



City of Virginia Beach Development Services Center

PRELIMINARY PROJECT REQUEST Form (**PPR**) Submittal

Date: _____

Applicant: _____

Address: _____

Phone: _____ Fax: _____

Owner's Name, Address & phone (if different from applicant): _____

Project Name & Address: _____

Has a CBPA Variance been granted on this property? Yes No Unknown
If yes: Board Variance Date: _____ Administrative Variance Date: _____

Have you spoken with anyone? If so, whom? _____

The following items are required with this request:
Two (2) copies of Map or Survey with proposal shown
Photos

NOTE: The total review time is 4 days from the date of the PPR Meeting.

Description of Project (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Enclosed Building Addition | <input type="checkbox"/> Sewer, water and/or drainage pipes |
| <input type="checkbox"/> Porch (open or screened) | <input type="checkbox"/> New Building Construction |
| <input type="checkbox"/> Sunroom | <input type="checkbox"/> Fill and/or grading |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Bulkhead, riprap, dock and/or pier |
| <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Carport | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Subdividing Property |
| <input type="checkbox"/> Generator Pad | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Patio and/or sidewalk | <input type="checkbox"/> Other (explain below) |

Brief Description of Project (include dimensions):

