



## **CULPEPER COUNTY OFFICE OF PLANNING AND ZONING** **ELECTRONIC FILE SUBMITTAL**

WHEREAS, the Culpeper County Office of Planning and Zoning (Department of Development) is responsible for collection, review, comment and dissemination to the public of selected land development plans; and

WHEREAS, Culpeper County has just recently gone through a period of unprecedented growth and development; and

WHEREAS, during this time of growth and development, inadequacies in current policies as well as new issues regarding development plan submissions were identified; and

WHEREAS, the Office of Planning and Zoning wishes to create a policy to be used by staff and the development community to better facilitate the exchange and presentation of data between the County, the development community and the Citizens of Culpeper County;

NOW THEREFORE BE IT RESOLVED, that the following Policy shall be implemented and shall govern the acceptance of all future PLAN SUBMITTALS, effective November 3, 2008.

### **POLICY**

1. All of the following Paper Plan Submissions will now need to be accompanied by an Adobe Acrobat (.pdf) file:
  - a. Site Plans – Full and Minor (not Administrative)
  - b. Rezoning Concept Plans/Plats
  - c. Preliminary Major Subdivision Plans
  - d. As-built Plans
  - e. Road Construction Plans
  - f. Color Building Elevations for the Architectural Review Board
  - g. Final Major Subdivision Plats
2. All submissions for the above referenced plans shall include a CD-ROM on which will be an Adobe Acrobat file of the submitted plans. No submission shall be considered complete unless the Adobe Acrobat file is included. Only complete submissions will be accepted.
3. All pages in the file shall be same size as submitted paper plans