

VIRGINIA BEACH PLANNING COMMISSION

DEPARTMENT OF PLANNING

RM. 115, BLDG. 2

2405 COURTHOUSE DRIVE

VIRGINIA BEACH, VA 23456

(757) 385-4621

(757) 385-5667 (FAX)

PLANADMN@VBGOV.COM

[HTTP://WWW.VBGOV.COM/PC](http://WWW.VBGOV.COM/PC)



Keep pages 1 thru 8 of this application package for your reference. Submit the last four pages of the application at the Planning Department (Room 115, Building 2, Municipal Center) with all other associated application materials.

AMENDMENT TO PDH PLAN APPLICATION

APPLICANT'S INFORMATION AND INSTRUCTIONS (KEEP FOR YOUR REFERENCE)

On properties zoned PD-H1 and PD-H2 Planned Development Districts, an approved Land Use Plan exists that governs the development and land uses within the planned district. Any modification or amendment to the land use plan must be approved by City Council. As with standard rezoning requests that are not located in the PD-H1 or PD-H2 District, it is the policy of the City of Virginia Beach to encourage the voluntary proffering of conditions by the applicant in cases where the use of conventional zoning methods is inadequate to achieve certain desired goals. With conditional zoning, the applicant voluntarily proffers written conditions designed to offset identified problems and render an otherwise unacceptable rezoning acceptable. Off-site impacts on public infrastructure may be mitigated by the inclusion of cash proffers that address circumstances directly related to the rezoning proposal. Conditional zoning should not be used if proffered conditions will not sufficiently offset or are unrelated to identify problems or where traditional zoning methods are adequate.

It is strongly recommended that applicants have a pre-application conference with Planning Department staff prior to submittal. Please call 385-4621 to make an appointment with a Planner.

SUBMITTAL PROCEDURE

Please refer to *Planning Commission Application Schedule* for submittal deadlines and other relevant dates. This document is available online at <http://www.vbgov.com/pc> or by contacting the Planning Department. The deadline for application submittal is the 1st of the month. Staff will review submitted applications to ensure all required materials and information are provided. Within five working days of the submittal deadline, the applicant will be notified whether application materials are considered acceptable. If acceptable, a postcard will be mailed to the contact person indicating the date the application has been scheduled on the Planning Commission agenda. If the application is not acceptable, a letter outlining the deficiencies will be sent to the applicant, providing a deadline for the submission of information and materials to address the deficiencies. (Note: The Planning Commission agenda is limited to 25 items per month; complete applications in excess of 25 will be scheduled for hearing on the following agenda.)

NOTICE & POSTING

1. The applicant must pick-up and post a sign(s), available at the Planning Department, in accordance with the instructions provided with this application package (see page 6). The sign must be posted not less than thirty (30) days prior to the Planning Commission public hearing, and must remain in place until after the City Council action. (See *Planning Commission Application Schedule* for applicable posting deadline.)
2. Pursuant to State Code, all adjacent property owners will be notified by the Planning Department via certified mail of the request.
3. Pursuant to State Code, the City of Virginia Beach advertises public hearings in a newspaper having general circulation within the city (the *Virginia Beach Beacon*) once a week for two consecutive weeks, with the second

**APPLICANT'S INFORMATION AND INSTRUCTIONS
(KEEP FOR YOUR REFERENCE)**

advertisement appearing not less than six nor more than 21 days prior to the advertised hearing.

WITHDRAWAL OF APPLICATIONS

Any application may be withdrawn by written request of the applicant. If withdrawn prior to the time legal notice is sent to the newspaper for the Planning Commission hearing (approximately 3-4 weeks prior to the hearing), the application fee may be reimbursed. If the application is withdrawn after this time, fees cannot be reimbursed.

