

DSC INFORMATION NOTICE #62 (Revised #34)
February 10, 1998

TOPIC: **CERTIFICATE OF COMPLETION**

ITEM #1: *Effective immediately, the form for the Certificate of Completion (C of C) has been revised. The purpose of this revision was to streamline the administrative process by eliminating the need for representatives from various City agencies to sign the C of C form. Since each agency responds to the DSC staff's inspection request in writing, there is no need to waste valuable time obtaining a signature for each completed item. The Surety Specialist verify the completion of the items shown on the form through the responses to the inspection requests and sign the C of C form. This small change has already saved customers days and staff hours.*

ITEM #2: *Developers should adhere to the following guidelines when submitting a Certificate of Completion:*

*** The completion date for improvements shown in the subdivision agreement recorded with the subdivision plat represents the date by which the Certificate of Completion should be filed with the DSC.*

*** The Certificate of Completion should not be filed unless the following conditions are present in the field:*

- All improvements, excluding sidewalks, streetlights, landscaping, traffic signals and, in some cases, water distribution systems, are 95% - 100% complete.

- All areas not being actively built upon under a building permit issued by PW/Permits and Inspections must be completely stabilized in accordance with erosion and sedimentation regulations.

- All streets should be cleaned for inspection and all known discrepancies should be repaired prior to filing the Certificate of Completion.

ITEM #3: *The revised Certificate of Completion form is available to WordPerfect 6.1 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: 3-1/2" DSHD*

This information may also be obtained from the Planning Department's Web Page. The URLS address is as follows:

[Http://city.virginia-beach.va.us/cityhall/planning/DSC/dscindex.html](http://city.virginia-beach.va.us/cityhall/planning/DSC/dscindex.html)

CONTACTS:

Barbara Duke.....426-5790

Linda Smith.....427-8745

Sue Beagle.....426-5660

Jami Carroll...427-4134