

City of Hampton
SITE PLAN PREPARATION CHECKLIST
Version 6/6/2014

A properly prepared preliminary site plan shall consist of the following minimum content and format standards pursuant to Hampton City Code, Chapter 35.1 (Site Plan Ordinance).

A. IN GENERAL All plan sheets shall measure 24" x 36". **A completed submission to the City shall include:**

- a. A completed City of Hampton site plan review application form,**
- b. A Portable Document Format (PDF),**
- c. Twelve (12) hardcopy paper prints of the plan set, and**
- d. One hard copy of each supplemental document (stormwater/drainage calculations, water quality impact assessment, etc.)**
- e. The payment of fees associated with the site plan review.**

B. COVER SHEET to minimally include:

- Name of project
- Site address (street number required) Owner/developer, address, phone, email & fax
- Design professional's name, mailing address, phone number and email address.
- Vicinity Map (include north arrow pointing to the top of the sheet); scale 1" = 1000'
- Sheet Index
- Reserve space in lower right-hand corner for large, bold, Site Plan number (outside the border)
- Approval block which contains; signature and date lines for the Director of Public Works and Community Development Department, City Agent.
- Legal description of all effected lots / parcels
- Land Record Serial Number (LRSN) of all effected lots / parcels
- The following information under a heading of Regulatory Data:
 - o Listing of all applicable base zoning districts and special public interest overlay districts (includes aircraft accident potential zones and noise zones)
 - o Reference to any approved modification or exception to City of Hampton Design & Construction Standards and /or City of Hampton Landscape Guidelines
 - o Reference to any approved zoning variance, conditional privilege, and /or use permit, accepted zoning proffer, approved Chesapeake Bay Preservation District regulation exception, subdivision ordinance exception, site plan ordinance exception or wetlands permit. Include the formal case number or permit number, date of approval, and any conditions of approval.
 - o Reference to any applicable Flood Insurance Rate Map or approved map amendment to include identification of the map panel number, effective date, and a listing of all applicable flood zone district(s)

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- References to datum & bench mark (i.e. NAVD 88, TBM & City benchmark number)
- The following note in a prominent manner "Before you dig, call Miss Utility (1-800-552-7001)"
 -
- Listing of the latest addition of the City of Hampton, Virginia Site Development Standard Notes.
- Signed and sealed by PE or LS (dependent upon project); date (seal modifications per APELSCIDLA Board)
- Legend of existing & proposed site plan symbols
- Project information / site statistical resume
 - Listing of existing and proposed land use. (Also disclose the intended use(s) of each building).
 - Method of refuse collection
 - Sanitary sewer average and peaked flow calculations. For restaurants, include the number of tables.
- Total site area (square feet/acre)
- Existing development impervious area (square feet/acre)
- Proposed development impervious area (square feet/acre)
- Total site impervious (square feet/acre/percentage)
- Total disturbed area (square feet/acre/percentage)
- Total green area requirement, and total provided
- Interior (parking lot) green area requirement, and total provided
- Front yard green area requirement and total provided. Itemize all front yards if applicable.
- Quantity of trees required by City code and quantity provided (i.e. existing to be retained and proposed)
- Stormwater management code compliance data
 - Identify if the site is new development or redevelopment.
 - Types of Best Management Practices (BMP) existing (i.e. wet, extended dry detention, etc.)
 - Types of BMP proposed (i.e. wet, extended dry detention, etc.)
 - Geographic location (HU Code) Reference DCR website <http://dswcapps.dcr.virginia.gov>
 - BMP outfall (i.e. regional pond, city drainage system, etc.)
 - Number of acres treated and pollutant removal provided (lbs per year)
 - Watershed (i.e. Hampton Roads and/or, Lynnhaven/Poquoson,)
 - Longitude and latitude for project site
- Type of construction per the ICC - International Building Code (IBC).
- START HERE 12-12-13 Working hydrants and fire access roads available before combustibles on site.
- Street widths labeled on plans.
- Existing and proposed hydrants shown on plans.

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C. DEMOLITION PLAN (WHEN APPLICABLE)

- Note on plan: Section 108.1 item #1 of the VCC requires a building permit be secured for the demolition of any building or structure prior to that demolition.
- Note on plan: Section 110.3 of the VCC requires that a building permit shall not be issued for the renovation or demolition of a building constructed prior to January 1, 1985 without an asbestos certification and abatement permit from this office to remove any identified asbestos.
- Location of all structure to be removed.

