

City of Virginia Beach
Virginia



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers

Notice #2018-01-08

January 8, 2018

Topic: Requesting Presubmittal Meetings

Planning and Community Development hold presubmittal and predesign meetings with Developers, their Design Teams and city review staff every Thursday. These informative meetings provide the design team and staff an opportunity to work together to reach approval more quickly. Meetings may be held at any phase of a project: due diligence, pre-design, pre-submittal or post-review.

To make the meetings most effective, Project Team Leaders (PTLs) and Planners request preliminary plans and questions be sent by email at least one week prior to the meeting. This allows city staff time to research and prepare answers. We also request the names and email addresses of the developer and design team in order to email meeting appointments to all and anticipate the number of attendees.

To request a meeting: Email or call the PTL ([assigned areas map](#)) or contact the DSC at dsc@vbgov.com or the Development Liaison at development@vbgov.com or call (757)385-4621 for assistance. The PTL or Liaison will assist by setting a tentative date and time and will ask you to complete a [Meeting Request form](#). The completed form and requested information is needed by the PTL prior to confirming the meeting time and at least one week prior to the meeting date.

We request that the Developer and the Design Team attend these meetings. This allows for a comprehensive discussion of all project components including site and building design, legal documents, permitting, processes, scheduling timelines, etc. The [Development Project Pre-submittal Meeting Agenda](#) is a meeting discussion guideline.

Note new meeting location: Beginning January 4, 2018, meetings will be held in the new Planning Conference Room, Building 2, Room 141, 1st Floor, near receptionist.

For assistance, please contact the DSC office at (757) 385-4621 or dsc@vbgov.com.