

City of Virginia Beach
Virginia



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2021-04-14

April 14, 2021

Topic: Submittals to the Development Services Center of Executed Final Plats approved for recordation

Effective Date: Immediately

Based on previous requirements of the Circuit Clerk's Office, and City Surveyors Office, the Development Services Center (DSC) has required two (2) executed mylars be provided for recordation in the Clerk of Circuit Court's office. Due to recent changes to the scanning technology used in the land records system, paper can now replace mylars copies.

- **Effective immediately, DSC will no longer require two (2) executed mylars. The submittal requirement is changed to require one (1) executed paper copy of the final plat approved for recordation.**
- **Original signatures are required on the paper copy. Signatures must be made with black ink using a permanent marker to ensure that signatures are legible for scanning purposes.**
- **The copies must meet the standards for permanent instruments recorded by hard copy [17 VAC 15-61] and Section 6.3 of the City of Virginia Beach Subdivision Regulations.**

For More Information, Please Contact:

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