

Submit Plans (Drawings) & Documents Electronically

Step 1. Verify that you have already submitted an application and paid fees.

You can only submit drawings/plans and documents once you've already submitted an application on the public portal. Before you can submit your plans and drawings, you must have also paid the applicable fees. You will receive an email confirming when you may upload your submittal to ProjectDox.

Step 2. Name Your Files Properly

Each page of your drawings must be named individually, and in a specific way. This is known as a Standard Naming Convention

Division of Planning and Permitting Naming Convention:

"Sheet Number - Sheet Description" (ex: 001 - Cover Sheet) (ex: 001-Floor Plan)

Each drawing page must be submitted as a single file. Other documents (such as letters) can be uploaded as multi-page to the Documents Folder.

NOTE: Your application will not be accepted if the naming convention is not followed.

Step 3. Leave Blank Space for the approval 'Batch' Stamp

For drawings & plans to be approved, Frederick County adds a seal (or stamp) to the upper-left corner of each page within the plan.

Please ensure that you leave an area of 4 x 4 in the upper-left corner blank (empty).

NOTE: This will be enforced on all new drawings.

Step 4. Log into the Electronic Plans Review System (ProjectDox)

After you have paid fees on an application, you will receive an email from the electronic plans review system. The email will come from donotreplyfcm@avolvecloud.com. You should follow the link in this email to sign in to upload your plans.

You can also access Project Dox (ePlans) by clicking here:

<https://frederickco-md-us.avolvecloud.com/ProjectDox/index.aspx>

Step 5. Upload Your Plans/Drawings and Documents

Once you've logged in, you will see a screen of options. Read below for the steps you must take.

- If you are on the "Task" tab (top left), search/filter by your Project Number or Project Name.
- Select the Project Number to open the project
- Accept the "Applicant Upload" task by clicking on the Action button that says "Accept"
- On the Applicant Upload window select "Drawings" folder
- Click on the "Select Files to Upload" button
- To upload files, you can either select "Browse Files" or "Drag and Drop" files.

- To use the Browse Files option, select “Browse Files” button and locate your files on your device.
- To use the “Drag and Drop” option, locate the files on your device, select your files (up to 10 GB can be uploaded at one time) and drag into available space.
- Select “Upload Files”

TIP: You can also complete these steps to upload documents into the “Documents” folder.

NOTE: Each drawing and document must follow the standard naming convention (see above).

Step 6. Complete “Applicant Upload Task”

After you have uploaded your documents, you will need to alert the system that you have completed your task(s), so they may be reviewed.

- Select the checkbox at the bottom of the Applicant Upload window verifying that you have uploaded your drawings and documents and named all documents as required.
- Click “Upload Complete – Notify Frederick County”. Completing this task sends the application to intake staff for review.

NOTE: This task MUST be completed for your plans to be sent to Frederick County.

Step 7. Prescreen (Application Process)

Once your drawings and documents have been received by Frederick County, a Planning/Permitting Coordinator will review your submittal for acceptance. Once your application has been accepted, we will assign the required reviewers. Once the review is complete, you will receive an email to access ProjectDox/ePlans to review and respond to comments regarding your application.

TIP: A common mistake/reason for denial is not following the County’s standard file naming convention (see above) or having more than one page per file for drawing files.

NOTE: Project Dox will notify you via e-mail if we identify a problem with your submission.

Step 8. Submit Revised Drawings and Documents

If corrections are required, you will receive an e-mail from donotreplycmd@avolvecloud.com with the subject “ProjectDox Review Correction Request Task Assignment” advising of the need to re-submit corrected sheets for additional reviews.

To view requested checklist/changemark items you will need to login to Project Dox, locate and open your project. Select the Applicant Resubmit Task. Click the box in the window that say “Review comments”. You will need to complete the applicant response field inside this link.

You will need to replace each sheet the reviewers applied a "Changemark" on or requested changes to in the comment checklist.

IMPORTANT NOTE: If you are re-submitting corrected pages, please name the corrected page with the exact same name as you did previously. The system will know it's a new version of a previously submitted page and will review the new page accordingly.

NOTE: Resubmittals may occur multiple times for a single application to ensure that the plans and documents as submitted are compliant with the appropriate Frederick County Ordinances.

NOTE: You can also view changemarks/checklist items from the "Reports" located near the top of the screen when you are in your project. You can select the report named "Plan Review – Review Comments"

Step 9. Download Approved Plans

Once the plan is approved, you will receive an e-mail instructing you to download your approved plans from the "Approved" folder.