

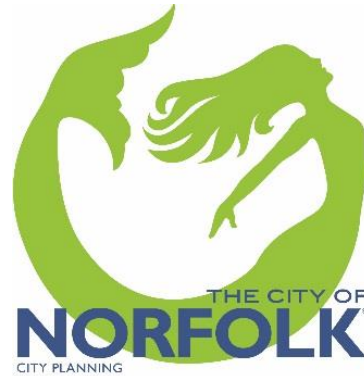
Where to apply

The Common Plan of Development process is handled through the Site Plan Review application, which is available at Planning Department offices or online at: <http://www.norfolk.gov/planning> >> Applications and Forms >> Planning Applications and Forms.



Additional Information

Questions regarding the Common Plan of Development process? Please contact the Norfolk Department of City Planning: **(757) 664-4752** or email at: planning@norfolk.gov and the Department of Public Works, Field Engineering Division: **(757) 823-4000**

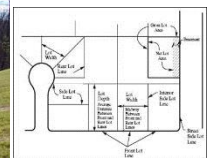


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COMMON PLAN OF DEVELOPMENT



COMMON PLAN OF DEVELOPMENT PROCESS

What is a Common Plan of Development?

A “Common Plan of Development or Sale” (CPD) is defined as “a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules,” per the *Norfolk Stormwater Design and Construction Manual* (Manual) and state stormwater regulations. This Manual was adopted by City Council in July 2014 and is included in the City Code.

When is a Common Plan of Development required?

The state regulations and Manual are intended to ensure that water quality and quantity are addressed during development/redevelopment. Below are examples of instances where, as the Virginia Stormwater Management Program (VSMP) Authority, the Department of City Planning may utilize the CPD when determining VSMP requirements:

- Commercial and/or industrial properties where a regional BMP was previously designed to cover maximum buildable areas within a contiguous area.
- Large-scale contiguous developed properties phased over multiple years.
- Multiple contiguous single-family infill lots that are developed in a previously subdivided area or

outlined in a previously approved master plan.

- Development of more than two (2) single-family dwellings.
- A subdivision that creates more than two (2) buildable lots.
- Zoning lots that can be divided to create more than two buildable lots.
- Single-family infill lots that may cause nuisance flooding to either adjacent or downstream private property or City right-of-way.

The CPD can be used to cover projects that otherwise may be exempted from Site Plan Review, subdivision ordinances, or other staff review to ensure compliance with state and City-administered stormwater quality and quantity requirements. For information regarding the Site Plan Review process, please refer to the Department of City Planning’s *Site Plan Review* brochure.

How do the CPD requirements affect my development project?

If your project meets the definition of a CPD as outlined by the Council-adopted Manual and state regulations, you will be required to obtain a VSMP permit for the total development site if the site is larger than 1 acre, including development of a stormwater management plan outlining how you intend to address water quality and quantity. If a VSMP permit is not required, a land disturbance will be required. Additional permits/approvals

required are Erosion and Sediment Control approval and a Construction General Permit.

What can I do to meet stormwater requirements?

Within the Manual you will find recommendations for installation of green space and infrastructure in addition to engineered solutions. These solutions may include rain barrels, rain gardens, and similar best management practices.

How long does the process take?

The initial Site Plan Review period typically takes between **20 to 25 business days**. The time will vary based on the complexity of the project and the timeliness of resubmittals.

Are there any fees associated with this process?

Half of the total fees will be due at the time that a stormwater management plan is submitted to the City. Fees are calculated at time of approval, however typically they are as follows:

- Land disturbance < 1 acre = **\$290**
- Administrative fee for land disturbance between 2,500 sq. ft. and 1 acre = **\$81** (goes to Virginia DEQ on a routine basis)
- Permit modification = **\$50**
- Permit maintenance = **\$50**