



It's a good time to be in Suffolk



Welcome to the City of Suffolk, Virginia!

New Construction Single Family Dwelling Step-By-Step Walk Through and Check List

PLEASE NOTE THAT THESE STEPS DO NOT HAVE TO BE DONE IN THIS ORDER. SOME STEPS CAN BE DONE SIMULTANEOUSLY. PLEASE SEE THE FRONT COUNTER OR A TECHNICIAN AT COMMUNITY DEVELOPMENT WITH QUESTIONS.

Step 1: **PROPERTY OWNERSHIP**

• You must first be the owner of the property. Please have your assessor's *account number, tax map and parcel information* available. **Contractors:** Please provide the previous information in addition to your *contractor's license information*.

Step 2: **PHYSICAL ADDRESS OF THE PROPERTY**

• Fill out your “**Request for Address**” form if you do not already have an address for the property. The form is found in this packet and the **account number of the property is required**. If you do not have an account number, please speak with a Technician in Community Development. Please provide a phone number where you can be reached during the day. If this is a recent subdivision or family transfer, your new address was assigned upon approval in Planning. Once the “Request for Address” application is complete, you will be contacted by the Plans Reviewer with the physical address. **We cannot process any documents for signatures or plan review until you have a physical address for your property.**

Step 3: DRIVEWAY (RIGHT OF WAY PERMIT)

• If you are building your home on a street that has been accepted you will need to fill out an Application for Work within the Right of Way Permit. We will need the application with an original signature. If you do not know if your street is accepted (public) or proposed please ask the front counter for assistance before you drop off your permit applications. You will be contacted by the Department of Public Works, Engineering Division regarding any fees that might be owed. If you have any questions about the Right of Way applications please call **Melvion Fulgham** with Public Works Engineering at 757-514-7672.

Step 4: CHESAPEAKE BAY PRESERVATION AREA

• If your property is in a Chesapeake Bay Preservation Area (CBPA), you need to have your survey reflect the **Chesapeake Bay and Wetland Limits Calculations**. If you are near water or a railroad, you must show the 100' buffer RPA. Contact your surveyor to make sure this information is on the plot plan. If you are not sure if your property is in a CBPA, please contact one of our Technicians at Community Development.

Step 5: FLOOD ZONE/ SHRINK SWELL SOIL POTENTIAL

• You must check yes or no on this portion of the application. If you are unsure of your answer please contact your surveyor for assistance. If you check yes on the flood zone you are required to submit an engineer's report for foundation design. If you check yes on the shrink/swell soil potential and you are in a moderate or high area, you are required to submit an engineer's soil report for footing and foundation.

Step 6: SURVEY AND DESIGN REQUIREMENTS FOR SPECIFIC ZONING DISTRICTS (IN ADDITION TO ALL OTHER REQUIREMENTS)

- **RL, RLM, RM, RC, RU, PD or TND** zoning districts: Attached garages shall be set back a minimum of 25 feet from the front property line. Show your driveway and material to be used on your survey. See attached UDO 31-407 (e) (3).
- **RM, RC and RU zoning districts:** You MUST have a minimum of 15 feet between buildings and it must be demonstrated on your survey in order for your permit to be issued. That is, if one lot has an existing 5 foot yard side yard setback, then the adjoining lot shall have a minimum side setback of ten (10) feet. See attached UDO 31-407 (e) (4).
- **CBD, VC, RM, RC and RU** zoning districts have specific design guidelines. If you are in these districts it would be helpful to enclose photos of surrounding houses with your permit application. The intention of the design standards is to assist in focusing design principles in order to preserve property values, promote the public health, safety and general welfare, and to develop a satisfactory visual appearance with the City. See attached UDO 31-602.
- If you have further questions, please consult with a technician regarding your zoning district and/or requirements that may apply.

Step 7: WATER, SEWER AND WELLS

City Water & City Sewer: Contact the Department of Public Utilities (514-7000)

See “**Directions to Public Utilities**” for directions to their location on Holland Road.

- Pay Tap Fees and Availability Fees-**Save your receipts.**

Well Water: Contact the Health Department (514-4751)

See “**Directions to the Health Department**” for directions to their new location at 135 Hall Ave.

Septic Tank: Contact the Health Department (514-4751)

See “**Directions to the Health Department**” for directions to their new location at 135 Hall Ave.

- Fill out the enclosed “**Septic Tank Permit Application**” and turn it into a Technician at Community Development.
- Pay the application fee at Community Development and **save your receipts.**
- Bring the form and a copy of your receipts to the Health Department. *This application needs to be completed by the Health Department before proceeding with the building plans.* Community Development will need to see all paperwork given to you by the Health Department.

Step 8: **EROSION & SEDIMENT AND LOT GRADING**

- “**The Agreement in Lieu of an Erosion and Sediment Control Plan**” and the “**Lot Grading Plan Checklist**” enclosed in this packet must be completed with **original signatures** (no duplications or faxes) along with **three (3) copies of the plot plan or survey** needs to be submitted to Community Development with the receipt attached in order for Community Development to receive it.
- Please fill out all relevant information on the application and be prepared to pay a \$100.00 Public Works E&S fee for each single family residence at the Treasurer’s Office.
- Please note the section that questions whether this lot is located within a subdivision with prior approved plan grades and served by a storm water BMP facility. Please be sure to check yes or no. If you are unsure please see a technician at Community Development.

Step 9: **PLAN REVIEW**

- Fill out the “**Application for Services**” marked “*plan review.*” Please make sure you sign and date both pages of the application.
 - Manufactured and Modular Homes do not require a Plan Review, however, we do require that you submit a set of building plans for our records.
 - Drop off this application with the other required documents to Community Development with a check for plan review. See the “**Submitting Plans for Review**” document to ensure you have everything you need for submittal.
- Once the building plan review is approved, **the Technician will call you and note that your permits are ready to be picked up.**

- When you arrive at Community Development, the Technician will provide you with a statement showing the permit fees. Please proceed to the Treasurer's office to make payment.
- Return to Community Development with the receipt to be copied for your file. At this time, the Community Development Technician will verify that the information requested from all applicable departments has been provided. The Community Development technicians will make copies at this time. If you need extra copies, ask at this time.
- You now have in your possession a building permit, a building permit placard, and a zoning permit. Please take note of the PRJ# on the building permit. This is your project number. **When calling in all inspections, please refer to this number.**
- A copy of the approved plans (if applicable) will be given back to you at this time. Please keep that copy on site at all times.
- Your next steps are to obtain the proper inspections and trade permits (Mechanical, Electrical, and Plumbing). Please see the “**Inspection Procedures for a Single Family Dwelling**” for the inspections you will need to call in to our office at (757) 514-4150.



CITY OF SUFFOLK

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
441 MARKET ST., SUFFOLK, VIRGINIA 23434 PHONE (757) 514-4150; FAX (757) 514-4199


DIRECTIONS TO THE HEALTH DEPARTMENT

Start: 441 Market St
Suffolk, VA
23434-5237 US

End: 135 Hall Ave
Suffolk, VA
23434-4320 US

Distance: 1.57 miles

Total Estimated Time: 4 minutes

	1: Start out going EAST on MARKET ST toward NEW SPRING ST.	0.1 mi
	2: Turn RIGHT onto NORTH ST.	0.1 mi
	3: Turn LEFT onto W WASHINGTON ST/VA-337.	0.2 mi
	4: Turn RIGHT onto S SARATOGA ST.	0.3 mi
	5: Turn SHARP LEFT onto HALL AVE.	0.1 mi
	6: End at 135 Hall Ave Suffolk, VA 23434-4654	

B: 135 Hall Ave, Suffolk, VA 23434-4654



CITY OF SUFFOLK

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

441 MARKET ST., SUFFOLK, VIRGINIA 23434 PHONE (757) 514-4150; FAX (757) 514-4199

Frequently Used Contacts

www.suffolk.va.us



Utilities

Electricity

Supplied and distributed by *Dominion Virginia Power*, *Community Electric Cooperative* and *Franklin Power*. For more information, call Dominion Virginia Power toll free at 1-888-667-3000, Community Electric Cooperative at 757-242-6181 or Franklin Power 757-562-8568.

