

**Step 1: Optional Pre-Application Meeting**

- Prior to submittal of an application, applicants are encouraged to meet with a Staff planner by email, phone, or in-person to discuss the details of the project and the submittal process. Email PlanAdmn@VBgov.com or call (757) 385-4621, option 0, to make an appointment with a Staff planner.

Step 2: Application Submitted

- Application submitted [via our web portal](#) (*preferred*), mail, or hand delivery to the Department of Planning and Community Development, 2403 Courthouse Drive, Building 3, Virginia Beach, VA 23456-9101.
- Submittal deadline is the first business day of each month.

Step 3: Application Review

- Application is assigned to a Staff planner and reviewed by City departments (Public Works, Public Utilities, Parks and Recreation, etc.).
- Staff formulates a recommendation for Planning Commission's consideration.

Step 4: Public Notice #1

- Notification signs are posted on the subject property by the applicant 30 days prior to the Planning Commission public hearing and remain posted through City Council public hearing. Applicants are responsible for removing signs after final City Council action.
- City mails notification letters to all adjacent property owners.
- City advertises the request twice in the Virginian-Pilot and on the City website.

Step 5: Planning Commission Public Hearing

- Application is considered by Planning Commission at the public hearing.
- Planning Commission reviews Staff's recommendation.
- Members of the public have the opportunity to voice their opinions at the hearing.
- Planning Commission votes to recommend approval, denial, or deferral of the application.

Step 6: Public Notice #2

- Applicant updates the notification signs to reflect the City Council public hearing date provided by staff. Notification signs must remain posted on the subject property until the City Council public hearing.
- City mails notification letters to all adjacent property owners.
- City advertises the request twice in the Virginian-Pilot and on the City website.

Step 7: City Council Public Hearing

- Application is considered by the City Council at the public hearing.
- City Council reviews both Staff's and Planning Commission's recommendations.
- Members of the public have the opportunity to voice their opinions at the hearing.
- City Council votes to approve, deny or defer the application.

Step 8: Decision Letter

- Results of the City Council decision are forwarded to the applicant, property owner and representative.