

1 **Ordinance to Amend and Re-Enact Chapter 35 of the City Code of the City of Hampton,**
2 **Virginia, Entitled “Subdivisions” by Adding a New Chapter 35.1 Entitled “Site Plans”, and**
3 **to Establish Fees for Review and Administration of the Site Plan Ordinance as**
4 **Authorized by VA. Code § 15.2-2241.A.9**
5

6 **BE IT ORDAINED** by the Council of the City of Hampton, Virginia that chapter 35 of the
7 City Code of the City of Hampton, Virginia, be amended and re-enacted as follows:
8

9 ***CHAPTER 35.1***

10 ***SITE PLANS***

11 ***ARTICLE I. - IN GENERAL***

12 ***Sec. 35.1-1. – Purpose and Intent.***
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14

15 *(A) Purpose. The purpose of this chapter is to promote sound and innovative design to*
16 *ensure that land is used in a manner that is efficient, in harmony with neighboring*
17 *property and the environment, and in accordance with the provisions of this chapter and*
18 *other ordinances of the city code and the zoning ordinance. If the requirements of this*
19 *chapter will affect sites which are already developed, or which are partially developed, such*
20 *sites should be brought into compliance with the provisions of this chapter to the maximum*
21 *extent possible without creating an undue hardship especially with regard to a potential*
22 *need to demolish or relocate existing parking lots or structures.*
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28 *(B) Intent. The intent of this chapter is to provide for a review of site development*
29 *proposals in terms of:*
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- 31 *(1) The development’s compatibility with its environment and with other land*
32 *uses and buildings existing in the surrounding area;*
- 33 *(2) The quantity, quality, utility, size and type of the development’s required*
34 *green space, impact upon existing natural environment and proposed*
35 *landscaping improvements;*
- 36 *(3) The ability of the development’s traffic circulation system to provide for the*
37 *convenient and safe internal and external movement of vehicles and*
38 *pedestrians and adequate and efficient coordination of streets within and*
39 *contiguous to the development with other existing or planned streets, water,*
40 *sewage facilities and other public needs and facilities;*
- 41 *(4) The location and adequacy of the development’s provision for drainage and*
42 *flood control, including impounding structures, impacts within dam break*
43 *inundation zones, utilities and other public purposes;*
- 44 *(5) The development’s compatibility with the protection and improvement of the*
45 *water quality of the Chesapeake Bay and its tributaries, as applicable; and*
46 *(6) Protecting and preserving the public health, safety and welfare from the*
47 *adverse impacts on the proposed development associated with high levels of*
48 *noise from flight operations at Langley Air Force Base and the potential for*

49 aircraft accidents associated with proximity to such military air facility
50 operations, as applicable.

51
52 **Sec. 35.1-2. - Application and scope of chapter; definitions.**

53
54 (A) The site plan regulations contained in this chapter shall apply within the corporate
55 limits of the city.

56
57 (B) The following uses, including additions, alterations or changes in the following uses
58 shall require submission of a site plan for review and approval:

59
60 (1) Any structure or improvement permitted by the zoning ordinance as a
61 principal, accessory, conditional use, conditional privilege or special exception in any
62 district with following exemptions:

63
64 (a) Agricultural operations as defined by § 3.2-300 of the Code of Virginia,
65 as amended, and under those uniform standards as may be prescribed by the
66 commissioner of agriculture and consumer services, or those uses devoted to
67 and meeting the requirements and qualifications for payments or other
68 compensation pursuant to a soil conservation program under an agreement with
69 an agency of the federal government.

70 (b) (i) A subdivision of one-family dwellings where a development plan
71 has been submitted and approved in accordance with chapter 35 of this code or
72 a subdivision or re-subdivision plat has been otherwise duly recorded for
73 subdivisions established before the adoption of the city's subdivision ordinance;
74 and (ii) one-family, two-family and duplex dwellings and accessory buildings or
75 accessory structures to such dwellings which are regulated by chapter 25 of the
76 zoning ordinance, including the parcel of land on which the aforementioned
77 dwellings and accessory buildings or structures are situated or proposed to be
78 situated, except as may be otherwise regulated or prohibited under other
79 applicable provisions of the city zoning ordinance, including chapter 17.3 articles
80 V and X thereof, and chapters 13.1, 33.1 and 41.1 of the city code.

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82 (c) Public service companies performing normal and necessary
83 maintenance activities.

84
85 (d) Bona fide tree farmers having a forest planting, cutting, or
86 management plan approved by the state forester of the Department of Forestry
87 and a written certification from the state forester that the proposed operations are
88 in conformity with the approved management plan prior to any timber harvesting
89 operations.

90
91 (e) Recreational amenities in public parkland that do not exceed a total of
92 2500 square feet of disturbed area, including, but not limited to gazebos,
93 benches and playground equipment; provided, however, this exception shall not
94 include uses such as swimming pools, paved tennis or play courts regardless of
95 size.
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(f) Bus shelters.

(g) Shoreline erosion control structures or retaining walls affecting less than 2500 square feet of land disturbance with review and approval by the U.S. Army Corps of Engineers, the Virginia Department of Environmental Quality, the Hampton Wetlands Board, the Chesapeake Bay Review Committee, and/ or the Virginia Marine Resources Commission, as applicable.

(h) Temporary uses and structures to including, but not limited to, stands for retail sales of seasonal items, tents for special events, public or private athletic fields and bandstands, so long as such uses or structures are permitted by the zoning ordinance, and (i) do not create more than 2500 square feet of impervious surface;(ii) placement of the use or structure does not exceed a continued period of 6 months and there is at least a period of 90 days between such uses or structures on the same site; and (iii) any impervious area created, deposited or installed shall be removed no later than 30 days after discontinuance of the temporary use or structure.

(i) Additions and alterations to existing uses and structures, including but not limited to ornamental structures such as bay windows, chimneys, canopies or other façade improvements; additions to building or storage structures less than 500 square feet in area; decks (covered or uncovered), vestibules, loading docks, mechanical equipment; and alterations or additions to a site such as walkways, landscaping, paving, or light poles or lighting fixtures to an existing use that do not exceed 2500 square feet in land disturbance or impervious surface and do not necessitate the installation or relocation of storm sewer, public water or sewer facilities or do not reduce required green space, parking aisles or driveways and transitional screening or barriers.

(j) The alteration or enlargement of any building or structure where, in the opinion of the city agent in conjunction with the director of public works, the proposed alteration or enlargement will not affect any public facilities, unless otherwise required by proffered conditions or development conditions of an approved rezoning, use permit, special exception or variance. All such uses and structures shall be subject to all other applicable provisions of chapters 9, 13.1, 33.1 and 41.1 of the city code and the city zoning ordinance.

Improvements located in a special interest district or overlay shall be reviewed and approved in writing as set forth in the zoning ordinance prior to any exemption being granted.

(2) Notwithstanding subsection (1) above, any development or redevelopment in the SPI-CBPD zoning district having a construction footprint exceeding 2,500 square feet shall be subject to the provisions of chapter 17.3, article X of the city zoning ordinance.

(3) Newly created parking lots and expansions to existing parking lots where 2500 square feet or more of parking area is created, the resurfacing in any other material other than the existing surface material, or any change from a pervious to an impervious cover.

147
148 (4) Grading land in such a manner as to change existing contours in excess of
149 three (3) feet, constructing any streets, alleys, sidewalks, curbs, or gutters, building any
150 shoreline erosion control structures or retaining walls (exceeding 2500 square feet of
151 land disturbance), constructing a sewer or drainage system, changing or diverting of
152 stormwater or natural courses, or directly or indirectly cutting down, destroying, removing
153 or moving or effectively destroying, through damaging, any trees on a vacant or
154 undeveloped property, except as may be otherwise regulated by chapters 13.1, 33.1 or
155 41.1 of this code, chapter 17.3, article V, or chapter 17.3, article X of the city zoning
156 ordinance.

