

City of Virginia Beach

Development Services Center

DSC INFORMATION NOTICE #78

September 12, 2000

TOPIC #1: *New Project Coordinator III - Welcome Nancy Conklin, P.E., L.S.*
Effective August 1, 2000, Nancy Conklin assumed the role of DSC Project Coordinator III. She comes to us from Bench Mark, Inc. where she worked as a consultant for several years. Ms. Conklin will be supervising the daily operation of the DSC and making improvements to the development plan review system.

Nancy Conklin (nconklin@city.virginia-beach.va.us) 427-8202

TOPIC #2 *Stormwater Management Facilities Maintenance Agreement (SWMFA)*
*The sample Stormwater Management Facilities Maintenance Agreement (SWMFA) was revised on September 1, 2000, to update several pages of the previous **sample** agreement. All SWMFA submitted to the Development Services Center (DSC) must be completed using the latest version of the agreement (September 1, 2000). **Effective September 15, 2000**, the DSC will not accept a SWMFA using any previously dated forms. For any SWMFA currently under review, the changes may be made on the document and initialed by the Covenator. A sample copy of the agreement is available in the DSC office, room 191 in the Operations Building, and by e-mail upon request.*

CONTACT:

Development Services Center

Brenda Gray (bgray@city.virginia-beach.va.us) 427-8621

TOPIC #3: *Recorded Subdivision Plats*
The City staff is scanning all recorded plats and placing them on CD's for purchase and use through the Internet. The scanning process is going well except for some of the darker copies. It is very important for those preparing plats to make sure both of the plats submitted for recordation are high quality. Please pay special attention to line weights and lettering. The clearer the plats, the better the scan. The better the scan, the better the product on CD's and the Internet.

CONTACT:

GIS - Department of Communications and Information Technology

Phil Baker (pbaker@city.virginia-beach.va.us) 427-8184

TOPIC #4: *Existing and Required Site Features Shown on Plans*

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When preparing subdivision construction plans or site plans it is very important for the plan preparer to show all of the existing and required improvements on the plans. In the case of curb cuts or entrances to be abandon, the existing improvements must be shown and identified as being removed and replaced with curb, gutter, pavement, sidewalk and landscaped or grassed area, if appropriate.

TOPIC #5: Weekly Project Listing to Army Corps of Engineers (Army Corps) and Department of Environmental Quality (DEQ)

In an effort to improve communication among Federal, State and Local agencies, a listing of all the development plans under review is being sent to the Army Corps and DEQ weekly.

CONTACT FOR TOPICS #4 & #5:

Project Managers in DSC

Eastern Third of City

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Middle Third of City

Ronald Frink (rfrink@city.virginia-beach.va.us) 426-5661

Western Third of City

Tara Drake (tdrake@city.virginia-beach.va.us) 427-8501