Natural Gas

Distributed by *Virginia Natural Gas Company* and *Columbia Gas of Virginia* (Northern Suffolk). For more information, please call Virginia Natural Gas at 1-866-229-3578 or Columbia Gas of Virginia at 1-800-543-8911.

Water

The *City of Suffolk* supplies water from its Robert G. House, Jr. Water Treatment Plant at Lone Star Lakes. Average daily use is 4.5 million gallons; maximum daily capacity is 7.5 million gallons; storage capacity is approximately 4 millions gallons ground and 3 million gallons elevated. For more information, please call (757) 923-3675.

Wastewater Treatment

The *City of Suffolk* operates and maintains the sewer system that collects wastewater from homes and businesses. These city pipelines connect to the Hampton Roads Sanitation District (HRSD) interceptor pipelines, which transport wastewater to HRSD's Nansemond Wastewater Treatment Plant. Capable of treating 30 million gallons per day, this plant uses a state-of-the-art process that exceeds regulatory requirements. For more information, please contact HRSD at (757) 460-2261. For sewer maintenance call (757) 539-6377, or for storm drainage problems, contact Suffolk Public Works at 934-3111.

Solid Waste Disposal

Southeastern Virginia Public Service Authority (SPSA) manages and disposes of all residential solid waste and garbage. SPSA also accepts disposal of industrial waste with prior approval. Types of waste not accepted in landfills are liquids, paint, anything in barrels, asbestos, large animals and hazardous waste. Residential and industrial recycling are available. For more information, call (757) 539-1091.

Phone

Phone service is provided to the City of Suffolk by *Verizon* (formerly Bell Atlantic and GTE). For more information, please call Verizon at (757) 954-6222 or 1-800-483-4000.

Cable TV

Cable television service is provided to Suffolk by *Charter Communications*. For more information, please call (757) 539-2312.

Media

Local TV Network Stations

WTKR-TV 3 (*CBS*) WAVY-TV 10 (*NBC*) WVEC-TV 13 (*ABC*)

WHRO-TV 15 (*PBS*) WGNT-TV 27 (*UPN*) WTVZ-TV 33 (*WB*) WVBT-TV 43 (*FOX*)

Local Media

The daily newspapers in Suffolk are the *Suffolk News-Herald*, the *Daily Press*, and *The Virginian Pilot*. Many Suffolkians elect to receive both papers, as each of them has its own special qualities. The *Suffolk News-Herald* focuses on the City of Suffolk and Isle of Wight County, carries local news, articles of interest largely to Suffolkians, and major national news. The *Virginian Pilot*, circulated throughout Hampton Roads, the Eastern Shore, and northeastern North Carolina, publishes a tabloid twice a week called *The Sun*, which covers news in Suffolk and surrounding areas.

Suffolk Telephone Book

A complete source of businesses and residents throughout Suffolk appears in the *Suffolk Telephone Book*. Provided free by Command Affiliates, Inc., this local directory incorporates yellow and white page listings of all businesses and professionals anxious to serve Suffolk residents in a prompt, dedicated manner. Call (757) 539-5516 for more information.

City of Suffolk Planning and Community Development

441 Market Street

Telephone: (757) 514-4150/ Fax: (757) 514-4199



Submitting Plans for Review

You must submit all of the following documents:

- ✓ **2 Sets of Plans**
- ✓ **2 Surveys/Site Plan showing proposed dwelling or addition**
- ✓ **Completed Application for Services marked “Plan Review”**
- ✓ **Check for Building Plan Review Fee made out to the City of Suffolk**

Building Plan Review Fees

Square Footage	Fee
0-2,499	\$75.00
2,500-5,000	\$100.00
5,001-10,000	\$125.00
10,001-30,000	\$175.00
30,001- 50,000	\$250.00
50,001-100,000	\$300.00
Above 100,000	\$350.00

Accessory Structure Permits

All accessory structures need:

- ✓ Survey/Site Plan of the Property showing proposed accessory structure.
- ✓ \$35.00 Zoning Permit
- ✓ Septic system approval from the Health Department (if on a septic system)
*Fence permits are excluded from septic approval

Fences (Not around a pool)

- ❖ Turn in your Application for Services form, listing comments about the project under the “Building Permit” section
- ❖ Please highlight on the survey the area the fence will be located
- ❖ Fences in the City of Suffolk cannot be higher than 6 feet
- ❖ No inspections are required.
- ❖ Fences around pools will require a building permit and inspections.
- ❖ The “finished” side of any fence shall face outward toward surrounding properties and rights-of-way.

Decks

- ❖ Turn in your Application for Services form, listing comments about the project under the “Building Permit” section
- ❖ A building permit is required

Sheds/Portable Sheds/Garages

- ❖ Turn in your Application for Services form, listing comments about the project under the “Building Permit” section
- ❖ 150 square feet and smaller does not require a building permit
- ❖ Greater than 150 square feet requires a building permit
- ❖ Price of building permit, in addition to 1.75% state levy:
 - \$\$ Detached Structure: Depends on size of building
 - \$\$ Attached Structure: Depends on cost of project
- ❖ BMP Calculations are required in the Chesapeake Bay Protection Overlay District
- ❖ Please see a technician if the accessory structure will be placed on the property of a corner lot.
- ❖ Provide a drawn floor plan of the garage indicating the purpose of each space. If for storage please indicate.
- ❖ Setbacks for an accessory structure, in the rear yard, are 5 feet from the rear property line and 5 feet from the side property line, if not on a corner lot. If in the side yard the setbacks of the main structure zoning district apply. Please see the front counter if you do not know your setbacks.
- ❖ Accessory structures cannot occupy more than 30% of your required rear yard.
- ❖ Height of the accessory structure cannot exceed the height of the single story primary dwelling by more than 25%. If this is the case, the accessory structure must be separated from the principal building by a distance of at least twenty feet (20’) and must still meet required setbacks.
- ❖ All applicable development restrictions apply.
- ❖ You must have a primary structure (house) in order to have an accessory structure.
- ❖ Accessory structures are not permitted in the required front yard.

City of Suffolk Single Family Lot Grading Policy

- 1) Site plans showing lot grading must be submitted with the building permit application. This plan must be in accordance with the drainage plan approved by Public Works. In the event that previously approved drainage plans do not exist plans shall be prepared in accordance with lot grading standards established in the Unified Development Ordinance, published by the City of Suffolk.
- 2) Construction plans shall provide sufficient grades, ridge lines and directional arrows to define the proposed drainage pattern of the entire lot. A minimum of seven proposed lot grades shall be provided: four at the corners; two at the side yard midpoints; and one grade located at the center of the lot (rear of typical structure location). Intermediate grades will be defined by linear interpolation of lot grades provided. Note type A, B, or AB lot drainage for each lot.
- 3) Storm water runoff should be directed to adequate drainage structures or large natural drainage features.
- 4) For larger parcels, the entire lot may not require a topographic survey (large wooded areas, agricultural fields, wetlands, etc...). Adequate drainage around the proposed residence, yard, driveways, and other structures must be demonstrated.
- 5) A minimum slope of 0.5% is required with a slope of 1.0% desirable where practical.
- 6) Lots shall be graded to within 0.1 feet of the final grade prior to issuance of a Certificate of Occupancy (CO). In addition, a minimum grade of 0.5% minimum slope must also be provided. A lot grading certification must be submitted prior to issuance of a Certificate of Occupancy.
- 7) Lot grading which requires considerable fill (greater than 4.0 feet) shall be clearly delineated (shaded, cross-hatched, etc.) on the plan and is the responsibility of the developer.
- 8) Overland flow onto adjacent offsite property is generally unacceptable. When a natural slope of 5.0% or greater exists or more than four feet of fill is required, an area may drain in its natural direction. Easements may be required to drain water across adjacent property when runoff is increased or the direction of flow is altered.
- 9) Compliance with the current edition of the Virginia Erosion and Sediment Control Handbook minimum standards (MS-19) is required.
- 10) The size of plot plans shall be no larger than legal size paper, 8.5" x 14".
- 11) A Right of Way Permit is required for any construction within the associated Right of Way including installation of driveway culverts. A minimum 15-inch pipe diameter is required for driveway culverts.