157
158 (C) Except as may otherwise be defined herein or in other applicable provisions of
159 the city code and the city zoning ordinance, the definitions set forth in chapter 2.1 of
160 the city zoning ordinance shall control the meaning of any terms or phrases used
161 herein. The terms "owner" and "developer" are used interchangeably throughout this
162 chapter and the provisions of this chapter are applicable to an owner or developer of
163 a site.

164
165 **Sec. 35.1-3. - Administration and enforcement of chapter.**

166
167 Pursuant to the authority granted to the city council by the Code of Virginia §15.2-2255,
168 the city council designates as its agent the city manager for purposes of administering
169 and enforcing the provisions of this chapter. The city manager authorizes and
170 designates the director of the department of community development to act as the "city
171 agent". Accordingly, the city agent is granted the authority to coordinate the site plan
172 review process, to approve or disapprove site plans with the concurring approval of the
173 director of public works or his designee and administer the provisions of this chapter that
174 are not governed by the zoning ordinance, chapters 9, 13.1, 33.1 and 41.1 of the city
175 code or the public works design and construction standards. The city manager also
176 designates the director of the department of public works to (i) administer and enforce
177 the provisions of this chapter related to approval or disapproval of site plans together
178 with the city agent;(ii) administer, review, modify and waive provisions of the city of
179 Hampton department of public works design and construction standards ("public works
180 design and construction standards") and related requirements as set forth in articles III
181 and IV of this chapter; and (iii) enforce compliance with an approved site plan as set
182 forth in section 35.1-4 of this chapter. Additionally, the city manager designates the
183 director of parks and recreation to enforce compliance with the provisions pertaining to
184 required landscape plans. Wherever the term director of community development, parks
185 and recreation or public works is used throughout this chapter, the term shall include
186 their respective authorized designees.

187
188 **Sec. 35.1-4. - Compliance with chapter; stop work orders; penalty for violation.**

189
190 (A) Except as otherwise set forth in chapter 21 of the zoning ordinance, no building
191 permit or certificate of occupancy shall be issued for any parcel of land that fails to
192 comply with the requirements of this chapter, and no excavation of land or construction
193 of any public or private improvements shall be commenced, except in conformity with the
194 requirements of this chapter.

195
196 (B) The directors of public works and parks and recreation, the building official, and the

197 zoning administrator or their respective authorized representatives shall have the
198 authority, pursuant to applicable ordinances and policies to enforce non-compliance with
199 the provisions of said ordinances and policies, prosecute violations of an approved
200 landscape plan or commencement of construction without an approved landscape plan,
201 and to stop site construction, improvements or alterations in the event of any deviations
202 from an approved site plan, or on the discovery of unexpected adverse impacts of the
203 development activity on adjacent properties or public facilities.

204 (C) The directors of public works or parks and recreation or their authorized
205 representatives have the authority to serve a written notice of violation for violations of
206 this chapter, to order the abatement of such violation, and to issue a summons to
207 appear in the general district court to any person who shall fail to obey a lawful order
208 contained in such notice of violation.

209 (D) Except as otherwise provided in this chapter, any person, firm or corporation,
210 whether as principal, agent, employee or otherwise, violating the provisions of this
211 chapter shall be upon conviction thereof, guilty of a misdemeanor, punishable by a fine
212 of not less than \$10.00 nor more than \$1000.00. If the violation is uncorrected at the
213 time of conviction, the court shall order the violator to abate or remedy the violation in
214 compliance with this chapter, within a time period established by the court. Failure to
215 remove or abate a violation in compliance with this chapter within the specified time
216 period shall constitute a separate misdemeanor offense punishable by a fine of not less
217 than \$10.00 nor more than \$1,000.00 and any such failure during any succeeding ten-
218 day period shall constitute a separate misdemeanor offense for each ten-day period
219 punishable by a fine of not less than \$100.00 nor more than \$1,500.00.

221 (E) In addition, the city may pursue injunctive relief and other available remedies to
222 prevent, restrain, abate or correct any violation of this chapter. Nothing contained in this
223 chapter shall excuse compliance with other applicable ordinances or laws. Except where
224 more stringent requirements are expressly set forth by state or federal statute, where
225 local requirements are in conflict with mandatory state or federal requirements, the state
226 or federal requirements shall prevail.

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229 **Sec. 35.1-5. - How chapter may be amended.**

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231 This chapter may be amended in whole or in part by the city council. Any such
232 amendment shall either originate with or be submitted to the planning commission for
233 recommendation prior to adoption. If no recommendation is received from the planning
234 commission within 60 days after submission, the city council may act without a
235 recommendation. No such amendment shall be adopted without a public hearing having
236 been held by the city council and advertised pursuant to §15.2-2204 of the code of
237 Virginia, (1950), as amended.

238
239 **Sec. 35.1-6. - Changes, erasures and revisions.**

240
241 Except for field changes as may be required by other ordinances, no change, erasure or
242 revision shall be made on any site plan, or on accompanying data sheets, after the city
243 agent and the director of public works have approved in writing the plan or sheets,
244 unless authorization for such changes has been granted in writing by the city agent and
245 the director of public works.

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Sec. 35.1-7. - Exceptions.

(A) Except as otherwise provided for in this chapter, the city council may grant exceptions to the general provisions of this chapter not governed by the zoning ordinance, chapters 9,13.1, 33.1 and 41.1 of the city code, the public works design and construction standards, or the “City of Hampton Landscape Guidelines” subject to the following:

(1) No such exception shall be granted unless the owner or developer submits a petition for an exception in writing at the time when the plan is filed for consideration.

(2) The petition shall be submitted to the city agent for review by the planning division of the department of community development. The petition shall state fully the grounds for the petition and all of the facts relied upon by the owner or developer.

(3) The city agent and the planning division staff shall review the petition for completeness and may require such additional information as he or they may deem necessary to process the petition to the planning commission for its consideration.

(4) The burden shall be on the owner or developer to demonstrate the need for the exception.

(5) The planning commission shall consider the petition in the manner of a rezoning petition at a public hearing which shall be advertised in accordance with code of Virginia §15.2-2204, and shall submit its recommendation to the city council to approve or deny the petition no later than 100 days from the date of the public hearing on the petition. Failure of the planning commission to act on the petition within the 100 day period shall constitute a recommendation of approval and the petition shall be forwarded to the city council for consideration. The planning commission in considering such petitions may impose such reasonable conditions in addition to the provisions of this chapter as it may deem necessary in the public interest, and it shall make the proper findings as set forth in subsection (B) of this section 35.1-7. The planning commission may require a guarantee or bond to ensure continuing compliance with any conditions imposed.

(6) Following the recommendation of the planning commission, the city council shall consider the petition at a public hearing, advertised in accordance with code of Virginia § 15.2-2204, and shall approve or deny the petition with any additional conditions it may deem necessary in the public interest and in accordance with the provisions of this section.

(B) The city council shall not approve a petition for an exception unless it receives a recommendation from the planning commission and unless it finds that:

(1) Strict adherence to the ordinance requirement will cause undue hardship;

296 (2) The granting of the exception will not be detrimental to public safety, health,
297 or welfare, and will not adversely affect the property of others;

298
299 (3) The facts upon which the petition request is based are unique to the property
300 for which the relief is sought and are not applicable generally to other property so
301 as not to make reasonably practical the formulation of general regulations to be
302 adopted as an amendment to this chapter;

303
304 (4) No objection to the exception has been received in writing from the city's fire
305 chief, or any affected state, federal or local agency including, but not limited to
306 Langley Air Force Base; provided however, that any such objection and the
307 reasons therefore must reference specific adopted ordinances, laws, regulations
308 and policies. Modifications or corrections that would permit approval shall also be
309 identified in the letter of objection;

310
311 (5) The hardship is created by the unusual character of the property, including
312 dimensions and topography, or by some other extraordinary situation or condition
313 of the property. Personal, financial, or self-inflicted hardship shall not be
314 considered proper justification for an exception; and

315
316 (6) The relief sought will not in any manner vary the provisions of the zoning
317 ordinance, chapters 9, 13.1, 33.1 or 41.1 of the city code, the comprehensive
318 plan, the "City of Hampton Landscape Guidelines", the public works design and
319 construction standards or official map, except that those documents may be
320 amended in the manner prescribed by law.

