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February 25, 2019

To: Consulting Professionals, Developers and Township Officials

From: Keith G. Earley, P.E., P.S., Lucas County Engineer *KGE*  
James P. Shaw, III, P.E., Lucas County Sanitary Engineer *JPS*

**Subject: Implementation of Electronic Plan Review and Submittals**

In 2018, the County Engineer's and Sanitary Engineer's Offices began testing and evaluating a process to review and provide comments on plan submittals electronically utilizing software from a company called Bluebeam. We have been modeling our process similar to what the City of Columbus has developed and implemented. The process involves submitting plans electronically via email or a file sharing service instead of traditional paper submittals. Plans are then reviewed and marked up electronically and returned back to the sender via the same method as they are submitted.

This process will save on having to print and mail or hand deliver paper copies and should provide for faster submittals and ultimately turnaround times on reviews. Once all comments have been addressed, final paper and/or mylar copies will still be required to be submitted along with digital copies.

**Beginning on March 18, 2019** the County Engineer's and Sanitary Engineer's offices will officially accept electronic plan submittals in addition to traditional paper submittals for reviews. Attached is a copy of the plan submittal and file format requirements.

Additional information about the submittal requirements and other information can be found on the Lucas County Engineer's website <https://co.lucas.oh.us/engineer>.

As we navigate through this new process, if you have any suggestions or ideas for improvements we would appreciate your input. We look forward to working together with the development community and Townships to streamline our review processes.