

Instructions for submitting Plans to DOEE for Electronic Approval Stamps

The Department of Energy and Environment (DOEE) approve plans electronically in its Stormwater Database (<http://doee.dc.gov/swdb>), rather than in hard copy. This applies to:

- Stormwater Management (SWM)
- Green Area Ratio (GAR)
- Floodplain Management (FPM) plans
- Soil Erosion and Sediment Control Plans (ESC) that are submitting as part of one of the above plan sets. Relatively small projects that only require DOEE review for ESC are approved in hard copy or in ProjectDox as applicable.

The plan must adhere to the following guidelines:

- On the first page of the plan, you must leave a blank space in which DOEE will apply stamps. Regardless of the size of the page, the blank space must be 7 inches wide by 9.5 inches high. It must be located 1 inch below the top of the page and 1 inch from the left. Refer to the diagram on the next page for an example. When measuring, include any existing margin rather than creating an additional 1-inch margin.
- For each submittal, you must attach a complete plan set that includes all pages that are applicable to the reviews DOEE has conducted for the project. Do not include any stamps that may have been previously applied by DOEE. For example, DOEE may approve a project for ESC, but may not have approved the project for SWM yet. When you submit the plan for SWM approval, you must include the pages that DOEE already approved for ESC. These pages must not include the prior ESC approval stamp. DOEE will stamp the plan to reflect the SWM approval as well as the prior ESC approval.
- You must attach the file to the Stormwater Database as a single PDF document. Do not use a zip file and please be sure that the pages are oriented correctly.
- When uploading the plan, select *Plan Set* in the *Type of Document* dropdown menu.

Additional instructions for as-built plans:

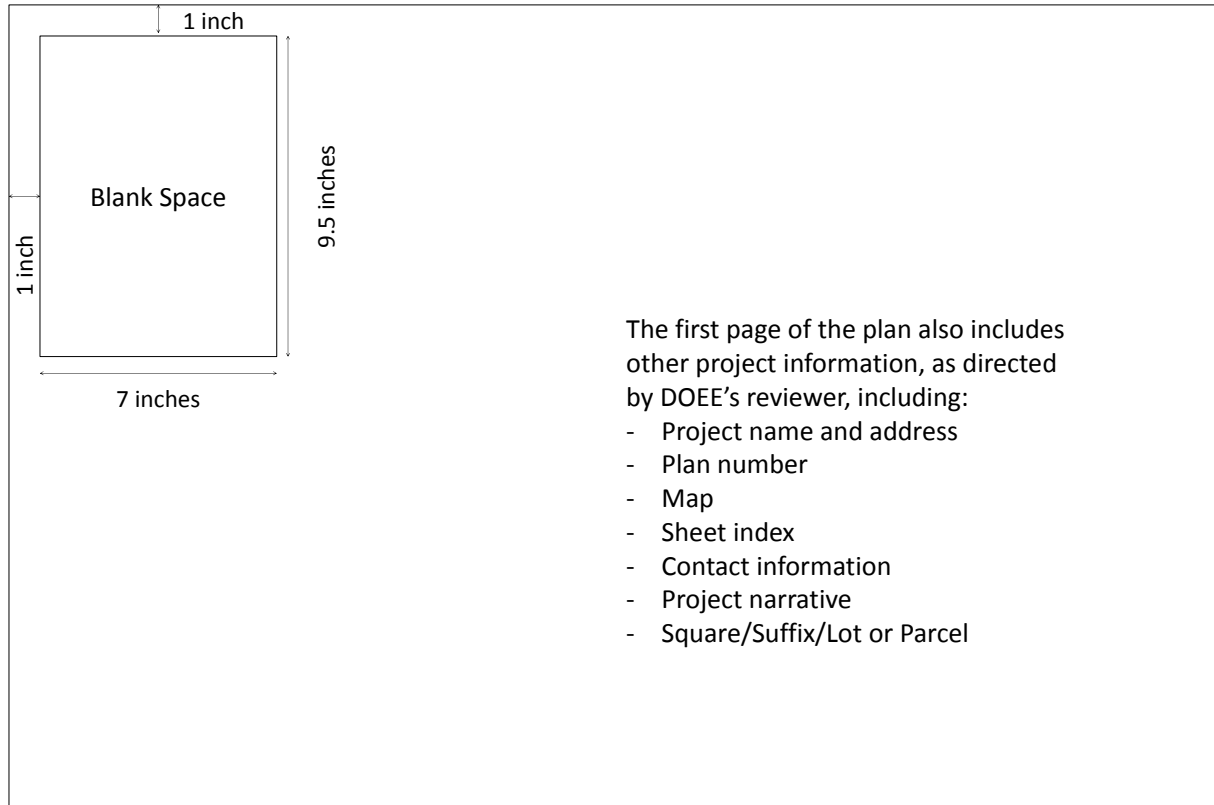
- Attach a copy of the plan that does not include any of the approval stamps DOEE has already applied. If the existing plan does not have a blank space as instructed, you may append a new first page.
- When submitting an as-built plan, check the box on the upload form that indicates you are submitting an as-built.
- After uploading the file, there are no additional submittal actions necessary for DOEE to receive and review the as-built.

To upload the plan, go to the *Sites and Plans* section of the Stormwater Database and open the plan from the list of *All Plans*. Scroll to the *Plan Documents* section of the form. After DOEE stamps the plan and you pay final review fees, you may download an approved copy of the plan from the SWDB, which you may print or save for your records. You may not alter the approved plan in any way. If you must make revisions after a stamp has been applied, submit a new PDF to DOEE that does not include any of the previously applied stamps.

Contact Matthew Espie at matthew.espie@dc.gov or (202) 715-7644 for more information about DOEE's electronic approval stamps.

Location of Approval Stamps on the Plan

The following diagram shows the location of the required blank space on the first page of the plan. Every plan, regardless of page size, must leave this space blank. It is measured 1 inch from the left side of the page and 1 inch from the top of the page (this 1 inch measurement includes any page margins in your PDF document).



Stamp Types

Within the blank space on the first page of the plan, DOEE will apply up to 6 stamps:

- The *Soil Erosion and Sediment Control Approval Stamp* will be applied to ESC plans
- The *Green Area Ratio Approval Stamp* will be applied to GAR plans
- The *Stormwater Management Plan Approval Stamp* will be applied to SWM plans
- The *Off-site Retention Volume Approval Stamp* will be applied to SWM plans with Offv
- The *Floodplain Management Approval Stamp* will be applied to projects located in the floodplain
- The *As-Built Approval Stamp* will be applied to as-built SWM plans.

General text and conditions associated with stamps	
Soil Erosion and Sediment Control Approval Stamp	Green Area Ratio Approval Stamp
Stormwater Management Plan Approval Stamp	Off-Site Retention Volume Approval Stamp
Floodplain Management Approval Stamp	As-Built Approval Stamp