



# Applicant User Guide for Pre-Application Meetings and Site Plan Approval



**MISSISSAUGA**

Planning and Building Department  
Development and Design Division

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# About Mississauga ePlans

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Mississauga ePlans is a web-based solution for applicants to submit development applications on-line for electronic plan submission, review and approval.

The type of applications that can be processed through ePlans are:

- Pre-Application Meetings for Development Applications
- Site Plan Approval
- Building Permits
- Sign Permits
- Zoning Certificate of Occupancies

# Requirements for Pre-Application Meetings

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Prior to submitting a development application, applicants are required to attend a pre-application meeting with the Planning Services Centre of the Development and Design Division, Planning and Building Department.

A pre-application meeting will allow City staff and other external agencies, where applicable, an opportunity to identify application submission requirements and high level issues prior to application submission.

## Drawings

As a minimum submission standard, the following drawings must be uploaded:

1. Site Plan / Concept Plan, including the following information:
  - Building footprint and dimensions (existing and proposed)
  - Building setbacks from all lot lines (existing and proposed)
  - Site statistics (e.g. lot area, existing and proposed gross floor area, parking required and provided, etc.)
  - Landscaped areas/buffers and dimensions
  - Site access, driveway locations, parking areas and dimensions
2. Elevations with height dimensions (i.e. floor-to-floor and overall building heights).
3. Floor Plans and Survey Plan, if available.

## Documents

It is recommended that a cover letter be submitted. The cover letter should include the applicant and property owner name, description of the proposal and who will be attending the meeting.

Other documents and images, such as photos of the property and surrounding area, planning justification report, etc., can also be uploaded, if available.

# Preparing Drawings & Documents

## Drawing Standards

The top right corner of all drawing sheets shall be left blank with the exception of the boarder for the purpose of a City of Mississauga electronic approval stamp. Refer to the chart below for the approval stamp / location depending on the sheet size.

Sheet Size	Approval Stamp Size / Location
36" x 48"	<ul style="list-style-type: none"><li>• 3" width x 2" height</li><li>• <math>\frac{3}{4}</math>" from edge of sheet in both directions</li></ul>
24" x 36"	<ul style="list-style-type: none"><li>• 3" width x 2" height</li><li>• <math>\frac{3}{4}</math>" from edge of sheet in both directions</li></ul>
18" x 24"	<ul style="list-style-type: none"><li>• 3" width x 2" height</li><li>• <math>\frac{1}{2}</math>" from edge of sheet in both directions</li></ul>
11" x 17"	<ul style="list-style-type: none"><li>• 3" width x 2" height</li><li>• <math>\frac{1}{2}</math>" from edge of sheet in both directions</li></ul>

Drawing sheets should be saved with the proper view orientation, so that the drawings do not require to be rotated to a proper view.

## File Naming Standards for Drawings

File names for all drawings submitted through ePlans should include the first character of the discipline name followed by a 3-digit sheet number and drawing type.

Each drawing plan sheet must be an independent file and the file name cannot exceed 70 characters. Files submitted with multiple drawing plan sheets will not be accepted.

Refer to the chart below for sample file naming conventions.

Drawing Type	Character – Discipline	Sample File Name
Site Plan	A – Architectural	A100 – Site Plan
Elevations	A – Architectural	A200 – North Elevation
Floor Plans	A – Architectural	A300 – Ground Floor Plan
Concept Plan	A – Architectural	A400 – Concept Plan
Grading Plan	C – Civil	C100 – Grading Plan
Survey Plan	C – Civil	C105 – Survey Plan
Tree Inventory Plan	L – Landscape	L200 – Tree Inventory Plan

## **File Naming Standards for Documents**

File names for all documents should clearly identify the type of document, such as an arborist report, shadow study, traffic impact study or stormwater management report.

File name cannot exceed 70 characters.

## **File Type Standards**

Only PDF or vector PDF (preferred) files will be accepted for drawings and documents. If drawings are created in AutoCAD, please convert the files to vector PDF by using the Autodesk Vector Graphic Converter “DWG to .pc3 plotter driver”.

## **File Size Restrictions**

Individual File up to 1GB

# Login to Mississauga ePlans

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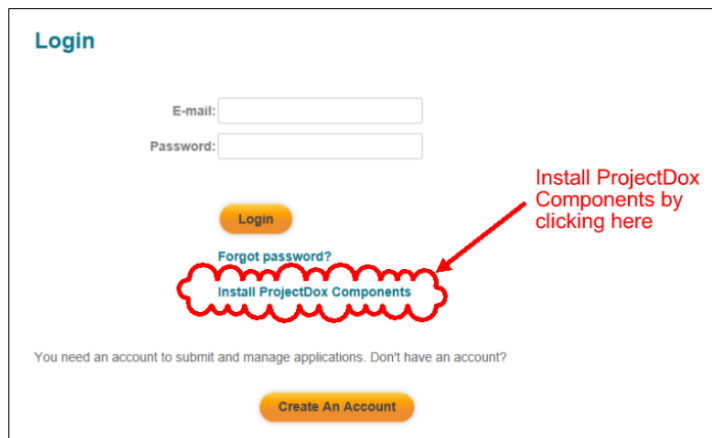
## Access

Mississauga ePlans can be accessed at <https://www.mississauga.ca/eplans>

## System Requirements

Internet Explorer version 10 or higher is the recommended internet browser. Other internet browsers, such as Google Chrome, Safari and Firefox, may provide a limited experience.

