



QUICK START GUIDE FOR DEVELOPMENT PLAN & PLAT APPLICATIONS THROUGH EPLANS (Planning & Zoning Department)

PREPARE FILES FOR SUBMITAL

- All required plans and documents must be uploaded in order your application to be accepted. *This includes attaching the completed application form, available on the Planning and Zoning website or after selecting the application type in ePLANS.*
- Incomplete applications will not be accepted or reviewed.

SUBMIT YOUR APPLICATION

Log into ePLANS at [Home - CIVICS \(staffordcountyva.gov\)](http://Home - CIVICS (staffordcountyva.gov))

- For development plan and plat applications, choose Planning Department Applications under the “Submit a record” menu.
- Choose the application type that corresponds with your project.

Required fields on the application

- Applicant Type; Owner, Contractor, or Agent. *Refer to application forms for required signatures/authorizations*
- Record Information Section:
 - Title. *The Title should be the subdivision name, applicant last name, or the business name for commercial projects.*
 - Area of the site. *Total acreage of site*
 - Description. *Outline the scope of work following the template provided above the description field.*
 - Parcel ID. *Include the tax map and parcel number in the Location Details.*
- Additional Information Section. *Provide details for your project.*

UPLOAD PLANS, PLATS & DOCUMENTS

- Plans, plats, applications, and other supporting documents should be uploaded to Attachments. *The documents should be named so that they're easily identifiable. Document Type will be Plans-Plats for Plans and Plats, and Rhythm for all other document types.*

CERTIFICATION OF INFORMATION

- Enter your name in the Your Name field and check the certification box below.
- Click the Save and Continue box and review the application information.

- Click Submit to submit your application. *An application number will be provided to you after submittal.*

PRESCREEN REVIEW

- Planning intake staff will complete a Prescreen Review to make sure the application is complete.
- If your application is accepted you will receive an email notifying you to pay the submittal fees. *Applications will not be sent for review until the fees are paid in full.*
- If your application is rejected you will receive an email requesting additional information.

PRESCREEN CORRECTIONS

- Log into ePLANS
- Choose the correct application from your list and click View Details.
- Click View Details on the review resulted “Applicant action required”
- Make any necessary corrections or upload required documents.
- Click Corrections Completed enter comments and click Corrections Completed to resubmit. **IMPORTANT** – *if you do not complete the Corrections Completed step, the application will not be sent back to staff for review.*

SUBMITTAL FEES

- Log into ePLANS
- Make Payment *You can pay for a single project by navigating to the correct application and selecting Pay Balance, or pay for all outstanding fees by selecting Make Payment from your dashboard. Please note that we will not accept partial payments.*
- Enter your payment information *You can pay with credit card (there is a service fee of 2.3% of your payment amount for credit card payments), or by eCheck.*
- Click Submit Payment.

PROJECT STATUS / APPLICANT CORRECTIONS

- You can log into ePLANS and check the status of your project at any time. You will be notified by email if your plans have been rejected, or if additional fees are due.
- You will be notified via email if corrections are required. To view comments, select the correct application and click View Details. *Please note that all reviews must be completed before you will receive an email notice, however all entered comments can be viewed at any time in ePLANS.*
- A Corrections Required report will be included in your attachments. *This report will include all of the review comments from the specified review cycle, and will not be available until the last review for that cycle is complete.*
- Prepare & upload corrected files. *You can only respond to comments after all reviews in the current cycle have been completed.*
- Once the revised files are uploaded, click Corrections Complete and enter any comments. **IMPORTANT** – *if you do not complete the Corrections Completed step, the application will not be sent back to staff for review.*

DOWNLOADING APPROVED PLANS

- Once your project is complete your plans will be stamped and you will receive an email directing you to log into ePLANS and download your approved documents.
- Select the correct application.
- Scroll down to the Attachments heading to locate and download the permit and construction documents.