DEFERRAL OF APPLICATIONS

Applicants may request an indefinite deferral of the application if more time is needed to prepare for the scheduled public hearing. However, deferrals are not granted automatically, and the applicant or applicant's representative must be present at the public hearing even if a deferral has been requested. The Planning Commission may also defer an application for failure of the applicant to follow all procedural steps. If the application is deferred at the request of the applicant or for failure to follow all procedural steps, new public notice shall be issued at the expense of the applicant.

STAFF REVIEW

No less than 30 days after the receipt of the signed and executed proffers, staff will submit to the applicant a written statement containing the following:

- A list of identified problems or reasons, if any, where the proposed amendment to the Land Use Plan may be deemed to fall short of compliance with the various goals or recommended land uses of the Comprehensive Plan or the legislative intent of the Zoning Ordinance or otherwise fail to comply with any City ordinance or policy;
- The degree to which the proffered conditions respond to the identified problems;
- A list of those proffered conditions, if any, that do not respond to identified problems, are insufficient to offset them, or that are not in keeping with the criteria set forth above;
- A statement from the City Attorney's Office as to whether the written proffer is legally sufficient;
- An indication of whether the identified problems will require a proffer of cash contribution, dedication of real or personal property, or payment for or construction of offsite improvements in order to be adequately offset; and
- A date for the Planning Commission hearing, which shall be within 45 days of the date of the report if cash proffers, property dedication, or offsite improvements are not involved; and within 75 days if any of those items are involved.

APPLICANT'S INFORMATION AND INSTRUCTIONS
(KEEP FOR YOUR REFERENCE)

Upon receipt of the statement, the applicant may make any changes deemed appropriate to the written proffer. To be considered at the public hearing, these changes must be received by the Planning Department no less than 15 days prior to the Planning Commission public hearing. However, where the written proffer provides for a cash contribution, dedication of real or personal property, or payment for or construction of offsite improvements, the Planning Director may require that the proffer be submitted at least 45 days prior to the public hearing when, in the Director's opinion, such additional time will be necessary to allow for adequate staff review of the sufficiency of such proffers.

A staff report and recommendation is prepared for each application. Staff reports are available the Thursday prior to the public hearing, and applicants are encouraged to review the reports at this time. Reports will also be posted under the appropriate agenda on the City's web page at <http://www.vbgov.com/pc>

PLANNING COMMISSION PUBLIC HEARING AND CONSIDERATION

The first public hearing on an application is before the Planning Commission. Planning Commission meetings are held on the second Wednesday of every month at 12 noon in the Council Chamber of the City Hall Building (Building #1), or at such times or places as may be designated by the Commission. The applicant or a representative of the applicant must be present at the public hearing. The applicant or the applicant's representative is asked to make a presentation on the proposal and answer any questions the Planning Commission may have. Other interested members of the public are given the opportunity to speak. If there is opposition, the applicant is also given time for a rebuttal.

On the day of the public hearing, the Planning Commission meets with staff at 9:00 a.m. in the City Manager's Conference Room for a briefing. Applicants may attend these informal sessions and listen, but may not participate until the formal public hearing at 12 noon.

After holding a public hearing on the proposed amendment to the planned development land use plan, the Planning Commission may recommend acceptance of all, acceptance of some and rejection of some, or rejection of all proffers.

The Planning Commission functions as an advisory body of the City Council, and the Planning Commission's recommendations are transmitted to the City Council within 45 days after hearing, unless the application is deferred.

CITY COUNCIL PUBLIC HEARING

Following action by the Planning Commission, a public hearing is held before City Council. The City Council normally hears all Planning items the second and fourth Tuesday of each month at 6:00 pm in the Council Chamber of the City Hall Building. The City Clerk advertises each application to be heard by City Council in a newspaper

**APPLICANT'S INFORMATION AND INSTRUCTIONS
(KEEP FOR YOUR REFERENCE)**

having general circulation within the city (the *Virginia Beach Beacon*) once a week for two consecutive weeks, with the second advertisement appearing not less than six nor more than 21 days prior to the advertised hearing. The Planning Department will notify the applicant in writing of the City Council hearing date following the Planning Commission meeting. The scheduled dates will also be posted under the appropriate agenda listed on the City's web site at <http://www.vbgov.com/pc> City Council hearing dates can also be confirmed by calling the Planning Department at (757) 385-4621.

