



Consultants, Builders and Developers Notice #2019-11-07

November 7, 2019

Topic: Submittals to the Development Services Center, Plan Approvals & Appointments Required for Plan Release/Surety Posting

Effective: Immediately

Submittals to DSC

The Development Services Center (DSC) began accepting on-line electronic submittals in October 2015 via Accela Citizen Access (ACA) <https://citizenaccess.vbgov.com/>; however one paper copy of the entire submittal package was also required to be delivered to the department prior to routing and review of the project.

Beginning November 8, 2019, we will no longer require the paper submittal of the plans and supporting information, plats, legal documents, as-builts, etc.

There is an exception to this requirement:

- Submittal of executed plats and legal documents approved for recordation – original signatures are required for recordation

Submittal forms have been updated to reflect this change and are posted on the Department's website

For assistance or questions, please contact:

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Plan Approvals from DSC

To further our paperless efforts, plans submitted to DSC are now approved digitally and transmitted to the development team and design consultants once all site permitting requirements have been satisfied. Due to office relocation, this process has been in place since June 2019.

Currently approved plans are either transmitted via Accela Citizen Access (Single-Family Projects only) or SharePoint. The intent is for all plans to be transmitted via Accela Citizen Access in the future and more will follow.

For assistance or questions, please contact:

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Appointments required for Plan Release & Surety Posting

During the relocation of the Department over the spring and summer months, it was necessary to require customers schedule appointments to release plans, post sureties, and obtain site permits from DSC. During this time, we discovered pre-scheduling appointments reduced the amount of time customers needed to spend in the office as well as gave DSC Surety Technicians the advance opportunity to ensure all forms and applications were accurate and complete. Since this change has proven to be beneficial to both customers and staff, the requirement to pre-schedule appointments with DSC Surety Technicians will continue. DSC Project Coordinators will include scheduling contact information in project approval letters. Appointments may be requested via phone or email.

Please note this only applies to plans released, sureties collected, and permits issued by DSC – not Permits & Inspections.

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