



# Delaware County Engineer

Chris Bauserman, P.E., P.S.

February 11, 2022

**TO: DESIGN ENGINEERS AND DEVELOPERS**

**FROM: MICHAEL A. LOVE, P.E., PTOE  
DEPUTY DEVELOPMENT ENGINEER**

**RE: Electronic Submittals**

The Delaware County Engineer's Office (DCEO) is clarifying the plan review submittal process.

#### Preliminary Engineering Plan and Final Engineering Plan Submittals

Submit **electronic copies** of the Preliminary/Final Engineering Plan along any other applicable supplemental report or document, the Review Submittal Cover Sheet, and checklists to the County Engineer. The electronic submittal shall be via an online shared file application.

#### Sanitary Engineering Plan Submittal

No longer need to submit directly to DCEO. The Sanitary Engineer's Office will provide a copy to DCEO for review. DCEO Sanitary Review fee still required.

#### Draft Plats Submittals

Submit **electronic copies** of the Draft Plat along with DCEO Review Submittal Cover Sheet to DCEO. DCEO will distribute to Sanitary Engineer's Office and DCRPC. The electronic submittal shall be via an online shared file application.

#### Final Approved Plans

After Final Engineering plans are approvable, submit one complete stamped/signed PDF set of plans to DCEO. We will coordinate with Del-Co Water for their signature. DCEO will provide a PDF of the signed plans to the designer. The designer will then submit hard copies (one 22"x34" and one 11"x17") of the plans with the DCEO Review Submittal Cover Sheet.

Review fees can be paid online or by check. If paying by check, please include a DCEO Review Submittal Cover Sheet.

For all plan submittals, the designer shall email [mlove@co.delaware.oh.us](mailto:mlove@co.delaware.oh.us) notifying that PDF files have been posted to a shared file location. DCEO will acknowledge via email that the files have been received. Files for submittal shall be placed in a folder identifying the date and type of submittal as shown below.

Individual electronic files shall follow the below naming convention:

Review Submittal Cover Sheet 20220101.pdf  
PE Plan (project name) 2022010.pdf  
FE Plan (project name) 20220101.pdf  
SWMR (project name) 20220101.pdf  
Draft Plat (project name) 20220101.pdf

Supplemental documents such as reports and calculations shall be named in a similar manner following the plan identifier.

Please note that submittals without the Review Submittal Cover Sheet will NOT be processed. Review fees must be paid at the time of submittal. Otherwise, the review will not commence.

Should you have any questions regarding these clarifications, please feel free to contact this office.

Sincerely,



Michael A. Love, P.E., PTOE  
Deputy Development Engineer