



DSC NOTICE #140

**City of Virginia Beach
Planning Department
Development Services Center
January 22 , 2008**

Topic: Guide to the Single Family Site Development Process

Background: The Guide to the Single Family Site Development Process was created for our customers and staff. The Guide is designed to help everyone working with or in the process to better understand the process and the requirements for obtaining plan approval. The single family site plans required to use this process are typically older infill lots or parcels that were created prior to the City's current requirement for subdivision construction plans. These lots may be vacant or in the process of being redeveloped by the act of demolishing the existing structure. The intent is for this document to be used in conjunction with all applicable local, state and federal requirements. *Single family sites within the Chesapeake Bay Resource Protection Area (RPA) have a similar process and guide, reference DSC Notice #134.*

Are there any changes to the previous process?

Yes. The only change is to the number of site plans needed in the submittal package to the DSC. The new number of plans needed is **13**.

Why do these single family site plans have a different process from the site plans that are approved at the Zoning and Permits and Inspections counter?

In addition to the items reviewed at the Zoning and Permits and Inspections counter, the DSC staff focuses on two very important areas, drainage and utility connections. The sites being reviewed in this process did not have the benefit of a comprehensive subdivision construction plan design, review and approval. Without this plan, the sites were not originally developed in accordance with an overall grading, drainage and utility (water and sanitary sewer) design. Many of these sites have stormwater runoff issues that must be addressed to protect the future owner's investment and adjacent properties. Several sites require upgrades or relocations of the existing water and sanitary sewer connections or new connections. In order to use the Public Utilities connection program, the connections must be designed by a qualified consultant and approved by the City.

What is in the Guide?

The Guide is designed, like other process Guides for development within the city, to give the user information about the process. The Adobe .pdf format will allow the user to navigate through the document using the bookmarks in the left margin and the Table of Contents.

Some of the major items provided are:

- Design principles and goals for drainage and public utilities.

- Flowchart giving a visual view of the steps in the site plan review process. Several of the steps or boxes in the chart are linked to a written description of the step.
- Over a page of general notes typically used for single family development.
- Checklists for site plan and as-built drawing submittal packages.
- Checklist for items required to be shown on or with the site plan.
- A basic list of items reviewed by staff.
- Fillable forms for sizing water service lines and meters and water resource recovery fees.

Will there be other notes required or other items reviewed that are not listed in the Guide?

Yes, the Guide is an attempt to provide a generic document that will cover approximately 90% of all site plan submittals. There will always be unique situations that may only apply to one or two sites or a particular area of the city. There may be items the staff overlooked or did not anticipate during the creation of the Guide. Hopefully, the Guide will continue to improve as new issues and areas of concern arise. The development community and staff should gain some benefit from improving their first plan submittal and by reducing the number of resubmittals.

Where Can I Get a Copy of the Guide and Forms?

The Guide and forms are located on the Planning/DSC website at www.vbgov.com/dsc by selecting "DSC Processes." A limited number of paper copies are available in the DSC office. The best way to receive the full benefit of the Guide is by downloading the Adobe PDF version to your computer.

Contacts:

For more information on the Guide and its use, please contact:

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For more information on Single Family site plans, please contact:

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