



DSC NOTICE #128
City of Virginia Beach
Planning Department
Development Services Center
November 3, 2006

Topic #1: Instrument Number Box on Plats To Be Recorded

Background: A rectangular shaped box is required on the first sheet of all plats submitted to the Office of the Clerk of Circuit Court for recordation. The Clerk's staff uses this area for the placement of the recording instrument number. Due to the expanded instrument number, the box must be enlarged.

Effective immediately: All plats submitted to the DSC for review and future recordation must have a 2-inch by 3-inch (2" x 3") box provided in the upper right hand corner of the first sheet of the plat for the recording instrument number. This change has been in effect in the Clerk's Office for several months.

Contact:

Development Services Center:

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Topic #2: DSC Staffing

New Staff - On November 1, 2006, we were very pleased to welcomed **Steve Medvick** to the DSC staff as our newest Project Coordinator. Attached is the current DSC organizational chart, which reflects the current team structure and staff assignments for the DSC. This chart, a map of the DSC Team areas and a complete list of the DSC staff and their email addresses and phone numbers are available on the City's website (vbgov.com) under the Planning Department/DSC/Forms and Agreements. (*Specific site addresses are not provided because the City's webpage is expected to change in the near future.*)

Future Staff Changes – Rich Clark, Project Coordinator, has decided to pursue new opportunities in the private sector. Rich is expanding his current business interests into a full time venture. Rich's last day with the DSC will be on February 2, 2007. We will miss Rich and wish him well in his new career.

The position of Engineer III is being advertised and hopefully a selection will be made near the first of the year.

Contact:

Human Resources:

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Development Services Center
 Organizational Chart
 November 2006