Inspection Procedures for New Construction Residential Single Family Dwellings

View inspection results on-line!

Inspection Results are updated daily at 5:30 P.M. and remain posted and available for a period of 31 consecutive days.

http://www.suffolk.va.us/nds/insp_rslts2/index.jsp

Footing Inspection: All perimeter trenches and piers must be cleaned of all debris, vegetation, roots, water and muck, with grade stakes in place. All exterior basement walls must be inspected before backfilling.

Plumbing slab inspection: All sewer and water lines must be uncovered and under the required water head and/or air pressure.

Slab Inspection: The area within the foundation walls shall be cleared of all vegetation, topsoil, and debris. Backfill shall be clean of all vegetation and foreign material and compacted to assure uniform support of the slab. An approved vapor barrier with joints lapped no less than 6 inches shall be in place and all perimeter insulation shall be installed.

Foundation Inspection: This inspection shall be scheduled and passed prior to any rough-in or framing of the structure. The work required to be ready for this inspection shall include all load bearing piers and/or foundation walls, reinforcement if required, a solid cap on all piers filled or hollow and the crawl space graded.

Rough-In Inspections: After framing of the structure and upon completion of the dry in phase of construction the following series of inspections will be required in no particular order:

- | | |
|-------------------------------|-------------------------------|
| a. <i>Mechanical Rough-in</i> | b. <i>Electrical Rough-in</i> |
| c. <i>Plumbing Rough-in</i> | d. <i>Gas Pressure Test</i> |

Framing Inspection: Upon inspection and approval of the rough-ins, the framing inspection may be scheduled. All chimneys should be installed at this time or a separate inspection for the fireplace and/or chimney will need to be scheduled. All windows installed.

Insulation Inspection: Upon approval of the framing inspection, the insulation shall be installed, inspected, and approved prior to covering any interior walls.



CITY OF SUFFOLK
DEPARTMENT OF COMMUNITY DEVELOPMENT

441 MARKET ST., SUFFOLK, VIRGINIA 23434
PHONE: (757) 514-4150; FAX: (757) 514-4199

**APPLICATION REQUEST
FOR ADDRESS**

* PRJ#: _____ * **TECHNICIAN:** _____
(Office use only) (Office use only)

* Name: _____
(Of person making request)

* Telephone Number: _____
(Required to be contacted)

Fax/E-Mail: _____
(To receive notification that your address has been assigned)

PROPOSED ADDRESS INFORMATION:

* Account Number (*Required*): _____

* Tax Map Number: _____

* Street Name: _____
(For new addresses; please leave space for new address before street name)

Note: If your parcel was recently created through a Minor Subdivision or Family Transfer, your address may have already been assigned. If the plat has been approved and recorded, the addressing agent will be able to give you the address.

** PLEASE ALLOW APPROXIMATELY TWO WEEKS FOR YOUR ADDRESS TO BE ASSIGNED.

** The Assessors Office requires 48 hours for your address to be updated into the City records.

** If you have applied for permits through Neighborhood Development Services, you will be contacted when the permit application is authorized.

* Signed: _____ Date: _____

(ALL FIELDS IN RED MUST BE COMPLETED TO PROCESS YOUR REQUEST)



CITY OF SUFFOLK

DEPARTMENT OF PUBLIC WORKS / ENGINEERING DIVISION

157 N. MAIN ST. SUITE D, SUFFOLK, VIRGINIA 23434 PHONE (757) 514-7672; FAX (757) 934-2491

Single Family Lot Grading Plan Application

A formal lot grading plan prepared by a Professional Engineer, Surveyor, or other person licensed by the Commonwealth of Virginia to practice as such, shall be submitted with this application for review. Parcels located within an approved subdivision or otherwise master planned, are to be designed in accordance with the previously established lot grades. The Certificate of Occupancy may be withheld if it is determined that a deviation exists between the actual site grades and the formal lot grading plan or the "City of Suffolk Single Family Lot Grading Policy".

Application Procedure:

- 1) Complete the information at the bottom of this application
- 2) Attach three (3) copies of the formal lot grading plan to this form
- 3) Pay the fee of \$100.00 to the **Treasurers Office**
- 4) Submit the lot grading package and a copy of the receipt from the Treasurers office to Neighborhood Development Services (NDS)
- 5) Public Works Engineering staff will review the lot grading plan and return package to NDS to be picked up by the applicant

LOT GRADING PLANS MAY TAKE 1-5 WORKING DAYS TO REVIEW

Tidemark Project Number: _____ Tax Map ID _____ SF _____ - _____ (City Use)

Is this lot located within a subdivision with prior approved plan grades and served by a stormwater BMP facility? Yes _____ Subdivision Name: _____ Lot Number: _____

No _____

Parcel Address: _____

Contact Person (owner/builder/permittee):

Name: _____ Daytime Phone Number: _____

Address: _____ Alternate Phone Number: _____

_____ Fax Number: _____

Applicants Signature: _____ Date: _____

OFFICE USE ONLY

Treasurer's Code: SFRES Fee for services \$100.00

Per Master Subdivision Drainage
Plan? Yes / No

Approved as submitted?
Yes / No

Approved by: _____

Date Contact Person Notified: _____

Picked Up By: _____ Date: _____

City of Suffolk Single Family Lot Grading Policy

- 1) Site plans showing lot grading must be submitted with the building permit application. This plan must be in accordance with the drainage plan approved by Public Works. In the event that previously approved drainage plans do not exist plans shall be prepared in accordance with lot grading standards established in the Unified Development Ordinance, published by the City of Suffolk.
- 2) Construction plans shall provide sufficient grades, ridge lines and directional arrows to define the proposed drainage pattern of the entire lot. A minimum of seven proposed lot grades shall be provided: four at the corners: two at the side yard midpoints; and one grade located at the center of the lot (rear of typical structure location). Intermediate grades will be defined by linear interpolation of lot grades provided. Note type A, B, or AB lot drainage for each lot.
- 3) Storm water runoff should be directed to adequate drainage structures or large natural drainage features.
- 4) For larger parcels, the entire lot may not require a topographic survey (large wooded areas, agricultural fields, wetlands, etc...). Adequate drainage around the proposed residence, yard, driveways, and other structures must be demonstrated.
- 5) A minimum slope of 0.5% is required with a slope of 1.0% desirable where practical.
- 6) Lots shall be graded to within 0.1 feet of the final grade prior to issuance of a Certificate of Occupancy (CO). In addition, a minimum grade of 0.5% minimum slope must also be provided. A lot grading certification must be submitted prior to issuance of a Certificate of Occupancy.
- 7) Lot grading which requires considerable fill (greater than 4.0 feet) shall be clearly delineated (shaded, cross-hatched, etc.) on the plan and is the responsibility of the developer.
- 8) Overland flow onto adjacent offsite property is generally unacceptable. When a natural slope of 5.0% or greater exists or more than four feet of fill is required, an area may drain in its natural direction. Easements may be required to drain water across adjacent property when runoff is increased or the direction of flow is altered.
- 9) Compliance with the current edition of the Virginia Erosion and Sediment Control Handbook minimum standards (MS-19) is required.
- 10) The size of plot plans shall be no larger than legal size paper, 8.5" x 14".
- 11) A Right of Way Permit is required for any construction within the associated Right of Way including installation of driveway culverts. A minimum 15-inch pipe diameter is required for driveway culverts.



