

## Development Review and Approval Process

### Subdivision Plat (including boundary line adjustments, consolidations, and easement plats)

#### How to Submit

- Complete application in [online portal](#).

#### Submittal Requirements

- Review the [subdivision requirements and process](#) found in the City's Ordinance.
- Digital copy only for review.
- Once all comments are addressed, provide four (4) hard copies with notarized signatures for City approval.

#### Process and Turnaround Times for Reviews

- The Planning Department takes in applications.
- Review comments are then sent to the applicant from the Planning Department. Applicant is then to address the comments and resubmit to the City.
- Review times
  - One month for the initial review.
  - Two weeks for the second review.
  - One week for the third review.
- Approvability letter sent once all comments are addressed.

#### Reviewer(s)

- Planning Staff (Development Review Team and third party review as necessary)

\* [Preliminary Plat](#) is required for subdivisions of more than fifty (50) lots. Site plan is required for major subdivisions requiring new streets, utilities, or public improvements.

#### Fees

- \$25.00 plus \$2.00 per lot, exclusive of original

### Site Plan or Subdivision Plan

#### How to Submit

- Complete application in [online portal](#).

#### Submittal Requirements

- Review the [site plan review requirements and process](#) found in the City's Ordinance.
- Optional (recommended) – Meeting with the Development Review Team to ask questions and receive initial thoughts, concerns, and comments on the project before a formal submittal.
- Required – Completed application, application fee, digital copy of plans, and one (1) hard copy of plans.

- Once all comments are addressed, approval letter is sent. One (1) hard copy of the approved plan is submitted to Planning and Community Development to be signed and kept on file. The applicant may submit as many additional hard copies as desired to be signed and returned, including any sets required to be posted on site or used during land disturbance permitting.

#### Process and Turnaround Times for Reviews

- Review Times\*
  - Four (4) weeks for the first review.
  - Three (3) weeks for the second review.
  - Two (2) weeks for the third review.
- All submittals and resubmittals should be completed in [online portal](#).
- Approval letter and comment letters will be provided to the applicant from Planning and Community Development.

\* Once plans are reviewed two (2) times, a \$250.00 resubmittal fee must be provided.

#### Reviewer(s)

- Neighborhood Services – Reviews application and plans for code compliance.
  - Baldev Krishan at [bkrishan@petersburg-va.org](mailto:bkrishan@petersburg-va.org)
- Planning - Reviews plot plan for setbacks, easements, and zoning compliance.
  - Jared Crews at [jcrews@petersburg-va.org](mailto:jcrews@petersburg-va.org)
- Utilities – Reviews plot plan and application for water line and sanitary sewer availability, and encroachments into water and sewer easements looking at City Codes §114-66, 114-68, 114-201 and 114-204 focused on utility requirements.
  - Peter Eggers at [peppers@petersburg-va.org](mailto:peppers@petersburg-va.org)
- Stormwater Management – Reviews site plan for erosion control, drainage, water quality/quantity and Chesapeake Bay Act, floodplain management, and other environmental features including wetlands.
  - Darryl Walker at [dwalker@petersburg-va.org](mailto:dwalker@petersburg-va.org)
- Fire Marshal – Reviews for required fire suppression and detection systems Fire Department accessibility Ex. fire lanes and fire apparatus roads, fire department connections and their location and fire hydrant location and distancing to ensure compliance with all applicable fire codes.
  - Lemar Johnson [ljohnson@petersburg-va.org](mailto:ljohnson@petersburg-va.org) ; Rufus Atkins [ratkins@petersburg-va.org](mailto:ratkins@petersburg-va.org)
- Budget Management – Reviews application for proffer payments (when applicable)
  - Billing and Collections at [citycollector@petersburg-va.org](mailto:citycollector@petersburg-va.org)
- Engineering Division - Reviews site plan for all items within street right-of-way; traffic related items; items outside the street right-of-way such as utilities, drainage structures, curbing, sidewalks, etc.
  - Brian Copple [bcopple@petersburg-va.org](mailto:bcopple@petersburg-va.org) and Bill Riggelman at [bill@petersburg-va.org](mailto:bill@petersburg-va.org)
- Police Department – Reviews site plan for safety and service response concerns.
  - Larry Mann at [lmann@petersburg-va.org](mailto:lmann@petersburg-va.org)

