

City of Virginia Beach
Development Services Center

DSC Information Notice #54
January 7, 1997

Topic: *Lot Grading Plans*

Background: Lot grading plans are required for single family lots when a drainage or subdivision construction plan was not previously approved for that site. This usually occurs with older lots. Lot grading plans are also required if revisions are needed to the approved drainage or subdivision construction plan.

Once the lot grading plan is approved by the DSC staff, it is the responsibility of the owner/contractor/consultant (individual applying for the building permit) to deliver the stamped approved lot grading plan to the Permits and Inspections counter to obtain a building permit. This process works well for new lot grading plans used to obtain an original building permit. Unfortunately, this process did not work as well with revisions to plans for sites under construction.

Unforeseen problems during construction require acceptable solutions. In order to make sure these solutions are in the best interest of the future owners and adjacent property owners, a higher level of communication is needed between the inspection and review staffs. The attached process revisions are designed to provide that improved level of communication and service.

Item #1: *New Submittal Coversheet*

The attached submittal coversheet is designed to give the customer information about when a lot grading plan is needed, who may prepare the plan, the steps involved in the review process and the length of review time required. In addition, the form provides an area for the customer to furnish the City with needed information about the site and contact person.

Item #2: *Process Flowchart*

The attached process flowchart provides a more detailed view of the review process. The flowchart gives staff and the customer a map of the steps in the process and a better understanding of the process.

Effective Date: *Immediately*

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