

# Using Plan Review

## Navigate New Castle County's Electronic Plan Review System For Land Development Projects\*

\*During the 1st phase of ePlans, please follow the white boxes for modified steps

### Submit Application

#### Applicant

- 1. Submit Application** At initial stage, submit drawings electronically with application.

Submit a complete application (paper & electronic) and fees in person.

#### NCC Staff

- 2. Assign Application Number**

NCC staff assigns an application number, invites applicant into the ePlans project and grants the applicant rights to upload electronic files.

### Upload Files

#### Applicant

- 3. Upload Files**

NCC staff will upload first submission into ePlans.  
Applicant to upload all subsequent submissions.

- **Upload Files:** Applicant logs into NCC eServices I ePlans and uploads all required submittal plans and documents.
- **Confirm Fees Paid:** Applicant confirms all fees are paid to NCC
- **Submit Files:** When done uploading files and all fees are paid, applicant signs off the "Upload Confirmation" task to submit for review.
- **Complete Task:** We cannot begin our review until the applicant signs off the "Upload Confirmation" task.

#### Reminder

#### NCC Staff

- 4. Pre-Screen Review**

NCC Staff performs preliminary review of application/plans for completeness and confirms fees are paid. If complete, ePlans notifies NCC to assign Project Manager.

### Plan Review Process

#### NCC Staff

- 5. Plan Review**

NCC Staff and outside agencies begin simultaneous plan review.

#### Applicant

- 6. Resubmittals**

Applicant views plan report and resubmits for next stage (see Upload Files step above), if applicable. If plans do not pass review, applicant is notified that corrections are needed. Tasks and assignment instructions are provided by e-mail.

#### Reminder

- **Complete Task:** We cannot begin our review until the applicant signs off the "Applicant Resubmit" task.

### Project Approval

#### Applicant

- 9. Download Plans**

Applicant downloads plan report/plans after final approval.

#### Recordation Projects

#### Reminder

**Mylar Submission:** After project approval, the applicant submits mylars and ROD fees to Land Use for project recordation.

### Need Help?

#### Website

[nccde.org/eplans](http://nccde.org/eplans) to access the ePlans resource center

