

Pre-application Meeting
(1st & 3rd Wednesdays of the month)

The objective of the Pre-application Meeting is to give an applicant enough feedback about their project at the meeting, that it will hopefully only take one or two rounds of review to approve a project's site plan once it is formally submitted. Upon formal submission after the pre-application meeting, if all required materials are present, the project will receive **Priority Status** (15 business day review period instead of 60 calendar day review period).

Requirements for Pre-application Meeting:

- ❖ **Seven (7) copies of 70-80% engineered plans** which include drainage, sanitary sewer and traffic design.
INCOMPLETE / INSUFFICIENT PLANS WILL NOT BE ACCEPTED
- ❖ Brief narrative about the project.
- ❖ Plans and narrative submitted to Development Services by the *Deadline for Submission Date*. (See Pre-Application Schedule). Call the Administrative Technician (757) 890-3531 for meeting times.
- ❖ The developer or their agents must attend the Pre-Application Meeting.

Note: The pre-application review conference should not be confused with informal pre-submission meetings that are often held between developers, consultants, and County staff to discuss the “developability” of a specific property before purchase or before a refined conceptual plan is developed. These meetings are available upon request and are considered beneficial to the development process.

PRE-APPLICATION MEETING AGENDA

General Meeting Outline
(1 Hour Meeting)

5 Minutes	Introductions
5 Minutes	Brief description of the proposed development/project by the <i>developer/consultant</i>
10 Minutes	Fire and Life Safety Department review
10 Minutes	Drainage review
10 Minutes	Utilities review
10 Minutes	Virginia Department of Transportation review
10 Minutes	Development Services review

Required for Formal Submission after Pre-application Meeting:

- ❖ Development Application and Fee.
- ❖ 13 folded copies (no larger than 24” x 36”) of **revised** site plan based on meeting comments.
- ❖ Pre-Application Meeting Certification Form (given at the meeting) with the developer/consultant’s signature.
- ❖ Submission documents checked off on the Pre-Application Meeting Certification Form. *(Please see Development Application for number of copies)*

Minimum Design Elements for Pre-Application Meeting Plans

Drainage Review

1. Identify all Overlay Districts, as defined in Article 3, Division 7 of the Zoning Ordinance, occurring on the site. Overlay districts of particular concern to the drainage review include:
 - (a) Areas of tidal and nontidal Wetlands as identified by the current U. S. Department of Interior, Fish and Wildlife Service, National Wetlands Inventory Maps and VIMS York County and Town of Poquoson Tidal Marsh Inventory.
 - (b) Areas designated by the county as Chesapeake Bay Preservation areas (both RMA and RPA)
 - (c) Areas designated as being within the 100-year Floodplain by the Flood Insurance Study and as delineated on the Flood Insurance Rate Map (FIRM) dated December 16, 1988, or as subsequently may be amended as Zone A, Zone AE, or Zone VE.
 - (d) Areas designated on the Watershed Management and Protection (WMP) area overlay district map, dated May 15, 1991.
 - (e) Areas with an elevation of less than four feet above mean sea level
 - (f) Areas with slopes in excess of 20%

It would be preferred that the overlay district areas be identified on the plans and that the impact, permitted uses, and special requirements of such areas, as they affect the plan in question, be given some consideration. At a minimum, the developer must have investigated the site well enough to establish which overlay districts, if any are present on the site.

2. A Stormwater Management Plan in accordance with Section 23.3-12 of the County Code including two drainage maps, one showing existing topography and existing drainage conditions; the second, A Drainage plan drawn over a topographic map of the area showing the proposed drainage system and stormwater management facilities is necessary. Proposed changes to topography must be shown on the map. It should show all existing drainage and stormwater management facilities along with the size, location, and configuration of the proposed items. Particular attention must be given to the proposed outfall area(s) and the adequacy of the downstream channels and pipes. The plan must account for offsite drainage entering the property.
3. Drainage calculations supported with drainage area maps showing the pre and post development conditions and the route of the travel used to determine the time of concentration.
4. Water Quality needs to be addressed. Grandfathered Projects: If it is a new site, than pollutant removal to 16% watershed must be shown. If it is a redeveloped site (existing over 16%) than a 10% reduction (using Worksheet # 3 from the Virginia Stormwater Management Handbook) must be shown. If meeting the current stormwater regulations, then the DEQ Runoff Reduction Spreadsheets will need to be submitted.
5. An Erosion and Sediment Control plan in accordance with the requirements of the Virginia Erosion and Sediment Control Handbook will be required for projects that disturb greater than 2,500 square feet. For the pre-application meeting, it is necessary that the expected limits of clearing be defined and that the area (in acres) of the proposed land disturbance be determined or at least estimated. The erosion and sediment control measures that are expected to be used for the project should either be shown on a plan or at least be identified and discussed in narrative form. Large structural measures, such as sediment basins, and more complex items, such as work in live streams, should also be included in the plan or narrative submitted for the pre-application meeting.

Minimum Design Elements for Pre-Application Meeting Plans ***Utility Review***

Sanitary Sewer Design

- Existing Sanitary Sewer Connection Point
- Horizontal Alignment of Main Line w/ Proposed Pipe Diameter & Slopes
- Manhole/ Vacuum Vault Locations w/ Rim and Invert Information
- Lateral Locations
- Location of Stations/ Grinder Pump - if applicable
- Location of Force Main - if applicable

Public Water Design

- Existing Public Water Connection Point
- Location of Nearest Existing Fire Hydrant
- Proposed Fire Hydrant Locations - if applicable
- Horizontal Alignment of Water Main w/ Proposed Pipe Diameter
- Water Meter and Service Line Locations

Private Sewer & Private Water (If Applicable)

- Show Private Well Location w/ Well Lot
- Show Location of “On-site” Disposal System

Minimum Design Elements for Pre-Application Meeting Plans ***Virginia Department of Transportation***

1. Narrative describing the existing site conditions and the proposed project.
2. Location of the project including the nearest intersections.
3. The square footage of proposed and existing buildings including usage in order to determine the appropriate ITE code(s). In some cases, seating capacity or number of rooms would be needed.
4. Time schedule for any proposed phasing of a large project.
5. The developer/owner should attend the meetings with his engineering consultant in order to avoid any potential confusion about comments from reviewers.

Minimum Design Elements for Pre-Application Meeting Plans (Only if Applicable)

Newport News Waterworks Review

WATERWORKS

CITY OF NEWPORT NEWS, DEPARTMENT OF PUBLIC UTILITIES
ENTERPRISE DIVISION
700 TOWN CENTER DRIVE, SUITE 400

SYSTEM EXTENSION SERVICES

NEWPORT NEWS, VIRGINIA 23606
(757) 926-1081
(757) 926-1167 FAX

Contingent upon the requirements of the site, Newport News Waterworks standards and procedures will be applied. Our standard procedure includes a **separate review of your site plan** with your information on water flow requirements. From this review, it will be determined if your development will require an individual meter agreement or a water extension agreement with fire protection. Each project requires input and approval from County of York's – Fire & Life Safety Department. If the specific requirements are not identified in your project's approval letter, please provide the York County's Fire & Life Safety Department comments with the submittal of your project plans.

In addition to the water distribution system expansion cost (at the expense of the developer), please note that a System Development Charge (SDC) will be charged for all new water meters installed. This SDC is based on meter sizes.

Project and meter applications should be made to the address above. You may contact Newport News Waterworks, Engineering Division if you have additional questions on the submittal process or a specific project.