



Division of Chesapeake Bay Local Assistance
SITE PLAN SUBMISSION GUIDELINES

The following list includes items that are typically submitted for a review to determine consistency with the Chesapeake Bay Preservation Act and Regulations:

GENERAL INFORMATION - for all plans submitted for review.

- A. General location description (e.g. road number) and name of project. A small location (vicinity) map or name of USGS quadrangle is useful.
- B. Site boundaries, north arrow, scale, existing and proposed zoning.
- C. Location of all building restriction lines, setbacks, easements, covenant restrictions, and rights-of-way on and adjacent to the site including off-site roads.
- D. The location of all RPA features, including the 100-foot RPA buffer, and the extent of the RMA.
- E. The location of all wooded areas before development and the proposed construction footprint (limits of clearing).
- F. Existing and proposed topography, 2 foot contours preferred, and general soils information.
- G. Computations of total site area in acres, the amount and percent of the site to be cleared for the project, and the amount and percent to be covered by impervious surface after development. For redevelopment projects, also include the amount and extent of existing impervious surfaces.
- H. A description of the proposed project including a description of the proposed use or uses, location (to scale on site plans) of proposed and existing structures including marine and temporary structures, and adjacent land uses.
- I. Location of all driveways, parking areas and other impervious surfaces with indication of the type of surface material.
- J. Specifications for the preservation of existing vegetation, re-establishment of denuded areas, and supplemental planting.
- K. Location, description, and details of all erosion and sediment control devices.
- L. Location and description of all existing and proposed on-site sewage disposal systems including reserve sites, and all existing and proposed wells.

- M. Copies of all permits from all applicable agencies necessary to develop the project, especially wetland permits.

STORMWATER MANAGEMENT INFORMATION

NOTE: This information should be submitted in addition to the general information if stormwater management is necessary. BMP siting and design should follow the Minimum Standards requirements outlined in the *Virginia Stormwater Management Handbook*, First Edition, 1999.

- A. Stormwater management calculations (Appendix 5D of the *Virginia Stormwater Management Handbook*, First Edition, 1999, or equivalent methodology).
- B. A brief explanation of the selected Best Management Practices (structural and nonstructural) and the basis for their selection.
- C. Location and design of planned stormwater control devices. In addition,
1. For structures involving embankments:
 - a. A typical cross-section through the embankment showing any necessary core, and all design elevations including any freeboard allowances;
 - b. The composition of core material;
 - c. Latitudinal and longitudinal cross-sections of any outlet structure.
 2. For infiltration facilities:
 - a. Typical cross-sections;
 - b. Composition of trench materials;
 - c. Soil data supporting trench viability.
- D. For detention and retention facilities, hydrologic calculations including:
1. Rainfall intensities or characteristics;
 2. Existing and proposed drainage areas mapped (in acres), including on- and offsite areas;
 3. Runoff coefficients or runoff curve numbers, with the land area associated with each coefficient;
 4. Times of concentration. Any overland flow over 200 feet used in computations must be documented on a map, with supporting calculations for pre- and post-development peak flows for both the 2- and 10-year storms;

5. Storm routings with full hydrographs for all design storm events (normally the 2- and 10-year storms).
- E. Hydraulic Calculations including:
1. For any pipe or culvert structure:
 - a. Inlet and outlet elevations;
 - b. Length and diameter or height;
 - c. Manning's Roughness Coefficient;
 - d. Verification of inlet/outlet control conditions.
 2. For any stream or channel analysis:
 - a. Channel bottom profile and 100' cross-sections to scale;
 - b. Manning's Roughness Coefficient determination for each different channel reach.
 - c. depth of flow (2- and 10-year storms)
 - d. velocity of flow (2- and 10-year storms)

WATER QUALITY IMPACT ASSESSMENT INFORMATION

NOTE: This information should be submitted in addition to the general information and stormwater management, as necessary.

- A. Location and nature of the proposed encroachment into the buffer area, including justification for such encroachment.
- B. Hydrogeology (for major impacts only):
1. Disruptions or reductions in the supply of water to wetlands, streams, lakes, rivers or other water bodies;
 2. Disruptions to existing hydrology including wetland and stream circulation patterns;
 3. Location of dredge material and location of dumping area for such material;
 4. Description of proposed mitigation measures for identified hydrogeological impacts.
- C. Landscaping:
1. Location and description of all groups of trees and other vegetated areas;

2. Clear delineation of all significant plant material to be removed;
 3. Proposed mitigation measures for land disturbance and revegetation plans to restore the function of the fully vegetated 100-foot RPA buffer.
- D. Identification of existing characteristics and conditions of RPA and RMA features.
- E. Identification of the natural processes and ecological relationships inherent in the site, and an assessment of the impact of the proposed use and development of land on these processes and relationships.

Development plans, related technical materials, and any questions concerning the review process or submittal requirements should be directed to:

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