



Community Development Department Digital Development Application Submission Guidelines

Applications eligible for electronic plan view via digital submission include Site Plans, Subdivisions Plats, Road Plans, and WPO Plans.

1. Go to the County's Digital Development Application Submission page here
<https://lfweb.albemarle.org/Forms/CDDSubmission> (This site can be copied and pasted into your browser)
2. **What to do to submit a new application.**
 - a. Choose New Submission to upload a PDF of your application, then a PDF or TIFF of your plan(s). See the Applicant Submittal Instructions for more information on uploading PDFs and TIFFs.
DO NOT UPLOAD MULTIPLE APPLICATIONS INTO ONE NEW SUBMISSION.
EACH APPLICATION MUST BE SUBMITTED SEPARATELY AS A NEW SUBMISSION.
 - b. Once your application materials have been uploaded to the site, you will receive an email verifying receipt of the uploaded document(s) and instructing you on how to process payment of your application.
 - c. [Click here for the Applicant Submittal Instructions](#)
3. **Re-submittals**
 - a. Choose Re-Submittal and follow the steps outlined in the SOP. Please notify Intake staff at the email below and the assigned review coordinator, of your resubmission. Please reference your application number (i.e., SUB201600001) on all plan materials.
4. **Paper Copies required**
 - a. New Submissions - Please provide the following number of paper copies of your plan/plat to the front office with a copy of your email that includes your transaction number.

Initial Site Plans	2 copies
Initial Site Plans on Entrance Corridor	3 copies
Final Site Plans	1 copies
Subdivision Plats	1 copies
Road Plans	2 copies
WPO Plans	0 copies
 - b. Re-submittals - Please provide the following number of paper copies of your plan/plat to the front office with a copy of your email that includes your transaction number.

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If you have additional questions about electronic plan review or are experiencing problems with your submittal, please email CDDSubmittal@albemarle.org or call (434) 296-5832

Thank you for helping the County move toward a paperless system!