

City of Suffolk - Planning Division

Electronic Submittal Instructions



All electronic submittals are to be uploaded to the City of Suffolk's Planning Department sharefile link using the following instructions:

First Submittals:

- Please name all files in the following format: Project name- type of document (site plan application, title report, plan, etc.)
- Ex: Jon's Burger Shop – Site Plan – 1st Submittal
Jon's Burger Shop – Design Narrative – 1st Submittal
Jon's Burger Shop – Title Report – 1st Submittal, etc.
- The original "wet signed" application form containing **original signatures** will need to be submitted via mail or in person before the application is considered complete. All other materials are accepted electronically.

Subsequent Submittals:

- Name all files in the following format: Application number (SPL2023-00020) - Type of document (plan, comment response letter, etc.) - Submittal number (2nd, 3rd, 4th, etc.)
- Ex: SPL2023-00020 - Jon's Burger Shop - Site Plan - 2nd Submittal
SPL2023-00020 - Jon's Burger Shop – Design Narrative – 2nd Submittal
SPL2023-00020 - Jon's Burger Shop – ROW Estimate – 2nd Submittal, etc.

Contact the Planning Division at 757-514-4060 or planningemail@suffolkva.us to confirm all documents have been received if you have not received a follow up email or an invoice within 2 business days.

Please note that the sharefile link can be found on our website ([Planning Division Applications](#)) and does change periodically. Please keep in mind that building permit related applications are submitted separately to Community Development and not to the Planning Division's sharefile. If you have any questions or concerns, please contact our main phone number at 757-514-4060 and we would be happy to assist you.