



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2020-03-25

March 25, 2020

Topic: Online Submission of Planning Commission Applications

Effective Date: Immediately

Due to the threat of the Novel Coronavirus (COVID-19), the Department of Planning & Community Development is operating under modified conditions until further notice. At this time, our Sabre Street lobby and counter **are closed to the public**. To limit face-to-face interaction, the public is encouraged to use online methods to submit Planning Commission applications. **The preferred submittal procedure is to submit all Planning Commission applications via Accela Citizen Access using the link provided**

<https://citizenaccess.vbgov.com/Default.aspx>.

Those without access to the internet may drop off Planning Commission applications at 2875 Sabre Street, Suite 500, placing the entire submittal package including application, plans, disclosure statement and check (payable to the Virginia Beach City Treasurer) in a sealed envelope in the City Treasurer's Drop Box located outside of the building in front of the lobby. Address the envelope to Ms. Carol Dozier, Department of Planning & Community Development. Application fees are noted in the instructions attached to each application. Requests for a paper copy of an application can be made using the contact information below. Applicants will be notified by phone or email to confirm receipt and processing of all applications, regardless of submittal method.

For More Information, Please Contact: Bill Landfair, (757) 385-8745, wlandfair@vbgov.com.

Please visit www.vbgov.com/pc for information on the Planning Commission process and public hearing schedule. Additional information regarding closures and cancellations, and modifications to City operations can be found at <https://emergency.vbgov.com/>.