



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2018-07-26

July 26, 2018

Topic: Changes to the Single Family Review and Approval Process

In an effort to simplify the current process and draft Single Family checklist, the Development Services Center (DSC), in conjunction with the Development Liaison Office, has been working on new user-friendly forms and revamping software to support paperless review and approval. Workshops will be held the second week in August to explain the process in greater detail. Please refer to the end of the notice for additional workshop information.

Effective August 13, 2018, the following changes will be implemented:

- DSC and other city agencies will begin using the new [Staff Single Family Site Plan Review Checklist \(link\)](#)
- Design Professional will utilize the new [Applicant Single Family Site Plan Resubmittal Form \(link\)](#)
- Updated version of the [Required Notes for Single Family Site Plans \(link\)](#) must be included on submittals.
- Staff will provide **Electronic Approval Stamping** so no paper copies will be needed for Single Family plan approvals (including Single Family, Single Family RPA, Single Family RPA (small) and Single Family Demo)

The **Staff Single Family Site Plan Review Checklist** is used by staff as a review checklist rather than a review and response document. The checklist is directed to reviewers rather than the design professional. However, it is a useful tool for the design professional since it lists all of the requirements that staff must verify are included on the site plan.

The **Applicant Single Family Site Plan Resubmittal Form** is a fillable form for the design professional to use, listing the checklist item number and how the comment was addressed on the resubmitted site plan. The DSC Project Team Leader will email the resubmittal form and checklist as attachments to the review letter.

The **Required Notes for Single Family Site Plans** have been updated to include, among other changes, Traffic Maintenance, Control & Lighting Notes. Please ensure future single family site plan submittals reflect the updated notes.

Electronic Approval Stamping is completed by the DSC Project Team Leader when the plan is approved. The process for releasing site plans and permitting will remain the same. The plans are “released” and available for permitting after any “holds” (i.e. Engineer’s Cost Estimate) are satisfied. Accela will send an email to the project contacts listed in the record when the site plan is released and ready for permitting. The email will contain a link to download the approved plans. The contractor or developer will be responsible for printing the approved plans for their use. In an effort to be truly paperless, Accela will also notify Public Utilities and Permits & Inspections that the plans are approved and released for permitting. Paper copies will no longer be needed to pay utility fees or obtain permits.

In the transition to electronic stamping, it will be necessary to reconcile all recently approved single family plan records in Accela. This process will occur on Saturday, August 11, 2018 and will automatically generate emails alerting respective project contacts that plans are approved and available for download. These messages will not provide access to the approved plans. As such, please disregard any email received from Accela on August 11th. All auto-generated approval emails received on or after August 13, 2018 will be valid and contain access to the approved plan.

Staff has scheduled a series of workshops on Thursday, August 9, 2018 and Friday, August 10, 2018 to discuss the aforementioned changes. To ensure all changes can be adequately discussed and all questions answered, we will limit each workshop to 15 participants. You may sign-up for a workshop [here](#). If you are unable to attend, please contact our office and we will be happy to schedule a one-on-one meeting. For all questions related to the workshops and scheduling, please contact Kaitlen Alcock, Development Liaison at (757) 385-8610.

We welcome your feedback on all proposed changes.

For More Information, Please Contact:

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