

COVID-19 Interim Digital Plan Review Procedure

During the time that the Government Center is closed to the public, we will accept plans digitally on a trial basis.

All required elements should be submitted, PDF is the preferred file type

- Cover Letter
- Checklists
- Calculations (Including VSMP runoff reduction spreadsheets)
- Plan sheets

Preference is to have separate files, or at least bookmarks within the file if combined

All digital submissions must be formatted for standard printing sizes.

- 8.5 x 11 for letters, checklists, calculations, etc.
- 11 x 17 acceptable for drainage area maps or other appendices to calculations
- 36 inches is the maximum width we can print

Plan submission and routing

- Incoming plans will be routed to Michele Astarb at mastarb@co.augusta.va.us
- If you do not receive an email back, or the email is rejected for size, then contact our office for alternate instructions for digital submission
- Michele will log the submittal into the [Plan Review database](#) as normal and will notify the designer and agencies of the plan number and due date
- Michele will place all items for review on the Countys' internal network
- Agencies review and comment per our normal procedure through the [Plan Review Site](#)
- We ask those submitting plans to understand that while we will make every attempt to conduct a comprehensive review, given existing limitations with respect to digital plan review, additional comments may be identified on future submittals.

Final approvals

- Development plans and other documents which are not required to be recorded may be approved digitally
- Documents that are intended for recordation and require signatures may be tentatively approved digitally without any signatures. Once approved digitally, signed originals may be mailed to the County, delivered by courier, or dropped off at the drive through.

If a meeting is desired by the applicant or requested by a reviewing agency, the County does have the capability to host online meetings with video and screen sharing. If needed, county staff will coordinate a mutually agreeable time for an online web conference and will distribute the meeting link and manage the meeting.