

Submission Guidelines

Once the applicant is ready to submit the analysis, it should be sent directly to the associated reviewers at FCDOT and VDOT. The formal submission process for each submission is as follows:

1. The applicant uploads the analysis and all relevant files to PLUS. If the transportation analysis is submitted prior to the zoning application, the applicant may upload to a secure file sharing platform. The transportation analysis should then be uploaded to PLUS once zoning application is submitted. When uploading the analysis, do the following:
 - a. The document file name should include: analysis type, application name, submission number, and date of analysis (i.e. TypeOfAnalysis_Name_#Submission_Date (Month_Day_Year).
 - b. Select the “Transportation Study” under “Document Group/Category” on PLUS.
2. The applicant sends one e-mail that includes all relevant agency staff stating a transportation analysis is being submitted for formal review with a secure link to download all applicable materials from a storage platform. Recipients must include:
 - a. FCDOT reviewer(s) (Site Analysis Section)
 - b. VDOT reviewer and administrative assistant (Land Development)
 - c. DPD staff coordinator
3. After the review of the analysis, FCDOT and VDOT will provide comments to the applicant which may result in a revised analysis being submitted by the applicant. If so, steps #1 and #2 above are to be repeated with the inclusion of responses addressing previous agency comments until the analysis is found to be approved.
4. Once the applicant is informed that the analysis is found to be approved by FCDOT and VDOT, the applicant uploads that version and include “Approved” in the name instead of submission number to PLUS under the associated application.

*FCDOT recommendation: Any analysis is highly encouraged to be submitted in a timely manner and to be approved by FCDOT and VDOT prior to Staffing for the associated application. This ensures adequate review time for staff and avoids potential delays to the application.