

City of Virginia Beach
Development Services Center
DSC INFORMATION NOTICE #93
December 3, 2002

TOPIC: Commercial Parking Lots in the RT-Resort Zoning District

On June 25, 2002, City Council amended Section 23-58 of the Virginia Beach City Code regarding commercial parking lots. Notices were sent to all of the existing parking lot owners urging them to take the necessary steps to bring their parking lots into compliance with the revised ordinance section before the 2003 tourist season. The length of time needed to obtain a Parking Lot Permit will vary and depend on the level of detail required on the site plan, the need for a variance and the plan review process used.

Some of the new and revised requirements are paved parking surfaces with curbing, perimeter and interior landscaping, fencing, maintenance free fencing material, entrance gates, trash receptacles, attendant, attendant shelters, appearance and maintenance of the lot, ADA and other federal and state law compliance, and stormwater management.

***Process** - The Parking Lot Permit process should start with a presubmittal meeting with the Planning/Current Planning staff. This meeting can help the owner and consultant prepare the plan, determine what is needed on the site plan and identify needed variances. The site plan **must** be prepared by a licensed design professional and submitted to Current Planning. The site plan will be screened by the Current Planning staff to determine if a variance is needed. If a variance is required, the plan will go through the variance process before the site plan review process. After the variance process and any changes to the site plan are completed or if a variance is not required, the site plan is screened to see if a right-of-way permit or drainage review is necessary. If either the right-of-way or drainage reviews are needed, the site plan review will be coordinated by the Development Services Center (DSC) (review fee \$560). If neither of these reviews are required, the site plan review will be coordinated by the Current Planning staff (review fee \$150). Ten (10) copies of the site plan will be needed for the DSC review and five (5) copies for the Current Planning review. Once the site plan is approved and released to the owner or contractor, a building permit must be obtained. The stamped approved site plan must be presented to the Permits and Inspections staff with the Responsible Land Disturber (RLD) information and a \$100 fee (\$75 permit fee and \$25 certificate of occupancy fee). Construction may begin once the building permit is issued. After the parking lot and any right-of-way improvements are installed and a final inspection is approved, the site will be issued a Parking Lot Permit for one year. If a defect surety was required, a follow-up inspection will be needed to release the surety.*

A copy of Section 23-58 of the City Code may be found online at VBGOV.COM by left mouse clicking the following:

- “Businesses” in the top menu bar,
- “City Code” in the left margin, and
- “View Entire Code Online (Municipal Code Corporation).”

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