Prior to the City Council public hearing, Council members are provided with the staff report, the Planning Commission recommendation, and the verbatim minutes of the Planning Commission public hearing. City Council members are, therefore, very familiar with the request and issues involved. Applicants should give a brief presentation at the Council hearing that is focused on whether or not the applicant agrees with the Planning Commission recommendation. Applicants should avoid restating information already presented to the Planning Commission. A representative of the applicant **must be present** at the City Council public hearing.

City Council may modify any proffered condition, but only with the concurrence of all parties to the proffer and only after a new public hearing is held to consider the modified proffer. The modified proffer must be submitted in writing to the Planning Director at least ten days prior to said public hearing. No proffer may be modified or added except in accordance with these provisions.

The City Council makes the final decision on all applications. If the application is denied by City Council, substantially the same application shall not be considered within one year of denial. A zoning petition shall be considered to be substantially the same petition when the request is for a district classification that is within the same article as the classification that was previously denied.

For detailed legislation concerning Modifications to a Planned Unit Development's Land Use Plan, see Article 11 of the City Zoning Ordinance.

APPLICANT'S CHECKLIST

(KEEP FOR YOUR REFERENCE)

Be sure to check the items listed below and include all applicable materials when you submit your application. Staff will review submitted applications and notify applicants by mail whether the application has been accepted for processing (see postcard attached to application). Applications lacking required information, submittals, and/or signatures cannot be scheduled for public hearing. More detailed information is presented in the attached "Applicant's Information" section above.

- Completed **application** form with all blanks filled in.
- Property owner's signature** and **applicant's signature** (if not the current owner of the property). A copy of the purchase contract for the property may be included in lieu of the property owner's signature, as long as the contract clearly identifies approval of the application as a contingency of the contract.
- Completed and signed **Disclosure Statement**
- Fee** payable to Treasurer, City of Virginia Beach: \$900 [PLEASE NOTE: The applicant will also be billed for the costs of public notice – legal advertisement, certified mailing to adjacent property owner(s), and public notice sign(s)].
- Postcard** (provided by the City) to write the name and address of the desired contact person.
- One copy of **legal description** of the property.
- One original and one copy of a **Certificate of Title**. The Certificate of Title must be prepared and signed by an attorney licensed to practice law in the Commonwealth of Virginia. The title certificate shall describe the property that is the subject of the petition and shall identify all parties having a recorded interest in the property, including legal and equitable owners, and shall state the source of title or interest for each party. The Certificate of Title shall state the date through which the attorney examined the title to the property. The date may not be more than six months prior to the date of filing the petition. The City Attorney shall reject any Certificate of Title, which, in his opinion, is incomplete or is otherwise insufficient.
- One copy of the **original agreement & land use plan**.
- 10 copies of the **written proffers** in deed restriction form (**with one original fully signed and executed**). Proffers shall only be accepted as conditions attached to the rezoning if they meet the following criteria:
 - o The rezoning itself must give rise for the need for the condition;
 - o Such conditions shall have a reasonable relation to the rezoning;
 - o All such conditions shall be in conformity with the Comprehensive Plan;
 - o Such conditions shall be capable of being readily and effectively enforced by the City of Virginia Beach at the time of development of the property;
 - o Such conditions shall be deemed necessary and sufficient to offset identified problems caused by the rezoning in a manner not made available by conventional zoning methods;
 - o Proffers should avoid stating commitments that satisfy conditions already required under City ordinances.
 - o The written proffer shall name as grantors all owners of the property and shall be signed by all such parties. In the event that the applicant for the rezoning is a contract purchaser, such purchaser shall also be made a part to the proffer and shall sign same.