When using Internet Explorer V10 or higher, you must install the ProjectDox components on your computer to have the full experience of Mississauga ePlans. To install the components, access Mississauga ePlans login page and click on the “Install ProjectDox Components” and follow the instructions to complete the installation.



## New Users – Creating an Account

Before logging into Mississauga ePlans, a new account must be created using a valid email address. To create a new account, access the [ePlans](#) login page and follow the steps below:

1. Click on the “Create an Account” button.
2. Complete the requested information. Fields with a red asterisk are required fields.
3. Passwords must have at least 8 characters; contain at least one (1) digit, one (1) upper case letter and one (1) lower case letter; and must not contain any special characters.



4. Click on the “Create My Account” button.
5. Retrieve your verification code from your email account.
6. Enter the verification code and click on the “Continue” button. Note that the verification code is only valid for 2 hours. If the verification code has expired, follow the “Existing Users – Forgot Password” instructions below.
7. Now you can login with your new password.

## **Existing Users – Forgot Password**

If you are a returning user and forgot your password, access [ePlans](#) login page and follow the steps below:

1. Click on “Forgot Password?”.
2. Enter your email address you used to create the ePlans account to re-set your password and click on the “Go” button.
3. You will receive an email with a verification code and link to reset your password.
4. Click on the reset password link provide on the email.
5. Enter the verification code provided on the email.
6. Click on the “Continue” button.
7. Enter a new password and confirm the new password. Passwords must have at least 8 characters; contain at least one (1) digit, one (1) upper case letter and one (1) lower case letter; and must not contain any special characters.
8. Click on the “Update” button.
9. Now you can login with your new password.

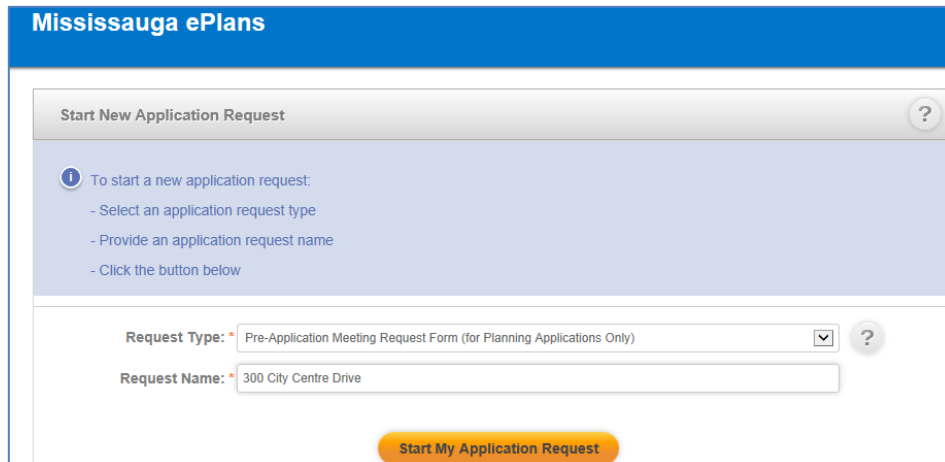
# Submitting an Application Request

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Prior to submitting a development application, a pre-application meeting may be required to discuss the proposed project with Development and Design Division, other departments and external agencies, as needed.

To submit a request for a Pre-application Meeting (planning applications only), access the [ePlans](#) login page and follow the steps below:

