



# ROANOKE COUNTY

## DEVELOPMENT SERVICES

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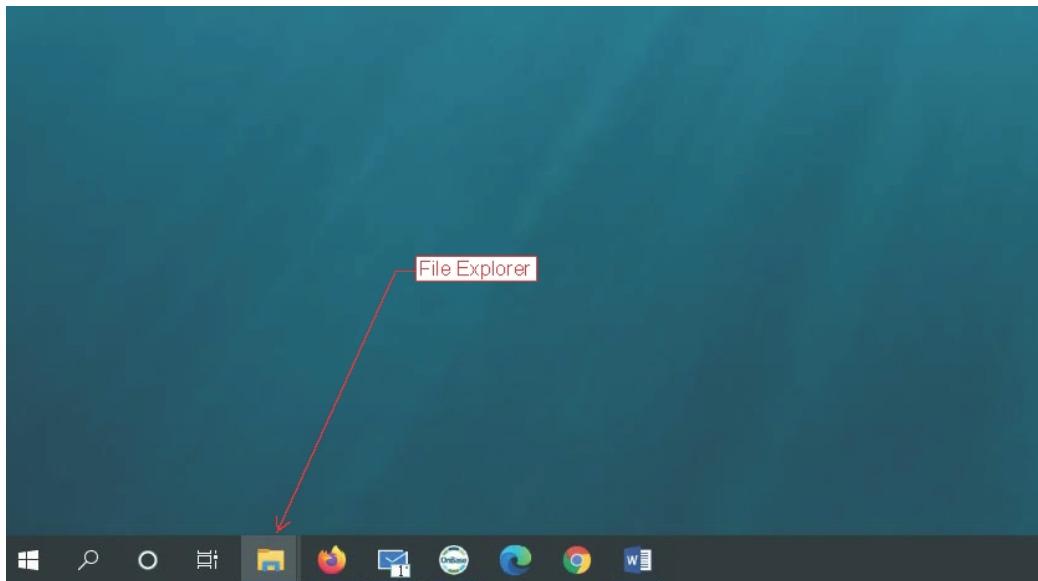
BUILDING PERMITS / INSPECTIONS  
DEVELOPMENT REVIEW  
ENGINEERING

Tarek Moneir  
DIRECTOR

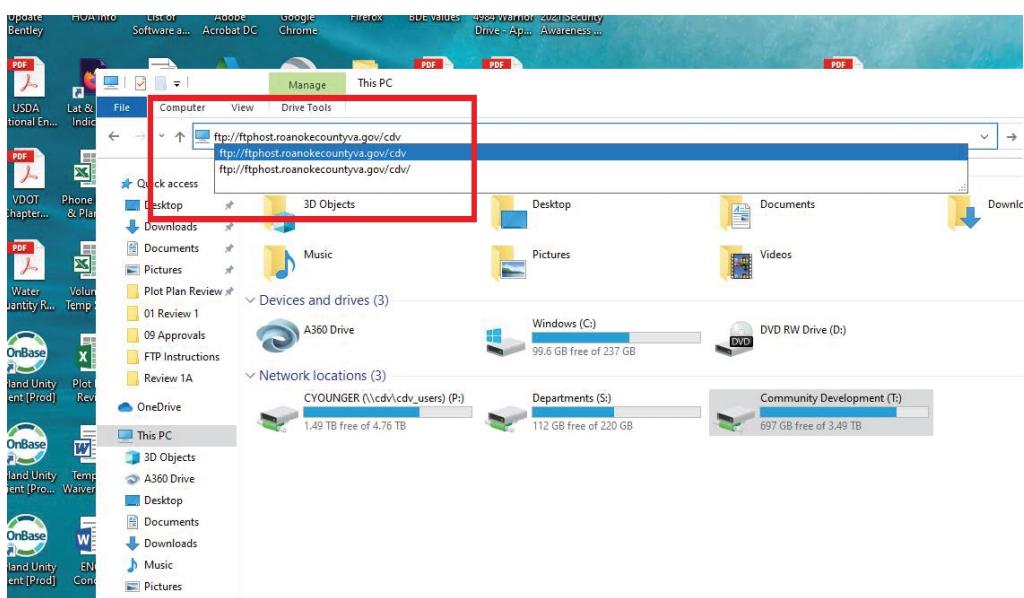
STORMWATER MANAGEMENT  
STORM DRAINAGE  
GIS/MAPPING

## FTP INSTRUCTIONS

1. Open File Explorer by either clicking on the folder on the task bar at the bottom of your desktop (shown in the image below) or by holding down the **Shift** key and press the **E** key.