AMENDMENT TO PDH PLAN APPLICATION

APPLICANT'S CHECKLIST (KEEP FOR YOUR REFERENCE)

- Where proffered conditions include the dedication of real property or payment of cash, such property may not transfer and such payment of cash may not be made until the facilities for which such property is dedicated or cash is tendered are included in the Capital Improvement Program. However, the City may accept proffered conditions that are not normally included in the Capital Improvement Program. If proffered conditions include the dedication of real property or the payment of cash, the proffered conditions must provide for the disposition of such property or cash payment in the event the property or cash payment is not used for the purpose for which proffered.
- ☐ One copy of an up-to-date **property survey** (unless current survey information is included on the site plan).
- ☐ 10 folded copies of the proposed **site plan** (no larger than 24" x 36"), including:
 - Scale identified (must be 1"=100' or larger);
 - The actual dimensions and shape of the lot;
 - Distance to the nearest intersecting street;
 - The dimensions, locations, building footprint, floor area, and height of any existing buildings on the lot;
 - The dimensions, locations, building footprint, floor area, and height of any proposed buildings on the lot;
 - The size, type, and location of any existing or proposed signs;
 - The existing and proposed uses of all structures and areas;
 - Existing and proposed points of vehicular access;
 - Parking spaces, drive aisles and maneuvering areas;
 - Tabulation of required and proposed parking;
 - Existing and proposed landscaping;
 - Additional information including topography, natural features, surrounding land uses, density, amount of open space, any variances to city standards, etc. which may be relevant to the evaluation of the proposed use.
- ☐ One copy of a **reduced site plan** on letter (8.5" x 11") sized paper.
- ☐ 10 copies of **renderings and/or building elevations** (no larger than 24" x 36"), including:
 - Scale identified;
 - Depiction of materials and colors (a sample 'board' of the materials and colors is highly recommended);
 - Depiction of location of signs to be attached to the building.
- ☐ One copy of a **reduced rendering and/or building elevation** on letter (8.5" x 11") sized paper.
- ☐ If the purpose of the application is to develop a project that includes residential uses, a **Phase I Environmental Site Assessment** shall be submitted with the application. Based on the findings of the Phase I Assessment, A Phase II Assessment and/or testing may be required.
- ☐ If the site is located within an AICUZ greater than 65 dB DNL, the *Reasonable Use Exception Application* must be submitted. For applications within the 65-70 dB DNL, the *AICUZ Compatible Use Advisory Notice* must also be submitted. Copies of each are available in the Planning Department



CITY OF VIRGINIA BEACH
PLANNING DEPARTMENT
CURRENT PLANNING
BUILDING 2 - ROOM 115
VIRGINIA BEACH, VA 23456-9040
PHONE (757) 385-4621
FAX (757) 385-5667

PLANNING COMMISSION / CITY COUNCIL SIGN POSTING INSTRUCTIONS & INFORMATION

PLEASE RETAIN FOR YOUR REFERENCE

**** FAILURE TO FOLLOW AND ADHERE TO THESE INSTRUCTIONS
WILL RESULT IN THE DENIAL OR DEFERRAL OF YOUR APPLICATION ****

PURPOSE

Section 108 of the City Zoning Ordinance requires that

“In any case in which a property owner or other authorized person petitions the City Council for the approval of any application seeking a rezoning, conditional use permit, approval of a PD-H1 or PD-H2 land use plan, resolution pertaining to a nonconforming use or structure, subdivision or floodplain variance, or reconsideration of conditions, the applicant **shall erect, on the property which is the subject of the application, a sign** of a size, type and lettering approved by the Planning Director.”

The purpose of the sign is to notify the public that a public hearing is to be held for the purpose of reviewing the application and receiving public comment on the application. While property owners immediately adjacent to the site under review are notified by certified mail of the hearing, the general public receives notice either by an advertisement in the “Legals” portion of the Virginian-Pilot’s Classified section, or by the sign posted on the property. Therefore, the posting of the sign is extremely important and must be taken seriously by the applicant.

