

PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2016-07-20

July 20, 2016

Topic: New Single Family Site Plan Review Checklist

Dear Development Services Customer,

During the past few years, the Department has received numerous customer requests to improve our site plan review processes to become faster, clearer and more accurate. In addition, many of our customers voiced their desire to be actively engaged in the improvement process by having opportunities to provide feedback and ideas prior to final implementation.

The [NEW Single Family Site Plan Review Checklist \(Usable Draft Form\)](#) (Checklist) is a major milestone in this process improvement effort. On June 28, 2016, the Department held a Workshop for Consultants, Builders and Developers to explain this effort and the new review checklist. Paper copies of the checklist were provided to attendees. The Checklist has since been revised to address initial comments received. The Checklist and [Single Family Review Checklist Overview and Instructions](#) are now available on our webpage by clicking on the underlined text links.

Your feedback is crucial to the creation of the best possible process. Please review and use these new documents and send positive or negative feedback, suggestions, and concerns to dsc@vbgov.com or call the Development Services Center at (757) 385-8277.

Sincerely,

J. Barry Frankenfield, Director
Planning and Community Development