



Application for  
**Chesapeake Bay Review Committee**

OFFICE USE ONLY  
Date Received:

Complete this application in its entirety and submit along with the required materials (listed in Step 2 below) to the following address:

City of Hampton, Community Development Department  
22 Lincoln Street, 3rd Floor  
Hampton, Virginia 23669

Application for (check one):

- Resolution of O-CBD boundary dispute
- Request authorization to encroach into the RPA buffer for:
  - Non-exempt road or driveway with or crossing the RPA
  - Development on lot/parcel recorded prior to October 1, 1989
  - Development on lot/parcel recorded October 1, 1989 – May 12, 2004
- Exception to the requirements of:
  - Section 9-14 2a, General Performance Criteria
  - Section 9-14 2b, Restrictions applicable to the RPA

**1. PROPERTY INFORMATION**

Address or Location \_\_\_\_\_

LRSN \_\_\_\_\_ Zoning District \_\_\_\_\_

**2. SUBMITTAL REQUIREMENTS & DETAILS**

All applications must include:

- (1) A recent, to scale physical survey of the property, prepared by licensed surveyor, that must include:
  - a. Environmental Site Assessment: RPA, RMA, IDA buffer areas, RPA features, and wetlands drawn and clearly labeled
  - b. Erosion and Sediment Control Plan; Silt Fences, Construction Entrances, etc.
  - c. All proposed improvements to the property; new buildings, new roads/infrastructure, etc.

; (2) Water Quality Impact Assessment (see attached); (3) Background Information (property deeds, recorded plats, date stamped photos, prior approvals, etc.); (4) application fee of \$75 for single-family residential uses, \$200 for all other uses, payable to the City of Hampton; (3) a brief written description of hardship or dispute (use following space or submit as a separate document);

**Description of request:**

***Additional information may be required at the Zoning Administrator's discretion***

*Development of any property is subject to compliance with all applicable codes, regulations and ordinances, regardless of whether such is specified in a Chesapeake Bay Review Committee approval*

**3. PROPERTY OWNER INFORMATION**

*An individual or a legal entity may be listed*

Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**4. APPLICANT INFORMATION**

**(if different from owner)**

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**5. APPLICANT AGENT INFORMATION**

**(if different from applicant)**

Agent's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**5. CERTIFICATION FOR LEGAL ENTITY PROPERTY OWNERS**

*Complete this section only if the property owner is **not** an individual but rather a legal entity such as a corporation, trust, LLC, partnership, diocese, etc. as specified in Step 3 above.*

*"I hereby submit that I am legally authorized to execute this application on behalf of the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."*

Name(s), title(s), signature(s), and date(s) of authorized representative(s) of entity (attach additional page if necessary):

Name of Legal Entity \_\_\_\_\_

Signed by: Name (printed) \_\_\_\_\_, Its (title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_, Its (title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**6. CERTIFICATION FOR INDIVIDUAL PROPERTY OWNERS**

*Complete this section only if the property owner is an individual or individuals.*

*"I hereby submit that I am the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."*

Name(s), signature(s), and date(s) of owner(s) (attach additional page if necessary):

Signed by: Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Additional Application Information

### **Recommended process for confirmation of CBP boundaries/wetlands**

*It is strongly recommended that the developer/owner hire a surveyor (or engineer, landscape architect) and a wetlands consultant to assist with this process. Together they can delineate the components of the CBP, prepare the required documents, and coordinate the confirmation process.*

1. The **developer/owner hires a surveyor and wetlands consultant to delineate** tidal and nontidal wetlands, tidal shores, and perennial streams on or *adjacent* to the subject property(s).
2. Once delineated, a graphic or survey is prepared and the consultant makes a “**jurisdictional determination**” request to the U.S. Army Corps of Engineers (Corps). Upon concurrence with the delineation, the Corps issues a jurisdictional determination letter.
3. With this letter, the wetlands consultant can now **assess** which of delineated features is required to be included in the Resource Protection Area (RPA).
4. This assessment is depicted by the surveyor on a recent physical **survey** which includes the geographic extent of the features and resulting 100' RPA buffer (or Intensely Developed Area) and 100' Resource Management Area.
5. Submit the survey or resulting development plan to the Development Services Center for **confirmation of the CBP by the city**. Include the supporting documents (e.g. delineation report, perennial stream evaluation, jurisdictional determination, and consultant's study). Staff meets onsite with the consultant.
6. Utilize the city's official confirmation of the CBP to **propose or revise development** in accordance with the CBP overlay district.

### **Resources**

A list of surveyors recently submitting applications in Hampton is available in the Development Services Center.

A list of private consultants can be found here:

<http://www.nao.usace.army.mil/Missions/Regulatory/AgentsConsultantsandContractors.aspx>

Contact the U.S. Army Corps of Engineers via the Regulator of the Day at 757-201-7652 or [CENAO.REG\\_ROD@usace.army.mil](mailto:CENAO.REG_ROD@usace.army.mil).

Community Development Department, Development Services Division

22 Lincoln Street, 3<sup>rd</sup> floor | Hampton, Virginia 23669

[www.hampton.gov](http://www.hampton.gov) | Hampton's 311: 757.727.8311 | O.757.728.2444



### **Water Quality Impact Assessment (WQIA)**

The purpose and intent of a WQIA is to:

- Identify the impacts of proposed development on water quality and other environmentally sensitive lands;
- Ensure that, where development does take place within sensitive lands, it will be located on those portions of a site in a manner that will be least disruptive to the natural functions of sensitive lands;
- Protect individuals from investing funds for improvements proposed for location on lands unsuited for such development because of high ground water, erosion, or vulnerability to flood and storm damage; and
- Specify mitigation which will address water quality protection.

A WQIA is required if any proposed development disturbing **over one (1) acre of land**, or any land **disturbance exceeding 2,500 sq. ft.** within the Chesapeake Bay Preservation District (except for those uses exempt from the stormwater management requirements per Sec. 33.2-8).

**The required contents of a Water Quality Impact Assessment are outlined in Sec. 33.2-12 of the City Code;** a copy of this section is included as part of this application packet.

If you require guidance or have questions about the WQIA form, please contact the following staff:

- Delane Carty, Engineer Technician: 757-726-6965, [dcarty@hampton.gov](mailto:dcarty@hampton.gov)
- McCord Newsome, Engineer: 757-727-8404, [mnewsome@hampton.gov](mailto:mnewsome@hampton.gov)

### **Land Disturbance**

If the proposed improvements to your site disturb more than 2,500 sq. ft. of land within the Chesapeake Bay Preservation District (this includes both the RMA and IDA/RPA zones), then you are required to obtain a Land Disturbance permit to include with your application. To begin this application process, please contact Chris Alston, Land Disturbance Permit Coordinator: 757-728-2444, [cdalston@hampton.gov](mailto:cdalston@hampton.gov) or Sharon Surita, Engineer: 757-727-6780, [Sharon.surita@hampton.gov](mailto:Sharon.surita@hampton.gov)

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