



# NOTICE



## Consultants, Builders and Developers

### Notice #2025-07-01

July 1, 2025

Topic: Review Process Updates per VA House Bill 2660

Effective: Immediately

House Bill 2660 was approved by the Virginia General Assembly on February 17, 2025 and signed into law by the Governor on March 19, 2025. The full text and details on this bill can be found on the [Virginia State Legislative Information System](#) website. This law becomes effective on July 1, 2025 and is intended to shorten the timeframe for localities to review and approve subdivision plats and site plans. In order to accommodate the review timelines and other components of this legislation, the City of Virginia Beach Planning Department's Development Services Center (DSC) is implementing the following changes that will be effective starting July 1, 2025:

1. The City of Virginia Beach (the City) must complete initial review of any proposed plat, site plan, or plan of development within 40 days after it has been officially submitted for approval. The City must complete review of any proposed plat, site plan, or plan of development that has been previously disapproved within 30 days after it has been modified, corrected, and resubmitted for approval. This is a reduction from the previously permitted timeframe of 60 days for initial review and 45 days for resubmittal.
  - a. Staff has implemented internal tracking and coordination procedures to ensure review times never exceed what is permitted by the state. This is expected to require reallocating staff workload and redirecting priorities to ensure all reviews can be completed within this reduced timeframe. While staff aims to work proactively on the fastest path to plan approval, this reallocation of staff workload will likely result in reduced opportunities to offer slipsheet, interim, or expedited reviews for the next few months.
2. All deficiencies identified during a third or subsequent resubmission (4<sup>th</sup> overall submittal) shall be provided concurrently to the applicant and the Director of Planning or the equivalent official having supervisory authority over the approving agent. Within 14 days

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of receipt, the Director or equivalent must provide an additional review to determine if the submittal is approvable.

- a. In the City of Virginia Beach, the DSC Project Coordinators act as the approving agent for plats, site plans, or plans of development. The Development Services Administrator holds supervisory authority over all approving agents, and will provide this additional review meeting all state regulatory requirements.
3. All reasons for disapproval of a submittal shall reference specific duly adopted ordinances, regulations, or policies.
  - a. All review comments provided on future review letters are expected to include the required references. There will be exceptions where a comment has no applicable reference, such as when conflicting information is provided on a submittal. An example of this is if a driveway is shown as 18' wide on one plan sheet, but 22' wide on another sheet.
  - b. The Single Family Site Plan Staff Review Checklist has been updated to include appropriate references for each requirement listed.
4. In the review of a resubmitted plat, site plan, or plan of development that has been previously disapproved, staff shall consider only deficiencies identified in its review of the initial submission that have not been corrected in the resubmission or any deficiencies that arise as a result of the corrections made to address deficiencies identified in the initial submission. New comments are permitted to be included if a resubmission includes a material revision of infrastructure or physical improvement from the earlier submission or if the deficiency would violate local, state or federal law.
  - a. All review comments provided on future review letters are expected to include a label to explain the type of comment being made. Options are expected to include New Comment, New Comment Based on Design Change, Repeat Comment, Modified Repeat Comment, Advisory Comment, and Quality Control.
5. A project will not be deemed "officially submitted for approval" to start the allowable review timeline until all required components have been submitted.
  - a. Staff will continue performing a detailed intake completeness check per current policy and projects deemed incomplete will not be accepted for review. As workload demands associated with shortened review timelines become better understood, staff will work accordingly to adjust the list of Required Items to be

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considered for a complete Site Plan. This list is expected to be forthcoming later this year and will be shared via a separate DSC notice.

- b. Payment of the review fee will be considered a required component of an official submittal for approval. Per the Site Plan Ordinance section 3.2 and Subdivision Ordinance section 8.1, all fees are due at the time the plan or plat is submitted. The invoice sent by DSC currently states that “payment must be received before the application will continue through the review process.” Staff began offering leniency on timing for payment during a transition period in 2020, but will be requiring payment at submittal as required by City Code. Since that time, payment options have expanded to include in-person check delivery, mailed check delivery, online credit card payment, and online e-check transactions with a reduced fee.

## For More Information, Please Contact:

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