



**DEVELOPMENT ADVISORY – Number: 3-revised**  
**January 3, 2007**

**Deeds of Easement/Subdivision Plat Review**

Effective immediately the City will be requiring additional information/documents to accommodate a more thorough review of proposed Deeds of Easement and Subdivision Plats as listed below in italics. The additional information is required to insure the City receives clear title to proposed easements and right-of-way. The additional documents include; the most recent deed conveying the property and a title report performed within the last 60 days. Deeds will also be reviewed to insure there is an adequate description of the conveyance, within the language of the deed. Developers and engineers are encouraged to start the process of deed review early, to insure it does not alter the project schedule. Below is a draft of the City's review procedure for your consideration. If you have any concerns or comments, please contact us as soon as possible. We will consider all the input before finalizing the procedure in Mid-January.

***Purpose:***

*To insure the City receives clear title for easements and right-of-way, the following process has been established. The City has taken the following additional steps in the review process to insure deeds have proper form, descriptions, signatories, and source of title. Property owners, engineers and developers should consider the process in scheduling their project tasks.*

1. *Submittal Requirements – Deeds*
  - A. *Deeds of Dedication/Easement and other agreements conveying property rights.*
    1. *Provide title report prepared within the last 60 days. City Attorney's office, and/or Right-Of-Way Agent (Public Works documents only), will use this to verify signatory and source of title.*
    2. *Copy of most recent deed conveying property to the current owner. City Attorney's office will use this to verify signatory.*

3. *Deeds with appropriate description of the conveyance and any exhibit. The City will review draft deeds if the applicant wants to insure the document is acceptable before executing it. The appropriate department will review these documents for location consistent with requirements for the construction plan. The City Attorney's office will review for proper form and description of conveyance. Use most current deed templates from the City website.*

*B. Review Times*

1. *City Attorney's office and/or Right-Of-Way Agent will provide review in two weeks or less upon receipt of exhibit, deed request and title report.*
2. *Plan reviewers and design engineers should encourage the property owners to start this process as early as possible to avoid delays in plan approval.*

*2. Submittal Requirements – Subdivision Plats*

- A. Title Report prepared within the last 60 days for review by City Attorney's office.*
- B. Copy of most recent deed conveying property to current owner for review by City Attorney's office and Right-Of-Way Agent.*
- C. Subdivision Plat*
- D. Review of title and source of title will generally be completed within two weeks or less.*
- E. Add Source Map Book and Source Tax Parcel to the Source Deed on subdivision plat.*

## **Planning Department Advisories**

### **Architectural Review Process:**

Architectural Review is required for new development within planned unit developments, for large retail establishments, including out parcels, and for projects subject to architectural and site design proffers/stipulations. **For planned unit developments (PUDs), the plans shall be approved by the architectural review committee**

**applicable to that particular PUD prior to plans being submitted to the Planning Department.**

For single-family residential, architectural review takes place when applications for a building permit are processed. These are handled on a while-you-wait basis by the Planner On Duty for that particular day.

For multi-family and non-residential, **the deadline for submittal is Friday, 5:00 P.M.** The Planning Department will make every effort to review the plans within a two week time frame. Architectural plan approval shall take place prior to the submittal of final construction plans to the Department of Public Works. If a preliminary plan is required, architectural approval during review of the preliminary plan is encouraged.

**Three (3) copies** of the following shall be submitted to the Planning Department:

- a) A letter indicating the location of the project, name of the project, and name and phone number of the contact person.
- b) Site Plan prepared by a certified engineer;
- c) Building Plans, including floor plan and all exterior elevations;
- d) Color Scheme including all exterior building materials and description of all colors in layman's terms. Building material and color samples may be required;
- e) Landscape Plan prepared by a certified landscape architect, an individual with a two or four year degree in ornamental horticulture, a member of the Virginia Society of Landscape Designers, or a certified Virginia Nurseryman.

If a preliminary plan is required, the planner who handled preliminary plan review will be the contact for architectural review. Jim Bokern will be the planner for all other projects that do not require a preliminary plan.

If you have any questions, contact Jim Bokern at 382-6176.

## **Personnel Changes**

### **Planning Department Staff Changes:**

**Brian Ballard**, Principal Planner, has joined the Comprehensive Planning division. Brian's focus will be on open space and agricultural preservation issues as well as environmental policy. Brian is also back-up for Chesapeake Bay Preservation Area administrative functions. Brian was formally employed by the City of Norfolk, and holds a Masters Degree in Environmental Planning/Policy from University of Charleston, SC.

**Jim Bokern**, Senior Planner, has joined the Comprehensive Planning division. Jim's concentration will be on urban design and historic preservation. Jim formerly worked for the City of Suffolk, and holds a Masters Degree in Urban and Regional Planning from Virginia Commonwealth University.

**Ben Shelton**, GIS Technician, has joined the GIS division. Ben will be developing and maintaining the development tracking data base and maps. Ben holds an International Studies degree from Old Dominion University, and is currently pursuing a Masters Degree in Geographic Information Systems, also at ODU.

**Jennifer White**, Senior Planner, has joined the Current Planning division. Jennifer will be project planner for current planning applications, including rezonings, use permits, and preliminary plan review. Jennifer was a planner with the City of Norfolk for 12 years before coming to Chesapeake, and holds a Masters Degree in Urban and Regional Planning from Virginia Tech.

**Public Works Department Staff Changes:**

**Julie Landin**, Development Review Engineer has assumed the responsibility for reviewing preliminary subdivisions, re-zonings, and use-permits. She will be Public Works representative for projects during the preliminary process. Developers and engineers are encouraged to call her for pre-application input that will expedite projects and enhance the efficiency of the design process. Questions regarding, these matters should be addressed to her at (757) 382-6270.

**Arnold Lapid**, Development Review Engineer, has recently taken a new position in the Development Review Section. He was previously working in the Stormwater Management Division. He will be reviewing various development construction plans.

**Lawrence Heibert**, Construction Administration Engineering Technician was recently hired to replace Erlinda Davis. He will provide administrative support in the Subdivision Construction/Administration section.