CITY OF SUFFOLK

DEPARTMENT OF PUBLIC WORKS / ENGINEERING DIVISION

157 N. MAIN ST. SUITE D, SUFFOLK, VIRGINIA 23434 PHONE (757) 514-7672; FAX (757) 934-2491

AGREEMENT IN LIEU OF AN EROSION AND SEDIMENT CONTROL PLAN FOR A SINGLE FAMILY RESIDENCE

Tidemark Project Number: _____ Tax Map ID: _____
Subdivision: _____ Lot Number: _____

An approved erosion and sediment control plan is required for all land disturbing activities of 2,500 square feet or more in a Chesapeake Bay Preservation Area (CBPA); or 10,000 square feet or more outside of a CBPA. Where the land disturbing activity results from the construction of a single family residence, an agreement in lieu of a plan may be substituted for an approved erosion and sediment control plan.

Single family residential sites shall implement the following minimum practices, which will be considered to meet the requirements of the City of Suffolk Erosion and Sedimentation Control Ordinance, unless additional measures are specifically required by the Public Works Department:

- Silt fence is required behind the curb line at the front of the property and on all sides of the property that slope away from the site. Silt fence is required between the work site and any wetlands or other environmentally sensitive areas. The bottom of all silt fences shall be trenched at least 4 inches into the ground per the Virginia Erosion and Sediment Control Handbook.
- Streets and gutters are to remain free of all sediment and construction debris. Any sediment deposited onto the street must be cleaned up (shoveled and broom swept by the end of each day and prior to pending rain events).
- If a curb or drop inlet receives stormwater runoff from the lot, inlet protection must be provided and kept clean of sediment and trash. The inlet protection must be removed once the parcel is stabilized.
- A construction entrance is required unless otherwise allowed by the Public Works Inspector.
- All denuded areas on the lot shall be stabilized within seven (7) days of final grading with permanent vegetation or a protective ground cover suitable for the time of year.

ADDITIONAL MEASURES: _____

In accepting an agreement in lieu of an erosion and sediment control plan, the landowner agrees to allow free access to the site for the Public Works Inspector. Inspections will be periodic and unscheduled. Deficiencies will be noted by the Public Works Inspector with a time period specified to allow corrections of deficiencies. If corrections are not made within the specified time period, a Notice to Comply will be issued. If corrections are not made within the time limit specified in the Notice to Comply, a Stop Work Order will be issued for all activities except for erosion and sediment control corrective measures. The Order will remain in place until released by a Public Works Inspector.

In lieu of submission of an erosion and sediment control plan for the construction of this single family residence, I hereby agree to comply with the City of Suffolk Erosion and Sedimentation Control Ordinance and the requirements determined necessary by the Public Works Department as outlined above. Such requirements shall be based on the Virginia Erosion and Sediment Control Handbook and conservation standards contained in the City of Suffolk Erosion and Sedimentation Control Ordinance, and shall represent the minimum practices necessary to provide adequate control of erosion and sedimentation. I further understand that failure to comply with such requirements following notice representatives of the City of Suffolk could result in citation for violation of the City of Suffolk Erosion and Sedimentation Control Ordinance. I also agree to allow free access to the site for the Public Works Inspector.

If it is found that: (a) The Responsible Land Disturber certification is expired or otherwise invalid, or (b) It is inaccurately indicated on the Lot Grading Plan Application that the parcel is located in a subdivision served by a best management practice stormwater facility with an approved drainage pattern when in fact it is not; this application will be revoked and a stop work order issued by the Public Works Department.

Name of Landowner (Print): _____ **Phone:** _____

Signature of Landowner: _____ **Date:** _____

Responsible land Disturber* (Print): _____ **Phone:** _____

Signature of Responsible Land Disturber: _____ **Date:** _____

Type of Certification: _____ **Certification Number:** _____

Accepted by: _____ **Date:** _____

City use only

** A "Responsible land Disturber" is an individual certified by the Virginia Department of Conservation and Recreation (DCR) or licensed in Virginia as a Land Surveyor, Professional Engineer, Registered Architect, or Landscape Architect.*



CITY OF SUFFOLK

DEPARTMENT OF PUBLIC WORKS/ENGINEERING DIVISION

157 N. MAIN STREET, SUITE D, SUFFOLK, VIRGINIA 23434: PHONE (757)514-7725: FAX (757) 934-2491

Application for Work Within the Right of Way Permit

Date: _____
Date Received: _____

Permit No. _____
Request Approved / Request Denied
By: _____

To: Director of Public Works, Suffolk, Virginia

Application is hereby made by _____
(Applicant Co. Name)

for permission to excavate and/or alter conditions within the City's right of way at _____.
The attached sketch shows street alignment and references all proposed work with a distance from the gutter line and nearest intersection, it also shows the length and width of opening. The purpose of such work is to _____.

It is estimated that _____ ft. of _____ will be excavated, altered, or disturbed.

A bond as required by the City Code (is attached hereto) (is on file with the City in the _____ Department).

Work for which permit is requested will commence on _____ and will be completed on _____.

Person, firm, or corporation other than applicant performing the work is: _____, address _____, telephone _____.

_____ Company Name	_____ Phone Number
_____ Applicant Name	_____ Title
_____ Signature	_____ Email Address

The applicant hereby agrees that:

- A fee will be charged for each permit issued.
- Application must be submitted 7 days in advance of work start date.
- All work will be performed in accordance with the Laws, Zoning Ordinances, City Code of the City of Suffolk, Virginia, the attached detailed plan and as directed by the City Manager or designated representative.
- The work shall be carried out in accordance with Chapter 74 of the Suffolk City Code, entitled "Streets and Sidewalks." Failure to have in possession a copy of this document does not relieve the permittee from the responsibility of having knowledge of and adhering to the requirements described therein.
- Applicants to whom permits are issued at all times indemnify and save harmless the City of Suffolk from responsibility from damage to, or liability arising from, the exercise of privileges granted in such permit either during construction or at any time in the future.
- Permits are issued for street openings at specified locations. If additional openings are necessary to complete the work at this site, the permittee must notify the City Manager or designated representative immediately.
- Limitations of working hours may be stipulated when necessary.
- Traffic is not to be rerouted without special permission of the City Manager or designated representative.
- Traffic is to be protected by adequate lights, barricades, and construction signs at all times in accordance with MUTCD standards.
- All backfilling of trenches is to be made in layers not to exceed six inches loose depth and compacted to a density rate 90%.
- Compaction by water will not be permitted.
- Where entrances are disturbed, they must be restored to their original condition or to a condition satisfactory to the City Manager or designated representative.
- The absence of an inspector does not in any way relieve the permittee of his responsibility to perform the work in accordance with the provisions of this permit.
- The Permittee is responsible for ensuring that all utility markings are removed within twenty (20) days after the completion of work. If the utility marks are not removed by the time specified herein, the City will consider the marks as graffiti. The City, in accordance with existing City ordinances, may remove graffiti, and the costs associated with such removal will be the responsibility of the contractor or Permittee. The City shall have the right to suspend further permits to contractor or Permittee until the utility marks removed.
- The Permittee, its agents, employees, officers, and assignees assume all responsibility and liability for any injury to persons or damage to public or private property caused directly or indirectly by the performance of work performed under this permit.
- This permit shall expire six months from the date of approval.
- The City of Suffolk reserves full municipal control over the subject of this permit.
- Permittee agrees to notify the Department of Public Works when the work herein referred to is completed.

