

## Electronic Submittal Process for Site Development Plans

All Initial Submittals and Resubmittals for Site Development Plans now must be provided in a digital format. This policy is being implemented in order to provide you with faster and more efficient service.

### Procedure:

#### 1. Formatting of Flash Drive and Uploading of Files

- Development Applications are submitted on a pre-formatted flash drive conforming to the criteria established in the DRPM for each individual type of application.
- Download the [Formatting Files zip file](#) to your computer and save as a template for future plan submittals. The zip file contains several different folders needed for different types of submittals. Depending on your type of application, you will use different folders and forms as appropriate.
- Upload the appropriate folders and files needed for your application on a pre-formatted flash drive. The forms, which are in .pdf format, can be filled out electronically by clicking on each field and then the file saved. Some of the folders for your type of application may be empty, and are intended to be placeholders to help you identify where to provide certain types of information, such as your site plans.
- Follow the file name standards listed in the [Standard File Names](#) document for files that you add to the folders on your flash drive.
- Hard plan sets must be provided with the application for the outside reviewing agencies. (see below for number of sets)

*Note: These folders and forms may be periodically updated. To receive notification of updates, fill out the [E-mail Request Form](#) and ask to be added to the electronic submittal process file update notification list. You can also periodically re-upload the entire zip file.*

#### 2. Submittal of Plans (Initial Submittal)

- Initial Submittals are scheduled by appointment, and assigned a Case Manager that will process and follow the project from beginning to end.
- Case Managers receive, review and verify the data on the flash drive submittal.
- Case Managers will process the Application and provide the applicant with the project ID. This ID will be used by the applicant when requesting information on the status of their project.
- The status of projects also can be tracked using your project ID in the [PGM Store](#). After logging into the Store, select the “SS Plan Submittal View” option and enter your project ID in the “Tracking #” field to pull up your project.
- Fees will be calculated to ensure the appropriate amount for the project type submitted, and the applicant will then take payment to the cashier’s office for processing within the appropriate time frame set by the Clerk’s office.

**File requirements:**

- Site Plans need to be set to print to 24" X 36"
- Preferred option is CAD file converted to Adobe
- Plans to be set at 200 dots per inch (DPI) if scanned to Adobe
- 8 1/2 X 11 sheets should be 400 DPI in Black & White
- All files submitted will use the standard naming convention provided at the link below

**Hard Copies of Plan Sets and backup:**

The numbers of hard plan sets to be provided to the County are as follows:

- Preliminary Plat 3 sets
- Subdivision Construction 3 sets\*\*
- Final Plat 4 sets
- Platted No Improvements 4 sets
- Certified Parcel 2 sets
- Minor Site 3 sets\*\*
- Preliminary Site 3 sets
- Site Construction 3 sets\*\*
- Straight To Construction 3 sets\*\*
- Minor Wall 2 sets
- Utilities Only 2 sets
- Easement Access 2 sets
- Minor Subdivision 4 sets\*\*

\*\*Add 2 additional plan sets if off-site improvements are included

One complete set of all applicable supporting documentation is also required.

**File Downloads:**

[Standard File Names](#)

[Formatting Files for Flash Drive](#) (InitialSubmittalTypes.zip - 5.14 MB)

If you have questions about the electronic submittal process, please fill out the [Email Request Form](#) with your questions or call Frank Breaux in Planning & Growth Management at (813) 274-6731.