INSTRUCTIONS

1. The applicant must post the sign, **not less than thirty (30) days** prior to the Planning Commission public hearing, and must remain in place until after the City Council action. The sign must be removed **no later than five (5) days** after City Council action.
2. The applicant must post the sign, provided by the Planning Department, on the property, **within 10 feet of the pavement of every public street. If a sidewalk is present, the sign must be within 10 feet of the sidewalk.** The sign must be clearly visible. We strongly recommend that the sign be installed so the top of the sign is at least four feet from the ground level.

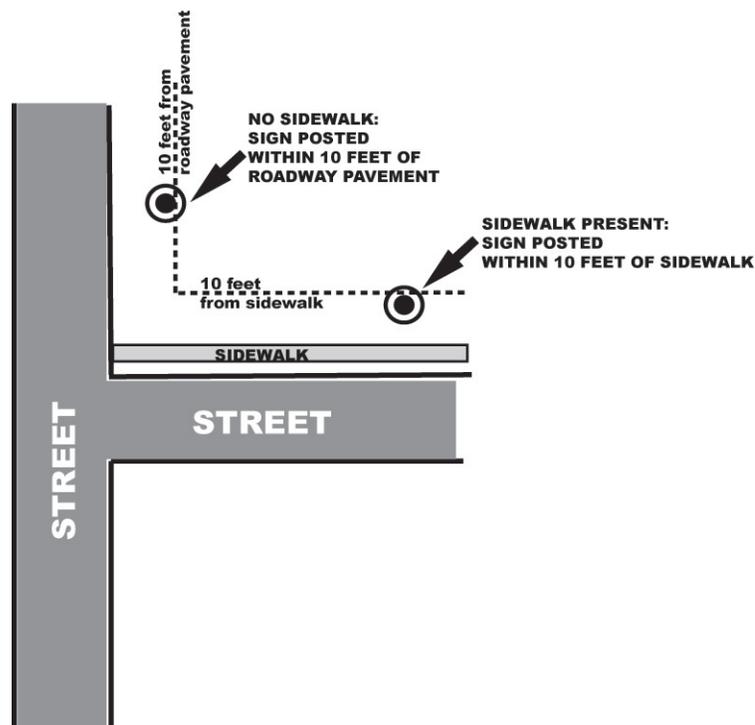
(NEXT PAGE – OVER)

3. The sign **must remain posted at all times** during the 30 days prior to the Planning Commission public hearing. We strongly advise you to check each day to be sure the sign(s) are in place. In particular, if for some reason (as in a storm event with gusty winds), you suspect that the sign may be removed, immediately check to ensure the sign is still in place. If you need a new sign, contact the Planning Department immediately at 385-4621 to arrange to have a sign picked up.

4. **The posting of the sign for at least 30 days prior to the public hearing is the responsibility of the applicant. FAILURE TO INSURE THAT THE SIGN(S) ARE POSTED AND REMAIN IN PLACE CAN, AND LIKELY WILL, RESULT IN DEFERRAL OR DENIAL OF THE APPLICATION TO THE NEXT AGENDA.** Section 108 notes “in any case where the planning commission or the city council determines that the requirements of this section have not been met, the application shall be deferred”

5. To insure that the sign(s) are posted in such manner that they remain in place against storm events or potential vandalism, we strongly recommend that you secure the sign on one or two sturdy posts with large nails or screws and anchor the post in the ground with concrete or similar semi-permanent anchoring material. Do not forget to check to make sure the sign is in place during the 30 days.

For detailed legislation concerning this and similar issues, see Sections 107 and 108 of the City Zoning Ordinance.