321
322 (C) If granted, such exception shall be specifically stated in writing as evidenced by a
323 formal council resolution and filed with the preliminary site plan and improvement plans
324 for construction. A note shall be prominently placed on the site plan detailing any
325 exception so granted.

326
327 **Sec. 35.1-8. - Appeals.**

328
329 *In the event a site plan is disapproved by the city agent or the city council and the owner*
330 *or developer contends that the disapproval was not properly based on the ordinance*
331 *applicable thereto, or was arbitrary or capricious, he may appeal such decision to the*
332 *Hampton circuit court within 60 days after written disapproval by the city agent or the city*
333 *council. No owner or developer may pursue approval of an alternative site plan while his*
334 *appeal from the disapproval of the original site plan is pending.*

335
336 **Sec. 35.1-9. – Reserved**

337
338 **Sec. 35.1-10. – Compliance with other ordinances.**

339
340 (A) In addition to the requirements set forth in this chapter, site plans shall comply with
341 the provisions of all city ordinances and the zoning ordinance and specifically, chapters
342 13.1, 33.1, and 41.1 of the city code, and chapter 17.3, articles V and X of the city
343 zoning ordinance unless exempted thereunder. The owner will be required to submit any
344 additional plans, delineations, calculations, declaration of covenants and place required
345 notations on the site plan as required by the city code or the city zoning ordinance.

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Sec. 35.1-11. - Fees.

(A) Site plan review fees. At the time any site plan is submitted for review, the following fees shall be submitted to the city agent and payable to the "City of Hampton":

(1) For any site involving one (1) acre or less: \$350.00, plus \$150.00 per acre of the site or part thereof in excess of one (1) acre.

(2) An additional fee of \$200.00 shall be collected for any review after the first re-submission not to include resubmittals that are the result of redesign due to additional state or federal agency comments.

(B) Permit, inspection and re-inspection fees. At the time of installation of any public improvements, permit and inspection fees shall be required as set forth in section 35.1-103(B) of this chapter and in other ordinances of the city. For permits and inspections not specified elsewhere, fees shall be based on costs, as determined by the agency involved. For re-inspections made necessary (i) by failure to pass earlier inspection, (ii) because work is not ready by the requested inspection time, (iii) due to cancelation of an inspection by the owner or developer after the inspector arrives; or (iv) failure to provide safe and sufficient access to allow for proper inspection, the re-inspection fee shall be \$100.00 per re-inspection visit. All fees required by this chapter shall be payable to the City of Hampton within 30 days after billing. Failure to pay within the period stipulated may result in a stop-work order issued by the department of public works or such other action as deemed warranted under the circumstances of the case.

(C) Site plan exception fees. Any petition for an exception shall be accompanied by a fee of \$750.00 payable to the City of Hampton to cover the costs of processing the petition and publication of notice of public hearing.

(D) When separate private easements or private dedication deeds or plats are submitted a review fee shall be required in the amount of \$50.00 per instrument, payable to the City of Hampton.

(E) If an owner or developer, at any time during the site plan review, submits a revised site plan or portion thereof, files or makes a change to the site plan or public improvement plan under review not at the request of the city agent or the director of public works as the case may be, such revision shall be accompanied by a fee of \$100.00 per sheet that is revised or changed payable to the City of Hampton.

(F) Recording fees for any legal instrument required under this chapter for site plans shall be submitted to the city agent at the time prescribed in this section or in this chapter and shall be made payable to the clerk of the Hampton circuit court.

Sec. 35.1-12. – Maintenance of improvements and landscaping required.

Maintenance of all site improvements, including landscaping, required by this chapter and shown on an approved site plan shall be perpetually maintained by the property owner.

397 **Sec.35.1-13. – Off-site public facilities.**

398
399 *The owner or developer shall install or modify off-site public facilities, such as utilities,*
400 *sidewalks, curb and gutter, storm drainage facilities, and stormwater management*
401 *facilities when such improvements are affected or required by the proposed*
402 *development and pursuant to the authority of and in accordance with the requirements of*
403 *the Code of Virginia, 1950, as amended, or any other applicable provisions of the city*
404 *code or the zoning ordinance.*

405
406 **Sec.35.1-14. – Dedication of on-site easements, rights-of-way.**

407
408 *The owner or developer shall dedicate to the city adequate rights-of-way, easements*
409 *and/or additional areas to increase existing or establish new rights-of-way or easements*
410 *when it is determined that: (i) there is a mutual desire on the part of the owner or*
411 *developer and the city to install public facilities on the site; (ii) public facilities are*
412 *presently located or partially located on the site; (iii) storm drainage systems (manmade*
413 *or natural) that convey stormwater from public rights-of-way or public drainage systems*
414 *are located or partially located on the site; or (iv) on-site public facilities are required to*
415 *meet the provisions of this chapter or other city ordinances or policies. Easements for*
416 *utilities, sewer and drainage when required shall be at least 10 feet wide. The director of*
417 *public works may require a statement on the site plan indicating that no permanent*
418 *structures (including fences) may be placed in a public easement.*

419
420 **Sec.35.1-15.- Separability.**

421
422 *Should any section or provision of this chapter be declared by the courts to be*
423 *unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a*
424 *whole, other than the part so declared to be unconstitutional or invalid.*

425
426 **Secs. 35.1-16- 35.1-19. - Reserved.**

427
428 **ARTICLE II. - SITE PLAN REVIEW PROCEDURES**

429
430 **Sec. 35.1-20. - Preapplication conference and submission of conceptual plan.**

431
432 *Before submitting any application for site plan review, the owner or developer is advised*
433 *to confer with the city agent and the director of public works concerning the proposed*
434 *improvements. Such action does not require formal application or fees or formal filing of*
435 *the site plan and is not to be construed as an application for approval of a site plan in*
436 *computing time limitations in relation thereto or any requirements of this chapter or any*
437 *other applicable city ordinance or code. Any comments made at a pre-application*
438 *conference, whether oral or written, are guidance only and shall not be construed as or*
439 *be deemed to be official site plan review comments.*

440
441 **Sec. 35.1-21. - Who may prepare a site plan.**

442
443 *(A) A site plan shall be on a black or blue line print and shall be prepared by a duly*
444 *licensed professional engineer, land surveyor, architect or landscape architect*
445 *authorized to do business in the state of Virginia.*

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Sec. 35.1-22. – Contents of a site plan.

(A) A site plan shall comply with the standards of code of Virginia § 42.1-82, 17VAC15-60-10 through 17VAC15-60-70 and the minimum standards and procedures for surveys determining topography as set forth in the Virginia Department of Professional and Occupational Regulation APELSCIDLA Board regulation 18 VAC10-20-382, the “City of Hampton Landscape Guidelines”, and the latest edition of the public works design and construction standards, and shall include a vicinity sketch, at a scale of one (1) inch to 800 feet, which shall show the area for the proposed development and all streets and water bodies that exist within the area of the vicinity sketch, date, scale and north arrow. A site plan shall show the total land area of the site, the area to be developed, approximate land area of separate parcels of land, areas to be encumbered by stormwater management facilities, and other features in relation to existing topography, including any existing impervious areas in any RPA, RMA or IDA. The site plan shall have a horizontal scale of not less than 100 feet to the inch and clearly show the following, and where applicable show the location, dimension and size of the following when existing or proposed by the owner or developer:

(1) The name of the development and the street address, when available or assigned by the city.

(2) (a) Topographic information of existing and proposed ground and paved areas, elevations of streets, alleys, utilities, grading and surface drainage, sanitary and storm sewers, and ground floor elevation of proposed buildings and other structures. Topography shall be a suitable scale shown as dashed lines illustrating one-foot or five-foot contours, as may be required by the director of public works or by spot elevations.

