



Stormwater Appeals Board Process

Step 1: Application Submittal

- Application submitted [via our web portal](#) (*preferred*), via email DSCIntake@vbgov.com, or in person at the Department of Planning and Community Development.
- Applications must be submitted within thirty (30) days of action taken by the Administrator.

Step 2: Application Review

- Application will be reviewed for completeness by Development Services Center staff.
- Staff report will be prepared by staff for each application.
- Stormwater Appeals Board staff liaisons will contact Applicant with date of Public Hearing.

Step 3: Public Notice

- Notification of Public Hearing posted on FOIA Notice Board five (5) days prior to public hearing.
- Notification of Public Hearing posted in public vestibule of Department of Planning and Community Development office..

Step 4: Appeals Board Hearing

- Application is considered by the Stormwater Appeals Board at the public hearing.
- Members of the public have the opportunity to voice their opinions at the hearing.
- Stormwater Appeals Board approves, denies, or defers the appeal.

Step 5: Decision Letter

- Results of the Stormwater Appeals Board decision are forwarded to the applicant, property owner and representative by staff liaison.

Step 6: Appeals

- Within thirty (30) days of the decision of the Stormwater Appeals Board, a decision may be appealed to the Circuit Court of the City of Virginia Beach. The petition for appeal shall be filed in writing within thirty (30) days of the date of the decision, determination or action and shall state clearly the grounds on which the appeal is based.