

City of Virginia Beach  
Development Services Center  
**DSC INFORMATION NOTICE #86**  
**February 13, 2002**

**TOPIC #1: PREPARATION OF LEGAL DOCUMENTS**

*Effective immediately, the City of Virginia Beach will only accept original legal documents prepared by an attorney or the property owner(s). Please reference the Virginia Supreme Court Rules, Part Six, Section 1, Rule 6 Governing Real Estate Transactions, UPR 6-103. Be advised, if an agreement is submitted for recordation that has not been executed on the first page by an attorney or the property owner(s) or is a xerox copy or a fax copy, the DSC will notify the person/agency submitting the document that it is not acceptable for review. The person/agency must retrieve the document from the DSC or it will be discarded. If the owner of the property is a religious organization (other than the Catholic or Episcopal Church), a certified copy of the court order appointing the trustees who are authorized to execute legal documents for the organization must accompany the original agreement. See Va. Code §57-8.*

**CONTACT:**

*Planning/Development Services Center . . . . . 427-8277*

**TOPIC #2: THE PUBLIC WORKS STANDARDS AND SPECIFICATIONS MANUAL**

1. *The Public Works Specifications and Standards Manual is now available on the City's Website. The manual is in adobe acrobat pdf format. CD's of the manual are also available for purchase at a price of \$5.00 by contacting the Public Works Engineer's Office at 427-4131.*
  
2. *The proposed 2002 addendum to the Public Works Specifications and Standards Manual is also summarized on the City's Website - Public Works page - under the "Std's & Specs Manual" link. Please review and either provide comment to Phil Pullen via email at [ppullen@vbgov.com](mailto:ppullen@vbgov.com) or bring questions to the next Quarterly Consultant's Meeting on Wednesday, February 27<sup>th</sup>, at 8:30 a.m. in Building 19, Training Room B.*

*To access the Public Works Specifications and Standards from the City's Website, follow the directions detailed below:*

1. *Log on to [www.vbgov.com](http://www.vbgov.com)*
2. *Click on "City Agencies" from the menu bar (in heading)*
3. *Click on "Public Works" under the Quality Physical Environment section (scroll down)*

4. Click on “Std’s & Specs Manual” from the Info for Engineers menu on the left-hand side of the screen

**CONTACTS:**

Public Works Engineer’s Office ..... 427-4131

**TOPIC #3: SUBDIVISION MONUMENTATION FOR CERTIFICATE OF COMPLETIONS**

*Attached is a letter and a copy of the detail for the “Permanent Monument” from Waid Kidd, City Surveyor dated February 13, 2002, which addresses monumentation issues. Please make your staff aware of these issues.*

**CONTACTS:**

Public Works City Surveyor

Waid Kidd ([wkidd@vbgov.com](mailto:wkidd@vbgov.com)) ..... 427-4131



# City of Virginia Beach

DEPARTMENT OF PUBLIC WORKS  
CITY SURVEOR  
(757) 427-4131  
(757) 426-5668 FAX

MUNICIPAL CENTER  
BUILDING 2  
2405 COURTHOUSE DRIVE  
VIRGINIA BEACH, VIRGINIA 23456-9040

February 13, 2002

Dear Survey Department:

Over the past years, our site investigations in subdivisions have brought about some interesting findings. As you may know, we are required to verify the monumentation of all subdivisions after the plat is recorded or after major completion of the subdivision development. This is usually to permit the release of bonding dollars held on the subdivision development. Therefore, we feel it is advisable to make your firm aware of the following:

1. The City survey forces check the placement, materials and construction of the monuments within the subdivisions. All monumentation shown on the subdivision plat must be in place. The materials to be used for the monument are described in the Public Works Specifications and Standards and in the Subdivision Ordinance of the Planning Department.
2. The City survey forces randomly check on the depth of the concrete placed around the pin. The depth must significantly agree with the monument details and specifications or they are rejected and must be replaced before approval will be given.
3. We are finding that not only are the monuments inadequately constructed, but often are not in place at all.
4. Since the subdivision plats are sealed, signed and certified by a Registered Land Surveyor in the Commonwealth, the signing Surveyor will be held responsible for the placement or replacement of all monuments that are shown on the plats.

The lack of conformance with the standards that are certified to has placed a time and financial burdens on the City (thus the taxpayers), the Developer of the project and for the Surveyor of record. The continual disapproval of the monumentation cannot be a positive factor for anyone involved in the process. Thus we outline the following process of our inspection for your information.

The Survey staff of the Department of Public Works will inspect the subdivision monumentation after:

- the request for the inspection is received by the Planning Department/DSC staff and forwarded to this office. This is for the larger subdivisions that require major construction plans and details to complete. These subdivisions usually also require Survey As-Built drawings approval.
- after the notice of the recordation of the plat is received from the DSC office or the Circuit Clerk's office. This process is for the smaller (minor) subdivisions that do not require major construction plan approvals. The City survey staff will randomly monitor the monument completion of this size of subdivision as may be required to assure compliance.
- If the initial inspection shows a **DISAPPROVAL** of the monumentation, the City survey staff will not revisit the site for reinspection until we receive written certification from the Surveyor of record that the monumentation has been corrected/completed in accordance with the specifications and the recorded plat.

For your information, we enclose with this notice a copy of the detail of the Permanent Monument that is to be placed within all subdivisions. You may want to make your survey party personnel aware of this detail and the above information.

If you have any questions on the above, feel free to call our office at 427-4131.

Sincerely,

Waid Kidd, Jr., L.S.  
City Surveyor