Community Development Department
Digital Development Application
Submittal Instructions

The following instructions detail the process for New Submissions of Digital Development Applications to Albemarle County for electronic review and the Re-submission of documents addressing previously reviewed applications that have assigned application numbers.

1. If you are not on the Digital Development Application Submission page you can copy the following link into your web browser:

   https://lfweb.albemarle.org/Forms/CDDSubmission

   You should see the following page.

ALBEMARLE COUNTY | VIRGINIA

COMMUNITY DEVELOPMENT DEPARTMENT
Digital Development Application Submission Form

Is this a new submission or a re-submission?

○ New Submission ○ Re-submission

The Community Development Department (CDD) now accepts the digital submission of development applications through a new web-based form.This feature is being implemented in an effort to provide a user-friendly method to submit and resubmit multiple development applications. Please click the New Submission button above to see the list of available applications available.

To guide you through the digital submission process, we have provided Submittal Instructions on how to use this Submission Form and some General Submission Guidelines. Please review both of these documents before making your submission.

Submittal Instructions

General Submission Guidelines

If you have questions about the correct submission method for your project, please email us at cddsubmittal@albemarle.org or call us at (434) 296-5832.

☐ I'm not a robot   reCAPTCHA Privacy - Terms

Submit

2. Choose either the "New Submission" or "Re-submission" button and follow the directions on the next pages for the applicable submission.

   a. For a New Submission, follow the directions on the page regarding submitting the required PDF application. NOTE: A New Submission will not have an assigned application number. Fill in the additional fields needed as noted with the RED *
   DO NOT UPLOAD MULTIPLE APPLICATIONS INTO ONE NEW SUBMISSION.
   EACH APPLICATION MUST BE SUBMITTED SEPARATELY AS A NEW SUBMISSION.

New Submission

You have selected a new submission. You will need to complete the appropriate PDF application form(s).

BUILDING & SIGN PERMITS

- Building Permit (B) application forms can be found here.

- Sign application forms, including Temp Signs, can be found here.

SITE PLAN, SUBDIVISION, WATER PROTECTION & ARB APPLICATIONS

- Site Development Plan (SDP & LOR) application forms can be found here.

- Subdivision (SUB) application forms can be found here.

- Water Protection Ordinance (WPO) application forms can be found here.

- Architectural Review Board (ARB) application forms can be found here.

- Floodplain Development Permit (FDP) application forms can be found here.

ZONING PERMITS & BOARD OF ZONING APPEALS

- Zoning application forms such as Clearances for a New Business, Home Occupation, Homestays, Farm Winery, Brewery or Distillery operations, or other business operations or activities, Letter of Zoning Compliance, Official Letter of Determination, and various other Zoning and Planning application forms can be found here.

- Board of Zoning Appeals (Variances and Appeals) application forms can be found here.

ADDITIONAL APPLICATION/FORMS

- Agricultural and Forestal application forms can be found here.

- Acquisition of Conservation Easement application forms can be found here.

Don't see your application listed above please try here.

If you still cannot find the application you are looking for, please email us at cddsubmittal@albemarle.org or call us at (434) 296-5832.

Once you have finished filling out the application, save it to a location on your computer. Then fill out your contact information below and use the upload button below to attach the application and any associated files to this submission.

Submission Fees are determined by application type and are listed within each application.

b. For a Re-submission, you will see this. Please follow the directions on the page regarding submitting the proper documentation. NOTE: A Re-submission will have an assigned application number starting with either SDP, SUB, or WPO. A Letter of Revision (LOR) application will be accepted as a Re-submission submittal as it will be associated with an approved site plan, and the assigned application number starting with SDP will be required.

Fill in the additional required fields as noted with the RED * SEE PAGE 4

DO NOT UPLOAD MULTIPLE APPLICATIONS INTO ONE RE-SUBMISSION.

EACH APPLICATION MUST BE SUBMITTED SEPARATELY AS A RE-SUBMISSION.

Re-submission

You have selected re-submission. If necessary, you will need to complete the appropriate PDF application form(s).

- For Road Plan re-submissions, an application and fee are required and can be found here.
- For Water Protection Ordinance re-submissions, an application and fee are required and can be found here.
- For Special Use Permit re-submissions, an application can be found here. A Fee will apply for all submittals after the first free re-submittal.
- For Zoning Map Amendment re-submissions, an application can be found here. A Fee will apply for all submittals after the first free re-submittal.
- For all other applications (SDP, SUB, CLE, etc.) there is application or fee is required.

