



## DEVELOPMENT REVIEW BULLETIN

Bulletin No. 3-2015

**Subject:** Electronic Submission of Plans and Documents

**Resource:** Development Review Division

**Date:** July 1, 2015

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Effective immediately, all applicants for Planning Board hearing will be notified at the time of pre-application to prepare all forms, documents, and plans for electronic submission (copy to disc), with one print set to complete the application package.

The forms, documents, and plans should be named according to [the naming convention found here](#). Conformance to the naming convention will be verified with the pre-review. Using the naming convention will simplify locating the documents and plan sheets required for the referral distribution. With this change, referrals will be sent by e-mail with a hyperlink to the “cloud” where all documents and plans necessary for the review will be accessible to all individuals addressed in the referral e-mail.

At formal acceptance, applicants will be instructed to submit one disc and a minimal number of print sets; one for the file and one Tree Conservation Plan (TCP)/Environmental Plan set etc.

If you have any questions, please contact Cheryl Summerlin at 301-952-3578.