

City of Virginia Beach
Development Services Center
DSC INFORMATION NOTICE #111
March 9, 2005

Topic #1: Generators for New Sanitary Sewer Pump Stations

It is very important to have sanitary sewer pump stations operational at all times. Periods of power failure can be resolved with the addition of a generator in the design and construction of the pump station. If your project requires a new sanitary sewer pump station or an upgrade to an existing pump station, please contact Public Utilities/Engineering for guidance regarding the design requirements.

Contact in Public Utilities:

Rich Nettleton, P.E. (rnettlet@vbgov.com) 427-8487

Topic #2: Checklist for Sanitary Sewer Pump Station Plan Submittals

The Development Services Center (DSC) and Public Utilities staffs have worked together to create a new submittal checklist outlining the submittal requirements for sanitary sewer pump station plans. This form must be used when a new pump station site plan is submitted to the DSC. You may obtain a copy in Adobe format at:

<http://www.vbgov.com/dept/planning/dsc/forms/0,1600,12225,00.html>

***** Please note that a mandatory meeting with Public Utilities staff is required prior to plan submittal.**

Contact in Public Utilities:

Scott Graver, P.E., L.S. (sgraver@vbgov.com) 427-8845

Topic #3: Clerk of Circuit Court Policy – Return Documents

Effective January 3, 2005, the Office of the Clerk of Circuit Court is no longer mailing recorded documents to the attorney/consultant/owner unless an appropriate sized, stamped, self-addressed envelope is provided. Please refer to the attached notice.

The DSC staff will assist our customers when the recorded documents are returned to us without the required envelope. Staff will contact the appropriate person to have the documents picked up in our office. This courtesy will be extended until envelopes are provided or the documents currently being recorded have completed the recording process.

New documents submitted after March 11, 2005, will be expected to have the required envelope included with the submittal.

Contacts in Clerk of Circuit Court:

Emilie Inman (einman@courts.state.va.us) 427-8821
Tina E. Sinnen (tsinnen@courts.state.va.us) 427-8817

Contacts in Development Services Center (DSC):

Brenda Gray (bgray@vbgov.com) 427-8621
James Pearce (jpearce@vbgov.com) 427-8757

Topic #4: Revisions to the Public Works Specifications and Standards Manual

Revision 8 to the Public Works Specifications and Standards Manual was approved by Council on November 2, 2004, and became effective on that date. Revision 8 has now been incorporated into the Manual on the Public Works website. A summary of Revision 8 is also available on the website at http://www.vbgov.com/dept/pw/prof_info/0,1609,11150,00.html. Should you have any questions or comments please call Phil Pullen, P.E.

Contact in Public Works/Engineering:

Phil Pullen, P.E. (ppullen@vbgov.com) 427-4131



Tina E. Sinnen
Clerk

NOTICE

Due to budgetary restraints, effective January 3, 2005, the Clerk's Office of the Circuit Court of the City of Virginia Beach will require a stamped, self-addressed envelope for the return of all documents recorded in the Deed Books. When mailing in more than one document, please provide additional envelopes and make sure they are of an appropriate size to fit your document(s). Documents received without the necessary envelope and postage will be retained in the Clerk's Office until an envelope is received from you or six months has elapsed, whichever occurs first. Thank you for your help in this matter, it is greatly appreciated.

**Tina E. Sinnen, Clerk
Virginia Beach Circuit Court**