APPLICATION

CONTACT INFORMATION

Applicant's Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Applicant's Representative: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Property Owner's Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

DESCRIPTION OF PROPERTY

Location (Street Location and/or Address):

GPIN Number(s): _____

Land Area (in acres or square feet): _____ AICUZ: _____

City Council Election District: _____

DESCRIPTION OF REQUEST

Modification of the _____ Land Use Plan to change the designated
land use from _____ to _____

DECLARATION OF FINANCIAL RESPONSIBILITY FOR ADVERTISING COSTS:

I understand that the cost of newspaper advertising for public hearing notification purposes is my responsibility and agree to pay
all notices of payment due and bills associated with advertising costs for this application.

Party responsible for advertising costs: Applicant Representative Owner

(Bill will be mailed to party responsible for advertising cost)

FOR OFFICE USE ONLY: Application Paid: _____ Receipt #: _____

AMENDMENT TO PDH PLAN APPLICATION

APPLICATION

Please provide a detailed description of the proposal (attach additional pages if necessary). As an example, the following types of information should be provided if they are relevant to your request: hours of operation, number of employees, previously approved conditional use permits (with approval date and applicant's name), variance requests pending or anticipated.

APPLICANT'S NAME _____

DISCLOSURE STATEMENT FORM

The completion and submission of this form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Virginia Beach requiring action by the City Council or a board, commission, or other body appointed by the City Council. Such applications and matters include, but are not limited to, the following:

Acquisition of Property by City	Disposition of City Property	Modification of Conditions or Proffers
Alternative Compliance, Special Exception for	Economic Development Investment Program (EDIP)	Nonconforming Use Changes
Board of Zoning Appeals	Encroachment Request	Rezoning
Certificate of Appropriateness (Historic Review Board)	Floodplain Variance	Street Closure
Chesapeake Bay Preservation Area Board	Franchise Agreement	Subdivision Variance
Conditional Use Permit	Lease of City Property	Wetlands Board
	License Agreement	

The disclosures contained in this form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law.

SECTION 1 / APPLICANT DISCLOSURE

FOR CITY USE ONLY / All disclosures must be updated two (2) weeks prior to any Planning Commission and City Council meeting that pertains to the application(s).

<input type="checkbox"/>	APPLICANT NOTIFIED OF HEARING	DATE:	
<input type="checkbox"/>	NO CHANGES AS OF	DATE:	
<input type="checkbox"/>	REVISIONS SUBMITTED	DATE:	

Check here if the **APPLICANT IS NOT** a corporation, partnership, firm, business, or other unincorporated organization.

Check here if the **APPLICANT IS** a corporation, partnership, firm, business, or other unincorporated organization.

(A) List the Applicant's name: _____
If an LLC, list all member's names:

If a CORPORATION, list the the names of all officers, directors, members, trustees, etc. below: *(Attach list if necessary)*

(B) List the businesses that have a parent-subsiary ¹ or affiliated business entity ² relationship with the Applicant: *(Attach list if necessary)*

See next page for information pertaining to footnotes ¹ and ²



SECTION 2 / PROPERTY OWNER DISCLOSURE

Complete Section 2 only if property owner is different from Applicant.

Check here if the **PROPERTY OWNER IS NOT** a corporation, partnership, firm, business, or other unincorporated organization.

Check here if the **PROPERTY OWNER IS** a corporation, partnership, firm, business, or other unincorporated organization, **AND THEN**, complete the following.

