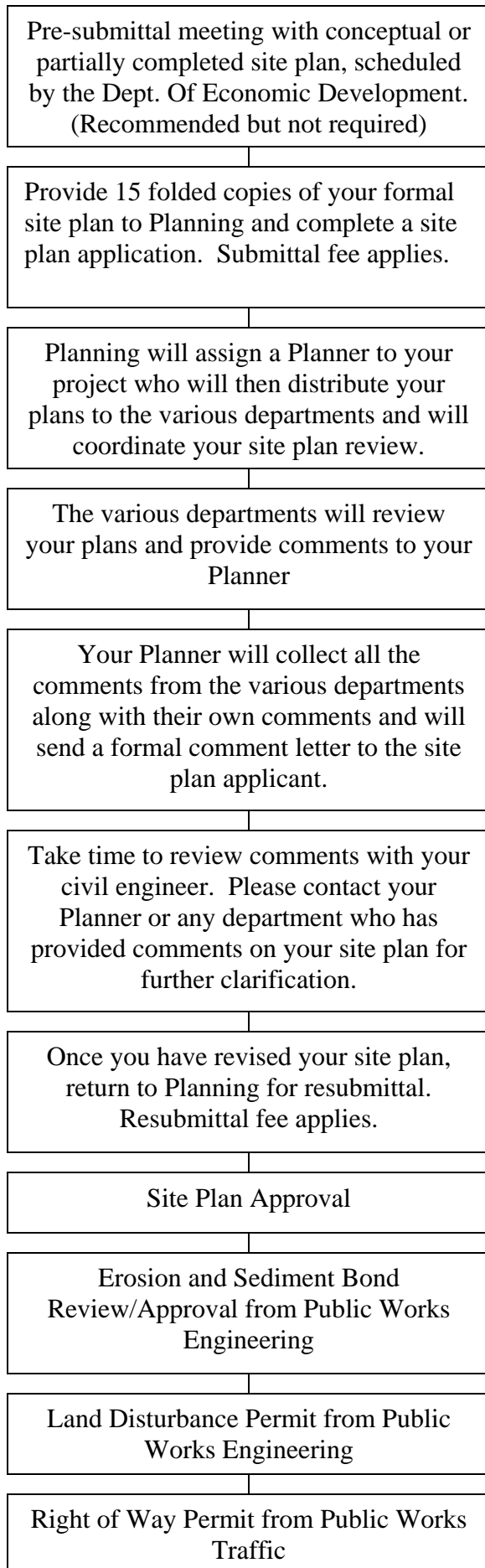


City of Suffolk Commercial Development Guide

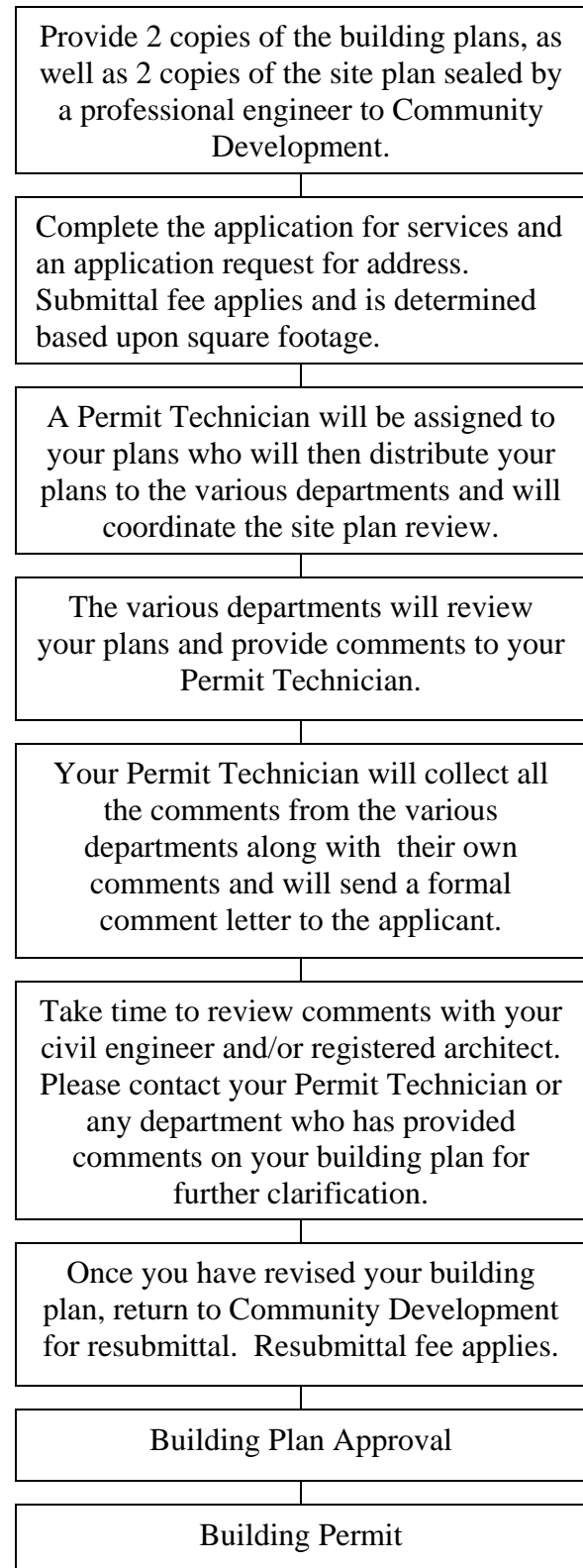


Suffolk