D. SITE PLAN

- Graphic scale
- Source referenced North arrow (please orient north to the top of the sheet)
- Bearings and distances of all property lines, right-of-way and easement center lines
- Adjacent streets (to minimum center line) labeled; name and right-of-way width
- Site grading notes
- Pavement design (when applicable)
- Parking lot radii, curb & gutter, wheel stops, commercial entrance
- Handicap accessibility (spaces, curb ramp, curb wipe downs, path of travel, accessible parking signage, building entrance)
- Curb cuts (dimensions)
- BMP location
- Fire lane
- Fire Department access
- Fire Separation distance (distances to boundaries and other structures)
- ACUS (if applicable)
- Existing trees
- Existing and proposed buildings / structures
- Adjacent parcels and the zoning district designation
-

E. GRADING/EROSION & SEDIMENT CONTROL PLAN

- Graphic scale
- Source referenced North arrow (please orient north to the top of the sheet)
- Bearings and distances
- Adjacent street improvements (existing and proposed labeled and the right-of-way name width and center line location)
- Existing and proposed elevations
- Existing OH & UG electrical, telephone, traffic control
- Existing utilities (sanitary sewer, sewer force main, water)
- Connection to existing storm drain system (if applicable) with rim & inverts of applicable storm drain structures

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- Proposed storm drain system (all structures labeled with structure number, rim, invert)
- Proposed storm drain system (all pipe labeled with length, diameter, material & slope)
- Rip rap (sized) for flared ends, headwalls, etc.; grouted rip rap for outfall into existing City ditches
- Existing & proposed ditches; indicate material (i.e. PD-1 or grassed), flow line
- Construction entrance
- Protection of proposed and existing inlets & outlets
- Protection of existing water bodies
- Protection of adjacent properties from storm water
- Drainage easements; existing (deed book and page number) and proposed (recorded with instrument number)
- Reference to Virginia Erosion and Sediment Control Handbook, 1992 Edition.
- City of Hampton BMP Maintenance plan (if applicable) this sheet or notes sheet
- Applicable E & S details this sheet or notes sheet
- Refer to VESCH for minimum E & S notes (Table 6-1) & include, at least, minimum notes on the plan (most projects require in excess of the minimum)
- Permanent and temporary seeding schedule, mulching, fertilizer rate per VESCH this sheet or notes sheet
- Temporary sediment basin for 3 acres or greater (include sizing on the plan)
- Required to address MS-1 through MS-19 this sheet or notes sheet
- Required to insert E & S narrative this sheet or notes sheet

F. UTILITY PLAN

- Graphic scale
- Source referenced North arrow (please orient north to the top of the sheet)
- Bearings and distances
- Adjacent streets labeled; name and right-of-way width
- Existing and proposed elevations
- Existing OH & UG electrical, telephone, traffic control
- Existing utilities (sanitary sewer, sewer force main, water, gas, electrical)
- Proposed sanitary sewer (gravity) linear feet, diameter, material, slope; Manhole rims & inverts proposed and existing (where applicable) Note: sanitary sewer slope for private development per the building code
- Proposed sanitary sewer clean outs at property line and building(s) with inverts
- Proposed sewer force main (if applicable)
- If applicable, proposed pump station location; invert in and out, type and gallons per minute. Provide certification from wastewater division regarding capacity. Provide two sets of design calculations including TDH, average and peak flow, head loss, sewer force main sizing, pump curve with operating point, wet well storage, pump model and horsepower. Include a section view with inverts, pump levels and high water alarm. Views should include material call outs.
- Proposed water line, sanitary sewer & sewer force main connections
- Proposed water line; linear feet, diameter, and material
- Proposed water meter size (submit calculations for sizing)

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- Fire hydrants; existing and proposed
- Fire suppression service
- Proposed and existing sanitary sewer and water line easements
- Gas service line size and material, or indicate not required

G. E & S DETAILS & GENERAL CONSTRUCTION NOTES

- City of Hampton BMP maintenance plan (if applicable)
- Applicable E & S details
- Detailed on site construction sequencing (include E & S)
- General notes
- E & S notes

H. DETAIL SHEET (Optional)

- Do not include City of Hampton standard details unless revised for specific site
- Handicap parking sign detail
- BMP details, such as outlet structure and section
- Ditch section
- Any other applicable details

I. SITE PHOTOMETRIC PLAN

- The location and minimum light source for all structures intended to support on-site or off-site outdoor lighting fixtures;
- Photometric data (point-by-point foot-candle array); and
- Type of illuminating devices, fixtures, lamps, supports, reflectors, poles, raised foundations, and other devices, including but not limited to catalog cuts or drawings.

