

City of Virginia Beach

Development Services Center

DSC INFORMATION NOTICE #75

July 3, 2000

ITEM #1: FINAL SUBDIVISION PLAT AND LAND MANAGEMENT PLAN MYLARS

DSC Notice #37 suggested that our customers submit copies of unsigned final subdivision plats and legal document(s) in the first submittal package. This would alleviate the plat/legal document(s) having to be resigned by the owners, trustees, and notaries if corrections needed to be made. In an effort to keep improving our services to our customers, it has been suggested that when submitting a final subdivision plat or land management plan, only submit the required number of paper copies of the plat/plan without mylars. The mylars and/or reproducible copies will be required when the plat/plan is approved. Listed below are the number of paper copies that must be submitted to the DSC for the initial plat/plan review:

Final Subdivision Plat ----- 8 paper copies
Land Management Plan -----13 paper copies

CONTACTS:

Final Subdivision Plats:

Jim Pearce (Project Manager) 427-8757

Land Management Plans:

Tara N. Drake (Project Manager) 427-8501

Suzanne Beagle (Team Technician) 426-5660

Ronald M. Frink (Project Manager) 426-5661

Jami Hall (Team Technician) 427-4134

Joseph E. Pulley (Project Manager) 427-8617

Linda Smith (Team Technician) 427-8745

ITEM #2: TAX ID # AND SOCIAL SECURITY #

A Tax ID # or Social Security # of the company/customer posting the surety must be provided on **all** Engineer's Costs Estimates with streetlights and/or traffic signals. The Tax ID # or Social Security Number is conveyed to the Treasurer's Office for billing purposes. For further information regarding this subject, please contact the Team Technicians listed above.