



801 Crawford Street, Portsmouth, Virginia 23704

Certificate of Compliance (D2 District) Application Form

www.portsmouthva.gov/planning/

- Notes:**
1. A pre-application conference is not required for a Certificate of Compliance but applicants are strongly encouraged to meet with staff to discuss the proposed project prior to submitting an application.
 2. Depending on the proposed activity, the review and decision on an application is undertaken by staff) any development within a historic or D2 Uptown district is required to have a certificate of compliance before any other applications can be filed.
 3. Public notification requirements may include the on-site posting of the meeting date, time, and location for public review. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Development Application Form authorizes the places of such notice on your property and allows members of the Downtown Design Commission and/or staff to enter the property to view the exterior of any buildings or structure on the site.

1. General Project Information

Project Address:			
Tax Parcel Identification Number:			
Were the Form Based Guidelines consulted for this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
If yes, how did you obtain the guidelines?	<input type="checkbox"/> Online	<input type="checkbox"/> Library	<input type="checkbox"/> Planning Department <input type="checkbox"/> Civic League
Chapter(s) of Form Based Guidelines consulted:			
<input type="checkbox"/> Regulating Plan	Section(s):		
<input type="checkbox"/> Building Envelope Standards	Section(s):		
<input type="checkbox"/> Urban Space Standards	Section(s):		
<input type="checkbox"/> Architectural Standards	Section(s):		
<input type="checkbox"/> Building Function	Section(s):		

2. Written Description of Use and Exterior Work

A) Please provide a written description of the proposed use:

B) What type of work are you proposing – please check all that apply:

Changes to an Existing Structure/Site New Construction Addition(s) Demolition

C) Describe in your own words, all exterior work, building and site, that can be seen from a public right-of-way. Be sure to indicate all exterior materials and colors. You may use additional sheets and attached manufacturer's information sheets where appropriate.

Project Address:

Tax Parcel Identification Number:

3. Submittal Requirement Checklist

(Submittals should include 3 copies of listed items, unless otherwise stated.)

A. General Information for all COA Applications

- Master Development Application Form
- Certificate of Compliance (D2) Application Form
- Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
- Form Based Code guidelines chapter and section, where applicable
- 4" x 6" color photographs of the site showing all public views of site, areas where work will be done, and surrounding properties
- A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed
- Any additional information determined to be necessary by the Planning Department

B. Submittal Requirements for Buildings

- Scaled drawings showing physical survey including property, all site conditions, and adjacent structures (elevation drawings only required for building facades subject to modification)
- Historic evidence (such as old photos) to justify any restoration of missing elements where applicable

C. Submittal Requirements for Sites

- Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested)

D. Submittal Requirements for Signs

- Site drawing showing sign location
- Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials
- All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed)

E. Submittal Requirements for New Construction and Additions

- Scaled drawing showing physical survey including property, adjacent structures and location of property boundaries, buildings, site lighting, parking, walkways, mechanical/utility equipment, accessory structures, fencing, and plantings
- Elevations of proposed structure and the historic building including texture, relative grade and elevations related to floor level (including drawings of architectural details)
- Floor plans of affected exterior walls on the historic building
- A description of how the new structure maintains compatibility with the existing structure in cases where new construction is proposed

F. Fenestration Requirements

- A statement describing the square footage of the exterior wall
- A statement describing the square footage of the total area of windows in that exterior wall
- Scaled drawing showing location and sizes of windows and doors

G. Modifications to Existing Buildings

- A statement describing the square foot area of the existing building and the proposed addition
- A statement describing the dollar value of the existing building and the proposed addition
- Scaled drawing showing location and sizes of windows and doors



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Master Development Application Form

www.portsmouthva.gov/planning/

- Notes:**
1. All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
 2. No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
 3. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth.
 4. A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

1. General Project Information

Project Address:	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

2. Proposed Activity – Please check all that apply

(PC) = A preapplication conference must be completed prior to submission of the Master Development Application Form.

Proposed Use:	
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Check all permits or reviews that apply:

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit (PC)	<input type="checkbox"/> Variance Permit (PC)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Zoning Map Amendment (PC)
<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Type II Development Plan (PC)	<input type="checkbox"/> Major Subdivision (PC)
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	
<input type="checkbox"/> Appeals	<input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance	

3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:	
Mailing Address:	
Phone No.:	Fax No.:
Email:	

4. Property Owner Information (if different from the primary point of contact)
The property owner must sign a property owner consent box (See item number 5 on the following page.).

Property Owner Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

5. Property Owner(s) Consent

Project Address:			
Tax Parcel Identification Number:			

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

Property Owner or Authorized Signature:	Date Signed:
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If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

Name of Person Authorized to Sign:			
Title of Person Authorized to Sign:			
Mailing Address:			
Phone No.:			

6. Applicant's Signature

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

Applicant's Signature:	Date Signed:
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OFFICE USE ONLY	Project Number (Tidemark):
Received By:	Received Date:
Accepted as Complete By:	Accepted Date: