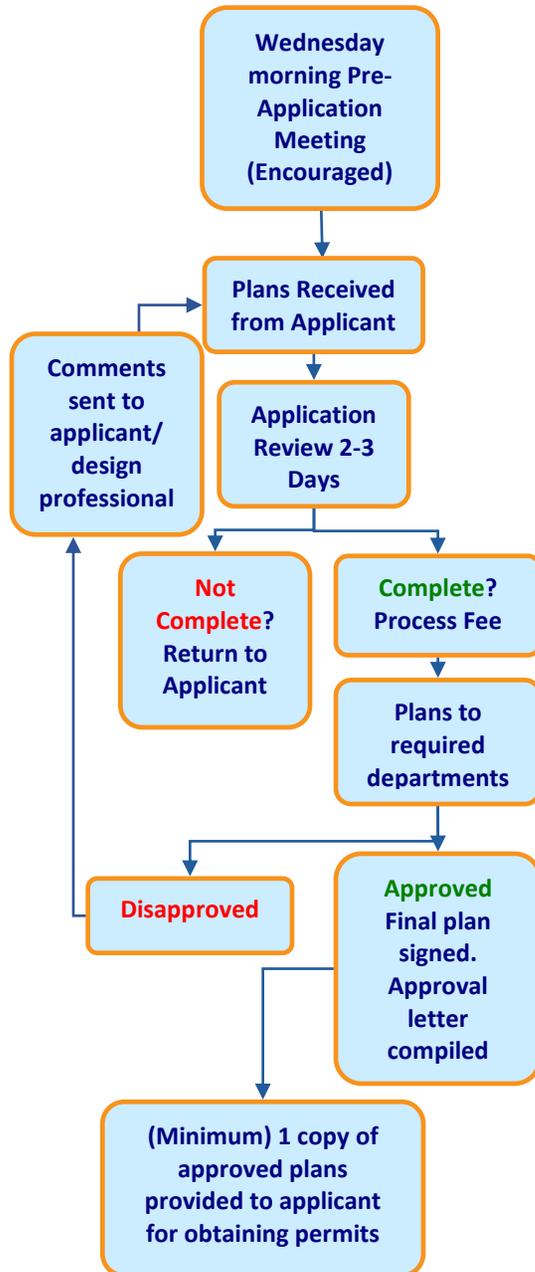


## Site Plan Review Process

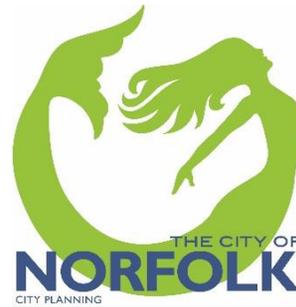
Below is a graphical representation of the site plan review process.



## Additional Information

Questions regarding the Site Plan Review process? Please contact the Norfolk Department of City Planning: **(757) 664-4752** or email at: [planning@norfolk.gov](mailto:planning@norfolk.gov).

Suggestions for improvement? Please call or email the Department of City Planning with your ideas.

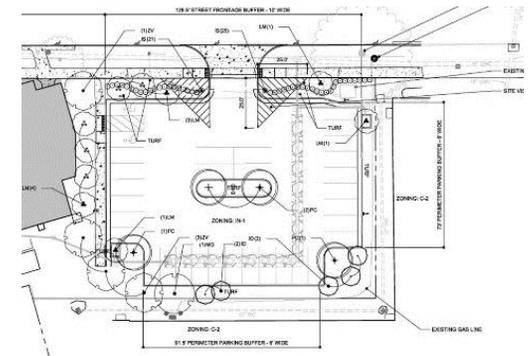
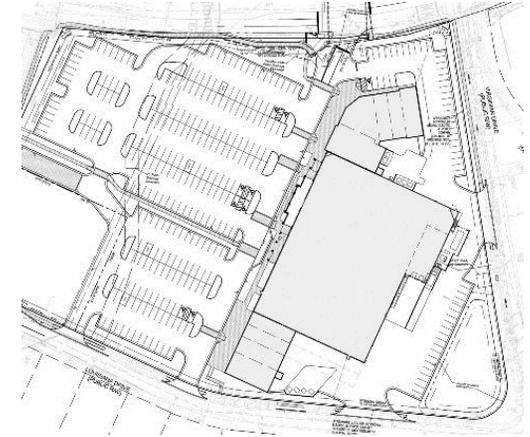


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Last Updated: 12/2/2015

## SITE PLAN REVIEW PROCESS



# SITE PLAN REVIEW PROCESS

## What is Site Plan Review?

**Site Plan Review** is the interdepartmental and interagency review of a proposed development to assure the site complies with all city and state requirements. Reviews include, but are not limited to:

- Chesapeake Bay Preservation Act
- Erosion and sediment control
- Drainage
- Landscaping
- Lighting
- Stormwater management
- Streets
- Traffic

## When is Site Plan Review necessary?

Site Plan Review is required for all additions or new construction with land disturbance greater than 2,500 square feet throughout the city, excluding single-family development of four lots or less.

## What is the process?

Applicants are encouraged to schedule a Wednesday morning pre-application presentation with the **City Planning Department**. Applicants must submit a site development plan for review to the Planning Department **by Friday at noon**. Staff will review the application for 2-3 days to ensure completeness. If complete, Planning staff will distribute site plan(s) to required city departments

for review. If there are comments, the design professional will be notified and will be required to address them. The City Planning Department will collect comments requiring corrections/responses and forward them to the applicant so that necessary revisions can be made. Once all comments have been addressed, an approval letter and 2 signed copies of the plan will be provided so that permits can be granted to the applicant.

## How long does the process take?

The initial review period typically takes between **20 to 25 business days**. The time will vary based on the complexity of the project and the timeliness of resubmittals. Projects that schedule a pre-application meeting tend to proceed more rapidly.

## How much does an application cost?

The application fee is **\$505.00**. If a VSMP (Virginia Stormwater Management Program) permit is needed, half of the permit fee is required at the time of submittal.

## Where to apply

The Site Plan Review application is available at Planning Department offices or online at: <http://www.norfolk.gov/planning> >> Applications and Forms >> Planning Applications and Forms.

## Application Procedure

1. A Wednesday morning pre-application presentation is encouraged. Contact the City Planning Department to arrange an appointment.
2. Staff will preliminarily review application for completeness and compliance with ordinance requirements.
3. Submit a completed application (by Friday noon deadline) with all required attachments, including but not limited to:
  - 2 folded copies of proposed plan
  - 1 copy of a project summary
  - 1 copy of stormwater calculations
  - 1 copy of utilities calculations
  - 1 copy of fire flow calculations (ISO and IFC)
  - 1 digital copy of all documents
4. Staff will review the application to determine completeness.
5. Plans will be forwarded to required departments for review and comments.
6. Comments will be provided to design professional.
7. Once approved, 2 sets of plans and a digital copy must be submitted for signature.
8. 1 set of approved plans will be returned to the applicant for use in obtaining permits.