



Site Plan Review Application

Applicants are advised to request and participate in a pre-application conference with City Staff, at no charge, prior to preparation and submission of a formal site plan. **NOTE: NO OFFICIAL OPINIONS OR STATEMENTS BY CITY STAFF ARE GIVEN DURING PRE-APPLICATION CONFERENCES.**

Complete this three page application form and submit it along with the following documents as PDF files to the City of Hampton Development Services Center located at 22 Lincoln Street, 3rd Floor, Hampton, Virginia 23669.

- The proposed Site Plan prepared in accordance with Hampton City Code Chapter 35.1 (Site Plans).
- A Water Quality Impact Assessment (when required) in accordance with Hampton City Code Chapter 33.2 Stormwater Management.
- Document review fee(s) according to the fee calculation table attached (page 2). For electronic fee payments, call 757-728-2444 for payment instructions.
- Completed Site Plan Checklist. Contact the Development Services Center if you do not have this document.
- All supporting documents (e.g. Studies, Narratives, Calculations, etc.)

Files loaded on a compact disc or USB Flash Drive (Thumb Drive) are acceptable. Electronic submissions, via email, are to be sent to DSCpermits@hampton.gov. If the size of email file attachments exceeds 10 MB, consider file transfer via a download link from a cloud storage site.

APPLICATIONS DELIVERED AFTER 4:00 PM SHALL BE DATE STAMPED RECEIVED ON THE NEXT BUSINESS DAY.

This section is to be completed by the applicant

Application #SP20 ___ - ___ - ___ If the application is a resubmission or a revision to an existing application in review

Site Plan Title: _____ Site Plan Date: _____

Site Address: _____ LRSN(s): _____

Legal Applicant's Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Property Owner's Name: _____

Property Owner's Email Address: _____

DOCUMENT REVIEW FEE CHECKLIST & CALCULATION TABLE [ref. City Code Sections 35.1-11 and 35.1-20]

Check each item that will be attached to this application and calculate the appropriate fee(s):

| Attachment Type | Fee | Amount Due |
|---|---|------------------|
| <input type="checkbox"/> Site Plan (Initial Submittal) | | |
| <input type="checkbox"/> Project Involving one (1) acre or less; (≤ 1 ac.) | \$350.00 | _____ |
| | \$350.00 1 st acre + \$150/ per additional acre or fraction thereof | _____ |
| <input type="checkbox"/> Project involving more than one (1) acre; (> 1 ac.) | | _____ |
| <input type="checkbox"/> Site Plan (Resubmissions and Revisions) | | |
| <input type="checkbox"/> 2 nd Submittal | \$0.00 | No Charge |
| <input type="checkbox"/> Resubmission subsequent to 2 nd submittal* | \$200.00 | _____ |
| *Not applicable if redesign addresses State or Federal agency comments | | |
| <input type="checkbox"/> Minor revision to an approved and valid plan | \$0.00 | No Charge |
| <input type="checkbox"/> Major revision to an approved and valid plan | Same as the initial submittal fee | _____ |
| <input type="checkbox"/> Revision to a proposed plan in review | \$100.00/sheet | _____ |
| <input type="checkbox"/> Private easement, dedication deed or plat | \$50.00/instrument | _____ |
| <input type="checkbox"/> Water Quality Impact Assessment | \$200.00 | _____ |
| <input type="checkbox"/> > 2,500 square feet of land disturbance within an RPA (includes IDA) | | |
| <input type="checkbox"/> An acre or more of land disturbance | | |
| Total Amount Required: | | _____ |

INTERNAL USE ONLY

Project Coordinator: _____ Site Plan Agent: _____

Application Number: SP20 ____ - ____ Submittal: 1 2 3 4 5 (circle one)

Processed by: _____

Total Fees Collected: _____ Check Number: _____

AFFECTED PARCEL OWNER CERTIFICATION

(A) 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. in pursuant to Virginia Code section 15.2-2258.

"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 the proposed site/development plan 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 the legal entity (attach additional page if necessary):

Name of Legal Entity _____ LRSN _____

Signed by:

Name (printed) _____, Its (title) _____

Signature _____ Date _____

Name (printed) _____, Its (title) _____

Signature _____ Date _____

Name (printed) _____, Its (title) _____

Signature _____ Date _____

(B) 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 the proposed site/development plan 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):

Name (printed) _____ LRSN _____

Signature _____ Date _____

Name (printed) _____ LRSN _____

Signature _____ Date _____

FOR USE BY DSC PERSONNEL ONLY:
Application Number: SP20 _____ - _____ **Date Received:** _____