

Loudoun County Electronic Submission Guidelines (7/14/23)

#	Topic	Format	County Notes
1	File Naming	<ul style="list-style-type: none"> Applicant shall provide a description of the file in the file name (e.g., Plat, Plan, Deed, Exhibit, Archaeological Report) and submission number (submissions will be automatically versioned in LandMARC). 	
2	Format	<p><u>Drawings:</u></p> <ul style="list-style-type: none"> Drawings shall be submitted as searchable, Vector, flattened PDFs. All PDF documents shall have security settings set to "Allowed" in order to allow plan reviewers to place comments on plans through Bluebeam Studio. PDF-A and other restricted PDFs are not compatible with review in Bluebeam. Scanned sheets provided from other plan sets or details from other companies (e.g., Loudoun Water) are permitted. Do not use red ink for text in Drawings and Documents. Red ink is permitted on record drawings. Use True Type Fonts, as opposed to Shape File Fonts (.shx). Do not use pixilated fonts. Recommended fonts include Arial, Times New Roman, Courier, and Helvetica. There shall not be any changes to the sheet format, margins, fonts, and frame between submissions to allow the overlay function to work. Drawings may only be submitted in portfolio format for signature sets of County Road Construction Plans (CRCP). A blank sheet shall be provided at the end of building trade plans for County approval stamps. <p>Signature sets for CPAPs, STPLs, and SBPLs may be submitted electronically. Signature plat sets (i.e., SBPR and SBRD) shall be submitted in hard copy for signature.</p>	<p>Scanned plans may be acceptable for the following application types:</p> <ul style="list-style-type: none"> Pre-Submission Meeting applications for the Department of Building and Development. Pre-Application Meeting applications for the Department of Planning and Zoning. Child Care Home applications for the Department of Planning and Zoning. Sketch Plans submitted pursuant to Section 6-703 of the Zoning Ordinance. Application materials for the Health Department, with the exception of construction drawings.

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		<p>In accordance with 18VAC10-20-760 (regulations governing architects, professional engineers, land surveyors, certified interior designers, and landscape architects), engineering seals and signatures <u>shall not</u> be provided for submissions until the signature set is requested by staff.</p> <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> • Supporting documents shall be submitted as pdf, except for the Proffer Status Update Form and VDOT comments, which shall be submitted in a Word format. • Documents for review by the County Attorney’s Office shall: <ul style="list-style-type: none"> ○ Include both a redline version and a clean version. ○ Be submitted in Word format including, but not limited to, the following: all types of deeds, property owner association documents and private road maintenance agreements. ○ Be in native word format and not converted from some other format into Word. However, the following, and only the following, may be submitted as a Pdf in lieu of Word: signature authority documents, letter/certification of no deed of trust lien, bonding documents, documents previously recorded in the land records and letters/emails/other written communications. ○ Be submitted on final submission as a hard copy with original signatures of the parties, other than the County, whenever such document is to be recorded in the land records or signed by the County. 	
3	Sheet Size	<p>8.5” x 14” (FSM 8.113 Location Plat and 8.114 Plot Plans) 8.5” x 14” or 18” x 24” (FSM 8.103.6 Easement Plats) 11” x 17” (FSM 7.304 Forest Management Plan) 24” x 36” (FSM 8.102 Preliminary Plat, 8.106 CPAP, and 8.107 STPL) 18” x 24” maximum for record plats, FSM 8.103</p>	Based on current sheet size requirements.

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		8.5" x 11" minimum, 36" x 48" maximum for Building Permit submissions	
4	Page and File Orientation	<p><u>Drawings:</u> Landscape.</p> <p><u>Supporting Documents:</u> Portrait or Landscape. May have landscape inserts. Proffer Status Update form is landscape. Text must be oriented left to right.</p>	Certain drawings (e.g., sketch plans, SPMI – home day care, ESMTs) may be submitted as Portrait. Contact the Department you are submitting to for exceptions.
5	Separate Files vs. Complete Sets	<ul style="list-style-type: none"> • Submit a single PDF file for plan sets with all sheets per document. • Submit separate files for separate documents (e.g. plat, statement of justification, traffic impact analysis). Does not change in LandMARC – still one file per item (plan, report, etc.). 	
6	Sheet Numbering	<ul style="list-style-type: none"> • Drawings are numbered sequentially and sheets within each discipline, as applicable, are numbered sequentially. • Subdivision Plats and Plans and DPZ plans are numbered sequentially: 1, 2, 3, 4, 5 • Construction Plans and Profiles, Site Plans, and Building Plans are numbered sequentially and the number of sheets within each discipline: (e.g., ES-100, ES-101 . . . SW-200, SW-201) • Project prefixes (e.g., "IAD04-6"-ES-100) may not be used for plats, but may be used for all other plan types. 	
7	Discipline Designator & Page Labels	<p>Discipline Designators are as follows:</p> <p><u>Commercial and Residential Building Plans:</u> CS = Cover Sheet A = Architectural C = Civil* D = Standard Details</p>	Each discipline contains its own set of sheets and Discipline Designators should not be co-mingled. This facilitates inserts and electronic signatures.

