

## **DIGITAL PLAN SUBMISSION PROCESS**

**Note: All communication currently routes to the email associated with the applicant**

**STEP 1 - Submit Your Application** - Submit your plan application along with all required materials to the county simultaneously as the municipality. Link to submit plans can be found on our website: <https://www.franklincountypa.gov/departments/planning/>

**STEP 2 - Initial Review** - The Planning Department will review your application for completeness and to verify the required fee.

1. If information is missing or revisions are needed, you will receive an email with comments and instructions for submitting updated materials.
2. If a review fee is required, you will receive payment instructions through the online system. A link will be provided to make your payment.

**Note: Only Debit or Credit Cards Accepted**

3. If your submission is complete and no payment is required, your application will be placed in the review queue.

**STEP 3 - Plan Review** - Once the required fee, if any, is received Planning staff will review the plan.

**Note: 30 Day Review Period begins once payment is received.**

**STEP 4 - Review Results Sent** - The listed applicant and Municipality will receive an email with the review comments and instructions for submitting revisions, if applicable.

**STEP 5a - Revisions Submitted** - If revisions are needed, clicking the link in the email with the county comments will open a form to submit a revision, which will start back at Step 3. The updated plan and a list of revisions will need to be submitted. Plans will follow through this process until all revisions have been completed.

**STEP 5b - Approved** - Once all requirements have been met, a physical copy(ies) will need to be brought in to the Franklin County Planning Dept. to be stamped before being recorded by the Register and Recorder's office. While prior notice is still recommended to speed along the process, stamping will be completed on an unscheduled basis so long as the County File Number (e.g. 26-016) is provided when requesting an approved plan be stamped and the plan matches the most recent submittal received by our office. The applicant will be notified that the plan has been approved after stamping.