

eReview – Planning Department Online Submission Guidelines for Development Plans

Chesterfield County is upgrading its E-filing process for development plans. The new system includes an [eReview Customer Portal](#). This replaces the temporary SharePoint review system that the Planning Department has been using since April 6, 2020 for site and subdivision plans.

Electronic plan submission is required for Site Plans, Subdivision Plans and Plats, as well as building permits for new construction, additions and renovations - both commercial and residential.

[eReview](#) is an online system for reviewing and approving plans. Through eReview, you will obtain a final decision on your Plan or Plat submittal that includes the following processes:

- Site Plan
 - Site Plan Major
 - Site Plan Minor
 - Subdivision
 - Preliminary Plat
 - Exceptions to Subdivision Ordinance
 - Construction Plans
 - Final Plat
 - Parcel Acreage
 - Validation Plat
 - Schematic Plan
 - Overall Conceptual Plan
- For step-by-step application instructions, consult the [Chesterfield County eReview - Citizen User's Guide](#)
- Follow the ePlan Review guidelines below to ensure a successful online application.

Submission Requirements

- **Maximum files size:** 500MB/per document
- **The submission needs to include:**
 - a PDF of the completed appropriate County application
 - the plans in PDF format converted from CAD or exported PDF.
 - **It cannot be a scanned pdf document.**
 - Sheet orientation is Landscape only.
 - All sheets should be bookmarked
 - 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.
 - any other needed attachments (each as separately labeled PDF's).
 - a PDF and an AutoCAD file of **only** the project boundary line for our GIS system: CAD/.dwg files
 - CAD file should be 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

- **No encryption or passwords:** Placing encryption or passwords on files generates an error that prevents staff from viewing the files.
- **Upload as individual files; save as searchable PDFs:** Upload files individually through the eReview portal. **The PDF documents must be bookmarked.**
- **Comment response letter:** Submit a comment response letter with each permit revision. This letter should address all outstanding County/State comments and any additional revisions to the plan set. Upload the letter as a PDF file with the revised sheets.
- **3 in. x 3 in. blank space:** A 3 in. x 3 in. blank space is required at the top-right corner of each submitted document. This space is for Chesterfield County's approval stamp, which is applied at permit issuance.
- To facilitate uploading your files and ensure your plans are placed in the correct order for the final compiled plan set, use the [standard file naming conventions below](#).
- **Initial Review of Development Plans** - Once you submit the plans and related documents through the online portal eReview, the plans will be routed through a FIRST GLANCE review to ensure the plans and documents are complete to start the first review (approximately 5 business days). The eReview system will send you an email if additional information is needed or the submittal is complete. Upon notification of a complete submittal, deliver **FIVE** 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 eReview email that states the submittal was complete.
- **Resubmitted Reviews of Development Plans** – Once you submit revised plans and documents through the online portal, deliver **TWO** full sets of the plans, folded to 8.5 X 11 inches, to the Planning Department with a transmittal letter. Deliver fee if on the 4th or subsequent review or plan is being amended after approval. Continue to use the standard naming convention listed below when resubmitting the plans and by submitting it through the Resubmit button in the online portal. This is critical for workflow process.
- **The eReview plans will be routed for initial and resubmitted reviews only after the paper copies are submitted and any fees due are paid.**
- **Review of Final Plats** – **Unlike development plans noted above**, no hard copies of final plats are accepted until the plat is fully approved. Use the online portal eReview for all submittals until you receive a full approval, then submit **TWO** hard copies of approved signed plats for recordation. The online portal will also maintain a template that tracks the status of all related final plat documents such as bonds, fees, and HOA docs.

Standard File Naming Conventions

When naming plans and documents for submission through eReview, follow the conventions below. Doing so will facilitate uploading of your files and enable recognition of each document by staff reviewing your submittal. Failure to use the naming conventions will require re-entry of plans and documents prior to starting to staff starting a review.

Initial Submittal of Plans relies on the case name since a case number is not yet assigned. However, the case name is only needed for the plan set and not all the separate related documents

NAMING CONVENTION: Case Name - description of the document (example below)

Doubletree Hotel on Hull Street Road – Site Plan set
Site Plan First Glance Checklist
Application
Project Boundary for GIS
EE Calcs
Utilities Calcs
VDOT Calcs

Resubmittal of Plans relies on the Planning Department Case Number instead of the name. Please add the case number in front of all plan and document names as shown.

NAMING CONVENTION: Planning Case Number – description of the document – Submittal #

Example: 20PR0010-Site Plan Set-2nd sub

20PR0010-EE Calcs-2nd sub

20PR0010-Utilities Calcs-2nd sub

20CP0010-VDOT Calcs-2nd sub

If approved for a Table Review, add one more hyphen as follows:

20PR0010-Site Plan set-3rd sub-TR

Approval and Printing

- **Plans are approved and issued:** When a case is approved and issued, County staff will create an approved digital construction document set. This set will be available for the applicant's use on the [ePlan Review portal](#).
- **Print the approved Site or Subdivision plans:** Send **13** hardcopy sets of the approved plans to Chesterfield County Planning Department. These copies are sent to departments for subsequent permits, contracts, and inspections. The applicant is also responsible for printing the approved construction document set and having it available on site prior to the first scheduled inspection.

Technical Support

Technical support is available online, by phone, by email or in-person. The help desk hours are Monday – Friday, 8:30 a.m. – 4:30 p.m.

- **Phone:** [804-748-1050](tel:804-748-1050)
- **Email:** planning@chesterfield.gov