

City of Virginia Beach  
Development Services Center  
**DSC INFORMATION NOTICE #70**  
**May 14, 1999**

**TOPIC :** *Submittal Package Intake Process for Final Subdivision and Resubdivision Plats*

**BACKGROUND:**

*In January of 1997, the DSC instituted a development plan submittal package intake process for site plans, preliminary subdivisions and subdivision construction plans. This process has been working well and has proved to reduce the number of delays in the review process for both the consultant and the reviewer.*

*The DSC is expanding the development plan submittal package intake process to include final subdivision and resubdivision plats. This notice will explain the process and introduce the checklists that have been developed for both final subdivision and final resubdivision plats. The overall intent of this process is to provide the owner/developer/consultant with the opportunity or responsibility of coordinating the various aspects of a final subdivision plat in order to have a complete package which is ready for review, approval and recordation.*

**ITEM #1:     Minimum Final Plat Submittal Requirements**

*The minimum information required to accept a final subdivision or resubdivision plat into the development plan review system has been identified and placed on two (2) submittal package checklists. These checklists must be completed by the individual preparing or submitting the package to the DSC and attached to the plat submittal package.*

**ITEM #2:     **As Built Lot Grading Plans****

*As Built Lot Grading Plans are required whenever a subdivision contains lots which require one foot or more fill to meet the minimum grading requirements on the subdivision construction plan. **This item has been included in the final subdivision plat checklist and represents a change to the process, in that these lot grading plans will now be required to be submitted with the initial final plat package.** Previously, there was no clear time frame for the as built lot grading plans to be submitted. This has caused confusion and delay in the current process. This is an excellent example of a delay that can be avoided by using this process for final subdivision plats.*

**ITEM #3:     **Legal Documents****

*The checklists include the basic legal documents that accompany a final plat for recordation. **These documents have been included on the checklist and must be submitted with the initial final plat package.** Previously, there was no clear time frame for the documents to be submitted. This has caused confusion and delays in the current process. The checklist aims to improve the process by avoiding this type of delay.*

*Additional legal documents may be required which are not indicated on the checklist. These documents can be identified by the consultant on the checklist and submitted with the initial plat package. If not identified and submitted by the consultant in the initial plat package, the approval of the subdivision package for recordation may be delayed while the late documents are reviewed.*

**ITEM #4: When are the checklists required for final plat submittal?**

*The checklists are to be used for first time or original final plat submittal packages **only**. A “first time” or “original” plat submittal package is defined as a final subdivision plat with required fees (if applicable) and supporting information or data. “Resubmittal” plats are plats which have received a detailed review and are being submitted with corrections in accordance with a DSC review letter. The resubmitted plats need a transmittal letter from the individual preparing the plat stating how each comment in the review letter is addressed - a checklist is not required for resubmittals.*

**ITEM #5: Transition Period and Effective Date**

*From mid-May to mid-June, the DSC staff will be evaluating the new intake process. Final plat submittal packages submitted during this period 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.*

*This will be an excellent time for consultants to try out the new checklists **at no risk**. Plats 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: June 14, 1999**

*Final plat 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 by 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 or promptly providing the required item(s).*

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

*Attached to this DSC Notice are copies of the checklist forms referenced in this notice.*

*Contacts for additional information and questions about the intake process or additional copies of the checklists:*

*Barbara Duke (bduke@city.virginia-beach.va.us) . . . . . 427-4901  
Tara Drake (tdrake@city.virginia-beach.va.us) . . . . . 427-8501  
Ron Frink (rfrink@city.virginia-beach.va.us) . . . . . 426-5661  
Jim Pearce (jpearce@city.virginia-beach.va.us) . . . . . 427-8757*