## Fees and Securities

- A Performance Security Bond, as required, for construction by the Engineering Division and/or landscaping bond as required by Planning and Community Development.
- \$800.00 + \$50.00 per acre disturbed after first acre (Cashier's Check; Check; Money Order)

## Land Disturbance Permit

### How to Submit

Coordinate with the Stormwater Program Manager for a preapplication meeting via email to Darryl Walker at [dwalker@petersburg-va.org](mailto:dwalker@petersburg-va.org).

Once the meeting is completed, submit the land disturbance application to Darryl Walker at [dwalker@petersburg-va.org](mailto:dwalker@petersburg-va.org) following [these guidelines](#).

### Submittal Requirements

All plans and plan sheets must be folded to 8.5" x 14" when submitted to allow filing. You may submit materials in 3-ring binders designed to hold 8.5" x 11" pages.

- For a single-family house project, one (1) copy of an "Agreement In Lieu of a Plan."
- For other projects, six (6) copies of a site plan, including an erosion and sediment control plan; two (2) copies of the required stormwater management calculations; and one original, signed and notarized copy of the land disturbance application; and, in addition, one (1) set of documents to be returned to the applicants with an approval stamp.

More requirements can be found [here](#).

### Process and Turnaround Times for Reviews

- Once a complete application is received, reviews are generally completed within two (2) weeks.

### Reviewer(s)

Darryl Walker at [dwalker@petersburg-va.org](mailto:dwalker@petersburg-va.org)

### Fees and Bonds

- No fee for single-family residential projects with less than 10,000 square feet of disturbed land, not located in a subdivision. (Building Permit approval constitutes a Land Disturbance Permit);
- For all other projects: \$250.00, plus \$50.00 for every acre or part thereof more than one acre.
- No fee for Enterprise Zone projects.
- Submit to the City of Petersburg a performance bond, cash escrow, or an irrevocable letter of credit as surety for the erosion control measures as determined by the engineer. Applicants are required to estimate these costs, however, the City of Petersburg is not required to accept the applicant's costs estimates if these do not correspond to the standards contained in the current edition of the Virginia Erosion and Sediment Control Handbook.

## Building Permit

### How to Submit

- Permits are submitted via email to Renee' Hawkins at [rhawkins@petersburg-va.org](mailto:rhawkins@petersburg-va.org). Applications can be found [here](#).

### Submittal Requirements

- Can be found [here](#).

### Process and Turnaround Times for Reviews

- Reviews are completed in two (2) weeks.
- New construction requires engineered plans.

### Reviewer(s)

The following reviewers are engaged, as needed:

- Planning and Community Development, Maxwell Gorman at [mgorman@petersburg-va.org](mailto:mgorman@petersburg-va.org)
- Building Inspections – John Hines at [jhines@petersburg-va.org](mailto:jhines@petersburg-va.org)
- Utilities – Peter Eggers at [peggers@petersburg-va.org](mailto:peggers@petersburg-va.org)
- Stormwater Management – Darryl Walker at [dwalker@petersburg-va.org](mailto:dwalker@petersburg-va.org)
- Fire Marshal (commercial projects) – Jim Reid at [jreid@petersburg-va.org](mailto:jreid@petersburg-va.org)
- Engineering Division - Bill Riggleman at [bill@petersburg-va.org](mailto:bill@petersburg-va.org) or Brian Copple at [bcopple@petersburg-va.org](mailto:bcopple@petersburg-va.org)

### Fees

- Can be found [here](#).

### Issuing a Certificate of Occupancy

A Certificate of Occupancy is issued following a final building inspection (if required). Final building inspections are conducted by Neighborhood Services and the Fire Marshal, as needed. The certificate of occupancy will then be routed to the Zoning Administrator for signature to ensure compliance with zoning before issuance by Neighborhood Services by Renee' Hawkins at [rhawkins@petersburg-va.org](mailto:rhawkins@petersburg-va.org).