

DSC Information Notice #53
December 5, 1996

TOPIC: Development plan submittal package intake process for site plans, preliminary subdivisions and subdivision construction plans.

BACKGROUND:

The DSC has accepted incomplete development plan submittal packages over the years in an effort to assist consultants and their clients. Unfortunately, this practice has not increased the efficiency or improved the overall performance of the development plan review process. In fact, many plans could not be properly evaluated or the evaluations were delayed while waiting for needed information.

Delaying the review and approval of a project is not one of the DSC's goals and is not in the best interest of anyone involved with the development plan. The delay caused by an incomplete submittal package may result in the delay of other projects waiting their turn in the review process. The review system should be devoted to complete plan packages that are ready for review. The review of incomplete plan packages often results in time being wasted by City staff and the consultant.

A lack of stated minimum development plan package requirements has left both the consultants and City staff without a good understanding of or agreement on what represents a "complete submittal package." This situation is being corrected using this notice, a revised intake process, and a submittal package checklist for new plan submittals.

ITEM #1: Minimum Development Plan Submittal Requirements

The minimum information required to accept a *site plan, preliminary subdivision and/or subdivision construction plan* into the development plan review system has been identified and placed on five (5) submittal package checklists. These checklists **must** be attached to the plan submittal package and completed by the individual preparing or submitting the package to the DSC. Site plans needing checklists are limited to commercial and multi-family site plans. **Not included** in this requirement are lot grading, duplex, Chesapeake Bay Preservation Area single family plans and other smaller plan types. Checklists for these plan types will be developed later.

ITEM #2: Narrative

Many of the items listed on the checklists are familiar to everyone. Some of these items are defined in an ordinance or incorporated in specifications and standards manuals. The **narrative** is a new requirement. The narrative gives the consultant the opportunity to provide the review staff with additional information he/she knows about the project. The narrative and the checklists are designed to improve communication between the consultant and project manager. The subdivision construction plans do not require a narrative because one was provided with the preliminary subdivision package submittal. However, if there is new or additional information the consultant needs to provide to the review staff, a narrative is encouraged. Sometimes a statement about the purpose of the project or unique information about the site can save valuable time in the review. (See narrative section of checklists for site plans and preliminary subdivisions.)

ITEM #3: When are checklists required for development plan submittal?

The checklists are to be used for **first time** or **original** plan submittal packages *only*. A "first time" or "original" plan submittal package is defined as a plan with required fees and supporting information or data. "Resubmittal" plans are plans which have received a detailed review and are being submitted with corrections in accordance with the project manager's review letter. These plans need a transmittal letter from the individual preparing the plan stating how each comment in the review letter is addressed--a checklist is not required.

ITEM #4: Checklists

Checklists are available in the DSC office for the following types of plans:

- ☛ Preliminary Subdivisions Plats
- ☛ Site Plans
- ☛ Subdivision Construction Plans
 - ◇ served by City water and sewer
 - ◇ served by City sewer and private wells
 - ◇ served by private wells and septic systems

ITEM #5: Transition Period and Effective Date

During the month of December, the DSC staff will be evaluating the new intake process. Plan submittal packages submitted during December will be checked against the checklist for completeness. DSC staff will let the consultant know if the plan would have been accepted under the new process.

December will be an excellent time for consultants to try out the new checklists at no risk. Plans will be accepted as usual. The consultant will receive feedback regarding the completeness of the package and notice that the package was accepted for review.

EFFECTIVE DATE: January 2, 1997

Plan submittal packages as described above must include a completed checklist. Incomplete submittal packages, packages with required items on the checklist omitted, will not be accepted in the review system. The contact person/consulting firm will be notified by phone and/or fax if the package was accepted or rejected. If the package is rejected, the contact person/consulting firm is responsible for picking the rejected package up from the DSC counter.

There are always extenuating circumstances associated with some projects. The Project Manager has the authority to make needed adjustments under certain conditions. In these few cases, the consultant should discuss the situation or need for adjustment with the project manager *before* submitting the plans for review.

Attached to this DSC Notice are copies of the checklist forms referenced in this notice. A copy of the flow chart entitled "DSC Intake Process" is also attached. Extra copies to reproduce are available at the DSC Counter or by contacting the specified people below.

Contacts for additional information and questions about the intake process:

- Mark Ricketts 427-8202
- Barbara Duke 427-4901
- Joseph Pulley 427-8617
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For addition copies of checklists and flowchart:

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