

Upload Requirements

- ❖ Resubmittal Fee has been paid
- ❖ Reupload- Previous plans- Have all previous plans been reuploaded (unless specifically requested by Planner to not be reuploaded)?
- ❖ Reupload- New plans- Have all new plans requested by Planner or required by the Application type been uploaded?
- ❖ Reupload- General- Are all plan types uploaded as individual sheets (not more than 1 sheet in a plan type upload)?
- ❖ Nomenclature- Has the City's Nomenclature for naming plans and documents been followed? If the prior Nomenclature met the City's standard, is it still being used in the naming convention for each of the resubmitted plans? Are Architectural, Civil Plans, and other types of plans broken down into their more specific naming conventions (ie: floor plans are AF, elevations are AE, etc.)
- ❖ Versioning of Plans- Are all plans that revise prior plans named in the same version? Are all plans in the same scale and alignment as the prior plans?
- ❖ Consistency Between Plans- Are all types of plans consistent with each other in terms of their detail, elements and scale?
- ❖ Vector PDF Scans of Plans- Have all plans been put into Vector PDF format?
- ❖ Exhibits Folder- Make sure plans or drawings are not placed in Exhibits folder.
- ❖ Comments Response Letter- Have you provided a Response Letter addressing the completion status of prior PAR or Compliance Meeting Comments? [Note: PAR or Compliance Comments Response Letter should not use the term "Acknowledged" for items that need to be addressed.]

***Submissions will not be accepted if any of the above requirements are not satisfied**