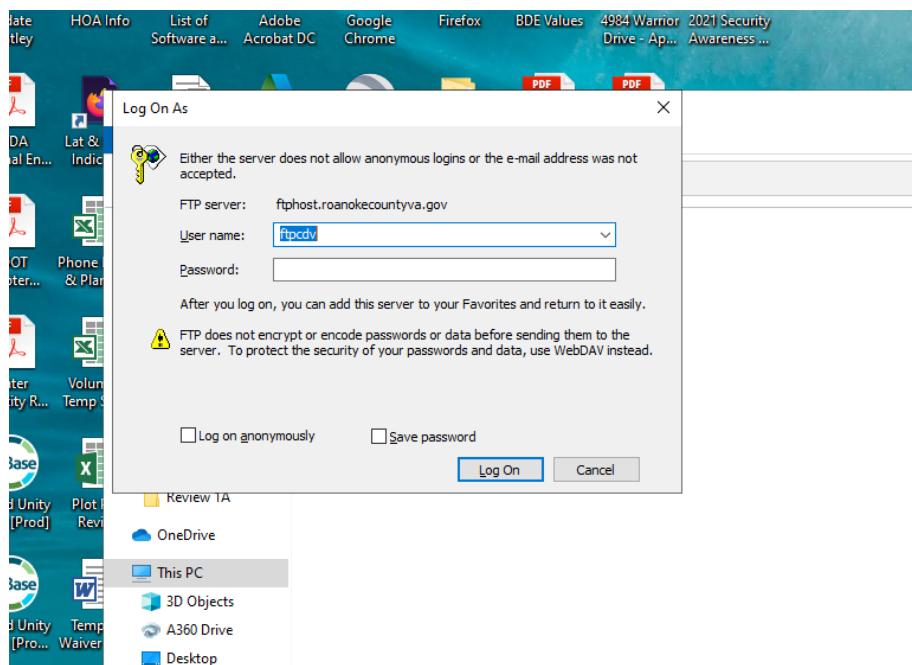


2. Once File Explorer is open a window will pop up on the desktop similar to the image below. Paste the FTP Site URL (<ftp://ftphost.roanokecountyva.gov/cdv>) into the File Explorer's Address Bar.

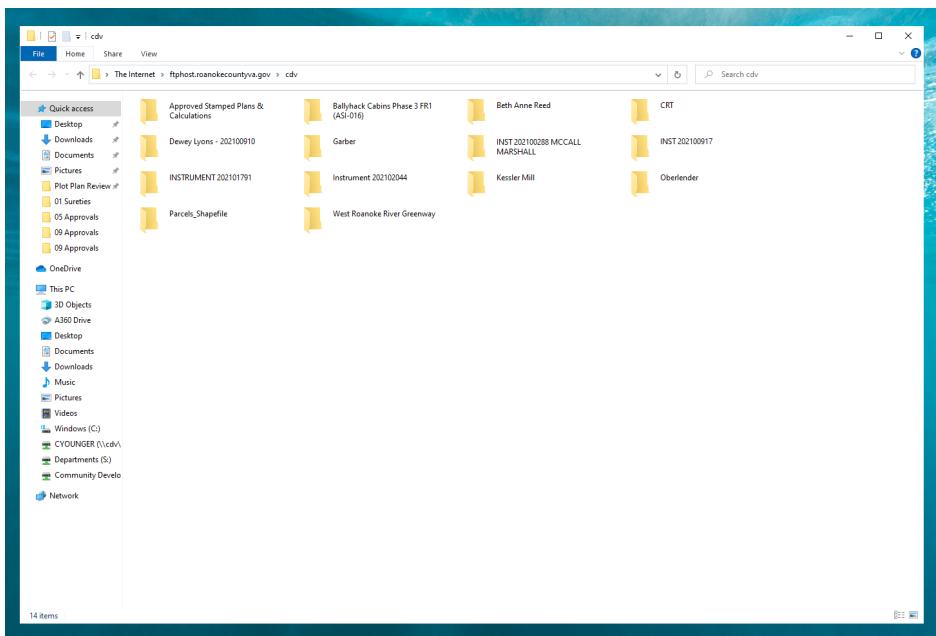


3. A Login Window will prompt you to enter a Username and Password. Type the following into the respective fields:

Username: **ftpcdv**  
Password: **# dvFtp19**



- Once logged in a window will appear similar to the image below. Once the window appears, please create a folder with the name pertaining to the project that files are being submitted for and upload the files to that folder.



- To ensure plans are received, please send emails to [cthomas@roanokecountyva.gov](mailto:cthomas@roanokecountyva.gov) (Cecelia Thomas) & [batkinson@roanokecountyva.gov](mailto:batkinson@roanokecountyva.gov) (Bob Atkinson). For plats, please send emails to Cecelia & Bob and [knixon@roanokecountyva.gov](mailto:knixon@roanokecountyva.gov) (Kyle Nixon) and [kdooley@roanokecountyva.gov](mailto:kdooley@roanokecountyva.gov) (Kelly Dooley).