

## Plan Submittal Receipt

Project Name: \_\_\_\_\_

Contents of Submittal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Date and Time In: \_\_\_\_\_ Submitted by: \_\_\_\_\_

\*Date and Time Due Out: \_\_\_\_\_ Received by: \_\_\_\_\_

\* The Town of Blacksburg will make every opportunity to get your submitted plans reviewed and returned to you as quickly as responsibly possible. However, the Commonwealth of Virginia allows up to sixty (60) calendar days for a first review and up to forty five (45) calendar days for second and subsequent reviews. We thank you in advance for your patience.

Owner Contact	Project Manager Contact
Name:	Name:
Address:	Address:
Phone: (    )	Phone: (    )
Email:	Email:

Assigned Town Planner and Engineer: \_\_\_\_\_

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 --No plans or documents will be accepted without a seal and a signature.

--All submittals must be done through the Planning and Engineering front office. Please do not submit plans directly to an individual planner or engineer.

--Only one (1) addition to the submitted plan will be allowed.

--All plans submitted for the *first* time must include an application and fee payment.

--A Plan Submittal and Re-submittal meeting is strongly encouraged.