

## Carroll County ProjectDox Guidelines

As we transition to ProjectDox (PDox), an electronic document review system, the development projects which will be processed in PDox shall be selected as eligible by the Development Review Division in conjunction with the engineer of record for the project. This determination will be made at the pre-submittal conference.

To initiate a development project in Carroll County, submit a pre-submittal conference [form](#) and a sketch plan per the instructions at the top of the pre-submittal form.

### Complete plan packages at initial submission

Once a project is determined to be eligible for review in PDox, the Development Review Coordinator will generate a county file number and invoice. The engineer will receive an email notification and may proceed with the initial submission. This submission will only be distributed once all materials are verified and plan review fees are paid. Please refer to the appropriate Plan Submittal Checklist on Development Review's [webpage](#) per the type of project being submitted.

All plans, plats, and supporting documents must be submitted directly to PDox, in **PDF format**. Each sheet in the plan set must be its own individual pdf file. **Multi-sheet plan pdf files are not permitted**. See the **File Naming document** on Development Review's [webpage](#) for specific naming requirements for plan sheets. The established naming convention facilitates organization and enables the insertion or removal of sheets without disrupting the integrity of the PDox review process. Once assigned, each **file/sheet name must remain unchanged** for the duration of the project. **Supporting documents** do not have naming requirements or sheet count restrictions.

PDox plan distribution will be based on the transmittal sheets on the Development Review's [webpage](#), per project type. The Development Review Coordinator will communicate any modifications of that distribution directly to the engineer.

We appreciate your patience as we transition to electronic document review. There are agencies that have requested receipt of paper plans to review in parallel with the PDox process. Per the plan distribution communicated by the Development Review Coordinator to the engineer, and in tandem with the PDox upload, kindly submit paper plans **directly to agencies** as outlined on the [PDox Memo](#). Please continue to reference the PDox Memo with each submittal, as the number of agencies requesting paper will likely diminish as familiarity with the electronic document review grows.

### Paying Invoices for Projects being reviewed in PDox

The County's Accela system will maintain the invoice for plan review fees related to development projects. If a third party, such as the applicant, wants to pay the plan review fees online, they will need to create a public user account in the Accela Citizen Access Portal, [Carroll's Permitting, Plan Review, and Licensing Portal \(CPPL\)](#). They will then need to notify the project's Development Review Coordinator that they have created the account (and with what email address) so that the project can be linked, allowing fees to be paid online. Online payments may only be made with a credit card.

If online credit card payment is not feasible, please inform the Development Review Coordinator that a traditional payment process is desired. The Coordinator will generate an invoice, email it to the engineer, and the applicant or their engineer can make payment with a check in the County Office Building at the Collections window or via Collections' red drop box in the County Office Building's Reagan Room/003 drop box vestibule. Please do not mail checks.

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Page 2 of 2

**Digital File Naming Convention** – see the **File Naming document** on Development Review's [webpage](#)

An example initial plan submission may look like this:

- 0100-TTL-S-25-0003.pdf
- 0800-GRA-S-25-0003.pdf
- 0900-SWP-S-25-0003.pdf
- 1400-FSP-S-25-0003.pdf
- 1401-FSP-S-25-0003.pdf

A subsequent submission, adding new sheets to the plan set, may look like this:

- 0100-TTL-S-25-0003.pdf
- 0200-EXT-S-25-0003.pdf
- 0300-DEM-S-25-0003.pdf
- 0301-DEM-S-25-0003.pdf
- 0800-GRD-S-25-0003.pdf
- 0900-SWP-S-25-0003.pdf
- 0901-SWP-S-25-0003.pdf
- 1000-SWD-S-25-0003.pdf
- 1300-LSC-S-25-0003.pdf
- 1400-FSP-S-25-0003.pdf
- 1401-FSP-S-25-0003.pdf
- 1402-FSP-S-25-0003.pdf

During the plan review process, sheets may be added, but once a filename is established for a sheet **the file name will remain throughout the process** and be updated with new versions.

### Subsequent Review Cycles (Re-submittals)

After all agencies have responded to the latest plan submittal, PDox will notify the applicant that they can resubmit plans. The number of technical plan review agencies for each distribution cycle of PDox plan review will generally be diminished as each agency issues plan approval for that review phase. The submittal instructions for resubmittals are the same as the initial submittal, above. Once a project receives **all agency approvals** for applicable review phases (concept, preliminary, final), it may move to the next phase. While the phases in PDox are slightly renamed, all existing review progressions (e.x. concept -> preliminary -> final) remain unchanged. The most significant name deviation is the use of "Design Review" being applicable to either final reviews (such as in site plans) or preliminary reviews (such as in major subdivisions).

Following all approvals in the final review cycle, the plan will be considered administratively approved or necessitate a final approval from the Planning and Zoning Commission. After approval, the Development Review Coordinator will issue a letter outlining the Mylar & Legal Document phase. The Mylar & Legal Document phase will be independent of ProjectDox.

Questions related to the naming convention may be directed to Development Review via email at [developmentcoordinators@carrollcountymd.gov](mailto:developmentcoordinators@carrollcountymd.gov) or 410-386-2722.