



801 Crawford Street, Portsmouth, Virginia 23704

# Chesapeake Bay Resource Protection Area (RPA) Exception Application Form

[www.portsmouthva.gov/planning/](http://www.portsmouthva.gov/planning/)

**Notes:**

1. A pre-application conference is required for a Chesapeake Bay Resource Protection Area Exception prior to submitting an application.
2. Depending on the proposed activity, the review and decision on an application may be undertaken by staff or the Planning Commission.
3. Any development within a historic or D1 Downtown district is required to have a certificate of appropriateness approval before any other applications can be filed.
4. Public notification requirements may include the on-site posting of the meeting date, time, and location for public review. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Development Application Form authorizes the places of such notice on your property and allows members of the Planning Commission, and/or staff to enter the property to view the exterior of any buildings or structure on the site.

## 1. General Project Information

Project Address:

Tax Parcel Identification Number:

Name of individual performing wetlands delineation:

Address of individual performing wetlands delineation:

Telephone number of individual performing wetlands delineation:

Email address of individual performing wetlands delineation:

Name of Qualified Land Disturber:

RDL Number:

Telephone number of Qualified Land Disturber:

Email address of Qualified Land Disturber:

Type of Exception     RPA Administrative (Nonconforming)     RPA Administrative     RPA Planning Commission

When was the lot platted?     Prior to October 1, 1989     Between October 1, 1989 and March 1, 2002     After March 1, 2002

Existing Land Use     Single Family     Multifamily     Commercial     Industrial     Government     Other

What size is the land disturbance?     less than 2,500 square feet     greater than 2,500 square feet    Total square footage \_\_\_\_\_

Type of Water Quality Impact Statement     Major     Minor     None

Located in?:     D1 Downtown     Olde Towne     Port Norfolk     Park View     Cradock     Truxtun

Approval required by (staff to determine)?     Staff     Planning Director     Planning Commission

Project Address:

Tax Parcel Identification Number:

**2. Written Description of Exterior Work**

- Changes to an Existing Structure/Site       New Construction       Addition(s)       Demolition

A) Describe in your own words, all exterior work, building and site improvements, to be installed in the resource Protection area. Be sure to indicate all land disturbing activities and the location of all pervious and impervious areas. You may use additional sheets and attached manufacturer's information sheets where appropriate.

**3. Submittal Requirement Checklist**

(Submittals should include 11 copies of listed items, unless otherwise stated.)

**A. General Information for all CBPA Exception Applications**

<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Chesapeake Bay Resource Protection Area (RPA) Exception Application Form
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified the Portsmouth City Code
<input type="checkbox"/>	For Sites in the RMA a minor water quality impact statement, unless exempt by the City Engineer.
<input type="checkbox"/>	For all activity in the RPA a minor water quality impact statement when activity involves less than 5,000 square feet of land disturbance.
<input type="checkbox"/>	For all activity in the RPA a major water quality impact statement when activity involves 5,000 square feet or more of land disturbance.
<input type="checkbox"/>	Historic district guidelines chapter and section, where applicable
<input type="checkbox"/>	For projects disturbing more than 2,500 sq ft, an erosion and sediment plan and a land disturbance permit is also required
<input type="checkbox"/>	Written description of all exterior work including changes to an existing structure/site, new construction, additions, and demolition
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department

**B. Water Quality Impact Statement**

<input type="checkbox"/>	Minor Water Quality Impact Statement which includes:
	a. Storm water Management Plan certified by an engineer or class IIIB surveyor
	i. maps charts, graphs tables, photographs, narrative descriptions, explanations, and citations to supporting references
	ii. Location of all planned stormwater control devices
	iii. Procedures for implementing nonstructural stormwater control practices and techniques (can be in a narrative form)
	iv. Pre-development and post-development nonpoint source pollutant loadings with supporting documentation of all utilized coefficients and calculations
	b. Statement that necessary best management practices will result in removal of no less than 75% of sediments and 40% of nutrients from post storm water runoff
	c. Site plan indicating the location of the components of the RPA, including the 100-foot buffer area
	d. Location and nature of the proposed encroachment into the buffer area including: type of paving materials, limits for areas of clearing of grading, location of structures, drives for other impervious cover
	e. Type and location of proposed best management practice to mitigate the proposed encroachment
<input type="checkbox"/>	Major Water Quality Impact Statement prepared by an engineer or class IIIB surveyor
	a. All items required in a minor water quality impact statement plus,
	b. Describe the existing topography, soils, hydrology and geology of the site and adjacent lands,
	c. describe the impacts of the proposed development topography, soils, hydrology and geology of the site and adjacent lands,
	d. indicate the disturbance or destruction of wetlands and justification for such action,
	e. indicate the disruption or reductions in the supply of water to wetlands, streams, lakes, rivers or other water bodies,
	f. indicate the disruptions to existing hydrology including wetland and stream circulation patterns,
	g. indicate the source location and description of proposed fill materials,
	h. indicate the location of dredge materials and location of dumping area for such material,
	i. indicate the location of and impacts on shellfish beds, submerged aquatic vegetation and fish spawning areas,
	j. describe the proposed mitigation measures for the potential hydro geological impacts including:
	i. proposed erosion and sediment control concepts which may include minimizing the extent of the cleared area, perimeter controls, reduction of runoff velocities, measures to stabilize disturbed areas , schedule and personnel for site inspections
	ii. proposed storm water management system
	iii. creation of wetlands to replace those lost
	iv. minimizing cut and fill
<input type="checkbox"/>	Landscape plan with components as required by Section 9.1-11(6)(d)(3)
<b>C. Submittal Requirements for Buildings</b>	
<input type="checkbox"/>	Scaled drawings showing physical survey including the property, wetlands determination, RPA buffer limits including the seaward and landward buffers, the name of the wetlands delineator and date of the delineation, all proposed alterations and improvements, and limit of land disturbance and location of construction fencing.
<b>D. Submittal Requirements for Subdivisions</b>	
<input type="checkbox"/>	Scaled drawings showing physical survey including the property, wetlands determination, RPA buffer limits including the seaward and landward buffers, the name of the wetlands delineator and date of the delineation, all proposed alterations and improvements, and limit of land disturbance and location of construction fencing.