CITY OF SUFFOLK

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
441 MARKET STREET, SUFFOLK, VIRGINIA 23434
MAIN: 757-514-4150 FAX: 757-514-4199

APPLICATION FOR SERVICES-RESIDENTIAL

PERMIT NUMBER: _____ CONTRACTOR LICENSE # _____ EXPIRATION DATE: _____
OWNERS NAME: _____ APPLICANT NAME: _____
CURRENT ADDRESS: _____ ADDRESS: _____
_____ ZIP CODE: _____ _____ ZIP CODE: _____
PHONE NUMBER: _____ PHONE NUMBER: _____
EMAIL ADDRESS _____

PERMIT TYPE

DESCRIPTION OF WORK

- NEW CONST.(circle one) SFD-DUPLEX-CONDO-TWHSE-APARTMT _____ NO.of UNITS _____ MOD NO. _____
- ADDITION/ALTERATION/ REPAIR ACCESSORY STRUCTURE ACCESSORY DWELLING UNIT/APARTMENT
- | | | |
|---|--|--|
| <input type="checkbox"/> PLAN REVIEW | <input type="checkbox"/> PLUMBING PERMIT | <input type="checkbox"/> MOVING PERMIT |
| <input type="checkbox"/> SITE PLAN REVIEW | <input type="checkbox"/> ELECTRICAL PERMIT | <input type="checkbox"/> ELEVATOR |
| <input type="checkbox"/> ZONING PERMIT | <input type="checkbox"/> MECHANICAL PERMIT | <input type="checkbox"/> POOL |
| <input type="checkbox"/> BUILDING PERMIT | <input type="checkbox"/> DEMOLITION PERMIT | <input type="checkbox"/> SIGN PERMIT |
| | | <input type="checkbox"/> TEMP. SIGN PERMIT |

SITE / BUILDING INFORMATION

JOB ADDRESS: _____

ACCT. NO. _____ MAP NO. _____ LOT _____ SECTION _____

SUBDIVISION: _____ Many of the subdivisions and developments in Suffolk have private deed restrictions and covenants regulating construction beyond the limitations contained in Suffolk City Ordinances. These amount to contractual agreements. The City does not enforce covenants and deed restrictions and is not always aware of their existence. Should you have questions about your development's restrictions, you may obtain information from your homeowners association.

ZONING DISTRICT: _____ BOROUGH: _____ MODEL NAME OR NUMBER: _____

THE FOLLOWING MUST BE CHECKED IN ORDER FOR THE APPLICATION TO BE ACCEPTED FOR ALL 1 & 2 FAMILY DWELLINGS AND COMMERCIAL PROJECTS

If you do not know which box to check, please contact your surveyor for help.

FLOOD ZONE: YES (engineer's report for foundation design attached) NO

SHRINK/SWELL SOIL POTENTIAL: YES (engineer's soil report for footing and foundation attached) NO

CHESAPEAKE BAY PRESERVATION AREA: RMA RPA N/A

By initialling here I understand it is my responsibility to investigate whether I am in these areas and pursue as necessary

SET BACKS

FRONT: _____ BACK: _____ CENTER LINE: _____ FRONTAGE AT SETBACK: _____
RIGHT: _____ LEFT: _____ RIGHT OF WAY: _____ BLDG HEIGHT: _____

ADMINISTRATIVE APPROVAL (IF APPLICABLE) _____ DATE _____
NOTES _____

MECHANIC LIEN INFORMATION

LIEN AGENT DESIGNATED: _____ YES NO
NAME OF AGENT: _____ PHONE NUMBER: _____
ADDRESS: _____ CITY _____ STATE _____ ZIP _____

BUILDING PERMIT

DIMENSIONS OF STRUCTURE: LENGTH: _____ WIDTH: _____ HEIGHT _____ TOTAL SQ. FT. UNDER ROOF: _____

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____ NUMBER OF STORIES: _____

FIREPLACE: YES NO, IF YES MASONRY OR PREFAB EXTERIOR FINISH: _____

ESTIMATED VALUE OF CONSTRUCTION AT COMPLETION: (IF NEW CONSTRUCTION EXCLUDE LAND) _____

DETAILED DESCRIPTION OF WORK BEING PERFORMED _____

PLEASE CHECK ONE: IRC CODE IBC CODE **(AS OF 5-1-2008 THE 2006 VAUSBC (VCC) WILL BE ENFORCED ON ALL PROJECTS)**

ELECTRICAL PERMIT

TEMPORARY SERVICE _____ NEW SERVICE 1Ø _____ NEW SERVICE 3Ø _____ RELOCATE METER BASE _____

SERVICE CHANGE 1Ø _____ SERVICE CHANGE 3Ø _____ REPAIR PERMIT _____ POOL GROUNDING _____

CIRCUITS 0-30 AMP _____ 31-60 AMPS _____ 61-100 AMPS _____ 101-200 _____ 200 + AMP _____ Other _____

COMMENTS: _____

PLEASE CHECK ONE: IRC CODE NEC CODE ESTIMATED VALUE: _____

PLEASE CHECK THE ELECTRIC COMPANY SERVICING THIS ADDRESS: DOMINION COMMUNITY ELECTRIC FRANKLIN POWER

(AS OF 5-1-2008 THE 2006 VAUSBC (VCC) WILL BE ENFORCED ON ALL PROJECTS)

MECHANICAL PERMIT

(Must have Zoning Clearance On Any Outside Unit)

HEAT PUMP _____ GAS FURNACE _____ GAS PACK _____ AIR CONDITIONER _____
BOILER _____ GAS PIPING _____ TANKS _____ MISC HEATER _____
AIR HANDLER _____ RANGE HOOD _____ FORCED AIR _____ DUCT WORK _____
MISC FANS _____ MISC HOODS _____ COOLER TOWERS _____ CHILLERS _____
REPAIR PERMIT _____ FIRE SUPPRESSION _____ FIRE ALARMS _____ OTHER _____

COMMENTS: _____

PLEASE CHECK ONE: IRC CODE IMC CODE ESTIMATED VALUE: _____

(AS OF 5-1-2008 THE 2006 VAUSBC (VCC) WILL BE ENFORCED ON ALL PROJECTS)

PLUMBING PERMIT

SINKS _____ BATH TUBS _____ WATER CLOSETS _____ FLOOR DRAIN _____
LAVATORY _____ SHOWERS _____ DISHWASHER _____ REPAIR PERMIT _____
WATER HEATER _____ LAUNDRY TRAY _____ WATER SERVICE LINE _____ SPECIAL WASTE _____
WASHING MACHINE _____ GARBAGE DISPOSAL _____ SEWER INSPECTION _____ GAS PIPING _____
URINAL _____ OTHER _____ GREASE TRAP _____

PLEASE LIST ANY OTHER FIXTURES/COMMENTS : _____

PLEASE CHECK ONE: IRC CODE IPC CODE ESTIMATED VALUE: _____

(AS OF 5-1-2008 THE 2006 VAUSBC (VCC) WILL BE ENFORCED ON ALL PROJECTS)

THE SIGNATURE BELOW INDICATES THAT I AGREE TO COMPLY WITH THE CURRENT EDITION OF THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND ALL SUPPLEMENTS AND THE EROSION AND SEDIMENT CONTROL REQUIREMENTS AS CONTAINED IN CHAPTER 34, SUFFOLK CITY CODE AND ALL OTHER CITY CODE REQUIREMENTS. THIS APPLICATION IS MADE PURSUANT TO U.S.B.C. SECTION 110. STRUCTURES ARE NOT PERMITTED TO BE PLACED ON EASEMENTS OR RIGHT OF WAYS. THE CITY WILL BE HELD HARMLESS FOR VIOLATION OF THIS POLICY. ****FENCES ONLY** - The property owner/permit holder is responsible for the easement access on the subject property as it relates to the fence associated with this fence permit. Be advised that the purchase of the permit does not allow property owner/permit holder to impede the easement holder's access. In the event access is needed, the property owner/permit holder will have to work out access with the easement holder accordingly. The City is in no way responsible for any damage or property inaccessibility that may result from any party as a result of the property owner/permit holder erecting the fence associated with this permit. If the easement is a City easement (in part or whole), issuance of the permit does not diminish the City's easement rights. Fences erected in easements may be required to be moved by the entity that has the easement rights (easement holder) and the City is not responsible for costs associated with the removal or destruction of the fence by the easement holder or anyone else. Per UDO 31-701 The "finished" side of any fence shall face outward towards surrounding properties and rights-of-way.