(b) Vertical control shall be based on North American Vertical Datum of 1988 (NAVD 88).

(3) The name, address and any other contact information of the record owner and the developer and the name, address, signature and registration number and seal of the professional engineer, land surveyor, architect, or landscape architect who prepared the site plan.

(4) A legal property description showing subdivision, lot, block and section number where applicable and the land record serial number (LRSN).

(5) Driveways, entrances, exits, parking areas, sidewalks, streets, alleys, utilities, public sewer systems, including lateral and cleanout locations, pipe sizes, materials and grades with relevant calculations, water mains, meters and valves, standpipes, fire service lines and fire hydrants and all connections to existing and proposed central water and sewer systems.

494 (6) Buildings and structures, and all building restriction lines, highway setback
495 lines, easements, reservations and rights-of-way which affect the development of
496 the site.

497
498 (7) The zoning of the site and adjacent properties and identifying number and
499 approval date of proffers and conditions of any special exceptions, variances,
500 conditional use permits, conditional privileges, conditional rezonings or
501 exceptions granted pursuant to this chapter affecting the site.

502
503 (8) Existing slopes, terraces and retaining walls, including heights, grades or
504 elevations.

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506 (9) Natural and artificial water courses and limits of floodplains, including a
507 delineation of the boundaries of all floodways, flood fringes, approximated
508 floodplains, and coastal high hazard areas. Flood elevations for any land located
509 within a special flood hazard area in accordance with the provisions of section
510 17.3-31 et seq. of article V of the zoning ordinance and the city flood insurance
511 rate map (FIRM).

512
513 (10) Proposed erosion and sediment control and stormwater pollution prevention
514 measures and the limits of clearing and land disturbance.

515
516 (11) Estimates of the following:

- 517
- 518 (a) Number of dwelling units and each type;
- 519 (b) Number of parking spaces and loading spaces;
- 520 (c) Square footage of floor space;
- 521 (d) Height of building(s); and
- 522 (e) Approximate number of commercial or industrial tenants.

523
524 (12) Proposed point of refuse collection (dumpster pads).

525
526 (13) Plans for collecting and depositing stormwater and the method and
527 treatment of natural and artificial water courses, including appropriate drainage
528 calculations and site impervious area calculations, and existing and proposed
529 storm drainage easements and direction of drainage flow in streets, storm
530 sewers, valley gutters, streams and ditches as required by chapter 33.1 of the
531 city code.

532
533 (14) Courses and distances of the right-of way center line of all abutting and on-
534 site streets and all property lines on the site being developed, with a curve data
535 table showing curve number, arc lengths, radii and delta angles, tangent lengths,
536 chord distances and chord bearings.

537
538 (15) All passive or active recreation space and natural green space.

539
540 (16) Boundary lines of any nontidal wetlands as confirmed in writing by the
541 Virginia Department of Environmental Quality or the U. S. Army Corps of
542 Engineers.

543

544 (17) Any grave, object or structure marking a place of burial within the proposed
545 development shall be clearly designated.

546
547 (18) Where any part of the land proposed for development lies in a mapped dam
548 break inundation zone such fact shall be delineated on the plat.

549
550 (19) A method of sewage disposal.

551
552 (20) The soil characteristics of the land being developed.

553
554 (21) Two (2) signature and date lines for the signed approval by the city agent
555 and the director of public works.

556
557 (22) All structures intended to support on-site or off-site lighting.

558
559 (23) Location and minimum light source for site lighting in accordance with
560 section 35.1-41(I).

561
562 (24) If the director of public works approves roadside ditches/open drainage
563 system in lieu of piped drainage systems or the elimination of sidewalks, a
564 notation on the site plan shall be required, which advises any potential purchaser
565 that the city will not be responsible for providing and/ or bearing the costs of
566 installation of sidewalks, curbs and gutters if and when owner(s) of lot or lots on
567 the site desire a piped drainage system.

568
569 (25) Other information as necessary to ensure compliance with all applicable city
570 ordinances, regulations and policies.

571
572
573 (D)A site plan for development within SPI-CBPD shall contain a notation thereon to state
574 that land use and development activities including land disturbing activities or clearing of
575 vegetation within the RPA, RMA and any IDA are regulated pursuant to chapter 17.3,
576 article X of the zoning ordinance. Additionally, the site plan shall contain reference to any
577 RPA buffer or IDA encroachment or exception to the SPI-CBPD regulations for
578 development and redevelopment authorized by the city of Hampton.

579
580 (E) A site plan containing any land located in an aircraft accident potential zone as
581 designated on the geometric specifications and height limitations map and/or in a noise
582 zone greater than 75 dB Ldn, 70-75 dB Ldn, or 65-70 dB Ldn as designated on the city
583 zoning map, shall delineate the boundaries of such zones and such plan shall state as
584 follows: "THIS SITE LIES WITHIN AIRCRAFT ACCIDENT POTENTIAL ZONE AND/OR
585 NOISE ZONE(S) AND MAY BE SUBJECT TO AIRCRAFT ACCIDENTS AND/OR
586 ABOVE AVERAGE NOISE LEVELS DUE TO ITS PROXIMITY TO AIRPORT
587 OPERATIONS. NOISE ATTENUATION MEASURES FOR NEW CONSTRUCTION MAY
588 BE REQUIRED IN ACCORDANCE WITH THE AIRPORT NOISE ATTENUATION AND
589 SAFETY ORDINANCE AND HEIGHT RESTRICTIONS HAVE BEEN IMPOSED IN
590 ACCORDANCE WITH THE HAMPTON CITY ZONING ORDINANCE."

591

592 (F) A landscape plan for the site which complies with the “City of Hampton Landscape
593 Guidelines” shall be required unless waived or modified by the city agent in accordance
594 with this chapter.

595
596 (G) At the time of submission of site plans and related data, or at any time thereafter,
597 appropriate officers of the city may request additional information required due to the
598 circumstances of the particular case. Time elapsing between the request and provision
599 of any such additional information shall be added to the general time limitation of
600 processing.

601
602 (H) The city agent with the concurrence of the director of public works may waive or
603 modify any of the requirements of this section so long as the waiver of modification is not
604 in conflict with any requirement set forth in chapter 9 of the city code, any provisions of
605 the city code, the zoning ordinance, the public works design and construction standards
606 or the “City of Hampton Landscape Guidelines”.

607
608 **Sec. 35.1-23. - Submission of copies and application for approval, to be accompanied by**
609 **review fee.**

610
611 A completed application for site plan review, twelve (12) twenty-four (24) inch by
612 thirty-six (36) inch copies and a digital version of the site plan required by this article,
613 acceptable to the city agent, and the required fee pursuant to section 35.1-11 shall
614 be submitted to the city agent in the development services center of the department
615 of community development. The city agent has the discretion to increase or decrease
616 the number of copies and the size of the copies required based on the size of the site
617 or need for inter-agency coordination.

618
619 **Sec. 35.1-23.1. - Coordination with other agencies and private utilities.**

620
621 (A) The city agent shall require evidence that the appropriate federal and state agencies,
622 to include at a minimum the U.S. Army Corps of Engineers, Langley Air Force Base (if
623 applicable) and the Virginia State Water Control Board have been notified of the
624 submission of a site plan. Such notification shall include a property description and a
625 request that the city be informed of any jurisdictional determinations relative to such
626 property.

627
628 (B) The city agent shall require evidence that Hampton Roads Sanitation District and
629 Newport News Waterworks (if applicable) and appropriate private utilities to include at a
630 minimum Virginia Natural Gas, Dominion Virginia Power, Cox Communications, Verizon
631 and any other private utility as required by the city have been notified of the submission
632 of a site plan. Such notification shall include a request that the city be informed of any
633 conditions or requirements to be included in the site plan.

634
635 (C) The site plan may be processed concurrently with a rezoning or a use permit.

