



Design Services Program

RESIDENTIAL SUBMITTALS REQUIREMENTS JUNE 1, 2008

- Performance of Required Inspection 1 (RI-1) is required prior to the development of the Preliminary Design Submittal.
- These Submittals packages are to be submitted to the NRHA Real Estate Specialist for the applicable neighborhood.
- Construction Documents are to be in conformity with the City of Norfolk Residential Plan Review Checklist.

Preliminary Design Submittal

(Upon approval, Land Disposition Contract will be ordered)

- Copy of RI-1 Pre-design Site Review Report
- Preliminary site plan to scale (1"=20' suggested) which shows:
 - House and garage/storage shed with setbacks labeled
 - Adjacent house(s) setback(s) and cornice height(s) noted
 - Significant trees, utility poles, and other features to be addressed dimensioned and located.
- All house plan elevations drawn and submitted @ 1/4"=1'-0"
- Floor plan (all floors) 1/4"=1'-0" scale

Final Submittal Package

(Due not later than 30 days prior to construction commencement. Upon approval, Land Disposition Contract will be executed.)

- Site Maintenance Regimen** form signed and dated

Construction Documents

- Engineered site plan with setbacks, all easements, and all exterior mounted mechanical equipment shown and labeled; trees and other features located and labeled.
- Elevations - all facades (1/4"=1'-0")
- Floor plans - all floors (1/4"=1'-0")
- Interior elevations @ kitchen and bathrooms and built-in cabinetry
- Foundation plan and section at skirt/crawlspace
- Electrical switching plan showing all manually switched fixtures; show telephone and CATV outlets locations; show Circuit Breaker Panel location on floor plan
- Typical wall section w/ window penetrations (and dormer section, if applicable)
- Cornice detail
- Exterior entrance steps - section & details
- Typical porch section from roof to foundation
- Typical balustrade & railing sections at Porch (and Deck if applicable)
- Deck footing and framing details
- Deck steps section detail to grade
- Description of Material Form** (FHA) completed
- If a storage shed or detached garage is being proposed, the following is needed:
 - All elevations
 - Typical wall section
 - Location on site plan
 - Exterior materials identified and samples submitted

- Landscaping Plan** - 1"=20'-0" min. scale, including:
 - Specific name of materials (Botanical name is optional)
 - Size of plant (spread, height, cal., container size, etc.)
 - Number of plants
 - Sod specifications or **Seasonal Seeding Form** submittal
 - All plants shall be within mulched bed
 - Planting details
 If used - fence plan and typical section image

Samples

- If Builder's resources catalogues/samples on file, **Exterior Materials Form** completed
or
- All exterior materials/colors
- Brick and mortar (one brickface sample board and mortar tray sample)
- Siding - 6 inch minimum; decorative shingles; other elements samples
- Roof shingle - 6 inch maximum (do not provide an entire shingle)
- Cut (information) sheet for all exterior lighting

Post-Approval: NRHA-approved house plans and engineered site plan are to be submitted to the City for Building Permits. One copy of the house and site plans showing both the NRHA and City stamps are to be submitted to NRHA prior to construction commencement.