



Chesterfield County, Virginia

Memorandum

DATE: AUGUST 12, 2009

TO: DEVELOPMENT COMMUNITY

FROM: KIRKLAND A. TURNER, DIRECTOR, PLANNING DEPARTMENT

SUBJECT: *READY TO BUILD* EXPEDITED SITE PLAN PROCESS
(TEMPORARY PROGRAM)

Chesterfield County's Site Plan Team has developed the *Ready to Build* Expedited Site Plan Review process to give high priority to development projects that will start construction immediately upon site plan approval. Our focus is to get projects started on the ground that support jobs within the construction industry. We will accept applications from August 18 to November 18, 2009 as a trial period. Depending on the success of the process, we may extend this time period as currently proposed or in a modified form. While the attached memorandum of understanding focuses on the date to start construction by the general contractor and the timeliness of design consultants to submit plans, the county will take into consideration the overall preparedness of a project prior to awarding the expedited designation.

Please contact the county's Economic Development Department (804-318-8550) to discuss receiving the expedited designation. You can talk confidentially with an Economic Development representative about how prepared you are for starting construction. Such items may include letters of intent by tenants, financing being in place, and/or contractual agreements to deliver a building by a certain date. Since building permits can be reviewed in parallel with the site plan, the architect should be under contract and moving forward with design development drawings. The county is eager to be a partner in getting development projects under way. Developers who can show their preparedness to do so will receive highest priority with site plan reviews as short as five business days. We will work with developers to establish a timeline for reviews that match their date to start construction.

Prior to receiving the expedited designation, the developer and his consultant team are required to have a preliminary meeting with the Site Plan Team during a Wednesday staff/developer meeting to determine any site-related issues that may cause problems if not identified early. Please contact Desiree Newbill at 768-7485 to schedule this meeting. If you have any other questions about this process, please contact Greg Allen in the Planning Department at 748-1072.



**Chesterfield County, Virginia
Department of Planning**

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KIRKLAND A. TURNER
Director

Ready to Build Expedited Site Plan Review
Memorandum of Understanding
(Temporary Pilot Program)

Chesterfield County’s ***Ready to Build*** Expedited Site Plan Review process gives high priority to projects that will start construction upon site plan approval. This memorandum of understanding establishes the date for starting construction and the timeliness of county staff to review plans and the timeliness of the developer’s consultants to submit plans.

To receive this designation, complete the information below and submit your request to the Economic Development Department. Because Chesterfield County is giving review priority for these plans, the applicant, project engineer, project architect and general contractor commit that they will accomplish their respective roles in an expeditious time frame. The developer’s team commits to timely resubmissions of plans not to exceed twice the number of working days allowed for staff review (example: 5 staff review days = 10 consultant working days).

Upon submittal of **complete** site plans, staff will review the documents in _____ working days and arrange a work session with the engineer and owner to discuss any comments and address the changes that should be made for site plan approval. Each subsequent submittal will repeat the process, including meetings with the engineer and owner, until the plans are submitted in approvable form.

Project Name: _____

As the owner and agents for a *Ready to Build* Expedited Site Plan Review project, it is our responsibility to provide information and plans promptly in order to assist the county in approving the plans during the expedited site plan review process. It is understood that a failure to respond with timely submittals can jeopardize the *Ready to Build* Expedited Site Plan Review designation given this project by Chesterfield County.

Owner(print name & initial)

Engineer (print name & initial)

Architect (print name & initial)

General Contractor (print name & initial)

The planned date to start construction is: _____

Economic Development designates Expedited Site Plan Review on _____: by _____.
date initial