636
637
638 **Sec. 35.1-24. - Distribution of copies.**

639
640 The city agent shall distribute the copies of the site plan application to any city, state or
641 federal agencies or entities as necessary for complete review and conformity with the

642 provisions of this chapter.
643

644 **Sec. 35.1-25. - Review of site plan – approval or disapproval generally.**
645

646 (A) A site plan application with the applicable fees shall be reviewed as follows:
647

648 (1) Within 60 days of their official submission, the site plan and other related
649 materials shall be reviewed by the city agent and other appropriate agencies of
650 the city for conformity to this chapter and other applicable regulations, and to
651 allow any discussions with the owner as to changes deemed advisable and the
652 kind and extent of improvements to be made. Review and approval of any
653 applicable erosion and sedimentation control plans and stormwater management
654 plans shall be in conformance with chapters 13.1 and 33.1 of the city code
655 respectively.
656

657 (2) However, in cases where approval of a feature or features of the site plan by
658 a state agency or public authority authorized by state law is necessary, the city
659 agent shall forward the site plan to the appropriate state agency or authority for
660 review within 10 business days of receipt of such site plan. Such state agency or
661 public authority shall conduct its review within 45 days of receipt of the site plan
662 upon first submission and within 45 days for any proposed plan that has been
663 previously disapproved. The city agent shall act upon a site plan within 35 days
664 of receipt of approvals from all state agencies.
665

666 (3) The city agent shall not be required to approve a site plan in less than 60
667 days from the date of its original submission to the city agent and all actions on
668 site plans shall be completed by the city agent and, if necessary, state agencies
669 and authorities, within a total of 90 days of submission to the city agent. .
670

671 (4) The city agent shall act upon site plan and related materials as submitted, as
672 modified by the state agency or authority or as modified by the owner, and if
673 approved shall certify its approval in writing or if disapproved, shall indicate its
674 disapproval and the reasons therefor by referencing in writing specific adopted
675 ordinances, regulations and policies. Modifications or corrections that would
676 permit approval shall also be identified.
677

678 (5) In the review of a resubmitted site plan that has been previously disapproved
679 the city agent shall consider only the deficiencies he had identified in the review
680 of the initial submission of the site plan that have not been corrected in such
681 resubmission and any deficiencies that arise as a result of the corrections made
682 to address deficiencies identified in the initial submission. In the review of a
683 resubmission of a site plan, the city agent shall identify all deficiencies with the
684 site plan that caused the disapproval by reference to specific duly adopted
685 ordinances, regulations or policies and shall identify modifications or corrections
686 that will permit approval of the site plan. Upon the second resubmission of such
687 disapproved site plan, the city agent's review shall be limited solely to the
688 previously identified deficiencies that caused his disapproval. The city agent shall
689 act on any site plan that he has previously disapproved within 45 days after the
690 site plan has been modified, corrected and resubmitted for approval.
691 Notwithstanding the approval of any site plan, any deficiency in any site plan,
692 that if left uncorrected, would violate local, state or federal law or regulations,

693 mandatory VDOT engineering and safety requirements, and other mandatory
694 engineering and safety requirements, shall not be considered, treated or deemed
695 as having been approved by the city agent. Should any resubmission include a
696 material revision of infrastructure or physical improvements from the earlier
697 submission or if a material revision in the resubmission creates a new required
698 review by a state agency or public authority authorized by state law, then the city
699 agent's review shall not be limited to only the previously identified deficiencies
700 identified in the prior submittals and may consider deficiencies initially appearing
701 in the resubmission because of such material revision.

702
703 (B) The action of the city agent, with the concurrence of the director of public works,
704 shall be noted on all copies of the site plans retained in the record, referenced and in the
705 case of disapproval, attached to any changes or conditions determined. One (1) such
706 copy shall be returned to the owner, and others shall be retained as required for records
707 or further action of the city agent, or other affected agencies of the city and the state.

708 (C) If a disapproved site plan is not resubmitted within one year of the date of
709 disapproval, such site plan shall become null and void, unless within such period, upon
710 application in writing to the city agent an extension not exceeding one (1) year is granted
711 by the city agent.

712
713 (D) If the city agent fails to approve or disapprove the site plan within the prescribed
714 period of time set forth herein, the owner may, after 10 days' written notice to the city
715 agent, petition the Hampton circuit court to enter such order as it deems proper, which
716 may include directing approval of the site plan. No alternative site plan may be pursued
717 for approval by the city agent while an owner's proceeding in the Hampton circuit court
718 is pending.

719
720 **Sec. 35.1-26.- Required legal instruments and cost of recordation.**

721
722 Legal instruments, in writing, of sufficient legal form for recordation in the Hampton
723 circuit court clerk's office as may be required by this chapter or the city agent, shall
724 accompany the site plan. A check payable to the clerk of the Hampton circuit court, for
725 costs of recordation of any such instruments, shall accompany the site plan prior to
726 approval except as otherwise set forth in this chapter.

727
728 **Sec. 35.1-27. - Effect of approval.**

729
730 (A) Approval of a site plan as evidenced by the dated signatures of the city agent and
731 the director of public works shall constitute the final site plan.

732
733 (B) An approved site plan shall become null and void if no significant development is
734 made on the site within five (5) years from the date of approval, unless, within such
735 period, upon application to the city agent in writing, an extension not exceeding one (1)
736 year is granted by the city agent. However, upon application by the owner or developer,
737 filed prior to the expiration of the extension period, the city agent may grant one (1) or
738 more extensions of such approval for additional periods as the city agent may, at the
739 time the extension is granted, determine to be reasonable, taking into consideration the
740 size and phasing of the proposed development, and the laws, ordinances and

741 *regulations in effect at the time of the request for extension. If the city agent denies an*
742 *extension requested as provided herein and the owner or developer contends that such*
743 *denial was not properly based on the ordinance applicable thereto, or was arbitrary or*
744 *capricious, he may appeal such decision to the Hampton circuit court within 60 days of*
745 *written disapproval by the city agent or the city council. No owner or developer may*
746 *pursue approval of a new site plan while his appeal from the disapproval of the*
747 *extension of the original approved site plan is pending.*

748 *(C) For so long as the approved site plan remains valid in accordance with the*
749 *provisions of this section no change or amendment to any city ordinance, map*
750 *regulation, policy or plan adopted subsequent to the date of approval of the site plan*
751 *shall adversely affect the right of the owner or developer, or their respective successors*
752 *in interest, to commence and complete a development in accordance with the lawful*
753 *terms of the approved site plan unless the change or the amendment is required to*
754 *comply with state law or there has been fraud.*

755
756 *(D) Application for minor modifications to approved site plans made during the periods*
757 *of validity of such plans shall not constitute a waiver of the provisions of this chapter nor*
758 *shall the approval of such minor modifications extend the period of validity of the*
759 *approved site plan.*

760
761 *(E) Substantial modification of an approved site plan shall be treated as a new site plan*
762 *application and subject to the review procedures of this chapter.*

763
764 **Sec. 35.1-28. - Distribution of copies after approval.**

765
766 *After approval of the site plan, the city agent shall retain copies to distribute among the*
767 *city agencies as deemed necessary. The remaining copies shall be delivered to the*
768 *owner, and the owner shall be responsible for distributing copies to appropriate state*
769 *and federal agencies as required by state or federal law.*

770
771 **Sec. 35.1-29. - Article creates no city obligation as to improvements prior to acceptance**
772 **thereof by city.**

773
774 *Nothing in this article shall be construed as creating an obligation upon the city to pay for*
775 *grading or paving, or for public sidewalks, sewers, curb and gutter or other public*
776 *improvements or construction, or for the maintenance and care thereof until duly*
777 *accepted by the city.*

778
779 **Sec.35.1-30- Compliance with site plan.**

780
781 *It shall be unlawful for any person to construct, erect or enlarge any building or structure*
782 *or develop, change or improve land for which an approved site plan is required by this*
783 *chapter, except in accordance with the approved site plan.*

784
785 **Sec. 35.1-31. – Public records.**

786
787 *Copies of approved site plans or combined plans shall be kept on file in the development*
788 *services center of the department of community development and shall be deemed*
789 *public records.*

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Secs. 35.1-32-35.1-40. - Reserved.

