



ROANOKE COUNTY

DEVELOPMENT SERVICES
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BUILDING PERMITS / INSPECTIONS
DEVELOPMENT REVIEW
ENGINEERING

Tarek Moneir
DIRECTOR

STORMWATER MANAGEMENT
STORM DRAINAGE
GIS/MAPPING

Digital Plan Submission Guide

Plan Format Requirements for Submittal

- **Maximum file size:** There are no size limitations to documents submitted online.
- **Typical sheet sizes:**
 - For site development plans:
 - 24 in. x 36 in.
 - For calculation packet:
 - Any size necessary for what needs to be depicted.
- **Sheet orientation:**
 - For site development plans:
 - Landscape only.
 - For calculation packet:
 - Oriented for readability (Portrait for text and landscape for exhibits or tables)
- **Scalable vector drawings:** While scanned images are accepted, every effort should be made to submit scalable vector drawings.
- **No encryption or passwords:** Placing encryption or passwords on files generates an error that prevents upload.
- **Flatten PDF files:** Ensure that there are no comments or layers on the file before submitting. After flattening the PDF file is complete the page numbers should read 1, 2, 3, etc. If the page number reads “[1] C01 COVER SHEET,” for example, the file cannot be uploaded in Roanoke County’s review system.
- **Upload as one file; save as searchable PDFs:** Upload plans as one file and upload the calculations as a separate file. Plans and calculations should be bookmarked. Plans should be bookmarked by the description of each sheet and the calculations will need to be bookmarked as the table of contents shows in the calculation packet.
- **Associated Paperwork:** Any additional documents associated with the project, but are not plans or calculations can be combined into one file and named Associated Paperwork.
- **Comment response letter:** Submit a comment response letter with each review. This letter should address all outstanding County comments and any additional revisions to the plan set. Please ensure the responses refer to the corresponding comment number from Roanoke County’s review letter. Upload the letter as Associated Paperwork or within the Associated Paperwork file.
- **Must use the County of Roanoke Cover Sheet:** Roanoke County cover sheet must be used for stamping purposes. Please do not alter the size of the cover sheet or blocks on the cover sheet. Only text on the cover sheet should be added. Cover sheet can be found in PDF and DWG format here: <https://www.roanokecountyva.gov/317/Development-Review-Documents>

Online Plan Submittal Location

- **Upload to Roanoke County FTP Site:** please see FTP Site Instructions document found here: <https://www.roanokecountyva.gov/317/Development-Review-Documents>

Fee Payment Information

- Fees must be submitted to the County by phone using Visa or Mastercard or in person using a check, Visa, MasterCard, or cash prior to plan processing. Mark the appropriate block on the development application to indicate the form of payment you are choosing. If contact information for payment is not given or no payment has been collected the Development Review Coordinator will reach out to the applicant. If paying the fee by phone, please call 540-772-2065, EXT 1, EXT 1.

**Should you have any questions or concerns, please contact
Roanoke County Development Services at 540-772-2190.**