

## **E-filing of Development Plans to Chesterfield County** **(See Updates in Red as of 4/15/20 for Resubmittals)**

This message establishes how site and subdivision plans are to be submitted to Chesterfield County due to the impact of COVID-19. The changes are advancing the use of electronic submittal and review. The Inquiry Meetings we provide prior to consultants preparing plans are fully electronic and online as outlined below under **Inquiry Meetings**. Resubmittals of plans are currently being accepted for review by the County as outlined below under **Resubmitting Plans Currently Under Review**. We will be accepting new plans for review by April 6, 2020. That process is outlined below under **Submitting New Plans**. Review of subdivision Final Plats are also currently being accepted and are outlined under **Submitting Final Plats**. Consultants that do not have an ability to submit plans electronically will have to provide hard copies of full sets of plans and calculations which may add delays to the processes outlined below.

### **Key for Color Highlighting in Document:**

**Yellow** identifies the items and format of information you are submitting.

**Green** identifies the subject line information on emails and transmittals being sent to the County.

**Underlined Text** generally refers to notifications to be sent to you and the developer/owner.

### **Inquiry Meetings** (Site Plans, Preliminary Plats, and Subdivision Construction Plans)

1. You may continue to request **Inquiry Meetings** with the Plans Review Team. Continue to **submit these by email by sending in the request form** <https://www.chesterfield.gov/DocumentCenter/View/1997/Plans-Review-Meeting-Request-Form-PDF> and **concept plan** to Shannon Chartier at [chartiers@chesterfield.gov](mailto:chartiers@chesterfield.gov) and Greg Allen at [alleng@chesterfield.gov](mailto:alleng@chesterfield.gov).
2. The meeting with staff will take place via online TEAMS meeting appointments on Wednesday (Site plans) and Thursday (Subdivisions). Shannon or Greg will notify you by email when your appointment is scheduled.

### **Resubmitting Plans Currently Under Review** (Site Plans, Preliminary Plats, and Subdivision Construction Plans)

1. Resubmit plans and attachments by email to the following:  
[planning@chesterfield.gov](mailto:planning@chesterfield.gov)  
[feestj@chesterfield.gov](mailto:feestj@chesterfield.gov)  
[chartiers@chesterfield.gov](mailto:chartiers@chesterfield.gov)  
[alleng@chesterfield.gov](mailto:alleng@chesterfield.gov)

The email subject line shall state **RESUBMITTAL – Case number**. Example: **RESUBMITTAL – 20PRO340**. The email needs to include:

- A.) the plans in PDF format formatted to ARCH D 24X36, and all plan sheets have an embedded scale ratio matching the bar scale on the plans to facilitate electronic measuring.

- B.) a PDF of the Response to Comments,
- C.) any calculations, and any other needed attachments (each as separate PDF's and each PDF is clearly labeled as to what is. Do not combine calculations for different departments in one PDF).

The email can link to a drop box or directly include the PDF's. **We are not accepting flash drives for electronic submittals.**

2. Once you send that email, **deliver TWO full sets of the plans, folded to 8.5 x 11 inches, to the Planning Department with a transmittal letter, any fee payment due, and a copy of the email that relates to the companion plan set.** Use the same subject on the transmittal **RESUBMITTAL – 20PR0340**. We want to make sure we can connect the plan to the email.
3. Our Customer Assistance staff will verify the pdfs are accessible, any fees are paid, and two hard copies of plans is delivered. If you need to verify a fee payment, email the case manager first to verify if a fee is needed. The electronic resubmittal is not routed until **the 2 hard copies of plans and fee is received**. Customer Assistance will copy you when the electronic submittal is sent to Plans Review for routing to all departments. They will also place one set of plans each in the VDOT and Environmental Engineering pick-up boxes. Plans Review will notify you and the County/ VDOT Plans Review team that the review can commence and provide the due date.
4. The process timeline is not changing, and due dates are also found on the Weekly Review Order that is maintained on the Planning Department website (<https://www.chesterfield.gov/DocumentCenter/View/5348/Weekly-Review-Order-For-Active-Plans-Review-PDF>).
5. Resubmittals approved to come in as **Table Reviews** are being converted to 5-business day reviews and can be submitted any day of the week. **Do not submit E-plans for Table Review until all departments have approved the next review for this process, otherwise the E-plan submittal will be routed as a standard review.**

The email submittal must be labeled **TABLE REVIEW SUBMITTAL – Case Number**. Example: **TABLE REVIEW SUBMITTAL – 20PR0340**. Changes made to plans and calculations for the Table Review **must be clearly highlighted** in the electronic submittal to allow the 5-day expedited review period. (Clarification – Table Reviews also need 2 hard copies submitted as any other resubmittal with the 2 copies showing highlighted changes for the Table Review.)