Once you have finished filling out any required application, save it to a location on your computer.

Please enter your project's application number in the field provided below, once completed, tab to the next field. The application number you entered will reference the project's application number in Albemarle County Community Development Department's development tracking system. Once referenced, the Project Name and Project Type fields will be auto-populated. Please confirm the information referenced in these fields is correct. After confirmation, please enter your name and email address for contact purposes and attach any associated files for resubmittal through the File Upload button.

Submission Fees are determined by application type and are listed within each application.

Full Name *

Ex: John Doe

Email *

Ex: johndoe@gmail.com

Phone Number *

Ex: 434-973-9999

Application Number *

Ex: SDP201800005

(Prefix + 4 digit year + 5 digit number

Is this an LOR? *

☐ Yes ☐ No

Project Name

(No entry needed)
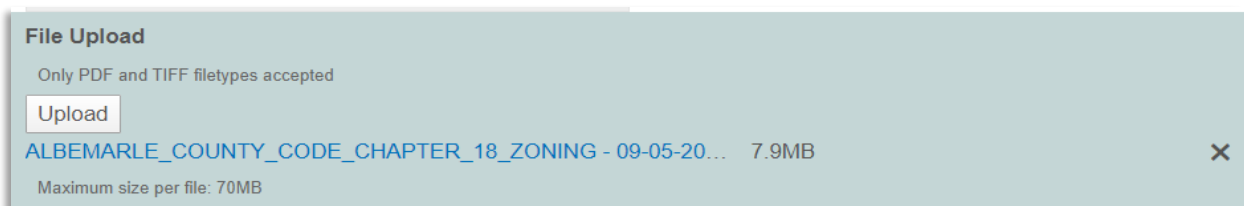
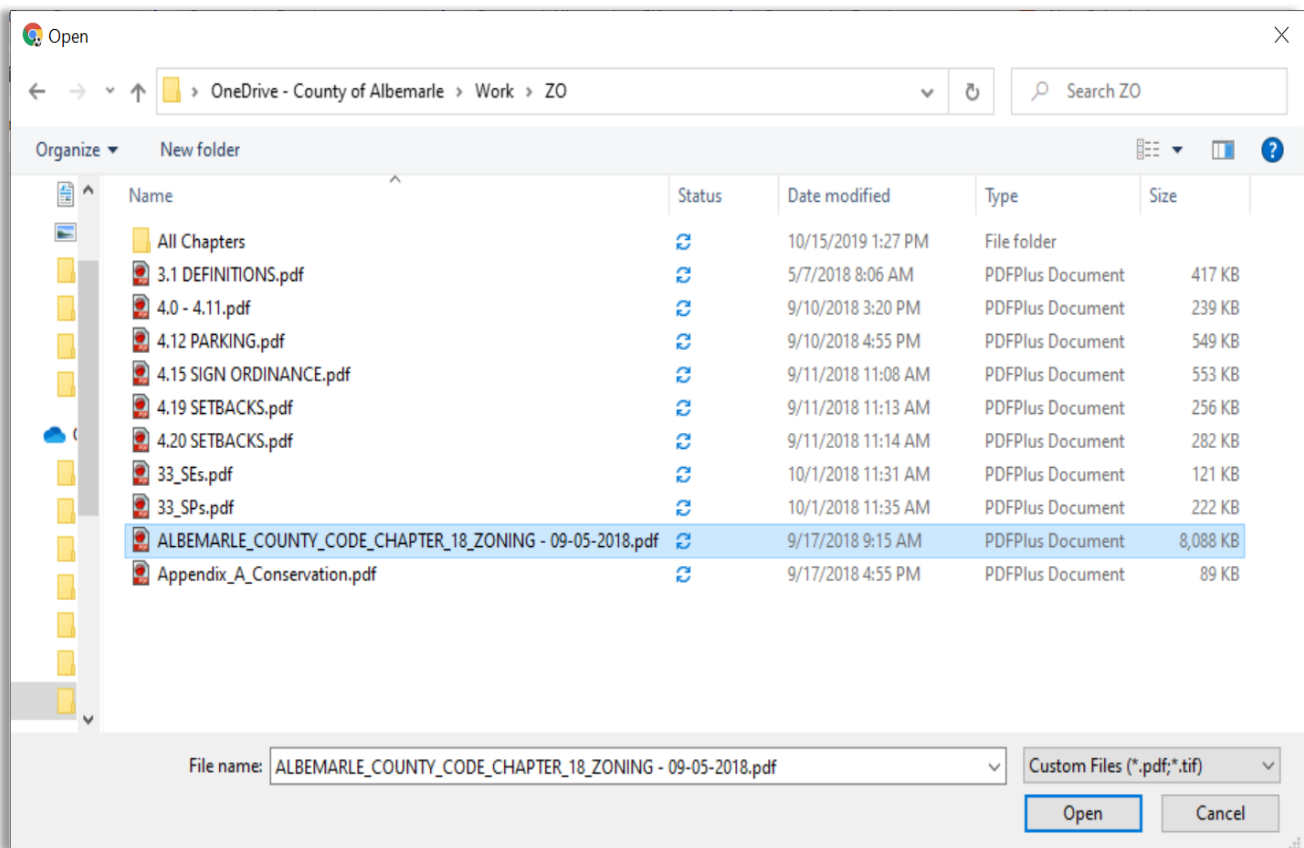## Project Type

