

## Single Family Detached Residential Land Disturbing Plan Review Checklist

### **General plan requirements:**

- Recent physical survey of parcel/lot;
- Plan drawn to a graphic scale and scale provided;
- Bearings and distances of all property lines;
- Existing and proposed elevations - property corners, corners of structures
- Vertical datum "Vertical datum shown hereon are City of Hampton Benchmark System (NAVD 1988 Datum)";
- Flood plain; flood zone\_\_\_\_\_, per panel\_\_\_\_\_, dated\_\_\_\_\_, flood elevation\_\_\_\_\_;
- Property owner's name and address;
- Deed book and page number of recorded deed;
- Name of development or subdivision;
- If a part of a common plan of development, provide a note that the subject plan will follow the grading and drainage plan of the approved development plan. Include the development plan name and the date approved by the City of Hampton;
- Land Record Serial Number ("LRSN");
- Date and signature of person preparing survey (certified professional engineer or land surveyor licensed in Virginia);
- Design professional's/ company name, address, phone, email;
- Names of adjacent property owners;
- Location of 100-year floodplain, if applicable;
- North arrow;
- Existing trees, watercourses, and utilities;
- Existing drainage culverts, existing drainage patterns and spot elevations/contours;
- Proposed drainage patterns and spot elevations clearly shown;
- Clearly show that adjacent properties will not be affected by stormwater runoff from the proposed structure(s), impervious cover and drainage patterns;
- Total site area;
- Finished floor elevation (FF) at least 3 feet above 100 year flood plain level (base flood elevation) or 1.5 feet above the X500 flood plain level (base flood elevation);
- Garage elevation;
- Proposed impervious cover in square feet;
- Area of disturbance, in square feet;

- Limits of disturbance;
- Text and graphic information for purposes of clearly indicating the type, magnitude, and location of the proposed activity to include but not be limited to the horizontal and vertical limits of any proposed excavation, clearing and grading, and the location, amount, and composition of all proposed fill material;
- Chesapeake Bay Preservation District boundary (Zoning Ordinance, article X, section 17.3-63) – RPA, IDA, RMA, tidal or non-tidal wetlands clearly delineated and labeled; a confirmed delineation or review by the Hampton Wetlands Board may be required;
- Location, method and materials required and proposed to protect and preserve existing vegetation to be retained;
- NN Water availability – noted or shown on plan;
- Sewer availability – noted or shown on plan;
- Existing or proposed sewer cleanout location (SCO) – on right-of-way line, not in sidewalk or driveway;
- Existing or proposed water meter location – within right-of-way, not in sidewalk or driveway;
- Proposed driveway apron type (e.g. VE-1, VE-2, CG-9D (VDOT));
- Callout replacement curb and gutter type if an existing driveway apron is to be removed;

**Erosion and Sediment Control requirements:**

- An Agreement in Lieu of an Erosion and Sediment Control Plan with appropriate E&S controls checked, signed and notarized;

**Or**

- Erosion and sediment control practices, at a minimum as required:
  - Construction entrance (12'x70', if possible)
  - Inlet and outlet protection
  - Temporary seeding
  - Permanent seeding
  - Mulch
  - Tree protection
  - Other E&S required for the site

**Stormwater Management Plan requirements:**

- Agreement in Lieu of a Stormwater Management Plan;

**Or**

- Part of a common plan of development with an approved stormwater management plan; must follow the approved plan.

**Exemptions to Land Disturbing permit requirement:**

- Notwithstanding any other provisions of the City of Hampton Stormwater Management Ordinance, chapter 32.2, the following activities are exempt unless otherwise required by federal law:
  - Single-family residences separately built, including additions or modifications to existing single-family detached residential structures, that meet all of the following:
    - a. Disturbing less than 2,500 square feet;
    - b. Not part of a larger common plan of development or sale; and
    - c. Not disturbing any land in the resource protection area or intensely developed area.
  - Land-disturbing activities that disturb less than 2,500 square feet of land area, not located in a resource protection area or intensely developed area;
  - Activities under a state or federal reclamation program to return an abandoned property to an agricultural or open land use;
  - Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. Paving an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance if performed in accordance with this subsection;
  - Conducting land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the administrator shall be advised of the disturbance within seven (7) days of commencing the land-disturbing activity and compliance with the administrative requirements of [section 33.2-7\(b\)](#) is required within thirty (30) days of commencing the land-disturbing activity.

- Water dependent structures, including but not limited to, bulkheads, piers, riprap, and the like;
  - Septic tank lines or drainage lines unless located within a Chesapeake Bay Preservation District, or unless included in an overall plan for land-disturbing activity relating to the construction of the building to be served by the septic tank system;
  - Repair or rebuilding of tracks, rights of way, bridges, communication facilities, and other related structures and facilities of a railroad company; and
  - Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles.
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- All exempted activities must meet the RPA buffer requirements of chapter 17.3, article X of the City Zoning Ordinance, if applicable, and all erosion and sediment control provisions of City of Hampton Land Disturbance Ordinance, chapter 13.1.