

City of Virginia Beach
Development Services Center

DSC INFORMATION NOTICE #10
July 15, 1991

TOPIC: Certificate of Completion

ITEM #1: Effective immediately, the Certificate of Completion form has been revised. All certificate of completion packages submitted for processing, from this date, must use the revised form.

The purpose of this revision is to:

1. Provide a section for review and signature regarding landscaping requirements.
2. Ensure that inspection fees have been paid prior to reducing bond to defect amount.
3. Match current process with form by providing the Director of the DSC with the final signature for the City.

ITEM #2: A **complete** certificate of completion package shall consist of the following:

1. Certificate of Completion form signed and sealed by the consulting engineer
- 1 copy
2. Construction Plans - 3 copies
3. Mylar As-Built Drawings - 1 set
4. Recorded Plat - 7 copies

ITEM #3: If the subdivision was divided into phases, sections, or parts that differ from the recorded plat, 7 copies of an index (in map form) showing each phase, section, or part must also be submitted with the certificate of completion package.

ITEM #4: Blank copies of the revised certificate of completion form are available in Room 191 of the DSC. The revised form is also available for WordPerfect 5.1 users on floppy disk. One (1) working day's notice and a replacement floppy disk are required. The following new replacement floppy disks are acceptable:

5 1/4 DSHD, 5 1/4 DSDD, 3 1/2 DSHD, and 3 1/2 DSDD

CONTACTS: Certificate of Completion Form - Sharon Prescott 426-5790
Certificate of Completion Floppy Disk - Brenda Gray or Sue Beagle 426-5790