(No entry needed)

File Upload

Only PDF and TIFF filetypes accepted

Upload
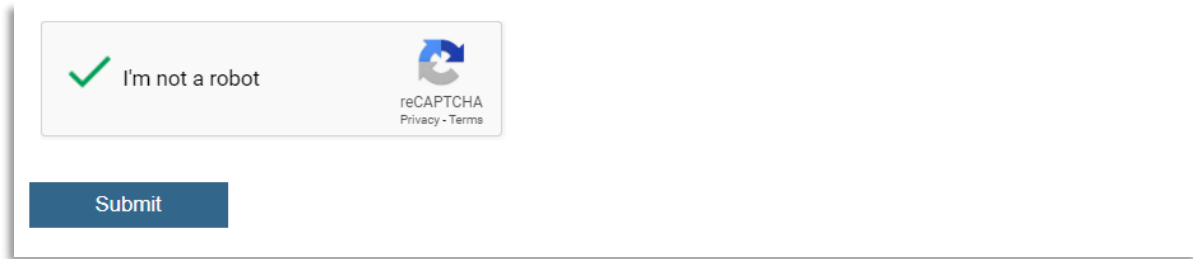
Maximum size per file: 70MB

3. For either New Submission or Re-submission, when you click the Upload button, an interface will open up for you to select the file that you wish to upload

PLEASE NOTE THE FOLLOWING:

- Please review your application for completeness before uploading. Processing applications that are missing information may delay the review time
- Only PDF & TIFF file formats are accepted at this time (file size maximum of 70MB)
- Multiple files are permitted to be uploaded
- Flattened PDFs are highly preferred over Interactive PDFs (*layers, buttons, etc.*)
- Please keep the document dimensions at or smaller than 30" x 42" (Architecture E1).
- For New Submissions, you will be uploading at least two files,
  - 1) The completed application. The name of the form you upload must have the word **Application** in the file name. VERIFY this before you Upload (ex. **Application**_SDP_PROJECT_NAME_HERE, or Application_SDP_LOR_PROJECT_NAME_HERE, or **Application**_SUB_PROJECT_NAME_HERE, or **Application**_WPO_PROJECT_NAME_HERE)
  - 2) The plan/plat file(s). The name of plan or plat that corresponds with application name (ex. PROJECT_NAME_HERE_pages_1-25)
  - 3) Supplemental Docs for the application name (ex. Traffic_Study_for_PROJECT_NAME_HERE)
- Review of applications cannot begin until deemed complete and appropriate fee is paid