(A) List the Property Owner's name: _____

If an LLC, list the member's names: _____

If a Corporation, list the names of all officers, directors, members, trustees, etc. below: *(Attach list if necessary)*

(B) List the businesses that have a parent-subsiary ¹ or affiliated business entity ² relationship with the Property Owner: *(Attach list if necessary)*

¹ "Parent-subsiary relationship" means "a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation." See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

² "Affiliated business entity relationship" means "a relationship, other than parent-subsiary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities." See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

SECTION 3. SERVICES DISCLOSURE

Are any of the following services being provided in connection with the subject of the application or any business operating or to be operated on the Property. If the answer to any item is YES, please identify the firm or individual providing the service: IF THE OWNER AND APPLICANT ARE DIFFERENT, EACH MUST COMPLETE THE SECTION SEPERATELY

APPLICANT

YES	NO	SERVICE	PROVIDER (use additional sheets if needed)
<input type="checkbox"/>	<input type="checkbox"/>	Accounting and/or preparer of your tax return	
<input type="checkbox"/>	<input type="checkbox"/>	Architect / Landscape Architect / Land Planner	
<input type="checkbox"/>	<input type="checkbox"/>	Contract Purchaser (if other than the Applicant) - identify purchaser and purchaser's service providers	
<input type="checkbox"/>	<input type="checkbox"/>	Any other pending or proposed purchaser of the subject property (identify purchaser(s) and purchaser's service providers)	
<input type="checkbox"/>	<input type="checkbox"/>	Construction Contractors	
<input type="checkbox"/>	<input type="checkbox"/>	Engineers / Surveyors/ Agents	
<input type="checkbox"/>	<input type="checkbox"/>	Financing (include current mortgage holders and lenders selected or being considered to provide financing for acquisition or construction of the property)	
<input type="checkbox"/>	<input type="checkbox"/>	Legal Services	
<input type="checkbox"/>	<input type="checkbox"/>	Real Estate Brokers / Agents/Realtors for current and anticipated future sales of the subject property	

SECTION 4. KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

YES	NO	Does an official or employee of the City of Virginia Beach have an interest in the subject land or any proposed development contingent on the subject public action?
<input type="checkbox"/>	<input type="checkbox"/>	

If yes, what is the name of the official or employee and what is the nature of the interest? _____

CERTIFICATION:

I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.

I understand that, upon receipt of notification that the application has been scheduled for public hearing, **I am responsible for updating the information provided herein two weeks prior to the Planning Commission, Council, VBDA meeting, or meeting of any public body or committee in connection with this Application.**

APPLICANT'S SIGNATURE	PRINT NAME	DATE

OWNER

YES	NO	SERVICE	PROVIDER (use additional sheets if needed)
<input type="checkbox"/>	<input type="checkbox"/>	Accounting and/or preparer of your tax return	
<input type="checkbox"/>	<input type="checkbox"/>	Architect / Landscape Architect / Land Planner	
<input type="checkbox"/>	<input type="checkbox"/>	Contract Purchaser (if other than the Applicant) - identify purchaser and purchaser's service providers	
<input type="checkbox"/>	<input type="checkbox"/>	Any other pending or proposed purchaser of the subject property (identify purchaser(s) and purchaser's service providers)	
<input type="checkbox"/>	<input type="checkbox"/>	Construction Contractors	
<input type="checkbox"/>	<input type="checkbox"/>	Engineers / Surveyors/ Agents	
<input type="checkbox"/>	<input type="checkbox"/>	Financing (include current mortgage holders and lenders selected or being considered to provide financing for acquisition or construction of the property)	
<input type="checkbox"/>	<input type="checkbox"/>	Legal Services	
<input type="checkbox"/>	<input type="checkbox"/>	Real Estate Brokers / Agents/Realtors for current and anticipated future sales of the subject property	

SECTION 4. KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

YES	NO	Does an official or employee of the City of Virginia Beach have an interest in the subject land or any proposed development contingent on the subject public action?
<input type="checkbox"/>	<input type="checkbox"/>	

If yes, what is the name of the official or employee and what is the nature of the interest?

CERTIFICATION:

I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.

I understand that, upon receipt of notification that the application has been scheduled for public hearing, **I am responsible for updating the information provided herein two weeks prior to the Planning Commission, Council, VBDA meeting, or meeting of any public body or committee in connection with this Application.**

PROPERTY OWNER'S SIGNATURE	PRINT NAME	DATE