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Site Plan Review Process:

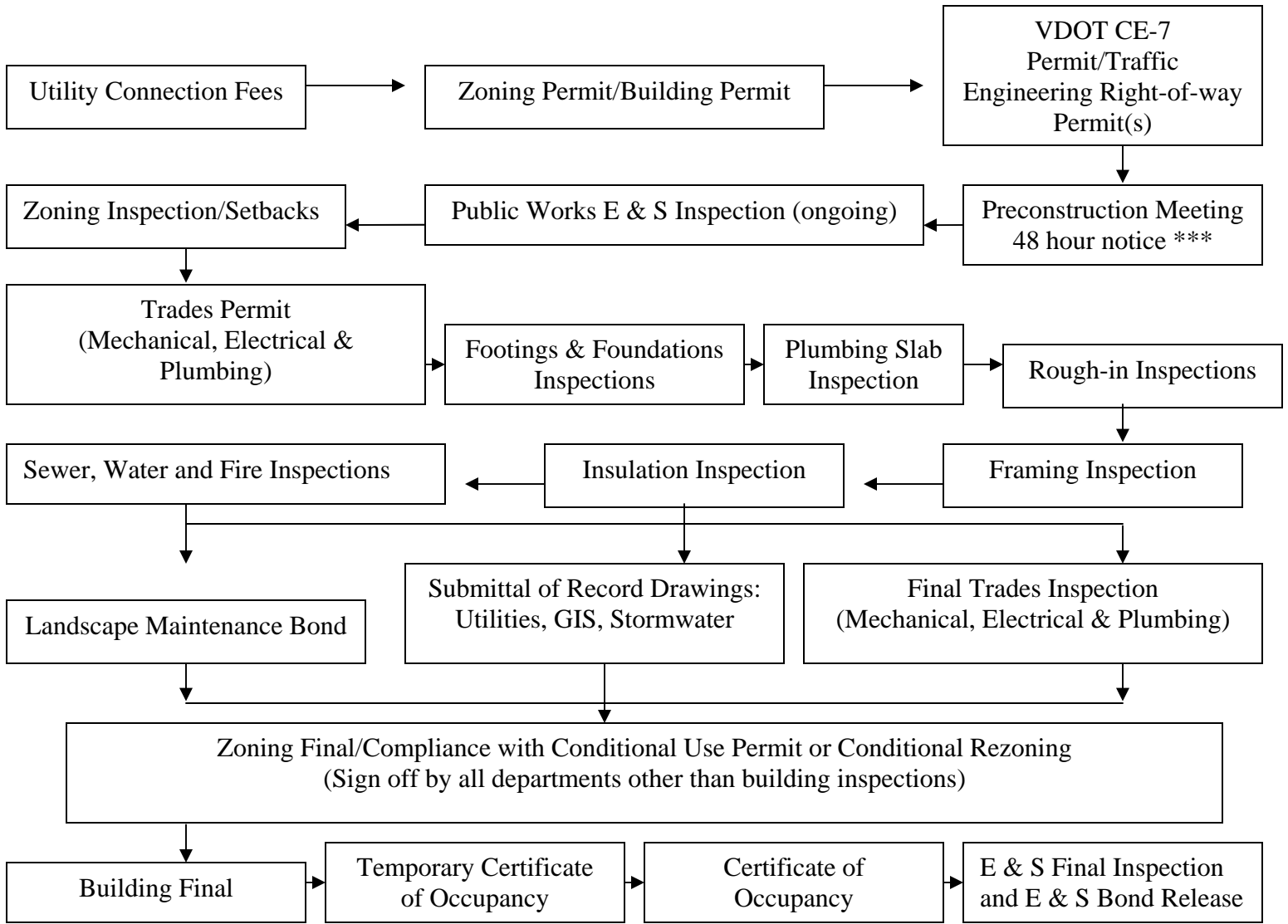


Building Plan Review Process:



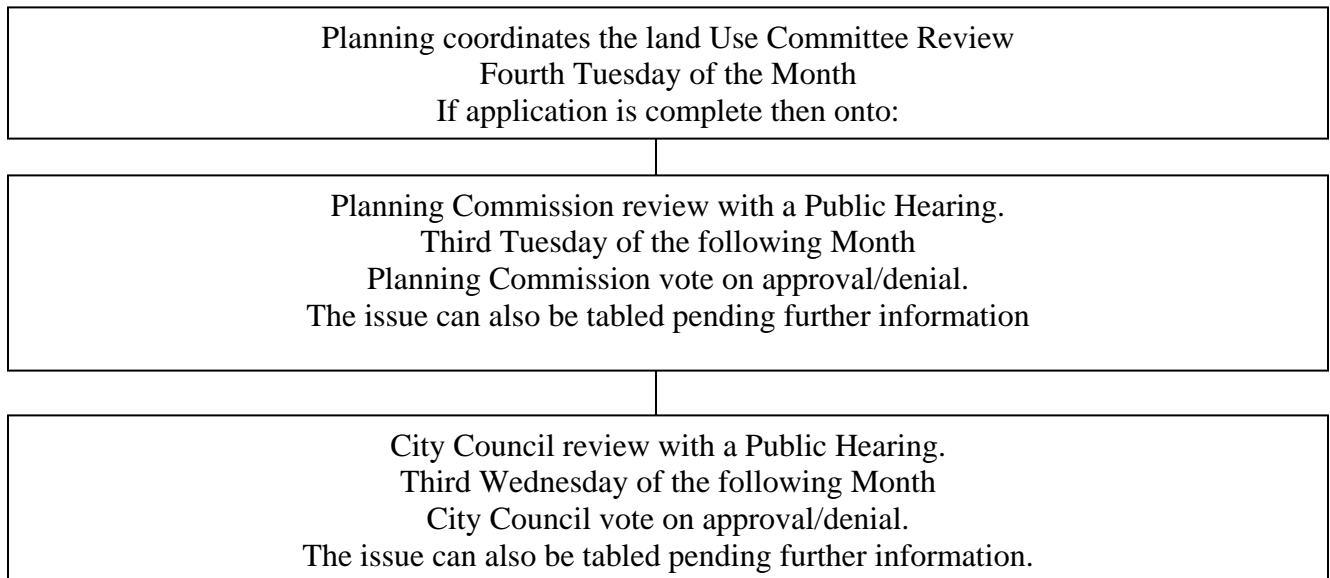
Site Plan and Building Plan review process can occur simultaneously.

Construction Permitting and Inspection Process:



Conditional Use Permit or Rezoning Application:

Application cut-off is the last working day of each month



Suffolk Departments Involved in the Review Process

Economic Development – (757) 514-4040 www.yessuffolk.com

Responsible for marketing the City of Suffolk to new and expanding businesses. Provides assistance to the business community as they work through the development and growth process. Coordinates project review meetings with and formal pre-submittal meetings with all City of Suffolk development team departments that review site plans.

Planning – (757) 514-4060 www.suffolk.va.us/planning

Provides sound and efficient management of the City's overall land use planning program and recommends mechanisms for City Council to utilize in managing and guiding growth, when considering land use changes and the development of the City. Coordinates the review of all development projects including residential, commercial and industrial development.

Public Works – (757) 514-4000 www.suffolk.va.us/pub_wks

Traffic Engineering – (757) 514-7603

Directs and manages capital and special projects, assists in the review of all site development plans, analyzes impact studies and issues relating to current and future transportation issues.

Engineering/Stormwater – (757) 514-7610

Manages the City's Stormwater Utility Program. Provides plan review and inspection services related to stormwater management, erosion and sediment control and roadway design and construction for all new development within the City. Manages various capital projects.

Public Utilities – (757) 514-7000 www.suffolk.va.us/pub_util

Responsible for the operation, maintenance and expansion of the City of Suffolk's water and sanitary sewer systems. Its primary mission is to ensure that the delivery of potable water and the collection of waste water meets all State and Federal regulations.

Community Development – (757) 514-4150 www.suffolk.va.us/com_dev

Responsible for helping to improve the quality of life of Suffolk citizens by combining the functions of property maintenance, zoning enforcement, zoning certifications and building trade inspections for new construction and alterations by providing coordinated activities with neighborhood and business leaders for a comprehensive building and housing inspections program. Coordinates the building plan permitting process.

GIS – (757) 514-7696 www.suffolk.va.us/gis

Maintains accurate, current and complete geospatial data for the City of Suffolk. The information contained in GIS is allowing city departments to analyze the physical features that currently exist in the city prior to deciding to make changes to the facilities, services and infrastructure available.

Fire Prevention Bureau – (757) 514-7550 www.suffolk.va.us/fire/fp_pe.html

Assists in the development plan review process to insure that codes and ordinances affecting fire and life safety are conformed with and administers the permitting of various hazardous processes and material storage. The Bureau staff conducts periodic building inspections, investigates complaints of potential fire hazards and provides training to update department personnel of current standards and practices.