ARTICLE III. - WORK AND DEVELOPMENT PURSUANT TO APPROVED PLAN

Sec. 35.1-41. – General requirements.

(A) *All work and development covered by a site plan approved pursuant to this chapter shall comply with the following:*

- (1) Any building or structure erected or enlarged and any work of development on the site shall comply with all of the provisions of the city code, the zoning ordinance and any applicable state and federal laws.*
- (2) Any building or structure shall provide access to fire, police, emergency and service vehicles as required by the city code.*
- (3) Access points to the development shall, insofar as reasonably practicable, provide good and safe circulation to adjacent lands, existing streets, alleys, sidewalks and proposed or planned streets, alleys and minimum necessary access points with the location and spacing as determined by the director of public works to provide for vehicle cross connectivity between adjacent parcels.*
- (4) Adequate provisions shall be made to protect other lands, structures and persons.*
- (5) To the extent reasonably practicable, the width, grade, location, alignment and arrangement of public, dedicated streets, sidewalks and alleys shall conform to the master plan of the city. All streets, whether public or private, shall be designed and constructed in accordance with the latest edition of the public works design and construction standards.*
- (6) The limits of clearing and methods to be used to protect existing vegetation shall be provided.*
- (7) The obstruction of natural water courses shall be avoided.*
- (8) Land development shall minimize impervious cover to promote infiltration of stormwater into the ground consistent with the development permitted.*

(B) *Measures shall be taken for erosion and sediment control to comply with the standards and procedures set forth in chapter 13.1 of the city code.*

(C) *On properties zoned SPI-CBPD, areas shown on the site plan as undisturbed, or as a buffer proffered as part of a conditional rezoning or required for a use permit, or as part of a resource protection area, shall be protected from disturbance as required by chapters 13.1 and 33.1 of the city code, chapter 17.3, article X of the city zoning ordinance or in accordance with the “City of Hampton Landscape Guidelines” on file with the department of community development, development services center, as applicable.*

(D) *All public drainage systems shall be constructed and designed in conformance with the applicable provisions of the latest edition of the public works design and construction standards. Easements for all public drainage shall be dedicated to the city by separate instrument.*

(E) *Off-street parking facilities shall be reasonably accessible and all such parking areas*

840 shall be paved in order to reduce erosion and dust and to facilitate positive drainage.
841 Areas designated as overflow parking or construction material or equipment storage may
842 not be required to be paved if not deemed necessary by the director of public works.
843 Notwithstanding the foregoing, grid and modular pavements, or other pervious pavement
844 which promote infiltration are encouraged and may be required for any required parking
845 area alley, or other low traffic driveway within property zoned SPI-CBPD.
846

847 (F) All dumpsters and compaction devices shall be screened by an enclosure
848 constructed of durable materials with a lockable gate to fully screen the refuse
849 container(s) in addition to any required vegetative screening treatment of trees and/or
850 shrubs as set forth in the "City of Hampton Landscape Guidelines". Dumpsters and
851 compaction devices shall not be located within front yards or side yards adjacent to a
852 street unless specifically authorized by the director of public works. When authorized in
853 yards adjacent to streets, the enclosure shall be constructed of durable materials which
854 are consistent and compatible with the principal structure. Refuse collection points shall
855 be accessible and located so as to minimize the disruption of on-site vehicular
856 movements and the public right-of-way. Dumpster pads shall be constructed of concrete
857 capable of withstanding the weight of the dumpster and be adequately sized to serve the
858 collection point. Protective bollards shall be provided as necessary to protect the
859 enclosure.
860

861 (G) The owner shall provide the development with a stormwater drainage system, as
862 approved by the director of public works, adequate to serve the area of development and
863 the contributing drainage area thereto for the collection and disposal of all stormwater
864 and natural water in accordance with design standards and specifications of chapter
865 33.1 of the city code.
866

867 (H) Adequate approved water mains and fire hydrants shall be provided in accessible
868 places and installed by the owner as directed by the fire chief in accordance with the city
869 fire prevention code.
870

871 (I) Exterior lighting shall be installed at the Owner's expense. Light fixture type, location
872 and spacing shall comply with the latest edition of the "City of Hampton Outdoor Lighting
873 Policy and Procedures" manual which is administered by the director of public works.
874 Exterior lighting shall be reasonably designed to provide for the safety of the public in
875 their use of parking lots, walkways and entrance areas. These areas shall be illuminated
876 by a source providing not less than one-half (1/2) of one (1) foot candle (0.5) of light at
877 the surface during hours of darkness. The light source shall be fully shielded, located so
878 as not to cause glare or excessive light spillage onto neighboring sites and mounted or
879 installed to maintain the aforementioned characteristics. All light poles located within
880 pavement areas shall be protected by concrete curbing or shall be installed at the
881 intersection of 4 parking spaces.
882

883 (J) Street signs required by the city agent or the director of public works shall be paid for
884 by the owner in advance and shall be constructed and installed in accordance with the
885 provisions of the latest edition of the public works design and construction standards.
886

887 (K) Curbs, gutters and sidewalks shall be provided within a development except as
888 otherwise provided in the public works design and construction standards. Curbs, gutters
889 and sidewalks shall be constructed in accordance with the latest edition of the public

890 works design and construction standards.

891 **Sec. 35.1-42. - Development of land subject to flooding.**

892
893 *No lot, tract or parcel of land, or any part thereof, in a floodplain or flood prone area,*
894 *shall be developed for the use of buildings or structures erected or to be erected for*
895 *dwelling or residential purposes on the portion of the land within the floodplain or flood*
896 *prone area, unless corrected to the satisfaction of the director of public works and in*
897 *accordance with chapter 17.3, article V of the zoning ordinance section 17.3-31 through*
898 *and including section 17.3-36.*

899
900 **Sec. 35.1-43. - Utilities.**

901
902 *All utilities, including, but not limited to wires, cables, pipes, fiber optics, conduits and*
903 *accessory equipment for electric, telephone, internet, cable television, gas, steam,*
904 *petroleum, water, sewer or similar services shall be installed by the owner and located*
905 *underground in accordance with the latest edition of the public works design and*
906 *construction standards or chapter 9 of the city code, as applicable. All connections shall*
907 *be shown on the site plan.*

908
909 **Sec. 35.1-44. - Design, layout and dimensions of commercial development.**

910
911 *The design, layout and dimensions of structures on a site reserved or planned for*
912 *business and commercial purposes shall be adequate to provide for off-street parking*
913 *and service facilities required by the type of use and development contemplated and*
914 *shall be in compliance with applicable provisions of this code and other ordinances of*
915 *the city.*

916
917 **Sec. 35.1-45. - Sewage disposal system.**

918
919 *(A) Every development shall be provided with a sanitary sewer system or an approved*
920 *system for sewage disposal as provided for in governing provisions of this code or other*
921 *ordinances or resolutions. All publicly serviced systems provided by the owner shall be*
922 *offered for dedication to the city at no cost to the city, upon completion. The sanitary*
923 *sewer system shall include, but shall not be limited to, the necessary force mains, sewer*
924 *mains, laterals, lines, pipes, pumping stations and other facilities needed to service the*
925 *development.*

926
927 *(B) All warranties shall be in compliance with section 35.1-106. Before construction is*
928 *commenced, all plans and specifications must be reviewed by and have the approval of*
929 *the director of the department of public works. The developer shall notify the city prior to*
930 *start of construction so that an inspection may be provided. Any work covered prior to*
931 *inspection may be required to be uncovered at the developer's expense. All construction*
932 *shall be in accordance with approved plans. No changes shall be made in approved*
933 *plans without further approval by the director of the department of public works. Upon*
934 *final approval of the system, the city will notify the developer in writing when the city will*
935 *receive sewage originating in the area and will specify the date upon which the*
936 *developer may discharge sewage into the city system.*