J. LANDSCAPE PLAN

Title Block

- Project name, address and Site Plan #
- Designer name, address and phone number
- Date and/or dates of proposed plan and revisions
- Name, address, signature and registration number and seal of the professional engineer, land surveyor, architect, or landscape architect who prepared the site plan.

General Information

- North arrow.
- Graphic scale.
- Property owner name, address, and phone number.
- Developer name, address, and phone number.
- Limits of disturbance.
- The limits of clearing and methods to be used to protect existing vegetation.
- Location, width and names of all existing/proposed streets and water courses.
- All easements (provide dimensions and type).

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- Zoning District boundaries and zoning designations of the site and adjacent properties.
- Setbacks required where a nonresidential district abuts a residential district.
- Location of all existing and proposed utilities, both overhead and underground.
- Location, species, and size of existing trees and shrubs to be removed or preserved. Where plants occur in mass, a depiction of the canopy drip line and a general description of plant types and sizes will be sufficient information. Clearly label these areas as "Tree Preservation Areas."
- Boundary lines of any tidal or nontidal wetlands and associated buffers.
- Proposed grade alterations.
- Berms and topographical lines at two (2) foot intervals.
- Proposed site layout as depicted on the Site Plan (e.g. footprint of buildings and structures, pavement, fences, light poles, signs, stormwater management facilities, property lines, water features, etc.).
- Location of dumpsters and compaction devices.
- Curbs and retaining walls.
- Calculations for the parcel pursuant to Sec. 1-26 and/or other applicable sections of the City of Hampton Zoning Ordinance including:
 - Green area required.
 - Green area provided.
 - Green area interior to parking lot required.
 - Green area interior to parking lot provided.
- Calculations for the parcel pursuant to Sec. 2-1 and/or other applicable sections of the City of Hampton Landscape Guidelines including:
 - Tree count required on overall site.
 - Tree count proposed on overall site.
 - Tree count required internal to parking area.
 - Tree count proposed internal to parking area.
- Location of proposed plant materials labeling plant species and quantities.
- Limits of proposed turf areas and bed lines.
- Areas to receive sod when sod is required.
- Plant Schedule for proposed plant materials to include botanical and common names, size at installation (i.e. height, spread, and caliper), condition of plant (i.e. containerized or balled & burlapped, tree-form or shrub-form, multi-stem or standard), size of containers if containerized, spacing between plants if not indicated on the plan, code key or legend if codes or symbols are used.
- Planting details of trees, shrubs, and ground covers acceptable in the nursery and landscape industry.
- Location and description of non-plant material landscape improvements (e.g. mulch material, decorative stones or boulders, artwork, site furniture, etc.) when proposed.
- Identify areas to be irrigated when irrigation is required.
- Detailed plan and section views as necessary to convey design and implementation intent.
- City of Hampton General Landscape Plan Notes.
- Additional requirements for development as may be required within Chesapeake Bay Preservation Areas.

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J. ZONING (COVER SHEET)

- The complete LRSN number.
- List all intended uses.
- Zoning of property. (Include overlay districts where applicable).
- Flood Plain (Flood zone, Panel #, Date/ indicate in or out).
- Show any Variances, Re-Zonings, Use Permits, Conditional Privileges, Special Exceptions, Wetlands Permit (include case number, date, and conditions).
- CBPD (indicate in or out) clearly label all correct boundaries. (Show and label Chesapeake Bay features).
- List all applicable setbacks (clearly label).
- Name of site and address (include number).
- Vicinity map (1"=1000')
- List the required loading spaces and size.
- List the noise zone (where applicable).