File Upload

Only PDF and TIFF filetypes accepted

Upload

ALBEMARLE_COUNTY_CODE_CHAPTER_18_ZONING - 09-05-20...   7.9MB   ✕
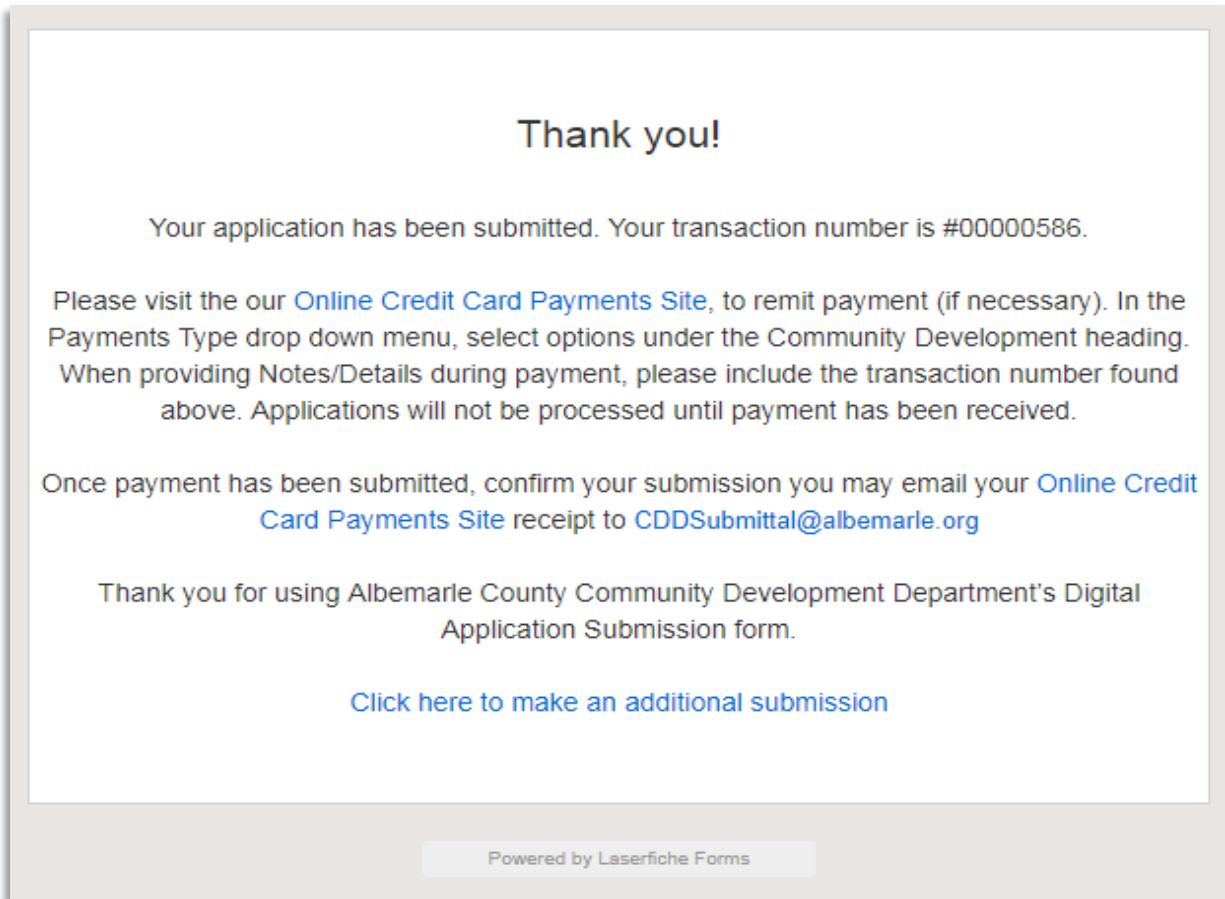
Maximum size per file: 70MB

4. Check the "I'm not a robot" box and hit the "Submit" button

5. You will then be directed to a page that shows the following information

Thank you!

Your application has been submitted. Your transaction number is #00000586.

Please visit the our Online Credit Card Payments Site, to remit payment (if necessary). In the Payments Type drop down menu, select options under the Community Development heading. When providing Notes/Details during payment, please include the transaction number found above. Applications will not be processed until payment has been received.

Once payment has been submitted, confirm your submission you may email your Online Credit Card Payments Site receipt to CDDSubmittal@albemarle.org

Thank you for using Albemarle County Community Development Department's Digital Application Submission form.

Click here to make an additional submission

Powered by Laserfiche Forms

6. Follow the directions from the page shown above to make payment for your New Submission or Re-submission as applicable. NOTE: The payment type for your application may not be on the list, so please choose "Other" and fill in the Note field the type of application you are submitting.

7. Although this is an electronic review process at this time, some reviewers still require a hard copy for the submission. Check the linked "Digital Development Application Submission Guidelines" for the specific number of hard copies to be submitted, with the first submission and the resubmission of the specific plan/plat type you are submitting.

Additionally, one or more hard copies will be required before approval of the submitted plan/plat for signatures and distribution. Once the plan/plat is ready for approval, the lead reviewer will contact you for any additional hard copies that are required for the approval process.