937
938 **Sec. 35.1-46. - Water supply.**

939

940 *The owner shall provide the development with a complete potable water supply system*
941 *conforming to the city's policy thereon and approved by Newport News Waterworks.*

942
943 **Sec. 35.1-47. - Lands for public acquisition.**

944
945 *The city agent may require, in any development pursuant to an approved site plan, the*
946 *reservation of land for public acquisition; such lands as are designated by the*
947 *comprehensive plan for parks, playgrounds, public buildings and other purposes. In the*
948 *event such reservations are required, the city must acquire the reserved land within 120*
949 *days of approval of the site plan.*

950
951 **Sec. 35.1-48. - Development in the resource protection area; buffer area.**

952
953 *There shall be no improvements or development allowed in the resource protection area*
954 *except as permitted pursuant to chapter 17.3, article X of the zoning ordinance.*

955
956 **Sec. 35.1-49. – Green Areas and landscaping requirements.**

957
958 (A) *In recognition of the environmental value of maintaining a balance between the*
959 *manmade and natural environment, each site developed pursuant to a site plan under*
960 *this chapter shall be required to provide and maintain natural green areas in accordance*
961 *with the city zoning ordinance.*

962 (B) *The director of community development has prepared minimum specifications, and*
963 *standards governing landscaping, tree removal, tree preservation and buffer*
964 *establishment and maintenance entitled the “City of Hampton Landscape Guidelines”*
965 *(“Landscape Guidelines”), as amended, and on file in the department of community*
966 *development, development services center. In any development pursuant to a site plan*
967 *under this chapter, all required green areas shall be landscaped as set forth in the*
968 *Landscape Guidelines, and landscape and tree protection or removal shall comply with*
969 *the provisions of the Landscape Guidelines or any other applicable provision of the city*
970 *code.*

971 (C) *In any development pursuant to a site plan under this chapter, a landscape plan*
972 *complying with all applicable provisions of the Landscape Guidelines shall be submitted*
973 *to and reviewed and approved by the city agent prior to the issuance of any building*
974 *permit(s).*

975
976 (1) *A landscape plan that deviates from the Landscape Guidelines may also be*
977 *approved by the city agent. Such landscape plan must be submitted to the city agent for*
978 *review. Approval of any landscape plan which does not meet the Landscape Guidelines*
979 *shall be at the discretion of the city agent in accordance with good planning practices*
980 *and in compliance with any applicable provisions of the city code or the zoning*
981 *ordinance. The purpose of this provision is to not preclude innovative landscaping*
982 *treatments and site designs which may create a quality design while not explicitly*
983 *meeting the standards specified in the Landscape Guidelines.*

984
985 (2) *Except as otherwise set forth in the city code or the city zoning ordinance,*
986 *the city agent may waive the requirement of a landscape plan for legally nonconforming*
987

988 lots and structures, or in order to accommodate topographical or size or area of a lot or
989 parcel or any circumstance resulting in an unnecessary hardship other than economic
990 hardship.

991
992 (3) Where such modification or waiver is granted under this subsection (C), the
993 city agent shall attach such modification or waiver in the form of notations on the
994 landscape plan or site plan.

995
996 (D) Where landscaping is required, no certificate of occupancy shall be issued until the
997 required landscaping is completed in accordance with the approved landscape plan as
998 certified by an on-site inspection by the department of parks and recreation. When the
999 occupancy of a structure is desired prior to the completion of the required landscaping, a
1000 certificate of occupancy may be issued only if the owner or developer provides to the city
1001 a form of surety satisfactory to the city attorney in an amount equal to the remaining
1002 plant materials, related materials, and installation costs with the costs approved by the
1003 city agent. All required landscaping must be installed and approved within six (6) months
1004 following the issuance of the certificate of occupancy or the surety shall be forfeited to
1005 the city.

1006
1007 (E) Maintenance of landscaping is a continuing obligation of the owner, and the
1008 owners and their agents shall be responsible for providing, protecting and maintaining all
1009 landscaping in healthy and growing conditions at all times, replacing unhealthy 50% or
1010 more, dead or completely dead plant material, within 90 days upon written notice of
1011 violation, except when replacements should be delayed because of seasonal factors
1012 until the next planting season. Replacement materials shall conform to the original intent
1013 of the approved landscape plan as determined by the city agent.

1014
1015 (F) This section shall apply to any site plan filed subsequent to the 9th day of May,
1016 2013.

1017
1018 **Sec. 35.1-50. – Stormwater management facilities.**

1019
1020 (A) Where stormwater management facilities are required, no certificate of occupancy
1021 shall be issued until the facilities are completed and an as-built survey has been
1022 submitted and approved, in accordance with the approved site plan and chapter 33.1
1023 of the city code.

1024
1025 (B) The inspection, monitoring, enforcement and bonding of stormwater management
1026 facilities shall be governed by the provisions of chapter 33.1 of the city code.

1027
1028 **Secs. 35.1-51 – 35.1-100. - Reserved.**

1029
1030 **ARTICLE IV. – PUBLIC IMPROVEMENTS - REQUIREMENTS, PROCEDURES FOR**
1031 **PERMITTING AND PERFORMANCE ASSURANCES.**

1032
1033 **Sec. 35.1-101. – Public Improvements.**

1034
1035 (A) The director of public works may require in any development pursuant to a site plan
1036 approved under this chapter, the dedication of land for, and the installation of public
1037 streets, street signs, alleys, sidewalk, curbs, gutters, sewers, drains and other public
1038 improvements substantially generated by the development. The design and construction

1039 of all streets, street signs, curbs, gutter, alleys, sidewalks and drainage shall comply with
1040 the latest edition of the public works design and construction standards.

1041
1042 (B) Public Improvements required by the director of public works shall be shown on the
1043 site plan or by separate sheet if necessary, depicting the improvements and
1044 specifications as required by the director of public works. However, prior to acceptance
1045 by the city, all such public improvements shall be dedicated or conveyed by separate
1046 legal instrument, with necessary plats attached for recordation at the expense of the
1047 owner or developer.

1048
1049 (C) An engineering cost estimate for construction of stormwater management facilities,
1050 all infrastructure located within the public rights-of-way and public easements, and all
1051 erosion and sediment control measures shall be provided to the director of public works.

1052 **Sec. 35.1-102. – RESERVED**

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1054
1055 **Sec. 35.1-103. - Permits for installation of public improvements and inspections.**

1056
1057 At the time of approval of the site plan, in order to proceed with the installation of any
1058 required public improvements, the owner or developer must have applied for and
1059 obtained all necessary and applicable permits.

1060
1061 (A) Infrastructure permit. An infrastructure permit will be issued by the director of public
1062 works for all proposed public improvements to be constructed outside of existing public
1063 rights-of-way, but within proposed public rights-of-way or easements. At the time of
1064 approval of the site plan, the owner and/or developer shall obtain such permit and shall
1065 pay all applicable fees for the cost of permitting and inspection of the public
1066 improvements. It shall be a violation of the city code to construct public improvements
1067 without possession of a valid infrastructure permit. Work within existing public rights-of-
1068 way shall be permitted through a right-of-way permit in accordance with section 34-41 of
1069 the city code.

1070
1071 (B) Permitting and inspection fees. Permitting and inspection fees shall be paid prior to
1072 the issuance of the infrastructure permit for the installation of public improvements,
1073 according to the following schedule:

- 1074
1075 (1) \$1.00 per linear foot of mainline sanitary sewer line, plus
1076
1077 (2) \$1.00 per linear foot of curb and gutter, and sidewalk plus
1078
1079 (3) \$1.00 per linear foot of storm sewer line.

1080
1081 (C) Term of permit.

