkbox"/> Identify any land use case (i.e. special exception, variance, conditional use permit, conditional rezone, board of zoning appeals, overlay committee, Economic Development Authority, etc.) approvals/decisions that impact the site. Provide the approval date, approval letter and the adopted Ordinance (if applicable). <input type="checkbox"/> Provide a 5"x7" open space near the title block for city approval stamps and signature. <p>Provide, at minimum, the following Site Statistical data in square feet as well as acres:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Total site area, developed area. <input type="checkbox"/> Pre and post-construction impervious area, pervious area, green area. <input type="checkbox"/> Disturbed area on site, disturbed area within the right-of-way, total disturbed area. <input type="checkbox"/> Floor area ratio and lot coverage in percentage of overall site. <input type="checkbox"/> Required/provided green space, open space and recreation space (if applicable).

✓	CHECKLIST ITEMS
	<p>Include the following information, at minimum, on all applicable plan sheets:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify all existing easements and provide recordation information. If any portion of the proposed improvements will encroach into an easement, documentation must be provided which grant permission to make the proposed improvements. <input type="checkbox"/> A minimum of one (1) property corner shall be field tied to the City's Survey Control Points. <input type="checkbox"/> Current date, scale and north arrow. Revised plans must have the revision date. <input type="checkbox"/> Clearly delineate the limits of clearing/disturbance on-site, within the right-of-way and off-site (if applicable). <input type="checkbox"/> All building setback lines, special highway setbacks and/or transitional buffer areas on-site as required by the Zoning Ordinance. <input type="checkbox"/> The zoning, tax identification number and property owner's name for the subject parcel, all adjoining parcels and the parcels across adjacent rights-of-way.
	<p>The following notes must be included in the plan set and are available at www.nnva.gov:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Newport News General Notes. <input type="checkbox"/> The Newport News Erosion and Sediment Control General Notes. <input type="checkbox"/> The Virginia Erosion and Sediment Control Program Minimum Standards (9VAC25-840-40).
	<p>Existing site conditions and demolition sheet(s). The sheet(s) shall include all structures, fences, landscaping, detailed information regarding utilities, spot elevations, contours, all items being removed/relocated, erosion and sediment control measures, etc.</p>
	<p>Show all Erosion and Sediment Control measures, provide a narrative and associated details. Include tree protection fencing around all existing trees within 50' of the limits of disturbance (shown on all plan views). Details can be found in the latest version of the Virginia Erosion and Sediment Control Handbook.</p>
	<p>Provide a stormwater management narrative on the plan (and a separate stormwater management report/calculations) that address the methods of collecting, retaining, directing and/or disposing of stormwater (if applicable). Support documents must be organized and include a Table of Contents. The Stormwater Summary Table must be completed and included on the plan. The table is available at the following website www.nnva.gov. The following information must also be provided:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-development and post-development drainage maps are required to be submitted as part of the plans. <input type="checkbox"/> If the site is located within a Chesapeake Bay Preservation Area (CBPA), the boundaries/buffers must be clearly shown on the plan and appropriate stormwater calculations must be submitted in accordance with the Virginia Stormwater Management Regulations. <input type="checkbox"/> If the total disturbed area is 2,500sqft. or more in a CBPA or 10,000sqft or more (outside a CBPA), stormwater management calculations addressing water quality and quantity must be submitted with the site plan. <input type="checkbox"/> For water quality submit a completed copy of the Virginia Runoff Reduction Method spreadsheets. The spreadsheets and guidance information are available at the Virginia Department of Environmental Quality, Virginia Stormwater BMP Clearinghouse website. <input type="checkbox"/> Storm drainage system design information, details, flow, capacity and profile shall be provided.
	<p>Show the centerline of adjoining roadway(s), provide the distance from the centerline to the property line and call-out the right-of-way width.</p>
	<p>Provide the following on the plan if cuts are proposed in the right-of-way: the dimensions of the cut(s), the appropriate pavement cross section detail and the repair requirements as stated in the Newport News General Conditions and Special Provisions of HRPDC.</p>
	<p>Provide the city standard pavement cross section for drive aisles and parking stalls.</p>
	<p>Provide the dimensions for all parking stalls and drive aisles. Include handicap spaces, striped areas and loading zone.</p>
	<p>Provide profiles for proposed utilities installed in the city right-of-way.</p>

✓	CHECKLIST ITEMS
	Provide the dimensions for existing dumpster pad(s). If a dumpster is not included, provide a note on the Cover Sheet explaining how solid waste is removed from the site.
	Provide a commercial entrance per Hampton Road Planning District Commission (HRPDC) Regional Construction Standards as applicable. If an entrance currently exists, the dimensions, details and condition (like new, good, fair, poor) must be provided on the plan.
	Identify two (2) fire hydrants within 400' of the building (required). Identify the location of the underground fire service line and fire department connection line, if applicable.
	All details shall be in accordance with the Newport News Design Criteria Manual, Hampton Roads Planning District Commission (HRPDC) Regional Construction Standards (latest version) and the Newport News General Conditions and Special Provisions of HRPDC (city documents can be found at the following website www.nnva.gov).
	A landscape plan must be included in the plan set which provides: <ul style="list-style-type: none"> <input type="checkbox"/> The number, location, size and species of landscaping material proposed. Or provide a note stating that a plan is not required per Sec. 33.02.51(b) (1) or (2) of the Site Regulations. <input type="checkbox"/> The completed Landscaping and Green Area Calculation Sheet (which can be found at the following website www.nnva.gov) to calculate the required landscaping and green space. Must be provided on the sheet. <input type="checkbox"/> A landscape strip (dimensioned and labeled) along all street frontage (10% of the right-of-way width or 10' whichever is greater) with a minimum of one tree every 30' on center. <input type="checkbox"/> A continuous berm or visual barrier of shrubs along parking lots adjacent to any streets. <input type="checkbox"/> All paved areas must be separated from the green area by concrete curbing or other approved landscape barrier (hedge or landscaped berm).
	In some cases a lighting plan shall be included in the plan set (i.e. parking lot improvements). The lighting plan shall include the following: <ul style="list-style-type: none"> <input type="checkbox"/> A plan showing pole locations, overall photometric readings, fixture schedule, fixture details and a numeric summary. <input type="checkbox"/> A point-by-point photometric layout plan with a grid no greater than 5'x5' for parking areas and 2'x2' for sidewalks/walkways.
	In some cases separate site plan submittals shall be made to non-city utilities for review. Utilities/agencies may include, but are not limited to: Newport News Waterworks Hampton Road Sanitation District (HRSD) Virginia Department of Transportation (VDOT)
	The name, address, signature of the individual who prepared the plans must be provided on <u>all</u> plan sheets.
	All paper plans provided must be printed on 24" x 36" paper and folded unless the plan set is over 40 sheets.

An incomplete plan submittal will cause the submittal to be rejected. Be sure that all required elements are included in the submittal (i.e. landscaping plan, lighting plan sheets, stormwater calculations, etc.). For questions or assistance, please contact Development Services at developmentservices@nnva.gov or (757) 933-2311.

To the best of my knowledge and belief, all of the above items have been addressed appropriately.

Applicant Name (print)

Applicant Signature

Date