



## Community Development Department Electronic Plan Review Submission Guidelines

### **Applications eligible for electronic submission include Site Plans, Subdivision Plans, WPO Plans, and Road Plans.**

1. To submit your plan to the County, upload a pdf of your plan(s) and a digital copy of your application using the County's ftp site. Plan sets associated with a single application should be submitted as a single pdf, not as separate pages. Zip files are acceptable for submitting multiple documents or larger files.
  - i. To upload to the ftp site: Copy the following link into your browser (Explorer preferred):  
<ftp://ftp.albemarle.org/>
  - ii. Right-click in this folder and select 'Login As...'
  - iii. Log in with the following:

User name:	PubSubmittals
Password:	Submit&Here
  - iv. You should now see the folder *CDD\_Digital\_Plan\_Submission*. Copy/drag in your files into this folder. If submitting files for multiple applications, please create separate folders for each application.
2. Once your application materials have been uploaded to the ftp site, contact Community Development Intake staff (Jennifer Pritchett at [jpritchett@albemarle.org](mailto:jpritchett@albemarle.org) or Jennifer Smith at [jsmith3@albemarle.org](mailto:jsmith3@albemarle.org)) to verify that your materials have been received and to arrange for payment of your application fee. Please note, applications cannot be processed until all fees have been paid.
3. Resubmittals should follow the same intake process as new submittals. Please notify Intake staff and the assigned review coordinator of your resubmission. Please reference your application number (i.e. SUB 2016-00001) on all plan materials.
4. Please note when the following number of paper copies of your plan should be submitted:

**Initial Site Plans in an Entrance Corridor – 6 copies**

**Site Plans (for signature and final approval only) – 4 copies**

**Subdivision Plans (for signature and final approval only) – 2 copies**

**WPO Plans (for signature and final approval only) – 3 copies**

**Road Plans (for signature and final approval only) – 3 copies**

If you have additional questions about electronic plan review or are experiencing problems with your submittal, please contact Paty Saternye at [psaternye@albemarle.org](mailto:psaternye@albemarle.org) or (434) 296-5832 ext. 3250.

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