

**BOARD OF SUPERVISORS  
COUNTY OF NEW KENT  
VIRGINIA**

**R-09-15**

At the regular meeting of the Board of Supervisors of the County of New Kent in the Boardroom of the Administration Building in New Kent, Virginia, on the 9<sup>th</sup> day of March, 2015:

<u>Present:</u>	<u>Vote:</u>
Thomas W. Evelyn	Aye
James H. Burrell	Aye
Ron Stiers	Aye
W.R. Davis, Jr.	Aye
C. Thomas Tiller, Jr.	Aye

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Motion was made by Mr. Burrell, which carried 5:0, to adopt the following resolution:

**A RESOLUTION TO ADOPT THE NEW KENT COUNTY EXPEDITED REVIEW  
GUIDELINES FOR NON-RESIDENTIAL ECONOMIC DEVELOPMENT PROJECTS**

WHEREAS, the New Kent County Board of Supervisors has targeted specific areas of the County for economic development through the extension or planned extension of public utilities; and

WHEREAS, the New Kent County Board of Supervisors recognizes the need for a fast-track site plan review process to incentivize and entice businesses to locate within the County; and

WHEREAS, the New Kent County Board of Supervisors has determined that an economic development project shall meet the minimum threshold of at least \$1.5 Million in total investment for a project to qualify for the expedited review process;

NOW THEREFORE, BE IT RESOLVED by the New Kent County Board of Supervisors this 9<sup>th</sup> day of March, 2015 that the proposed expedited review guidelines for non-residential economic development projects be approved as follows, with the understanding that minor changes may be made to the guidelines by staff as needed to address any changes.

**New Kent County Expedited Review Guidelines for  
Non-Residential Economic Development Projects**

**General:** Expedited review projects receive a higher priority in work flow of staff than other non-expedited review projects, including resubmission of plans.

- Expedited review projects are assigned project coordinators who will work across division and department lines to coordinate and pro-actively facilitate rapid New Kent actions. There will be 2 project coordinators, one from the Planning Division within the Community

Development Department and one from the Building Development Department. The project coordinators will be in constant contact and will work as a “team”, with each project coordinator taking the lead on issues pertinent to their specific area of review.

- Expedited review projects can be reviewed and allowed to proceed in some more flexible phases than non-expedited projects such as an early land disturbing permit and an early footing and foundation permit.
- Expedited review projects are not:
  - Exempt from any codes or ordinances
  - Exempt from adequate, professional New Kent County staff review
  - Exempt from the need of good professional plan preparation by the project designer
- Maximum turn around time for County staff review comments is 14 calendar days. The project coordinator from the Planning Division will forward any comments received to the applicant on the same day in which they were received, or the next day thereafter.
- The County will be responsible for ensuring that appropriate third party agencies are available to review components of the site plan and /or building plan in which additional technical expertise is required. Comments generated by any third party reviewers will still be held to the 14 calendar day review period.
- Maximum turn around time for revising the site plan and resubmitting to the County is 14 calendar days.
- Site plans, subdivision plats (if applicable) and building plans may be reviewed concurrently.

#### **Phasing Plan and Permit Issuance Guidelines:**

- Preliminary approval - Reviewing agencies may recommend preliminary approval of a preliminary site plan once they believe all remaining issues on the submitted plan are minor and can be worked out with the applicant prior to final site plan approval.
- Land disturbance – To obtain a land disturbing permit, preliminary site plan approval and an approved erosion and sediment control plan, plus any other necessary local or state stormwater permits are required. This includes the submission and approval of all necessary paperwork, bonds, performance agreement, land disturbing permit application, letter of credit, etc. that are required for a land disturbing permit. A pre-construction meeting shall be held prior to any land disturbing activities.
- Footing and foundation permit – At the discretion of the Director of Community Development, a request can be made to the County Building Official to issue a footing and foundation permit prior to final site plan approval. Final site plan approval is required before any above grade permits will be issued.
- Final site plan approval – The final site plan will receive approval after all outstanding comments have been addressed by the applicant.

#### **Building/Architectural Plans:**

- Sixty-five percent (65%) complete building/architectural drawings must be submitted and approved before a footing and foundation permit may be issued. The building/architectural drawings must address life, safety, and structural issues. Additionally, plans for all plumbing, mechanical and electrical work contained within the building slab shall be included with this submittal. All building/architectural plans shall be submitted directly to the Building Development Department.

