

City of Suffolk Department of Planning
APPLICATION FOR AN EXCEPTION OR ENCROACHMENT
WITHIN THE CHESAPEAKE BAY PRESERVATION AREA (CBPA)



<i>PART 1- OFFICE INFORMATION: To be completed by staff</i>			
Application Number:		Date Submitted:	
Project Address:		Project Name:	
Tax Query:	<input type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Decision:	

<i>PART 2- GENERAL INFORMATION: To be completed by applicant</i>
<p><u>Important Notice:</u> Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted. The intent of the Chesapeake Bay Preservation Overlay District is to provide special regulatory protection for land and water resources located within the designated Chesapeake Preservation Area within the City of Suffolk. The application shall identify the impacts of the development proposal on water quality and on lands within the Resource Protection Area through the performance of a water quality impact assessment in accordance with the provisions of Appendix B, B-13. The following application requirements are consistent with the review procedures set forth in Section 31-415.</p> <p>Select Application Type:</p> <p><input type="checkbox"/> CBPA Encroachment- Application Fee \$52.50 – Construction of a principal structure on an undeveloped lot or the construction of an addition on the principal structure (on a lot created prior to March 1, 2002) with an encroachment of no more than 50’ into the 100’ RPA Buffer.</p> <p><input type="checkbox"/> CBPA Exception- Application Fee \$262.50 – Construction of a principal structure on an undeveloped lot (lot created March 1, 2002 or after) with an encroachment, any encroachment of less than 50’ or any encroachment of an accessory structure into the 100’ RPA Buffer.</p> <p>Property Address: _____ Tax Map Number: _____</p> <p>Account Number: _____ Zoning District: _____</p> <p>Total Site Acreage: _____ Area of Encroachment: _____</p> <p>Proposed Uses/Improvements to the Property (attach more sheets if needed): _____</p> <p>_____</p> <p>_____</p>

PART 3- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant

In accordance with Section 31-415 and Appendix B, Section B-13, applications for an exception or encroachment must include the following information. The applicant must INITIAL next to each item and ATTACH materials in the order that is listed below.

1. A **site plan** prepared in accordance with the requirements of Section 31-307 of the Zoning Ordinance; or a subdivision plat prepared in accordance with the requirements of Article 5 of this Subdivision Ordinance. _____

2. A **Water Quality Impact Assessment (WQIA)** and an environmental site assessment consistent with Appendix B, § B-13. If a Minor Water Quality Impact Assessment (WQIA) is required, the notation “Minor Water Quality Impact Assessment” should be depicted on the survey and landscape plan. _____

3. Identification of an area on the lot or parcel, equal to the area of encroachment into the buffer, which will be revegetated. _____

4. Installation and Bonding Requirements:
 - A. Where buffer areas, landscaping, or other specifications of an approved plan are required, no certificate of occupancy shall be issued until the installation of required plant materials is completed, in accordance with the approved plan. _____

 - B. When the occupancy of a structure is desired prior to the completion of the required landscaping, or other specifications of an approved plan, a certificate of occupancy may be issued only if the applicant provides to the City a form of surety satisfactory to the City in an amount equal to the cost plus 10% contingency associated with completing the required landscaping on site. _____

 - C. After all required actions of the approved plan have been completed, the applicant must contact the City of Suffolk for a final inspection. If the requirements of the approved plan have been completed to the satisfaction of the City of Suffolk, the surety held shall be refunded to the applicant or terminated within sixty (60) days following the receipt of the applicant's request for final inspection. _____

PART 4- CONTACT INFORMATION: To be completed by applicant, owners, and other contacts

This application must be signed by the property owner(s) or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale or a letter signed by the owner(s) authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

1. Applicant Information:

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Applicant Signature: _____ Date: _____

2. Property Owner(s) Information (Complete if different from applicant):

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Owner Signature 1: _____ Date: _____

Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Owner Signature 2: _____ Date: _____

3. Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):

Specify type of contact/relationship: _____
Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Signature: _____ Date: _____

Specify type of contact/relationship: _____
Name: _____ Company: _____
Address: _____ Phone Number: _____
Email: _____ Fax Number: _____
Signature: _____ Date: _____