K. ZONING DATA

- Design Review may be required (see zoning district and any zoning case conditions).
- Show all proposed and existing building structures.
- Show total building area.
- Total site area (square feet/acre).
- List the width and depth of the lot.
- List the finish floor elevation.
- Total development area (square feet/acre).
- Total building area in the RPA, IDA and RMA (square feet) (%).
- Square footage of each structure (label width and depth).
- Number of stories of each structure.
- Height of each structure.
- Label all adjacent parcels and adjacent zoning.
- Show number of parking spaces (per use) (Label all space sizes, and backing area including compact spaces (where applicable)).
- Show all required loading spaces and size (clearly label). 10'X25'.
- Label any outside storage/sales area.
- Show parking setbacks (where applicable), landscape setbacks (where applicable).
- Show the limits of clearing and land disturbance.
- Projects within the CBPD must comply with Sec. 9-142 b(10-12).
- Plans within CBPD must comply with Sec. 9-142 (e).
- Business identification signage handled on separate package (Remove all notations from the plan).

MULTIPLE DWELLINGS

- List total number of units.

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- Show the breakdown of bedrooms (show in chart form the number of 1 bedroom units, 2 bedroom units, 3 bedroom units). (Show total).
- Show the dwelling area for each bedroom unit.
- List buildable acres.
- List the total green area in %.
- List the lot coverage of buildings and structures, exclusive of physical recreational amenities in %.
- List all amenities.
- Label all distances between structures.
- List note for Homeowners' Association (where applicable).

L. FIRE MARSHALS BUREAU GENERAL GUIDELINES

The following checklist is provided to serve as general guidelines for the purpose of identifying major items of review by the Plan Review Section of the Hampton Fire Marshals Bureau:

- Submitter name, address, telephone in full
- Building name, address in full
- City site plan number
- Type of construction – International Building Code classification
- Use Group – IBC classification
- Number of stories
- Building height in feet
- Foot print area of building
- Gross floor area of building
- If fire walls are to be built, label on plan with hour rating
- State on plan if building is to be sprinklered, in full or partial
- If sprinklered, show fire department siamese connection(s), fire line locations, and size of pipe (with correct valve arrangement)
- Fire hydrants to be shown on site plan, water mains to be shown and size of pipe labeled
- Provide available fire flow at 20 psi and state source of information
- Streets must have width labeled on all plans

EMERGENCY VEHICLE ACCESS

- Adequate emergency vehicle access, outside turning radii 50 ft., cul-de-sac 100 ft. diameter.
- Fire lanes to be labeled for curb painting and signage
- Buildings more than 5 stories or 50 ft. need front and rear access
- Streets greater than 150 ft. require a turnaround

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- Emergency vehicle access to within 100 ft. of main entrance to every building
- Swimming pool access – to be within 50 ft. of edge of pool via 12 ft. wide access lane (must be posted fire lane) with 8 ft. wide personnel gates
- Height restrictions blocking emergency access (low overhead like canopy) 15 ft. minimum clearance required.
- Building numerical in front and rear of structure

FIRE HYDRANT (FH) COVERAGE AND LOCATION

- Minimum of 40 ft. distance from FH to any structure. Maximum 100 ft. from FH to siamese connection
- FH coverage: Measured from the hydrant to the most remote point of vehicular access on the site, via the vehicular travel path:

Industrial building and warehouse.....	400'
Schools, day care centers.....	400'
Offices, commercial, church, hospital, nursing home.....	400'
Apartments, multi-family dwellings.....	400'
Single family dwellings within 10 ft.....	400'
Single family dwellings.....	500'

