



**Chesterfield County, Virginia
Department of Planning**

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KIRKLAND A. TURNER
Director

***Ready to Build* Expedited Site Plan Review
Memorandum of Understanding**

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 along with separate documentation that you have financing for the project, and submit your request to the Plans Review branch of the Planning 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). Prior to site plan submittal, a preliminary site plan meeting is required, and the consultant shall provide a schedule which includes the proposed dates for each submittal (3 minimum), staff review due dates, mandatory staff/developer meeting dates, anticipated approval date, and start date of construction.

The weekly deadline for submitting new plans is Tuesday by 5pm. If plans are deemed **complete** through a First Glance review on Wednesday, staff will review the documents per the approved expedited schedule and arrange a staff/developer meeting with the engineer and owner to discuss any comments and address the changes that should be made for site plan approval. Subsequent submittals can be submitted for any day of the week and will be reviewed per the expedited schedule.

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)

Date of the mandatory preliminary meeting: _____

The planned date to start construction is: _____

The Planning Department designates Expedited Site Plan Review on _____: by _____.
date initial