6. Once the plans are deemed approved, submit a total of 13 hard copy sets for signatures and field copies.

### **Submitting New Plans** (Site Plans, Preliminary Plats, and Subdivision Construction Plans)

1. Submit new plans and attachments electronically by email to the following:  
[planning@chesterfield.gov](mailto:planning@chesterfield.gov)  
[feestj@chesterfield.gov](mailto:feestj@chesterfield.gov)  
[chartiers@chesterfield.gov](mailto:chartiers@chesterfield.gov)  
[alleng@chesterfield.gov](mailto:alleng@chesterfield.gov)

The email subject line shall state 3 items: **NEW SUBMITTAL – Name of Plan - Type of Plan (Site Plan, Preliminary Plat, or Subdivision Construction Plan)**. Example: **NEW SUBMITTAL – Loblolly Hills – Preliminary Plat**.

2. The email needs to include:

- A. a PDF of the completed appropriate County Application
- B. the plans in PDF format formatted to ARCH D 24X36, and all plan sheets have an embedded scale ratio matching the bar scale on the plans to facilitate electronic measuring.
- C. all calculations in separate PDF's for different departments such as EE calcs, Utility calcs, Fire calcs, and VDOT calcs, and each labeled as to what it is.
- D. any other needed attachments (each as separately labeled PDF's).
- E. A PDF and an AutoCAD file of **only** the project boundary line for our GIS system: CAD/.dwg files projected in the coordinate system below, AND it must be saved in AutoCAD 2009 or earlier.  
NAD\_1983\_StatePlane\_Virginia\_South\_FIPS\_4502\_Feet  
Lambert Conformal Conic  
GCS\_North\_American\_1983

The email can link to a drop box or directly include the PDF's. **We are not accepting flash drives for electronic submittals.**

3. When you send this email, DO NOT send any hard copies or fee payment. Customer Assistance will verify the PDF's are accessible and all application information is complete on the first two pages. Customer Assistance will copy you when the email is sent to Plans Review for FIRST GLANCE and verify to you that the fee sheet is filled out with the correct fee or show it corrected. FIRST GLANCE will begin with this email to Plans Review.
4. The FIRST GLANCE REVIEW will be handled electronically in five (5) business days. We will no longer have a cutoff day each week for new submittals. You can submit new plans any day of the week. Any plans submitted electronically over the weekend will be accessed on the first business day of the week (typically Monday) by Customer Service to start the process.
5. The FIRST GLANCE results will be sent to you in an email titled **FIRST GLANCE RESULTS – Name of plan – Type of Plan**. If the submitted information is incomplete, you will be requested to send the additional information needed for a second round through FIRST GLANCE. To make sure the additional information catches up with the first, the email subject line should be titled **FIRST GLANCE ADDITIONAL ITEMS – Name of Plan – Type of Plan**. Email back to [planning@chesterfield.gov](mailto:planning@chesterfield.gov)
6. When FIRST GLANCE is approved, you are immediately notified by Plans Review to bring the fee and 5 full sets of the plans, folded to 8.5 x 11 inches, to the Planning Department. Include a transmittal letter and a copy of the approved **FIRST GLANCE RESULTS** email that relates to the companion sets of plans. Maintain subject line on the hard copy transmittal letter **NEW SUBMITTAL – Name of Plan – Type of Plan**. We want to make sure we connect the hard copy plans to the electronic routing of plans.

7. When the hard copy plans and fee are delivered to Planning, Customer Assistance will copy you and the developer/owner when they notify Plans Review to create the case number. Plans Review will notify you, the developer/owner, and the County/ VDOT Plans Review team that the review can commence by sending out an online TEAMS appointment on a Wednesday (site plans) or Thursday (subdivisions) occurring about 4 weeks later. **This TEAMS meeting replaces the mandatory Staff/Developer meeting that occurred at the Planning Department.** The appointment will include the case number, Planning case manager, and due date. All plan documents and staff comments are stored in SharePoint under the case number. You will receive a separate invitation to your SharePoint file from Plans Review so you can see comments as they are added. PLEASE REMEMBER THAT COMMENTS POSTED TO SHAREPOINT ARE NOT DEEMED FINAL UNTIL YOU RECEIVE THE COMPILED COMMENTS FROM THE PLANNING CASE MANAGER.
  