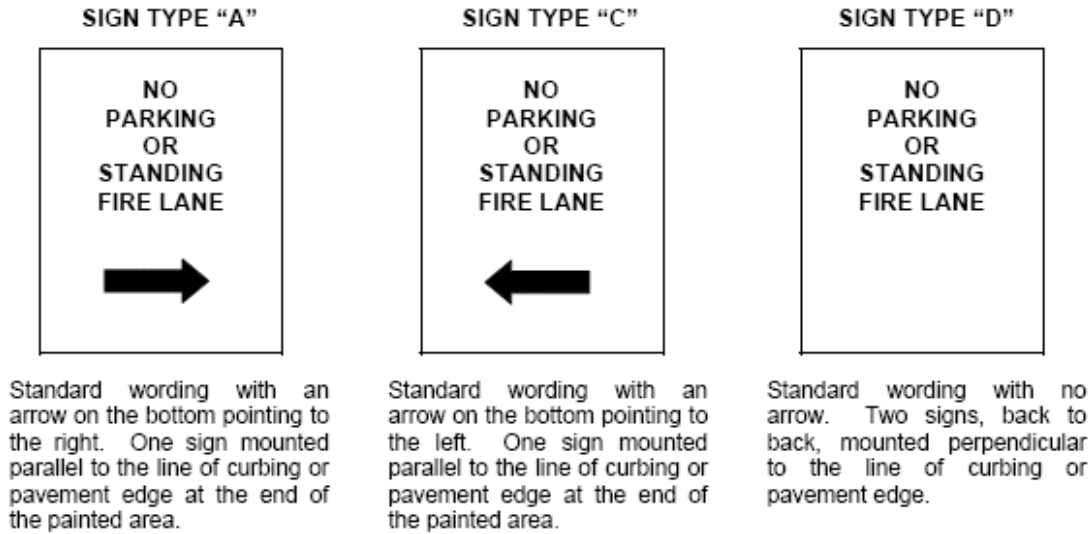
- No obstructions of FH within 34 ft. (plantings, fences, retaining wall, etc.).
- All fire hydrants and water mains located in or on parking structures shall be protected from freezing (no heat tape)
- Siamese located on street front, address side of building
- Siamese connection visible, accessible (no obstructions within 10 ft.)
- Water supply must be available as soon as combustibles present on site

FIRE FLOW

- Adequate fire flow (at 20 psi) to be available on site
- Fire line properly sized

FIRE LANE DESIGNATION

1. Appropriate signage and curb markings indicated on all plans.



GENERAL

Timing of installation. When fire apparatus access roads or a water supply for fire protection is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction except when approved alternative methods of protection are provided. Temporary street signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles in accordance with Section 505.2.

DEFINITIONS

FIRE APPARATUS ACCESS ROAD. A road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term inclusive of all other terms such as fire lane, public street, private street, parking lot lane and access roadway.

FIRE LANE. A road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus.

FIRE APPARATUS ACCESS ROADS

SFPC 503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

SFPC 503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions

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of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Additional access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 23.

Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.7.

Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 15 feet.

Authority. The fire code official shall have the authority to require an increase in the minimum access widths where they are inadequate for fire or rescue operations.

Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO *Standard Specification for Highway Bridges*. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

Grade. The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus.

Marking. Where required by the fire code official, approved signs or other approved notices shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. Signs or notices shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

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Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times.

Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other access ways, not including public streets, alleys or highways.

Secured gates and barricades. When required, gates and barricades shall be secured in an approved manner. Roads, trails and other access ways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the owner and the fire code official.

Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire official. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times.

PREMISES IDENTIFICATION

Address numbers. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

Street or road signs. Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs.

REQUIRED ACCESS

Access and loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 80,000 pounds.

MINIMUM SPECIFICATIONS

Grade. Fire apparatus access roads shall not exceed 10 percent in grade.

Turning radius. The minimum turning radius shall be 50 ft. unless otherwise determined by the fire code official.

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AERIAL FIRE APPARATUS ACCESS ROADS

Where required. Buildings or portions of buildings or facilities exceeding 30 feet (9144 mm) in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway.

Width. Fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm) in the immediate vicinity of any building or portion of building more than 30 feet (9144 mm) in height.

Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building, and shall be positioned parallel to one entire side of the building.

Please check all that apply and submit this sheet as a supplement to your formal Site Plan Review Application:

- This project is designed per the Hampton Roads Regional Sanitary Sewer Technical Standards.
- A Flow Acceptance Letter is required for this project.
- A Short Form Flow Acceptance Letter is required for this project.
- A pump station capacity analysis may be required for this project (contact Public Works Wastewater).
- This submission includes two copies of sanitary sewer flows calculations for this project.
- This project is subject to the Virginia Overhead High-Voltage Line Safety Act.
- This project is not subject to the Virginia Overhead High-Voltage Line Safety Act.
- This project requires a Traffic Impact analysis submittal to VDOT per Chapter 527.
- This project may require a City Traffic Impact analysis.
- This project does not require a Traffic Impact analysis.

Sign Here: _____

I hereby understand that the checklist above has been filled out accurately. This checklist accurately conveys what has been submitted on the Site Plan. I understand that if the Land Development Services Office determines this checklist to be incomplete and/or inaccurate the Site Plan Review Committee will not begin the technical review until this Site Plan is re-submitted with an accurate checklist. I assume complete responsibility for the accuracy of the information provided on this checklist.

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