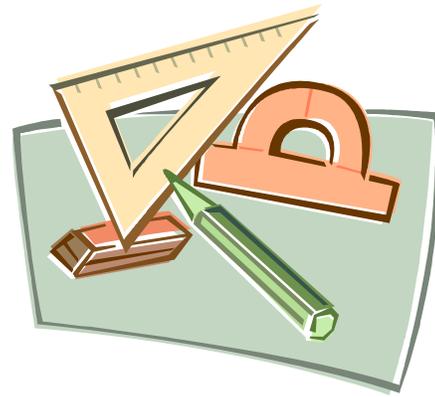# ePlan

ePlan Submittal

CAD File Usage Policy

The City-County Planning Department's expressed policy is to solely utilize ePlan Submittal CAD files for the purpose of internal review.

CAD files submitted as part of the Planning Department's formal application process will be retained only during the review process and their viewing will be limited to staff and agencies integral to the application's review.

Only selected members of the Planning Department staff will have access to the actual CAD files. This access will be for the purpose of transferring the files onto the City/County GIS network.

Other than Planning Department IT/GIS staff, no one will be allowed to make copies of the CAD files nor will other staff have access to the files. Access, outside of Planning Department IT/GIS staff, will be restricted to "View Only" conditions on the City/County GIS network.

Upon final action on the application, Planning Department IT/GIS staff will remove the information from the City/County GIS network.