



DSC NOTICE #117

***City of Virginia Beach
Planning Department
Development Services Center
February 10, 2006***

Topic: DSC SUBMITTAL INTAKE PROCESS

Background:

1. In recent years, the Development Services Center (DSC) has seen a tremendous increase in review activity, due in large part to the favorable development and redevelopment conditions in the City. We currently receive approximately 400 submittals per month. These submittals include plans, plats, as-builts, cost estimates, and legal documents. Approximately 60% are new submittals and 40% are resubmittals.
2. A large portion of our workload is due to resubmittals. Many resubmittals are due to incomplete first submittals and not adequately addressing the review comments from the previous submittal. Other multiple submittals are due to proposed uses and improvements that require a Board (BZA, CBPA, etc.) or City Council approval and which have not yet been applied for or are in the public hearing process.
3. There are few options available to maintain the current level of development plan review services. An increase in staff is difficult due to limited resources and space. Lengthening the review time will not meet anyone's needs. The only feasible option, at this time is to control the quality of the submittals, thereby reducing redundant and time-consuming resubmittals. The cooperation of the consultants and developers is a key factor in this endeavor.

Purpose of Submittal Intake Process:

1. In order to address the above issues, the DSC has developed a new intake process. The purpose of the process is to identify incomplete submittal packages, incomplete plans and plats, and projects that need Board or Council action (exception: subdivision variances) and to notify the consultant that the plans will not be accepted for review.
2. Submittals that are determined to be complete are accepted and routed for review.
3. The intake process is not intended to be a complete review and, therefore, may not catch all incomplete submittals, especially those that may require a Board or Council action. It is the consultant's and/or developer's responsibility to research those issues and apply for the necessary variances, Conditional Use Permits, etc. in advance of submitting the project for review. The consultant also needs to identify issues requiring variances to Specifications and Standards in order to begin the processes early.

Submittal Intake Process:

1. The submittal package is dropped off at the DSC Counter; the transmittal letter is date stamped “Received” and the package directed to the Intake Team for screening.
2. The Intake Team completes the following:
 - A. Reviews for completeness of the submittal package, including but not limited to: all items on the submittal checklist, correct number of copies of plans, plats, all required supporting documentation (legal documents, soil borings, design calculations, review fee, narrative, transmittal letter, etc.)
 - B. Identifies projects located in APZ1, RPA, and other Zoning Overlay Districts with special regulations
 - C. Checks for recent Boards and Council actions
 - D. Compiles this information along with additional internal research and gives the package to the DSC Project Coordinator

The Project Coordinators look for the following:

- E. If the correct review sequence is being followed (preliminary plat, construction plan, final plat, etc.)
- F. Completeness and clarity of the plan or plat
- G. If the prior review comments were addressed
- H. If required legal documents, calculations, etc. were submitted
- I. Overall acceptability of the plan in conjunction with the findings of the intake team

The Project Coordinator makes the final determination on whether to accept the submittal for review

3. If the submittal is accepted for review, the plans will be date stamped “Accepted for Review” and routed to the appropriate review agencies. A letter will be sent to the consultant and developer stating the date the plan was accepted for review and listing the DSC File Number, the Project Coordinator, and the estimated date of review letter.
4. If the submittal is not accepted due to a minor item, the consultant will receive a phone call from the intake team. If the submittal is not accepted for numerous or major items, the consultant will receive a letter by fax or email listing the items missing and/or issues needing to be addressed.
5. The submittal intake and screening process takes two to three days from the “Received” date. The review time begins when the submittal is “Accepted for Review.”

Contacts for Additional Information:

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Please note that many city phone number prefixes changed from 427, 426 and 563 to **385**. Not all city numbers changed, however all of the DSC numbers, including the fax number have changed to 385 prefixes. The old numbers should work until January 1, 2007.