

City of Virginia Beach

Development Services Center  
**DSC INFORMATION NOTICE #79**  
**October 20, 2000**

**TOPIC #1: Bi-Monthly Consultant's Meeting**

The Development Services Center (DSC) will now be responsible for coordinating and hosting the Bi-monthly Consultant's Meeting. We appreciate the efforts Public Works Engineering has made over the years to keep the development community up-to-date on development related topics.

Our goals are to continue this communication tool by providing a forum for open discussion, exchange of ideas and information distribution. In order to accomplish these goals, we need the help of our customers. It is important that you let us know what topics are important to you and that you participate in the discussions and offer suggestions for improvements.

We already have several topics being considered for our first meeting. One will be to discuss the meeting itself, e. g., date, time, location, format or structure, purpose and frequency. Other suggested topics include:

- Lot Grading
- Complete Submittal Packages for Final Subdivision Plats
- Capital Improvements Program (CIP) Project Research
- Wet Marsh Stormwater Management Facilities
- Plat File Room - Third Floor of Operations Building
- Reserved Area on Plans for Approval Stamps
- DSC File Number Note on Plans
- Filling in the Floodplain

If someone has a topic they wish discussed, we ask that the topic be submitted to Brenda Gray or Nancy Conklin two (2) weeks prior to the meeting. We will attempt to have the agenda distributed one week before the meeting by e-mail or fax.

**Next Bi-Monthly Consultant's Meeting:**

**Date:** November 15, 2000

**Day:** Wednesday

**Time:** 8:30 a.m.

**Location:** Building #14 - Agriculture and General Registrar  
2<sup>nd</sup> Floor Conference Room

(Building #14 is located on Princess Anne Road next (east side) to the Fire Station.)

**Parking & Access:** Parking is located behind the building. Please enter from the rear of the building using the doors to the right. The conference room is located at the top of the stairs, first door on the left.

**CONTACT:** Development Services Center

Nancy Conklin (nconklin@city.virginia-beach.va.us) 427-8202  
Brenda Gray (bgray@city.virginia-beach.va.us) 427-8621

**TOPIC #2: Envelopes for Recorded Documents**

*The Clerk of Circuit Court has requested that stamped, self-addressed envelopes be provided for documents being recorded. The envelopes and stamps should be the proper size and amount to accommodate the documents. This request is to help identify the proper party and the address to be used when returning the documents after recordation. Some document examples are: declarations of covenants, conditions and restrictions, declaration of easement or any other documents the City of Virginia Beach is **NOT** a party to.*

*The documents are usually returned to the Grantor, if the Grantor's address is known. If the Grantor's address is not known, the consultant's address is often used as the return address. The mylar plats will continue to use the current process. Everyone's assistance will be greatly appreciated in helping to return these documents to the proper address.*

**CONTACT:**

Jim Pearce (jpearce@city.virginia-beach.va.us) 427-8757

**TOPIC #3: Submittal Checklists**

*For several years, the DSC has provided several submittal checklists for consultants to use when submitting development plans for review. The checklists are provided to assist the consultant and staff by making sure the minimum items needed to perform the review are provided. These checklists are required on the following plans: commercial site plans, final subdivision plats, duplex site plans, Chesapeake Bay Preservation Area single family site plans, subdivision construction plans, lot grading plans, preliminary subdivision plats, stormwater management agreements, deed of easements/dedications and land management plans. Please let this serve as a reminder that if the checklist is not attached to the plan package and all of the appropriate items are not included, the plans will be returned without being processed for review.*

*Copies of the checklists are available in the DSC office in Room 191 of Building #2 or e-mail by contacting:*

David Smith (dbsmith@city.virginia-beach.va.us) 427-4906  
Jami Hall (jhall@city.virginia-beach.va.us) 427-4134  
Linda Smith (lcsmith@city.virginia-beach.va.us) 427-8745  
Suzanne Beagle (sbeagle@city.virginia-beach.va.us) 426-5660  
Brenda Gray (bgray@city.virginia-beach.va.us) 427-8621

**TOPIC #4: Location of ADA Accessible Building Entrances**

*The locations of ADA accessible entrances for all buildings shown on all commercial site plans (original submittals and resubmittals) must be clearly identified. This information is needed to compare the locations of the ADA accessible entrances with the handicapped parking spaces being provided.*

**Effective Date: November 1, 2000**

**CONTACTS:**

**DSC Project Managers**

Joseph Pulley (jpulley@city.virginia-beach.va.us) 427-8617  
Ronald Frink (rfrink@city.virginia-beach.va.us) 426-5661  
Tara Drake (tdrake@city.virginia-beach.va.us) 427-8501

**TOPIC #5: City Code Update Available on Web Site**

*In response to our customers' request to have the most recent City Code amendments available for their use, a new service is being provided on the City's web pages. The previous link to Municipal Code Corporation (MCC) is still provided for on-line access to the City Code. The on-line City Code is now updated every month instead of the quarterly update of the past. Even with this upgrade, the City Code could be one to two months out-of-date. A new feature through the City's Web Site will provide the last three to four months of City Code Amendments. This listing will cover any recent amendments that are not posted on the on-line City Code. **Effective October 1, 2000, the Planning Department will no longer sell or offer updates to the Appendixes to the City Code.***

*Please follow these steps to research the City Code:*

1. Go to the City's Web Site at: [www.vbgov.com](http://www.vbgov.com)
2. From the menu bar selections to the left, select E-Government
3. From the "On-Line Resource" list, select City Code
4. If you wish to go directly to the on-line City Code, select the word here (in yellow)
5. If you wish to go directly to the Municipal Code Corporation (MCC) Web Site for information and other services and codes they provide, select Municipal Code Corporation (MCC) (in yellow)
6. If you wish to review the most recent changes to the City Code, scroll down to the "Select Month" menu. Check on "Select Month" and choose the month you wish to review.
7. Now that you have chosen the month, scroll down the page to where the month you selected is shown in the menu. Since many of our customers work with the Appendixes to the City Code, View of the City Code Appendixes is provided to give a list of the Appendixes A-J (City Zoning Ordinance through Agricultural Lands Preservation Ordinance).
8. The list of City Code Amendments is found by scrolling further down this page. Before selecting an amendment you wish to view and/or print, make sure your computer can read the Adobe Acrobat PDF file format. If you need to install the Adobe Acrobat Reader program, select here (in yellow) below the month selection menu. Now that you can read PDF formatted documents, select the ordinance number (#) in the left column (in yellow) that you wish to view and/or print.

*The City Code can also be accessed through another City Web Site that may be more familiar to some of our customers. Please follow these steps:*

1. Go to the City's Web Site at: [www.virginia-beach.va.us](http://www.virginia-beach.va.us)
2. From the menu bar selection to the right, select City Code
3. Continue by following Steps 4-8 above

**CONTACT:** Todd Grissom (tgrissom@city.virginia-beach.va.us) 427-4946

*If you desire to purchase a paper copy, you may go to the following Web Site for instruction on*

*purchasing:*

*<http://www.municode.com/new/distribution/distribution.html>*

*OR, you may contact:*

*Municipal Code Corporation*

*P.O. Box 2235*

*Tallahassee, FL 32316-2235*

*Phone: (850)576-3171*

*Fax: (850)575-8852*

*The Zoning Ordinance can be viewed online at:*

*[http://fws.municode.com/CGI-BIN/om\\_isapi.dll?infobase=10122.NFO&softpage=Browse\\_Frame\\_Pg42](http://fws.municode.com/CGI-BIN/om_isapi.dll?infobase=10122.NFO&softpage=Browse_Frame_Pg42)*