- Plans for any associated alterations to an existing structure must be included with the 65% plans. These plans must be 100% complete and approved prior to issuance of the alterations' building permit.
- The full Building Permit will be issued after 100% drawings are submitted and approved by the Building Development Department.
- Building Development and Certificate of Occupancy
  - All requested inspections will receive priority from Building Development and will typically be conducted within 24 hours of receipt.
  - The final Certificate of Occupancy will be granted after all building code and final site plan requirements are in place on the site and approved by the appropriate agency.

**Pre-application Meeting:** There shall be at least one roundtable meeting involving the applicant, their design engineer, and at least one representative from each of the following County or State agencies: Administration, Community Development to include the Planning, Environmental and Economic Development divisions, Building Development, Public Utilities, Fire/Rescue, Health Department, Virginia Department of Transportation, and any other reviewing or utility providing agency. The applicant will present a detailed conceptual site plan to the review team and each reviewing agency will highlight any major deficiencies on the concept plan. Each reviewing agency will highlight to the applicant what they will be looking for during the review of the official site plan.

**Preliminary Site Plan Submission (date to be determined):** Applicant submits twelve (12) full size copies of the site plan, one (1) reduced 11-inch x 17-inch copy of the site plan, twelve (12) copies (or as otherwise directed) of the required associated documents to the site plan (drainage calculations, WQIA, etc), a completed site plan application, site plan checklist, Virginia Department of Transportation checklist and the appropriate review fees.

**Day 2 following preliminary site plan submission (or sooner):** Upon receipt of the application, the Planning Division project coordinator will determine whether or not the application package is complete. If the application is complete, the project coordinator will transmit the site plan and all supporting documents to the following agencies: Administration, Community Development, Building Development, Public Utilities, Fire/Rescue, Health Department, Virginia Department of Transportation, Sheriff's Office, and any other reviewing or utility providing agency. If the application is incomplete, the project coordinator from the Planning Division will contact the applicant to arrange for the return of the submitted material within two (2) days from the initial submittal date, noting the deficiencies in the application.

**Day 14 following preliminary site plan submission (or sooner):** All reviewing agencies will return written comments to the project coordinator indicating either:

- a) Their approval of the material as submitted, or
- b) The specific deficiencies on the submitted plan and supporting documents that need to be addressed prior to the plan receiving final approval.

**Please note that within their written comments all reviewing agencies will be making a recommendation of whether or not to grant preliminary approval of the plan to the case**

**manager.** Once all reviewing agencies recommend preliminary approval of the plan, and all supporting paperwork, bonds, fees, agreements, applications, letter of credit, etc. are in place, the Environmental Division within the Community Development Department will process the paperwork to issue a land disturbing permit for the project. If a reviewing agency does not recommend preliminary approval of the plan with the first submission, or subsequent submission thereafter, a written explanation of their recommendation for not granting preliminary approval needs to be included in their written comments.

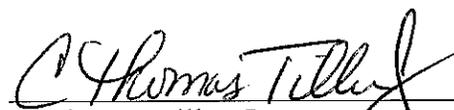
The project coordinator from the Planning Division will send a comment letter to the applicant highlighting any deficiencies of the submitted material. The letter will contain comments from all reviewing agencies. The letter will be emailed to the applicant and their design team.

**Weekly meetings between review team and design team:** Once the first round of site plan review is complete, the project coordinator will lead weekly meetings involving the entire review team and the design engineer and their team. The meetings will allow the design team to go over specific comments generated by reviewing agencies along with their plan to address the comments. The weekly meetings can occur as face to face meetings, or via teleconferencing and will continue throughout the duration of the site plan and the building plan review process.

**Resubmission of revised preliminary site plan:** Once all the comments are received by the applicant, the applicant will have 14 calendar days to revise the site plan and any supporting documents as requested by the reviewing agencies. The applicant will need to submit a response letter addressing how the revised plans correct any noted deficiencies with the resubmittal to the Planning Division. Once the site plan is resubmitted to the Planning Division, the project coordinator will re-transmit the site plan and accompanying documents to all reviewing agencies that did not approve the site plan on the initial submission and the 14 calendar day turn around time for all reviewing agencies will begin again and will be adhered to as with the initial round of review. This process will continue until all agency comments have been sufficiently addressed.

**Final site plan approval:** Once all of the reviewing agency comments have been addressed and final site plan approval is granted, the Planning Division will issue a Zoning Certification to allow for the issuance of a full Building Permit. Building Permits are issued by the Building Development Department.

  
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Rodney A. Hathaway  
County Administrator

  
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C. Thomas Tiller, Jr.  
Chairman of the Board of Supervisors