



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2015-10-15

ACCELA PROGRAM AND CHANGES TO SUBMITTALS TO THE DEVELOPMENT SERVICES CENTER (DSC)

EFFECTIVE Noon, October 15, 2015

The ACCELA program will have substantial impacts on how customers submit plans, plats and other documents for review and approval by the DSC, as well as how we communicate comments and approvals, issue permits and accept fees and sureties. Below is a list of some very basic changes and information you need to know before submitting to the DSC. Instructions on how to use ACCELA are available on the Department webpage. [Link](#)

1. Beginning Monday, October 19, 2015, ACCELA CITIZEN ACCESS (ACA) will be available for customers to submit NEW projects and documents electronically to the DSC for review.
2. Beginning Thursday, October 15, 2015, the DSC's existing databases (PlanTrack, Surety and Receipts) will become non-functional. Historic data will be available to staff in read-only form.
3. The DSC will not be issuing any receipts, or processing (on the database) any submittals beginning at NOON on Thursday, October 15 until Monday October 19, 2015.
4. All projects and sureties that are in the old databases have been converted to ACCELA, however, not all data is able to be converted, so information will be added into ACCELA by city staff on an as-needed basis.
5. Projects and submittals that were submitted prior to October 19, 2015, must be "ACTIVATED" in ACCELA by city staff before any action can take place on the project. This includes RESUBMITTALS and any submittal of additional information.
6. NO RESUBMITTALS may be entered through ACA at this time. Resubmittals must be done by submittal of a CD. Staff will enter the necessary information into ACCELA. We will reconsider this requirement after adequate experience with ACCELA.

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7. Projects that are currently under review will continue to be reviewed and ACCELA will be activated when a response letter is emailed.
8. Project review status will only be available by contacting the DSC Project Manager. The DSC Intake Team will not be able to provide status on projects that are not yet activated in ACCELA.
9. Comment and Approval Letters will continue to be emailed to consultants and developers. We will not be using the Electronic Document Review (EDR) feature to communicate comments at this time. We will reconsider this after adequate experience with ACCELA.
10. All submittals and resubmittals will require electronic plans and documents either submitted through ACCELA or on CD. Resubmittals will require a CD unless the original submittal was through ACA.
11. All electronic drawing submittals must be in PDF format and SAVED as a PDF so that they are truly scalable in ADOBE. Scanned PDFs are typically not true to scale.
12. The city does not have adequate resources to scan or create PDF documents for submittal and review. Exceptions will be made for citizen walk-in customers, typically using small survey drawings for PPR or other minor residential purposes.
13. One complete paper copy of the entire submittal package is required for every submittal at this time. We will reconsider this requirement after adequate experience with ACCELA.
14. There are new submittal forms posted on the DSC webpage [Submittal Forms](#) that correspond to using ACA. Each submittal form lists the submittal requirements. Incomplete submittals will not be accepted for review.
15. If a submittal is not made through ACA, the completed submittal form must be included with the submittal package.
16. Paper copies of plans and original executed recordable documents will be requested at the appropriate time in the review cycle.
17. We will continue to stamp paper copies of approved plans for pickup by the contractor for permitting purposes for the foreseeable future.
18. Please be patient as staff works through these changes. In the long run, ACCELA will be user-friendly and provide a more efficient review platform.

For More Information, Please Contact:

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