ePlan Submittal

Application Contact
Quick Reference Guide

Application Submittal

- Submit application form and fee payment at Planning Department.

- Upon returning to your office, you will be notified by email to upload project application files to ProjectDox.

NOTE: Applications WILL NOT be routed for review until all necessary files have been uploaded into ProjectDox. Planning Commission filing deadline is based on the date files are uploaded, NOT the date application form is dropped off in Planning.

- Log into ProjectDox.

- Click on the Application number for this project in the "Active projects for ..." section of the "Projects" page.

- Upload Application files
  - Click on "Application Plans (PDF)" folder *Note: These instructions will repeat for each folder (eg. GIS-CAD, Text Documents, and Photos).*
  - Click on the "Upload Files" button.
  - Select **all** the files to be uploaded to this folder in the select files dialog that opens. Files must be in **pdf** format. (When creating pdf files, resolution should not be set lower than 600 dpi on drawings and not lower than 300 dpi on text documents.)
  - Click Open.
  - Once **all** the files have been selected, click the "Upload Now" button.
  - Click OK to confirm upload.
  - Click "Close" on file upload confirmation window.
  - Click on the "View Folders" button to return to the folder view.

- Repeat the instructions above for the "GIS-CAD", "Text Documents" and "Photos" folders as applicable

GIS-CAD files must be in the City County projection to be considered valid. If files are not in the City County projection, resubmittal in the correct projection will be required. Please contact the Project Coordinator for assistance.

- Project Coordinator will contact you if additional information is needed