*** I HEREBY SWEAR OR AFFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE. ANY FALSIFICATION, MISREPRESENTATION OR MISLEADING INFORMATION VOIDS THIS PERMIT.**

SIGNED _____ PRINT NAME _____
DATE _____ rev. 1-13-09

CITY OF SUFFOLK

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
441 MARKET STREET, SUFFOLK, VIRGINIA 23434
MAIN: 757-514-4150 FAX: 757-514-4199

Article 4, Zoning

UNIFIED DEVELOPMENT ORDINANCE 31-407 (Dimensional and Density Regulations)

(2) EXCEPTIONS AND PERMITTED ENCROACHMENTS.

A. The following features may encroach into required setbacks:

- (i) Landscaping
- (ii) Bay windows; not to exceed 3 feet;
- (iii) Chimneys, not to exceed 2 feet;
- (iv) Clothesline post (rear yard only);
- (v) Driveways, curbs and sidewalks;
- (vi) Flagpoles;
- (vii) Heating and cooling units, not to exceed 3 feet;
- (viii) Mailboxes;
- (ix) Overhanging roof, eave, gutter, cornice, or other architectural feature and awnings, not to exceed 3 feet, except that no septic system shall be permitted to encroach into the RPA or stream back buffer unless authorized by the Health Department;
- (x) Septic systems, wells and underground utilities;
- (xi) Signs (in accordance with the sign standards);
- (xii) Steps, stairs or fire escapes (non-enclosed), not to exceed 6 feet, but not closer than 3 feet to any side property line;
- (xiii) Uncovered, unenclosed terraces or porches not to exceed 6 feet, but not closer than 3 feet to any side property line;
- (xiv) Accessory buildings, within required rear setbacks only or as otherwise allowed by this Ordinance
- (xv) Fences, in accordance with Section 31-701 of this Ordinance;
- (xvi) Yard service lighting fixtures or poles; and
- (xvii) Fire escapes not to exceed 6 feet, but not closer than 3 feet to any side property line.

B. The administrator may permit a reduction of not to exceed twenty-five percent (25%) in the dimension of any required yard for otherwise conforming lot subject to the requirements of VC 15.2-2286.4. Any reduction by more than twenty-five percent (25%) shall require a variance from the Board of Zoning Appeals.

UNIFIED DEVELOPMENT ORDINANCE 31-701 (accessory structures)

(10) Fences or walls in single-family residential districts provided that:

- A. A fence or wall not more than six (6) feet in height may be located in any required side yard or rear yard other than a required yard adjacent to a street. A fence or wall not more than six (6) feet in height may be located in any planting screen/no access easement adjacent to a street serving a double frontage and/or reverse frontage lot. Except as allowed above, no fence or wall which creates a solid screen may exceed two and one-half (2-1/2) feet in height in any required yard adjacent to a street, except that fences having a uniform open area of fifty (50) percent or more may be erected to a maximum height of four (4) feet in such required yards. Height shall be measured from the average ground level adjacent to the fence or wall. No fence or wall shall encroach the visibility triangle.
- B. The above standards shall not be deemed to prohibit any fences or walls which may be required for screening, security or safety purposes by other sections of this Ordinance as determined by the Administrator; and
- C. The "finished" side of any fence shall face outward towards surrounding properties and rights-of-way.

I have read, understand and will comply with the exceptions and permitted encroachments provisions and the fences or walls in a single-family residential districts listed in the Unified Development Ordinance and take full responsibility for any non-compliance with the provisions herein.

Applicant's Signature

Date

31-602 DESIGN STANDARDS.

(a) **PURPOSE.** These criteria are intended to assist in focusing design principles in order to preserve property values, promote the public health, safety and general welfare, and develop a satisfactory visual appearance within the City. The following standards regulate the use of land, buildings, structures and other premises, as authorized by VC § 15.2-2280. The purpose of these regulations is to promote the health, safety or general welfare of the public and of further accomplishing the objectives of VC § 15.2-2200; to implement the Comprehensive Plan, to provide for adequate light, air, convenience of access, and safety from fire, flood, crime and other dangers; to reduce or prevent congestion in the public streets by providing a streetscape conducive to pedestrian movement; to facilitate the creation of a convenient, attractive and harmonious community; and to protect against the overcrowding of land; and to encourage economic development activities that provide desirable employment and enlarge the tax base by providing for a quality housing stock; and to promote affordable housing by permitting creative alternatives relating to site design which can achieve savings in the installation of project infrastructure. These criteria implement the Comprehensive Plan. Unless otherwise specified in this Ordinance, this Section is applicable to all residential, commercial and industrial zoning districts in the City of Suffolk. These criteria are designed to ensure that the man-made elements of a site design are carefully crafted to facilitate the safety of pedestrian activity, to provide for communities which are walkable, and to promote a sense of community. It is not the intent of this Section to deny or to condition applications for development approval primarily on the basis of aesthetics, or to regulate the materials, colors, texture, or light reflecting characteristics of buildings. This Section does encourage, but does not require, materials, colors, texture, or light reflecting characteristics which add to the character of the community and enhance the appearance of buildings and structures. Where any requirement of this section regulates a matter which is regulated by the Uniform Statewide Building Code (USBC), and the requirement of this section is in conflict with the USBC requirement and cannot reasonably be conformed to it, the USBC shall govern.

(b) **GENERAL REQUIREMENTS.** Except as otherwise indicated or where indicated as being optional or recommended, the following requirements shall apply within all zoning districts:

(1) **INTERPRETATION.** Terms and phrases used herein shall be construed in accordance with Francis D.K. Ching, A Visual Dictionary of Architecture (Van Nostrand Reinhold, 1995), at 52-59, which publication is hereby incorporated by reference as if set forth in its entirety herein.

(2) **MECHANICAL EQUIPMENT.** Mechanical equipment, whether ground level, wall mounted, or roof mounted, shall be screened from public view and designed to appear as an integral part of the building. Electrical meters and service components and similar utility devices shall be screened from public view by means of utility devices of ways.

(3) **MASSING.** For the CBD, VC, RM, RC and RU Districts, the massing of buildings shall be compatible with buildings on adjacent lots and parcels. The massing of a building shall be considered compatible if not less than six (6) of the below -referenced elements are provided in a manner consistent with any applicable requirements of this Section:



Building silhouette. Buildings maintain a similar pitch and scale with different roof line configurations.

Spacing between building facades. A narrow setback (not less than 10 or more than 70 feet) is provided between building facades facing the public right-of-way in order to frame the structure.



1990), at 24.

Setback from property line. The building contains bays or courtyards projecting outward from the building facade.

Proportion of windows, bays, and doorways. Windows, doorways, bays, and pediments meet the following criteria: (1) windows, doorways, bays, and pediments do not vary more than ten percent (10%) in size from windows, doorways, bays, and pediments in the facade of adjacent buildings on the site, and (2) vertical or horizontal elements tied together in bands across facade lengths.



1990), at 25.

Proportion of primary facade. The size of facades facing the public right-of-way are similar in area and height to width ratios. The size of the facade shall be considered “similar” if the largest facade does not vary more than thirty percent (30%) in size from the smallest facade.

Location and treatment of entryway. In order to create visual commonality between structures, the following criteria shall apply: (1) the size of entryways in building facades facing the public right-of-way shall not vary by more than thirty percent (30%) in size, and (2) entryways for adjacent buildings shall not vary more than thirty percent (30%) from grade, as measured from the ground floor elevation.



1990), at 30.

Exterior materials used. Applicants are encouraged to provide similar materials and treatment on the exterior walls of each building, which add detail and monumentality to a building.

Building scale. Building height and configuration shall not vary by more than ten percent (10%), unless needed to maintain continuity between the ground floor elevation of adjoining buildings on the site.

Landscaping. Similar types and densities (varying by not more than thirty percent (30%) of plantings adjoin the front facade in order to tie together buildings and to define space.

Shadow patterns. Applicants are encouraged to adjust the light and dark surfaces from materials used and projections from windows, bays and setbacks to create a vertical, linear edge on adjoining buildings.

(4) **BLANK WALLS.**

A. The purpose of this section is to avoid long, monotonous, uninterrupted windowless walls or roof planes. Such walls discourage pedestrian activity. This Section shall apply within each zoning district set forth in subsection B, below, and to multiple-family dwellings.

B. Building wall offsets, including projections, recesses and changes in floor level as provided in this subsection shall be used in order to add architectural interest and variety, and to relieve the visual effect of a simple, long wall for the zoning districts listed below. Applicants are also encouraged to provide roof-line offsets in order to provide architectural interest and variety to the massing of a building and to relieve the effect of a single, long roof. Facades facing or adjoining the front setback which exceed the length set forth in Column (B), below, measured horizontally, shall incorporate wall plane projections or recesses having a depth of at least 3 percent of the length of the facade and extending at least 20 percent of the length of the facade. No uninterrupted length of any facade shall exceed 150 horizontal feet. Windows, awnings, entryways and/or arcades shall comprise not less than the percentage set forth in Column (C), below, where the facade adjoins or faces the front setback.

(A) ZONING DISTRICT	(B) UNINTERRUPTED LENGTH	(C) PERCENT OPEN
B-1*	150	60%
B-2*	150	60%
O-I/C-P	Not applicable	Not applicable
CBD/VC	See § 31-408(g), “Main Entrance,” “First Floor Pedestrian Orientation,” and “Entryways,” and “Canopies and other Building Entrances	
PD/TND	150	60%
RC/RU**		

* Applies only to buildings exceeding 30,000 square feet, or where the cumulative gross floor area of separate buildings on a site under Common Ownership exceeds 30,000 square feet. See § 31-715 of this Ordinance. ** Applies only to Multiple-Family Dwellings.

C. Where the construction of a blank wall is necessitated by the Building Code, the wall should be articulated by the provision of blank window openings trimmed with frames, sills and lintels or, if the building is occupied by a commercial use, by using recessed or projecting display window cases. Intensive landscaping may also be appropriate in certain cases.

(5) ENCLOSURE RATIO. (OPTIONAL EXCEPT FOR CBD AND VC DISTRICTS)

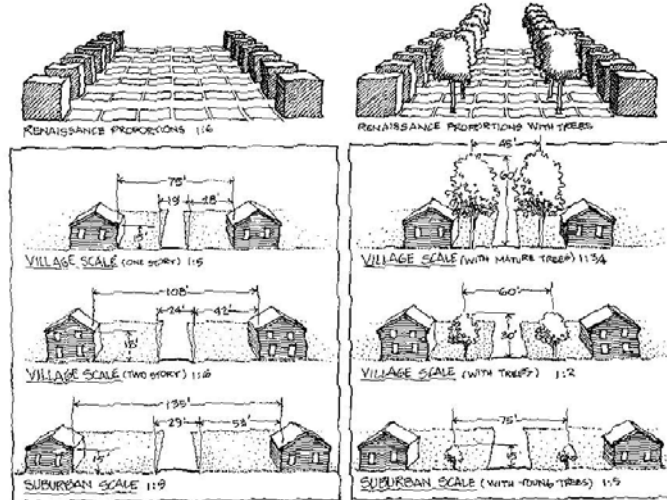
A. The Enclosure Ratio refers to the ratio of building height to spaces in front of the building. Buildings serve to spatially define streets. Proper spatial definition is achieved with buildings or other architectural elements (including certain tree plantings) that make up the street edges aligned in a disciplined manner with an appropriate ratio of height to width. The condition of alignment occurs when the facades of buildings cooperate to delineate the public space, as walls form a room. Building articulation must take place primarily in the vertical plane or facade. Appendages such as porches, balconies, and bay windows are encouraged to promote the visual transition. The condition of enclosure generated by the height-width ratio of the space is related to the physiology of the human eye. If the width of a public space is such that the cone of vision encompasses less street walls than the opening to the sky, then the degree of spatial enclosure is slight. Ratios not exceeding 1:4 are considered optimal, while a 1:6 height-to-width ratio is the absolute minimum required for appropriate urban spatial definition. See P. Craighead, ed., *The Hidden Design in Land Use Ordinances* (University of Southern Maine, 1991), at 45; R. Arendt, *Rural by Design* (American Planning Association, 1994), at 10-11. An appropriate average ratio is 1:3. As a general rule, the tighter the ratio, the stronger the sense of place. Spatial enclosure is particularly important for shopping streets, which must compete with malls which provide very effective spatial definition. In the absence of spatial definition by facades, disciplined tree planting is an alternative. Trees aligned for spatial enclosure are necessary along thoroughfares with substantial front yards.

B. The height and/or setback of buildings facing across a public right-of-way shall be adjusted to conform to the maximum enclosure ratios as set forth in Column (B) below, as measured from the front facade of buildings facing across a public right-of-way. If Streetscape Landscaping is provided in accordance with § 31-603(g)(2)B of this Ordinance, the Enclosure Ratio shall be measured from the height of the trees at maturity rather than the height of the buildings, and shall conform to Column (C), below. For the internal streets or circulation systems of subdivision plats or site plans, the Enclosure Ratio shall be computed by dividing the height of the shortest facing structure by the spaces between the buildings. For development on individual tracts adjoining a public right-of-way and not under Common Ownership with tracts or parcels facing across the right-of-way, the Enclosure Ratio shall apply only to the tract or parcel subject to the Application for Development Approval.

Example: A building (Building A) is 15 feet in height and faces a building (Building B) 24 feet in height across a street with a 40-foot right-of-way. Building A is located 15 feet and Building B is located 20 feet from the edge of the right-of-way, producing a building-to-building space of 75 feet. The enclosure ratio is 1:5 (15:75 1:5). See first “Village Scale” example , below

(A) ZONING DISTRICT(S)	(B) MINIMUM ENCLOSURE RATIO (BUILDINGS)	(C) MINIMUM ENCLOSURE RATIO (STREETSCAPE TREES)
A, RR, RE*	1:9	1:5
RL, RM, RLM*	1:6	1:2
RC, RU*	1:5	1:0.75
B-1, B-2*	1:6	1:2
CBD, VC	1:4	1:2
M-1, M-2, CP*	NOT APPLICABLE	

* OPTIONAL



Example of enclosure ratios. Source: P. Craighead, ed., *The Hidden Design in Land Use Ordinances* (University of Southern Maine, March 1991), at 45. Reprinted with permission from University of Southern Maine.

(c) **RESIDENTIAL DESIGN STANDARDS.**

(1) **ATTACHED SINGLE-FAMILY.** Attached single-family development shall be permitted in accordance with § 31-406, subject to the following standards.

