

DSC INFORMATION NOTICE #61 (Revised #34)
March 2, 1998

(New or revised sections shown in **bold** type)

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 is 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 group of items. The Surety Specialist verify the completion of the items shown on the form through the responses to the inspection requests. 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 are 100% complete.*

 - All areas not being actively built upon under a building permit issued by 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 for Windows users on floppy disk. One (1) working day's notice and a replacement floppy disk are required. The following new replacement floppy disk is acceptable: 3-1/2" DSHD*

*This information may also be obtained from the Planning Department's Web Page. The URL 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)*

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CERTIFICATE OF COMPLETION

MAP/DEED BOOK _____

PAGE NO. _____

DSC FILE # _____

CONSULTANT _____

DEVELOPER _____

ADDRESS _____

ADDRESS _____

TELEPHONE _____

TELEPHONE _____

PLAT NAME _____

I certify that the above referenced subdivision has been completed in accordance with the approved construction plan and the subdivision agreement dated _____.

SIGNATURE OF CONSULTANT

DATE

PUBLIC UTILITIES

- ___ WATER DISTRIBUTION SYSTEM
- ___ GRAVITY SEWER SYSTEM
- ___ PUMP STATION/FORCE MAIN
- ___ INSPECTION FEES PAID

CIVIL INSPECTIONS

- ___ STREETS WITH/WITHOUT SURFACE ASPHALT, ASPHALT MUST BE BONDED AT \$ _____
- ___ SIDEWALKS MUST BE BONDED AT \$ _____
- ___ CURB AND GUTTER
- ___ DRAINAGE FACILITIES/SWMF'S
- ___ SWMF AS-BUILTS RECEIVED AND APPROVED
- ___ EROSION & SEDIMENT CONTROL/STABILIZATION
- ___ TRAFFIC CONTROL SIGNS/PAVEMENT MARKINGS
- ___ LAND MANAGEMENT
- ___ INSPECTION FEES PAID

DEVELOPMENT SERVICES CENTER

- ___ AS-BUILT DRAWINGS (PW/Surveys)
- ___ MONUMENTS (PW/Surveys)
- ___ DRAINAGE RIMS AND INVERTS (PW/Surveys)
- ___ STREETLIGHTS MUST BE BONDED AT \$ _____ (PW/Traffic)
- ___ TRAFFIC SIGNAL(S) MUST BE BONDED AT \$ _____ (PW/Traffic)
- ___ STREET TREES MUST BE BONDED AT \$ _____ (Landscape Services)
- ___ FENCING AND SCREENING (Permits and Inspections)
- ___ BUFFERS REQUIRED ON RESIDENTIAL SUBDIVISIONS IN AG DISTRICTS (Permits and Inspections)
- ___ INSPECTION FEES PAID

I certify that the aforementioned improvements have been completed or require bonding per inspection reports from responsible agencies (copies attached hereto). I further certify that a defect surety for the completed items has been posted and that all other bonds required have been posted.

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DATE