



City of Hampton

Residential Lot Development Permit Checklist Community Development Department

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This checklist is only applicable for residential development, when you are building on each individual residential lot in a platted subdivision development, OR on lot(s) outside of platted subdivision.

To obtain a Development permit for a single lot in a platted residential development or outside of a platted subdivision, the applicant must provide a proposed site plan that contains and illustrates the following information:

Land Disturbance Permit Filing:

1. Submit (3) copies of the individual lot development plan on minimum eleven (11) by seventeen (17) inch paper.

Required Information:

1. Refer to Appendix A of the City zoning codes for requirements for each type of zoning districts and allowed uses
2. Names, addresses, telephone numbers and emails of subdivider/developer, engineer, landscape architect, surveyor and project manager as applicable
3. Design professional seal and signature (registered with the state of Georgia)
4. Graphic scale, north arrow (which shall be identified as magnetic, true or grid north).
5. Vicinity and location map
6. Date and revision schedule
7. Builder, Owner and Emergency contact information
8. Building address, lot number, subdivision name, and/or parcel number as applicable
9. Property boundaries of the subject lot with bearings and dimensions
10. A floodplain statement (i.e.: the property (is/is not) in a special flood hazard area with the applicable flood panel number). simply go to <https://msc.fema.gov/portal/home> to check flood status
11. If there is a special flood hazard zone, the site plan must clearly show the limit of the floodplain area, floodway area, the base flood elevation (to the tenth of a decimal) and the Minimum Finished Floor Elevation (MFFE) of the for basement, garage and main floor. NB: the MFFE differs from the FFE in the fact that the MFFE is the minimum required elevation; the elevation after construction and shown on the as-built drawings shall not be lower than the MFFE
12. A wetland statement, to specify whether or not there is a wetland on the property
13. Show wetland area and 25' buffer around wetland, if applicable
14. Limit of disturbance and disturbed acre(s)
15. Existing and proposed topography/contours/grading
16. Location and width of all public right-of-way and easements
17. Show location and width of existing sidewalks and landscape strip

18. If there is no existing sidewalk, for any new house or addition/improvement resulting in an increase of the gross floor area by 25% or more; plan must show location and width of proposed sidewalk and landscape strip
19. Show existing on-site utilities and infrastructure including but not limited to electric, waterline(s), water meter, sewer, gas, cable, etc.
20. Locate and provide route of site utilities and infrastructure improvements on-site and off-site necessary to serve residential structure; which may require engineering plan and profile drawings. Engineering design shall be performed by a professional engineer. The applicant is responsible to locate existing utilities and provide necessary plans and details for all required utilities and infrastructure.
21. Required 50' stream buffer with additional 25' impervious buffer, 25' wetland buffer, landscape buffer, zoning buffer, conditions of zoning buffer, etc. Land disturbance within the City's 50 ft stream buffer, must apply for a stream buffer variance from the City, sec. 69-167; or if land disturbance occurs within the 25 ft state waters buffer (O.C.G.A. 12-7-6), applicants must apply for a stream buffer variance with EPD
22. State whether or not a project lays within the Towliga Watershed district. Site plan shall contain a certification issued by a registered land surveyor or engineer verifying the location of the site as being located in the Towliga watershed district, either within the water quality critical area, the limited development area or outside of both. If located within, provide requirements per Hampton Code of Ordinances Appendix A. Article 8. Sec. 8-3.
23. All tree preserved areas and tree protection fence location
24. Proposed placement of septic system including drain field with distances from the building
25. Proposed location AND details of all erosion control devices (silt fence, construction pad, storm outlet protection, temporary and permanent vegetation, etc.) using uniform coding symbols and details from the Manual for erosion and Sediment Control in Georgia.
26. Setbacks lines
27. Building size in square feet
28. Location of the building on the lot with distances from property lines; clearly specify/show the garage. Detached Garage is considered an accessory structure and must be at least 12 ft from the main building; and is only allowed in the rear or side yard and within the required setbacks. Detached garage/any accessory structure required a separate building permit application.
29. The site plan must show a porch or stoop (except for multifamily building with more than 8 units). Porch must be at least 8 feet in depth, stoops must be at least 10 square feet in area, covered porches (enclosed or not) and stoops shall be considered as a part of the building and shall not project into the required front, side, or rear yard setbacks.
30. Finished Floor Elevation (FFE) for basement, garage and main floor.
31. Driveway location, width and slope (Sec. 3-20 of the City Zoning codes)
32. Location of proposed walls with wall height (top of wall and bottom of wall elevations)
33. For lots in a subdivision developed after august 14, 2018: the proposed impervious cover shall not exceed 25% of the total lot area or the estimated impervious limit specified on the recorded plat if applicable.
34. A minimum of 12% of the total developed area must be landscaped and planted with approved grass or ground cover (not applicable to single-family lot not part of a subdivision, or single-family lot under conditional use or in the DT-MU District north of Rosenwald Dr)
35. Show location of proposed trees, type of trees and quantity. Within the front and side yard setback, a minimum of one tree for every 25 linear feet of public street frontage or major portion thereof shall be required, with no less than 50% of said tree being shade trees (not applicable when front setback

is less than 15', a single-family lot not part of a subdivision, or single-family lot under conditional use or in the DT-MU District north of Rosenwald Dr)

36. A minimum of 80% of the total pervious area on a lot must be planted with approved grass or approved ground cover – Refer to Sec.3.17 (N) & (O) for the list of approved grass and ground cover. (not applicable to single-family lot not part of a subdivision, or single-family lot under conditional use or in the DT-MU District north of Rosenwald Dr)
37. Location of temporary dumpster and portable toilets to be used during construction.
38. Location of all other existing structures on site
39. Tree protection requirements (refer to Sec. 3-18 of the City Zoning Codes tree protection and planting requirements)

Required notes on plans:

- The installation of erosion and sedimentation control measures and practices shall occur prior to or concurrent with land-disturbing activities.
- Erosion and sedimentation control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion and sediment control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.
- Additional erosion controls shall be installed as deemed necessary by the on-site inspector.
- All tree protection fencing shall be installed at the critical root zone prior to commencement of any site work; including clearing and grubbing.
- No person engaged in the construction of any structure(s) or improvement(s) shall encroach on a designated tree protection/critical root zone area with any machinery or the storage of any materials.
- Box check surveys for foundation and/or footing forms shall be submitted for approval by the City of Hampton Building Department prior to the pour of concrete.
- Construction dumpsters and/or temporary restroom facilities shall be placed outside of public right-of-way, streets, tree protection area, buffers, and proposed utility transformer and water meter sites.
- The City of Hampton Building Department requires that each meter box be installed at finish grade, including customer cut and connections. The area shall be maintained and free of debris including materials, refuse, soil, etc. Please email the City of Hampton Building Permit Coordinator Wanda Byrd (wbyrd@hamptonva.gov) to request a water meter installation. Please DO NOT submit a request for a water meter until these measures are in place.

Additionally, for any land disturbance area of 1 acre or more, OR less than 1 acre but part of a common development OR within 200 ft of a state water/stream; you must:

1. Embed in the plan set the completed applicable GAR erosion and Sediment Control Plan Checklist with all its applicable items shown/provided. The checklist must be updated for the year in which the permit is to be issued. If it applies, also embed the completed Appendix One Checklist indicating the selected items.