- A. **LOT WIDTH.** Attached housing is exempt from the lot width standard of the underlying zoning district, but is not exempt from minimum lot area requirements except as allowed by § 31-407(d).
- B. **SETBACKS.** No interior side setback is required on the “attached” side of a lot containing an attached house. The front, side, and rear setback standards shall apply around the perimeter of any building which contains attached housing units.

(2) **MULTI-FAMILY DEVELOPMENT.** The following standards shall apply to multi-family dwelling units:

- A. Multi-family buildings shall be separated by a minimum of fifteen (15) feet.
- B. Private Open Space.
 - (i) A minimum of 200 square feet of usable common open space shall be provided for each multi-family dwelling unit to provide for active recreational needs of residents. Usable open space excludes parking areas, required landscape areas, land within a floodway, water bodies, and land with greater than fifteen percent (15%) slope. Open space provided pursuant to this requirement shall be

accessible to all residents of the development and shall measure at least thirty (30) feet across its narrowest dimension.

- (ii) The Administrator may waive up to fifty percent (50%) of the open space requirement if the development satisfies one of the following criteria.

All units are located within 1,000 feet of a public park as measured along a public sidewalk, trail or bikeway; or

The development includes active recreation amenities for residents such as pools, tennis courts or playgrounds.

(3) **SINGLE FAMILY DESIGN STANDARDS.** The purpose of these provisions are: (1) to supplement the zoning regulations applied to site built, modular and manufactured homes with additional standards and procedures which will promote a satisfactory living environment for residents of single family homes and which will permit a mix of homes and other types of housing within the City; (2) to permit greater diversity in the types of housing communities; (3) to ensure that all new single family dwellings are compatible with other forms of housing; (4) to ensure the provision of single-family housing opportunities for persons or families of low or moderate income by providing for design standards which ensure compatibility among various types of housing units as an alternative to exclusionary zoning. It is recommended that application for development approval for a single family home conform to the following standards and criteria:

- A. It is recommended that not less than sixteen percent (16%) of the total area of any front facade (excluding garage doors) shall consist of windows and doors.
- B. It is recommended that not less than 8% of the total area of any side or rear facade shall consist of windows and doors.
- C. It is recommended that all residential structures shall be constructed on an eighteen inch (18") raised slab above grade or crawl space.
- D. For major subdivisions, a customized entrance is provided at the entry street intersecting the arterial or major collector which features a waterfall, sculpture, monument signage, special landscaping, speciality pavement, or enhanced fence wall details. A boulevard median is required.

(4) **MANUFACTURED HOMES.** Manufactured homes shall conform to the requirements of subsection (c)(3) of this Section and to the following standards and criteria:

- A. Any manufactured home on an individual lot shall conform to the same building setback standards, side and rear yard requirements, standards for enclosures, access, vehicle parking, and square footage standards and requirements to which a conventional single-family residential dwelling on the same lot would be subject.
- B. The dwelling shall be attached to a permanent foundation system in compliance the International Conference of Building Officials "Guidelines for Manufactured Housing Installation," as may be amended, and the following requirements:

- (i) All wheels, hitches, axles, transporting lights and removable towing apparatus shall be permanently removed prior to installation of the dwelling unit.
- (ii) The foundation shall be excavated and shall have continuous skirting or backfill leaving no uncovered open areas excepting vents and crawl spaces. The foundation shall be exposed no more than twelve (12) inches above grade.
- (iii) All manufactured homes shall be anchored to the ground by means of anchors attached both to the frame and with straps extending over the top and completely surrounding the sides and roof, consistent with Uniform Building Code guidelines. Anchor design shall be approved by the Administrator prior to installation and shall comply with all requirements of the State of Virginia. In addition, test data giving certified results of pull tests in soils representative of the area in which the anchors are to be used shall be submitted to the Administrator. Minimum load in direct pull shall be 5,400 pounds. Anchors shall be marked so that after installation, the identification is in plain view for inspection.

C. For homes which are narrower than sixteen (16) feet in width, the unit shall be oriented on the lot so that its long axis is parallel to the street.

(d) **CBD AND VC ZONING DISTRICTS.**

- (1) **GENERALLY.** New non-residential and residential structures in non-residential and mixed use districts are encouraged to conform to the City of Suffolk Urban Design Plan (July 1993), chapters IV and V, which document is hereby incorporated by reference and made a part of this Ordinance.
- (2) **ROOFS.** Permitted roof types and roof design shall be consistent with the Urban Design Plan. Gable roofs with a minimum 9/12 pitch shall be used to the extent possible in the Town Center area. Flat roofs may be used within existing commercial blocks in the CBD or VC districts where consistent with the predominant style on the same block. Architectural elements that add visual interest to roofs, such as dormers, belvederes, masonry or brick chimneys, cupolas, clock towers and other similar elements are encouraged. See Figure 602-1.

Figure 602-1



Reprinted with permission from American Planning Association. A. Nelessen, Visions for a New American Dream (Chicago, (Chicago, American Planning Association, 2d ed. 1994), at 337.



Reprinted with permission from American Planning Association. A. Nelessen, Visions for a New American Dream American Planning Association, 2d ed. 1994), at 337.

(3) **CORNER BUILDINGS.** Commercial buildings on corner lots shall have at least two front facades visibly exposed to the street. Such buildings may be designed with an increase of not more than fifteen percent (15%) in permissible height on the corner of the lot in order to accommodate corner towers. In the alternative, the front facade may be recessed in an inverted “L” (7) shape in order to accommodate a courtyard. See Figure 602-2.



Figure 602-2



- (xii) Steps, stairs or fire escapes (non-enclosed), not to exceed 6 feet, but not closer than 3 feet to any side property line;
- (xiii) Uncovered, unenclosed terraces or porches not to exceed 6 feet, but in no case closer than 3 feet to any side property line;
- (xiv) Accessory buildings, within required rear setbacks only or as otherwise allowed by this Ordinance;
- (xv) Fences, in accordance with Section 31-609 of this Ordinance;
- (xvi) Yard and service lighting fixtures or poles; and
- (xvii) Fire escapes not to exceed 6 feet, but not closer than 3 feet to any side property line.

B. The Administrator may permit a reduction of not to exceed twenty-five percent (25%) in the dimension of any required yard for otherwise conforming lots subject to the requirements of VC § 15.2-2286.4. Any reduction by more than twenty-five percent (25%) shall require a variance from the Board of Zoning Appeals.

(3) MEASUREMENT OF FRONT YARD SETBACKS AND ATTACHED GARAGE

PLACEMENT. Within the RL, RLM, RM, RC, RU, PD or TND zoning districts, attached garages shall be set back a minimum of 25 feet from the front property line.

(4) MEASUREMENT OF SIDE YARD SETBACKS FOR THE RM, RC and RU DISTRICTS.

Adjoining lots shall have a minimum of fifteen (15) feet between buildings. That is, if one lot has an existing 5 foot side yard setback, then the adjoining lot shall have a minimum side setback of ten (10) feet.

(f) **HEIGHT.** The general height regulations of the district in which a parcel is located shall apply to all principal and accessory structures except as may be specifically provided elsewhere in this chapter. The Airport Overlay District height regulations set forth in § 31-414 may not be exceeded for any reason except as may be provided within the regulations of the overlay district.

(1) The Administrator may grant administrative exemptions to the district height regulations to permit reasonable increases in height for the following situations:

A. Church spires, belfries, cupolas, monuments, chimneys, water towers, fire towers, cooling towers, radio and television antennas may be permitted to exceed the height stipulated in the district regulations by no more than twenty-five percent (25%) if attached to a building, or to a maximum of one hundred feet (100') if free-standing. This shall not apply to dish antennas, signs and flagpoles, or other similar structures. The Administrator shall determine whether a proposed height increase is reasonable and serves a function beyond merely drawing attention to the structure.