8. The process time for reviews is not changing and due dates can also be followed on the **Weekly Review Order** that is maintained on the Planning Department website (<https://www.chesterfield.gov/DocumentCenter/View/5348/Weekly-Review-Order-For-Active-Plans-Review-PDF>).

## **Submitting Final Plats**

1. Submit new plans and attachments electronically by email to the following:  
[planning@chesterfield.gov](mailto:planning@chesterfield.gov)  
[feestj@chesterfield.gov](mailto:feestj@chesterfield.gov)  
[englishk@chesterfield.gov](mailto:englishk@chesterfield.gov) (Note the change here to Katherine English)  
[alleng@chesterfield.gov](mailto:alleng@chesterfield.gov)

The email subject line shall state 3 items: **NEW SUBMITTAL – Name of Plan – Final Plat.** Example: **NEW SUBMITTAL – Loblolly Hills – Final Plat.**

2. The email needs to include:
  - A. a PDF of the completed Final Plat application
  - B. the plat in PDF format formatted to ARCH C – 16X24, and all plat sheets have an embedded scale ratio matching the bar scale on the plans to facilitate electronic measuring.
  - C. all easements and other documents that need to be recorded with the plat in separate PDF's for different departments and each labeled as to what it is.
  - D. a PDF of the HOA documents.
  - E. any other needed attachments (each as separately labeled PDF's).

The email can link to a drop box or directly include the PDF's. **We are not accepting flash drives for electronic submittals.**

3. **Mail or deliver the required submittal fee with a transmittal letter** having a subject line **NEW SUBMITTAL – Name of Plat – Final Plat fee.** Address to:

Chesterfield County Planning Department  
Attention: Joe Feest  
PO Box 40  
Chesterfield, VA 23832

4. Customer Assistance will copy you when the electronic submittal is sent to Scanning to create the case number. Scanning will notify you, the developer/owner, and the County/ VDOT Plans Review team that the review can commence. The email will include the case number, Planning case manager, and due date. All plan documents and staff comments are stored in SharePoint under the case number. You and the developer/owner will receive an invitation to the SharePoint file from Scanning so you can see comments as they are added. PLEASE REMEMBER THAT COMMENTS POSTED TO SHAREPOINT ARE NOT DEEMED FINAL UNTIL YOU RECEIVE THE COMPILED COMMENTS FROM THE PLANNING CASE MANAGER.
  5. The process time for reviews is not changing and due dates can also be followed on the **Weekly Review Order** that is maintained on the Planning Department website (<https://www.chesterfield.gov/DocumentCenter/View/5348/Weekly-Review-Order-For-Active-Plans-Review-PDF>).
  6. SECOND SUBMITTAL - Typically, this submittal would be signed and notarized. Given our current remote working situation, we are not accepting signed plats until all comments are addressed/approved.
  7. Until plat and documents are ready to approve, resubmit plans and attachments by email to [planning@chesterfield.gov](mailto:planning@chesterfield.gov). The email subject line shall state **RESUBMITTAL – Case number**. Example: **RESUBMITTAL – 20RP0278**. Customer Assistance will copy you with the notification to Scanning that the plat is ready for routing. Scanning notifies you, the developer/owner, and all reviewers that the review can commence and set the due date. The Planning case manager notifies consultant and developer/owner when all documents are ready for signatures and notarizations.
  8. **SUBMITTING FINAL SIGNED PLATS AND DOCUMENTS –** In the email notification allowing signatures and notarizations, the Planning case manager will provide the consultant and developer/owner with a concise checklist of items to be physically submitted for ease of packet completion at intake of final documents for recordation. Below is a list of standard items:
    - A. A copy of the email from the case manager outlining the checklist of items
    - B. Signed and notarized copies of plats
    - C. Executed HOA docs, deeds, or easements
    - D. Recordation checks for all documents
- Customer Assistance will check the physical submittal for completeness based upon the checklist from the Planning case manager.
9. Customer Assistance routes all hard copies to Scanning where all signed documents are scanned into SharePoint file. Review team verifies scanned hard copy matches final review of plat and

documents. The hard copies are placed in plat holding box until case manager notifies Joe Feest and Ray Cash that the plat is ready for County signatures.

10. Joe Feest or Ray Cash sign initially for the County, then notify Environmental Engineering and the Planning Director to add their signatures at the plat holding box. Once signatures are obtained, Joe Feest or Ray Cash will take complete package to the Real Property Office (Kim Pulley and Andre Hawkes) for their final review and recordation of the plat.
11. The Real Property Office notifies all parties once the plat documents are recorded with an email that includes the deed book and page number.