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		<p>E = Electrical F = Fire Protection/Fire Alarm FO = Fuel Oil I = Interior L = Landscape M = Mechanical P = Plumbing/Gas S = Structural SEP = Standard Energy Package TO = Telecom TY = Security WB = Wind Bearing X = Other Disciplines</p> <p>* All Civil drawings directly associated with the building plans should be designated with a C, but those sheets attached “for information” from the CPAP/STPL may retain the designators assigned during the review of those plans.</p> <p><u>CPAP/STPL:</u> CS = Cover Sheet TS = Typical Section and Details EX = Existing Conditions & Demolition Plan (including Soils Map) OP = Overall Plan (Sheet Index) LP = Layout Plan GP = Grading Plan RP = Road Plan and Profiles SD = Sight Distance Plan and Profiles SW = Stormwater ES = Erosion and Sediment Control FL = Fire Lanes, Lighting, Signage, and Striping AT = Auto Turn Analysis</p>	<p>Discipline Designators shall be provided for commercial and residential building plans and Land Engineering Plans (e.g., CPAP, STPL), to facilitate review of large plan sets.</p> <p>Discipline Designators <u>shall not</u> be provided for Legislative Applications (ZMAP, SPEX) and Land Planning Plats (e.g., SBRD, SBPR).</p> <p>Additional designators may be added, if needed, and the order of the designators may vary. This is consistent with Items #1 (Naming) and #5 (Separate Files vs. Complete Sets).</p> <ul style="list-style-type: none"> - CS includes vicinity map, notes, details, tabulations, sheet index with sheet total, and the Pipeline Data Table. - FL includes fire lanes and related signage. - LP is Site Plan or Geometric Plan. - SW should include storm profiles, quantity, and quality computations, and details. - UP includes sewer, water, and fire protection tank details. - Details should be included with the relevant designator pages.

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		LS = Landscaping UP = Utility Plan and Profiles	
8	Scale	<ul style="list-style-type: none"> • Each sheet must illustrate a typical graphic scale. • If more than one scale is used on a sheet, an independent graphic scale must be provided. • All plans must be drawn to scale in accordance with the Facilities Standards Manual (FSM). • Each sheet shall be calibrated prior to submission by the applicant. 	Certain drawings do not have to be drawn to scale: <ul style="list-style-type: none"> - Pre-Submission Meeting applications for the Department of Building and Development. - Pre-Application Meeting applications for the Department of Planning and Zoning. - Child Care Home applications for the Department of Planning and Zoning. - Sketch Plans submitted pursuant to Section 6-703 of the Zoning Ordinance. - Application materials with the exception of construction drawings for the Health Department.
9	Inserting & Removing Sheets	<ol style="list-style-type: none"> 1) Identify sheets inserted and removed to the plan set and their location consistent with the Sample Sheet Tracking Table. This table shall be inserted into the comment response letter or provided separately. 2) Where sheets are removed, the applicant shall add blank sheets labeled “intentionally left blank” to the plan set to replace the removed sheets to allow the overlay function to work. 3) Where sheets are inserted, staff will add blank sheets to the previous plan set to allow the overlay function to work. 	
10	File Folder Structures	<ul style="list-style-type: none"> • Prior to LandMARC, each submission will have a folder in the Bluebeam project and each submission will have its own session in Bluebeam. Staff will create the submission folders in Bluebeam. • After LandMARC, each submission will be its own Bluebeam session. 	

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11	File Standards Checklist (for applicants and staff)	<ul style="list-style-type: none"> • This matrix shall be used as a checklist by applicants and staff. • Staff will verify that the matrix guidelines are met. This may change to include intake staff review in the future. • DPZ has checklist requirements for each legislative application. These checklists may be updated (e.g., to remove paper copy requirements and to add review of these guidelines). 	
12	Bookmarks and Thumbnails	<ul style="list-style-type: none"> • Bookmarks and thumbnails shall be provided based on the sheet index. 	
13	Overall Exhibit	<ul style="list-style-type: none"> • For plans (CPAP/STPL) provide an overall exhibit of the entire site that only depicts geometric, grading, and easement layers (as applicable). • For plats, provide an overall exhibit of the entire site that only depicts lot boundaries, easements, and right-of-way dedication (as applicable). • Each layer may be depicted on a different overall exhibit. There is no specific sheet size or scale for the overall exhibit. It should be submitted as a separate exhibit. 	