

# PLAT REVIEW PROCESS

1. An 18x24 inch preliminary plat is digitally submitted to the City of Salem Community Development Department. Plats are submitted via email to [lprillaman@salemva.gov](mailto:lprillaman@salemva.gov) and [communitydev@salemva.gov](mailto:communitydev@salemva.gov) with preliminary plat review in the subject line.
2. The engineering/survey firm is then contacted to pay the review fee. A receipt is emailed back to the firm.
3. The plat is routed via email to the plat review team.
4. If revisions are needed, the initial city reviewer adds the requested comments, revisions, or concerns to the digital copy and then sends the final revised version of the preliminary plat to the firm. If revisions are needed, the firm must make those revisions before approval. Once the firm makes the revisions, a pdf copy is sent back to the city reviewer to ensure all revisions were addressed and then approval is granted. If there are no revisions to the plat, the city reviewer notifies the firm they are free to proceed.
5. After the firm obtains signatures from their clients on two Mylars, the plat is delivered to the Community Development office. Upon arrival, the plat is given to the city reviewer to make sure everything is ready for the agent's signature. Once the agent signs the plat, it is sent over to the City Manager's office to obtain the signature of the Executive Secretary of the Planning Commission. The plat is then sent back to the CD office at which time the engineering/survey firm is called to pick up and record the plat.
6. After recordation, the firm brings back 1 mylar copy to CD for our records.
7. Review time may be up to 60 days.