



Community Development Department Digital Development Application Submission Guidelines

**All Applications accepted as paper applications
are eligible for electronic plan review via digital submission.**

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 Digital Development Application 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 instructions how to process payment of your application. Payment must be received to be considered a complete application.
 - c. [Click here for the Digital Development Application Submittal Instructions](#)
3. **Re-submissions**
 - a. Choose Re-Submission and follow the steps outlined on the page and in the SOP. Please notify Intake staff in the email below and the assigned review coordinator of your re-submission. Please reference your application number (i.e., SUB202000001 or SDP202000125) on all plan materials.
4. **Paper Copies may be required to assist with plan review or prior to approval**

NOTE: The application you are submitting may state that paper copies of the plats, plans, and other documents are required for submittal; however, you are not required to submit paper copies at the time of online application. (The application forms will be updated in the future.) Paper copies may be needed as outlined below.

- a. **New Submissions** – Staff may request paper copies of your submittal during their review of your application. All requested paper copies can be dropped off at the CDD front office with a copy of your verification email that includes your transaction number.
- b. **Re-submissions** - Paper copies of your plan/plat re-submission may be requested by staff. All requested paper copies can be dropped off at the CDD front office with a copy of your verification email that includes your transaction number.

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!