1082
1083 (1) A permit issued under this chapter shall be valid for a period of one (1) year;
1084 provided however, such permit may be extended for an additional one (1) year
1085 period prior to the expiration of the original permit, by written approval of the
1086 director of public works, upon receipt of evidence of reasonable progress toward
1087 the completion of the public improvements and compliance with all conditions of
1088 approval. .

1089
1090 *(2) If the owner or developer fails to commence construction of the public*
1091 *improvements within one (1) year after the date of the permit issuance, and the*
1092 *permit is not extended as set forth in subsection (C)(1) hereinabove, then the*
1093 *infrastructure permit shall become null and void. A new infrastructure permit must*
1094 *be obtained, new permit fees must be paid for and new surety must be provided*
1095 *as set forth in this section in order to commence construction of the public*
1096 *improvements. However, if the infrastructure permit is extended as set forth in*
1097 *subsection (C)(1) hereinabove, no new fees or surety will be required.*
1098

1099 *(D) Revocation of permit. In the event that public improvements are not being installed in*
1100 *accordance with city standards, the director of public works shall give written notice of*
1101 *construction deficiencies (notice to comply) to the permittee by registered or certified*
1102 *mail to the address specified by the permittee in his permit application, or by delivery at*
1103 *the site of the public improvement activities to the agent or employee supervising such*
1104 *activities. If, after seven (7) days of the date of notice, the permittee has not corrected*
1105 *the deficiencies, the director of public works may revoke the infrastructure permit, and*
1106 *the permittee or person responsible for constructing the public improvements shall be*
1107 *deemed to be in violation of this section and, upon conviction, shall be subject to the*
1108 *penalties provided by paragraph (G) below.*

1109
1110 *(E) Stop work orders. Upon notification of a violation of this article which threatens life,*
1111 *limb or property, the director of public works may, in conjunction with or subsequent to a*
1112 *notice to comply, as specified in paragraph (D) above, issue an order requiring that all or*
1113 *part of the public improvement construction on the site be stopped until the specified*
1114 *corrective measures have been taken. The order shall be served in the same manner as*
1115 *the notice to comply, and shall remain in effect for seven (7) days from the date of*
1116 *service, pending the completion of the corrective action. Upon completion of the*
1117 *corrective action, the order shall immediately be lifted.*
1118

1119 *(F) Reinstatement of the permit. In the event that an infrastructure permit has been*
1120 *revoked, the owner or developer may seek reinstatement of the permit by correcting all*
1121 *identified deficiencies, and by paying a reinstatement fee of \$200.00.*
1122

1123 *(G) Penalties for violation. A violation of the conditions of this section shall be deemed a*
1124 *Class 1 misdemeanor and each day shall constitute a separate violation.*
1125

1126 **Sec. 35.1-104. - Inspections during installation.**
1127

1128 *Periodic inspections during the installation of the public improvements on a site shall be*
1129 *made by the city to ensure conformity with the approved site plan. The owner or*
1130 *developer shall notify the department of public works when each phase of the installation*
1131 *is completed and ready for inspection.*
1132

1133 **Sec. 35.1-105. - Acceptance of public improvements by city.**
1134

1135 *After the installation by the owner or developer of the public improvements in the*
1136 *development as required by this chapter, the owner or the developer shall notify the*
1137 *director of public works in writing to schedule an inspection thereof and shall also submit*
1138 *to the director of public works a certificate of completion of the public improvements as*

1139 required in section 35.1-106(C). Upon submission of the required certificate of
1140 completion as set forth in section 35.1-106(C), inspection and approval of the public
1141 improvements by the city, and performance of all requirements set forth in section 35.1-
1142 106, the city shall accept the public improvements and release the remainder of the
1143 performance bond either as set forth in the right-of-way permit or pursuant to section
1144 35.1-106, as applicable.

1145 **Sec. 35.1-106. - Construction and maintenance of public improvements; performance**
1146 **bond; release of performance bond.**

1147
1148 (A) Prior to the issuance of any building permit, the owner or developer shall execute
1149 and submit to the director of public works one of the following forms of surety in an
1150 amount equal to the estimated costs of any physical improvements required by this
1151 chapter and/or code of Virginia §15.2-2241.A.5 to be installed, which are not located
1152 in the existing right-of-way or not covered by a right-of-way permit, to be dedicated
1153 for public use, including, but not limited to any right of way located within the
1154 development or section thereof as follows:(i) certified check or cash escrow with the
1155 right of the city to draw upon such account in the event the owner fails to install and
1156 complete the required improvements; or (ii) a performance bond to be written by a
1157 bonding company licensed to conduct the business of surety in the state of Virginia
1158 with the right of the city to call on the bond in the event the owner fails to install and
1159 complete the required improvements; or (iii) an irrevocable letter of credit issued from
1160 a bank or savings institution licensed to do business in the state of Virginia and
1161 acceptable to the city evidencing the establishment of credit to the owner on which
1162 letter the city shall be authorized to draw drafts in the event the owner fails to install
1163 and complete the required improvements (the foregoing forms of surety shall be
1164 referred to as the "performance bond").

1165
1166 (B) The required surety as set forth in subsection A herein ("performance bond"), shall
1167 be approved by the city attorney. The costs of public improvements under subsection A
1168 herein shall be set by the director of public works for purposes of determining the
1169 amount of said check or cash escrow, bond or letter of credit.

1170
1171
1172 (C) Performance bonds established in accordance with the provisions of this section
1173 shall be released when the director of public works certifies that the requirements set
1174 forth therein have been met. On application by the owner or developer, portions of such
1175 bonds or other sureties may be released in proportion to the cost of the requirements
1176 certified by a duly licensed professional engineer or land surveyor as having been met;
1177 however, in no case shall the amount of surety be reduced to less than 10 % of the total
1178 construction costs of the public improvements. Periodic partial releases shall not occur
1179 before the completion of at least 30% of the public improvements covered by any surety.

1180
1181 (1) The director of public works shall not be required to execute more than three
1182 (3) periodic partial releases in any twelve month period. Within 30 days after
1183 receipt of written notice by the owner or developer of completion of part or all of
1184 the improvements or facilities required to be constructed, the director of public
1185 works shall notify the owner or developer of any nonreceipt of approval by an
1186 applicable state agency, or of any specified defects or deficiencies in
1187 construction and suggestive corrective measure.

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(2) "Written Notice" shall consist of a letter from the owner or developer to the director of public works requesting reduction or release of the surety along with a certificate of completion of such improvements or facilities from either a duly licensed professional engineer or land surveyor.

(3) If no action is taken by the director of public works within the thirty (30) day period, the request shall be deemed approved and a partial release granted to the owner or developer. No final release shall be granted until after expiration of such thirty (30) day period and there is an additional request in writing sent by certified mail to the city manager. The director of public works shall act within ten (10) working days of receipt of this request. If no action is taken, the request shall be deemed approved and final release granted to the owner or developer.

(D) Performance bonds established in accordance with the provisions of section 35.1-106(C) shall be completely released at the end of one (1) year from the date the public improvements have been installed and inspected; provided, however, that all improvements and requirements of this chapter shall have been installed or met and no defects have been found to exist. If defects found to exist at the end of the one (1) year period have not been corrected after proper notice, the director of public works shall estimate the cost of correction and such cost shall be deducted from the performance bond.

(F) No performance bond shall be released in full until as-built construction drawings for all public improvements, including, but not limited to street trees, landscape plantings, sanitary sewer and stormwater infrastructure (including tops of curbs and flow lines for rights-of-way) are submitted on an 11 inch by 17 inch approved durable tracing medium and an approved digital version by the owner or developer for review and approval by the director of public works. All detention, retention and impoundment best management practices ("BMP") shall require a certification of as-built conditions in accordance with the public works design and construction standards and chapter 33.1 of the city code prior to the release of the performance bond.

(G) No performance bond shall be released until the owner or developer executes and submits any required deed of dedication or easement with attached plats in a form acceptable to the city attorney accompanied by the required recordation fees payable to the clerk of the circuit court for the city of Hampton.