



DSC NOTICE #116

***City of Virginia Beach
Planning Department
Development Services Center
January 3, 2006***

Topic: PLANNING/DSC CUSTOMER CONTACT DATA

The DSC retains a customer contact list for distribution of Notices, Policy Changes, Meetings, and other Development Related Information. This list is also our primary list of names, addresses, phone and fax numbers for use with all DSC correspondence. We are creating a new database for this information, and would appreciate your assistance in supplying accurate data for input.

In an effort to be as efficient as possible, so that we can concentrate on our primary job of plan review and approval, the DSC will only distribute notices and other information electronically, unless requested to fax to a designated fax number. Notices and other development related information is also available at our counter, and on the City website, at www.vbgov.com/dept/planning.

Please complete the attached form and return to the DSC for inclusion on the list. You may e-mail the completed form to DRICHARD@VBGOV.COM or fax it to 385-5789.

For additional information contact:

Planning/DSC: Debbie Richardson 385-8277 drichard@vbgov.com

Attachment