



DSC NOTICE #129
City of Virginia Beach
Planning Department
Development Services Center
November 3, 2006

Topic: Revised Certification of Completion (C of C) Form and Submittal Tips

Background: Before a subdivision enters the two-year defect period, all of the major improvements must be completed. The developer's consultant must submit a Certificate of Completion form and package to the Development Services Center (DSC) requesting release of the performance sureties and approval (inspection) of the completed work. Once all of the improvements are inspected and approved and the defect surety is posted, the subdivision may start the two-year defect period.

New Form

The Certificate of Completion (C of C) form was recently updated to reflect minor changes and reformatted to allow the consultant to easily fill out the new "fillable form." The new form may be found on the City's website (vb.gov) 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.*)

The following information is provided to assist in the use of the "fillable form." The software needed and what the user should expect from the software is also provided.

1. Adobe Reader – Free download from:
<http://www.adobe.com/products/acrobat/readstep2.html>
 - Fill out the form
 - Print the completed form
2. Adobe Acrobat (Standard) Version 7 or Higher
 - Fill out the form
 - Print the completed form
 - Save the completed form
3. Adobe Acrobat (Professional) Version 7 or Higher
 - Fill out the form
 - Print the completed form
 - Save the completed form
 - Make your own fillable forms

Tips and Suggestions

The following tips and suggestions are provided to assist the developer’s consultant in preparing and submitting the Certificate of Completion package and avoiding delays:

1. The completion date for improvements shown in the recorded subdivision agreement represents the date by which the C of C should be filed with the DSC.
2. The C of C should be filed when the all of following conditions are present in the field:
 - a. All improvements must be 100% complete or appropriate “special” sureties are in place.
 - b. All areas not being actively built upon under a building permit issued by Permits & Inspections must be completely stabilized in accordance with erosion and sedimentation regulations.
 - c. All streets must be cleaned for inspection and all known discrepancies should be repaired prior to filing the C of C.
 - d. All stormwater management drainage structures and pipes must be cleaned in preparation for the pipes to be inspected by television cameras.
3. The submittal package must contain the following:
 - 6 copies of the as-built record drawings;
 - 6 copies of the recorded subdivision plat; and
 - The C of C form signed and sealed by the consultant.

Effective Date: November 20, 2006, all Certificate of Completion requests must use the new form.

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