



PLANNING BUILDING & ECONOMIC DEVELOPMENT

Noel C. Taylor Municipal Building
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Dear Professional Designers and Developers:

The City of Roanoke, Department of Planning, Building and Development has set forth criteria for minimum site improvements required for issuance of a residential certificate of occupancy. This policy, effective June 1, 2009, establishes minimum requirements for site work to be completed before a Certificate of Occupancy is issued for a new residential dwelling unit. Any request for a certificate of occupancy on a new residential dwelling unit after the effective date must have the following improvements complete and verified by site inspection:

1. Where sidewalk is required, it shall be installed along the entire frontage of the lot for which a certificate of occupancy is requested.
2. The driveway providing access from the street, if shown on the basic development plan, must be installed exactly as shown on the approved plan. Specifically, the material, location, and dimensions must be as indicated on the approved plan.
3. All site features, such as required landscaping, must be installed exactly as shown on the approved basic development plan.
4. Public and private drainage systems shall be installed and operative to ensure there will be no flooding of the building site or access to the site.
5. Portions of the lot not occupied by buildings, driveways, sidewalks, or patios shall be stabilized in accordance with the Virginia Erosion and Sediment Control Regulations.
6. Where the dwelling is accessed by a newly-constructed street, the curb and gutter shall be installed and the base course shall be installed and navigable. Test results (California Bearing Ratio and Sub-base and Base Compaction) are required to be submitted and approved.

If you have any questions regarding the policy above, contact the Department of Planning, Building and Development at 853-1730.

Sincerely,

Chris Chittum, AICP
Planning Administrator