

Development and Permitting Status (as of 4-9-2020)

1) How does the development process work now that City Hall is closed?

- a. **Pending Developments**—we are continuing to process applications and requests pertaining to pending development projects [already in the pipeline], such as the following:
- i. Review of site plans and plats that were received for initial review on or before March 12, 2020,
 - ii. Review of re-submissions of site plans and plats, where the re-submission was received for initial review on or before March 12, 2020,
 - iii. Review of stormwater management plans and erosion and sediment control plans that were submitted for initial review, or re-submitted following initial review, on or before March 12, 2020,
 - iv. Review of building permit applications,
 - v. Review of bond submission and reduction requests,
 - vi. Review of applications for certificates of occupancy,
 - vii. All other requests normally available through the Building, Engineering, Utilities, and Zoning functions of NDS.

b. HOW TO SUBMIT APPLICATIONS ASSOCIATED WITH PENDING DEVELOPMENTS

- i. **Building Permits, Fire Suppression, Mechanical, Electrical and Plumbing permits, and certificates of occupancy requests:**

- 1) Send hard copy/ plans by USPS addressed as follows:
Department of Neighborhood Development Services, Attention: Permitting, PO Box 911, Charlottesville, VA 22902.
- 2) In addition to submitting hard copies of your applications/ requests by USPS, Contractors/ owners must contact the office by telephone (434-970-3182) and leave a message with their information.

- 3) Permit technicians will contact the permit applicant if additional information is needed, after receipt of the hard copy plans by USPS.
- 4) The permit fee schedule is available online and if you need assistance calculating fees email technicians Lisa Barmore (barmore@charlottesville.org) or Deronda Eubanks (eubanksd@charlottesville.org)

ii. *All other applications for Pending Developments (such as site plan and plat resubmissions; E&S Plan resubmissions, Stormwater Management Plan resubmissions, bond reduction requests, submission of as-built plans, requests for inspections, etc.)*

- 1) Send hard copy of the application, plans, comment response letter, application fee payments and any other materials requests by the reviews as applicable (full packet format—just as usual, review of an application will not commence until a complete set of application materials and fees has been received in hard copy), addressed to: **Neighborhood Development Services, Attention [name of planner assigned to the development], City Hall, PO Box 911, Charlottesville, Virginia.**
- 2) Send a courtesy electronic copy of the application materials to the planner assigned to the development.

2) Can I get inspections? YES!

- a. **BUILDING CODE INSPECTIONS** (building, plumbing, electrical, mechanical, fire suppression etc.)-- building inspections continue, provided that the inspection does not require an inspector to enter any occupied structure.
 - i. Those who need to schedule an inspection need to call our main number 434-970-3182 and provide the information requested on the voice mail. Please make sure your inspection information is detailed and contains the following

information: contact person name, address of inspection, permit numbers, date you would like the inspection, what type of inspection, phone number and an email address.

- ii. Messages are transcribed and inspections are scheduled. The inspector will contact the requester the morning of the inspection and discuss the best method: video, photo or site visit with minimal interaction.

b. INSPECTIONS OF PUBLIC ROW WORK (STREETS, SIDEWALKS, ETC) AND STORM DRAIN CONSTRUCTION:

- i. Inspection of Capital Improvements continues in the usual manner. Inspections can be scheduled with Capital Improvements Coordinator, Eric Morris, at 434-981-3761.
- ii. Eric will coordinate inspections to be performed by himself or another inspector. Consideration of distancing and minimization of contact during inspections is appreciated.

c. E&S or STORMWATER INSPECTIONS

- i. Stormwater Management and Erosion and Sediment Control Inspections continue in the usual manner. Inspections can be scheduled with VSMP/VESC Coordinator, David Frazier, at 434-960-1437.
- ii. David will coordinate inspections to be performed by himself or another inspector. Consideration of distancing and minimization of contact during inspections is appreciated.

d. INSPECTION OF NEW WATER/ SEWER INFRASTRUCTURE CONSTRUCTION

- i. Contact: Contact the Department of Utilities Dispatch at 970-3800. They will forward the request to the appropriate person for follow-up.

3) What are the impacts to permit approval and site plan review times?

- a. There is a slight delay of work on pending development applications, due to the necessity of temporarily using United States mail for submission of application materials.

- b. Once application materials are received, staff is doing their best to keep things moving on normal schedules. That includes development review team members as well as field inspectors. Approved building permit documents are being mailed to applicants and large rolled plans delivered to job sites.
- c. Please note, however, that City Council has temporarily suspended deadlines, by two actions taken in March 2020:
 - i. By **Resolution adopted on March 16, 2020**, council stated that, for so long as the declared local state of emergency remains in effect, mandatory review periods imposed by the City Code, are suspended, if the mandatory review is for a period of less than 60 days. No application shall be “deemed approved” if staff or a City board or commission cannot meet a deadline of less than 60 days.
 - ii. By **Ordinance Monday, March 23, 2020**, City Council went further, and declared that any proposed agenda items, whether for council, the planning commission, or another board or commission, are deemed continued for the duration of the emergency and any deadlines for actions on the agenda items (such as reports due from the planning commission back to city council) are likewise continued.

4) What Applications is the City NOT accepting at this time?

New Development Proposals—at this time, we regret that we are not able to accept new applications/ petitions for:

- Rezoning (including PUDs);
- Special Use Permits (SUPs);
- Site Plans or Plats for Major Developments (any development that involves 6 or more lots, or which involves the creation of any new streets or extension of public utilities or facilities regardless of the number of lots);
- any application(s) which require any community meeting, public meeting, public hearing, or other approval(s) by City Council or any board/ commission;

NDS is considering other ways to expand how plans/applications can be submitted, and will work expeditiously to facilitate review of development projects as soon as the pandemic restrictions are lifted.