



City of Suffolk, Virginia
 Department of Planning & Community Development
 Division of Planning
Chesapeake Bay Preservation Act
Exception / Encroachment

This application should be used when submitting a request for an exception or encroachment to the requirements of the Chesapeake Bay Preservation Area (CB) Overlay District Ordinance. The intent of the 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.

Application: EX - _____	Submission Date: _____
Application: EN - _____	Legal Ad Dates: _____
Reviewing Authority: _____	Public Hearing Date: _____
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature: _____ Date: _____	Tax Query: <input type="checkbox"/> Current <input type="checkbox"/> Delinquent
Conditions/Comments: _____	

Office Use Only

1. APPLICATION FOR:

- CBPA Encroachment –
 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.

- CBPA Exception –
 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.

Proposed Use or Activity: _____

2. PROPERTY DESCRIPTION:

Property Address (if any): _____
 Name of Subdivision (if applicable): _____
 Section: _____ Block: _____ Lot: _____
 Zoning District: _____
 Tax Assessor’s Map and Parcel #: _____
 Tax Account Number: _____

3. ENGINEER / SURVEYOR INFORMATION:

Name: _____
Company: _____
Address: _____
Telephone Number: _____ Fax Number: _____
Email: _____

4. AUTHORITY FOR APPLICATION

This application must be signed by the owner(s) of the subject property 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 with the owner’s signature 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.

PROPERTY OWNER(S):

Name(s): _____
Address: _____
Telephone Number: _____ Fax Number: _____
Email: _____

Property Owner Signature *Date* *Property Owner Signature* *Date*

Name(s): _____
Address: _____
Telephone Number: _____ Fax Number: _____
Email: _____

Property Owner Signature *Date* *Property Owner Signature* *Date*

APPLICANT(S): (Complete if different from property owner)

Name(s): _____
Company: _____
Address of Applicants(s): _____
Telephone Number: _____ Fax Number: _____
Email: _____

Applicant’s Signature *Date* *Applicant’s Signature* *Date*

Applicant’s Status (check appropriate box):

Property Owner Property Owner’s Agent Contract Purchaser

NOTICE: ALL APPLICATIONS ARE ACCEPTED ON A CONDITIONAL BASIS. IF, UPON REVIEW, THE APPLICATION IS DEEMED INCOMPLETE, IT WILL BE RETURNED TO THE APPLICANT.

Remit a completed application with the appropriate fee to:

Planning Department: 442 West Washington Street · P.O. Box 1858, Suffolk, Virginia 23439-1858
Phone (757) 514-4060 · Fax (757) 514-4099
www.suffolkva.us



City of Suffolk Planning Department, P.O. Box 1858, Suffolk, VA 23434

CHESAPEAKE BAY PRESERVATION ACT
EXCEPTION / ENCROACHMENT

IN ACCORDANCE WITH SECTION 31-415 AND APPENDIX B, SECTION B-13, APPLICATIONS FOR CHESAPEAKE BAY PRESERVATION ACT EXCEPTION OR ENCROACHMENT MUST INCLUDE THE FOLLOWING INFORMATION:

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.

3. A stormwater management plan consistent with Appendix B, § B-12).
4. Identification of an area on the lot or parcel, equal to the area of encroachment into the buffer, which will be revegetated.
5. Installation and Bonding Requirements.
 - A. Where buffer areas, landscaping, stormwater management facilities or other specifications of an approved plan are required, no certificate of occupancy shall be issued until the installation of required plan materials and/or facilities is completed, in accordance with the approved site plan.
 - B. When the occupancy of a structure is desired prior to the completion of the required landscaping, stormwater management facilities, 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 associated with completing the required landscaping or stormwater management facilities and/or maintenance costs for any required stormwater management facilities during the construction period.
 - C. After all required actions of the approved site plan have been completed, the applicant must submit a written request to 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 such unexpended or unobligated portion of the surety held shall be refunded to the applicant or terminated within sixty (60) days following the receipt of the applicant's written request for final inspection.



City of Suffolk, Virginia

Department of Planning

Non-Point Source Pollution Load Guidance Calculation Procedures

Step 1: Compile Site Specific Data (Note: unless otherwise noted, round to nearest 3rd decimal place.) (Note: One (1) acre equals 43,560 square feet.)

1. Area of Lot (excluding wetlands or water) = **A**
Area of Lot (in square feet) ÷ 43,560 = **A**

_____ ÷ 43,560 = **A**

A = _____ acres

CBPA Determination:

RPA RMA

IDA None

2. Current Impervious Area = **I_a** ***(Skip this Equation if the Property Is Currently Undeveloped)***

Impervious area includes all surfaces covered by roofs, concrete, or gravel (including sidewalks and driveways). This includes all structures regardless of whether they are set on a permanent foundation (including sheds, swimming pools, and gazebos).

structures _____ square feet

parking _____ square feet

sidewalks _____ square feet

roadway _____ square feet

other _____ square feet

additions _____ square feet

accessory _____ square feet

Total: _____ (square feet) ÷ 43,560 = **I_a**

I_a = _____ acres

3. Proposed Impervious Area (after proposed construction) = **I_b**

structures _____ square feet

parking _____ square feet

sidewalks _____ square feet

roadway _____ square feet

other _____ square feet

additions _____ square feet

accessory _____ square feet

Total: _____ (square feet) ÷ 43,560 = **I_b**

I_b = _____ acres

Enter these equations from the previous page:

$$\mathbf{A} = \underline{\hspace{2cm}} \text{ acres}$$

$$\mathbf{I_a} = \underline{\hspace{2cm}} \text{ acres}$$

$$\mathbf{I_b} = \underline{\hspace{2cm}} \text{ acres}$$

3. Percent of site covered by impervious surfaces before development (Current) =

I_{site a}

*** (Skip this Equation if the Property Is Currently Undeveloped) ***

$$(\text{Total } \mathbf{I_a} \div \mathbf{A}) \times 100 = \mathbf{I_{site a}}$$

$$(\underline{\hspace{2cm}} \div \underline{\hspace{2cm}}) \times 100 = \mathbf{I_{site a}}$$

$$\underline{\hspace{2cm}} = \mathbf{I_{site a}}$$

$$\mathbf{I_{site a}} = \underline{\hspace{2cm}} \% \text{ (Note: Round to nearest whole number)}$$

4. Percent of site covered by impervious surfaces after development (Proposed) = **I_{site b}**

$$(\text{Total } \mathbf{I_b} / \mathbf{A}) \times 100 = \mathbf{I_{site b}}$$

$$(\underline{\hspace{2cm}} \div \underline{\hspace{2cm}}) \times 100 = \mathbf{I_{site b}}$$

$$\underline{\hspace{2cm}} = \mathbf{I_{site b}}$$

$$\mathbf{I_{site b}} = \underline{\hspace{2cm}} \% \text{ (Note: Round to nearest whole number)}$$
