

City of Virginia Beach
Development Services Center

DSC INFORMATION NOTICE #9
July 1, 1991

TOPIC: *Addresses for Site Plans*

ITEM #1: *Site plans, for the purpose of this service improvement, are defined as single family (in Chesapeake Bay Preservation Areas only), commercial, multi-family, and duplex.*

ITEM #2: *There is often a short period of time between the approval of the site plans and the actual release of the site plans to the consultant or owner/developer. This period of time is usually attributed to the steps necessary to satisfy any "holds", e.g., recorded agreements, sureties, recorded easements, etc., remaining on the project.*

ITEM #3: *The current addressing process requires the customer (consultant and/or owner/developer) to secure the required addresses before obtaining a building permit.*

ITEM #4: *Effective immediately, the DSC and Planning Department staffs will begin using this waiting period for addressing purposes. Future approved site plan reviews from the DSC will reflect the official assigned address. This added service to the customer will reduce the number of steps required to obtain a building permit by reducing the number of contacts with City offices.*

ITEM #5:

Exceptions:

Some projects require private street names to be approved. If a list of desired street names is submitted with the site plan, the DSC staff will forward the list to the Planning Department for approval. If the list of names has not been received prior to the release of the site plan, it will be the consultant's or developer/owner's responsibility to secure the addresses directly from the Planning Department.

Some site plans do not contain the building detail necessary for addressing purposes. As with street names, the DSC staff will forward any additional information to the Planning staff for review. If this information is not provided prior to the release of the site plan, the responsibility of securing addresses will fall on the consultant or developer/owner.

CONTACTS: *Planning Department (Debbie Parlamento) 427-4138*
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