

City of Virginia Beach
Development Services Center

**** AMENDED ****

DSC INFORMATION NOTICE #37

March 8, 1994

TOPIC: *FINAL SUBDIVISION PLAT - Submittal Package*

Background: *Subdivision plats are submitted to the Development Services Center (DSC) for review, approval and ultimately, recordation. The plats may require various legal documents, e.g., subdivision agreements, deeds of easements, declaration of easements, and water line agreements. Review fees and/or recordation fees are also required. In many cases, the plats and documents are returned to the consultant for changes more than once. Every revision to the plat and associated legal documents should be agreed to by all parties signing the document.*

Item #1: *All final subdivision plats submitted to the DSC for recordation are to be submitted as a complete plat package. Due to the number of supporting legal documents associated with the final plats, the staff can no longer keep up with separate submittals and reviews for each document.*

Item #2: *The final plat package consists of the following:*

- **** a) ***Eight (8) Five (5) paper copies of plat (signed or unsigned)****
- b) *Transmittal or cover letter*
- c) *Appropriate subdivision review fee, check or money order, made payable to City of Virginia Beach*
- d) *Plat recordation fee (check or money order) - \$13.00 made payable to Clerk of the Circuit Court*
- e) *Subdivision Agreement (if required in preliminary subdivision approval letter - **signed or unsigned***)*
- f) *Deed of Easement for all public easements and Deed of Dedication for all park/open space sites (**signed or unsigned**)**
- g) *Declaration of Easement for all private easements (**signed or unsigned**)**

NOTE: *Recordation fees are not required for any agreement in which the City of Virginia Beach is either a Grantor or Grantee.*

- * **Item #3:** *Allowing either signed or **unsigned** final plats and other legal documents to be used for review is a new feature available to our customers. If unsigned plats and documents are revised and corrections made, the final, original documents will require only one signing by the owners and trustees for all documents. This process is expected to be more efficient for the customer and City staff. Once these plats and documents have been reviewed, the consultant will be provided*

*with a review letter as well as "marked-up" copies of the plat and documents. The letter and notations will advise the consultant of **all** necessary revisions to the plat and legal documents. After the changes are made, the plat and documents can be signed, notarized, etc. and then submitted to the DSC for recordation.*

It is important to realize that when and where possible, the plat and legal documents submitted for review should provide as much information as possible. For example, the trustee for the plat may list "John Doe" of "Central Fidelity." This information can be noted on the paper copy of the plat and the subdivision agreement but does not need to be signed at this time. Information of this nature is VITAL in providing a complete and thorough review. In summary, the plat and all legal documents are to be complete in every way except that all signatures, if the consultant so chooses, would be left off at this time. Once all revisions are made to the plat and documents, they can be signed, notarized, etc. and resubmitted to the DSC for recordation. This final plat package will include the two (2) signed mylars of the plat and all executed original legal documents required for the development. Review of the revisions will be minimal and recordation of the plat and documents will be expeditious.

Item #4: *A **complete** plat package must be submitted to the Development Services Center. Plats will not be accepted unless they are submitted as part of a complete plat package.*

Item #5: *It is suggested that the final plat process be started as soon after construction plan approval as practical. This should eliminate or reduce delays in recording final plats.*

Effective Date: *February 1, 1995*

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