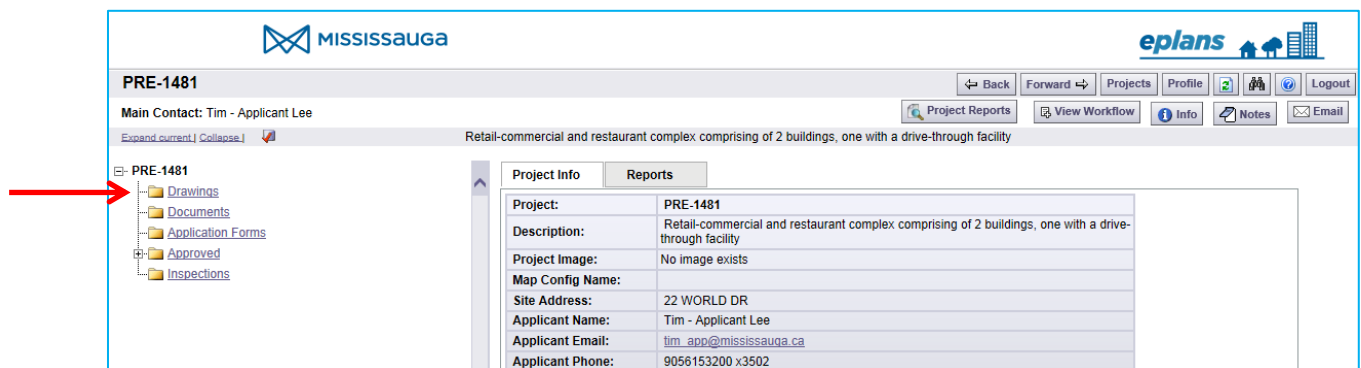
1. Select the request type “Pre-application Meeting (planning applications only)” by using the drop-down menu.
2. Provide a temporary request name for your reference only (e.g. site address, project name, etc.). Please note that the temporary request name will not be attached to the application request after you submit the request to the City.
3. Click the “Start My Application Request” button and a new request form will appear.



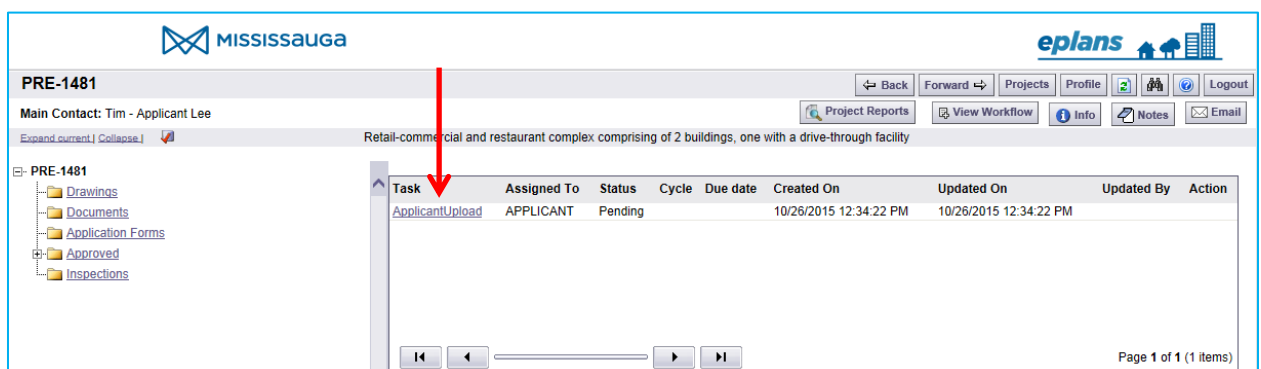
The screenshot shows the 'Mississauga ePlans' interface. At the top is a blue header with the text 'Mississauga ePlans'. Below this is a white box titled 'Start New Application Request' with a question mark icon in the top right corner. Inside this box, there is a light blue informational section with an 'i' icon and the text: 'To start a new application request: - Select an application request type - Provide an application request name - Click the button below'. Below this section are two form fields: 'Request Type:' with a dropdown menu showing 'Pre-Application Meeting Request Form (for Planning Applications Only)' and a question mark icon, and 'Request Name:' with a text input field containing '300 City Centre Drive'. At the bottom of the form is an orange button labeled 'Start My Application Request'.

4. Read and agree the terms and conditions.
5. Review the Applicant Information. The applicant Information is based on your applicant profile. If any information needs to be changed, click on the “Profile” button and update/save your profile information before proceeding to the next step.
6. Complete each step accordingly (e.g. Property Information, Project Information, etc.). The red astricks are required fields. Hover over the question mark beside each step for more information on completing the step.
7. If you do not have all the required information, save the request form by scrolling down and clicking on the “Save for Later” button.

8. Click on the “Save & Calculate Administrative Fees” button under the last step – Sign Application and Pay Fees.
9. Click on the “Submit Request” button.
10. You will receive an invitation to upload email with instructions to upload your drawings, documents and/or application forms.
11. On the Invitation to Submit Plans email, click on “Project Access” link and you will be directed to your project (see below). Note: You may be prompted to login by entering your email address and password.
12. Click on the Drawings folder then click on the “Upload Files” button.



13. Click the “Browse for Files” button to search and select the files you want to upload. When done selecting the files, click the “Upload Files & Save Metadata” button.
14. Click on the view folders button to return to the folders and repeat the upload process for the “Documents” folder, where applicable.
15. When all files have been uploaded, you must complete the Applicant Upload task in order to notify the City of the application request.
16. Click the “View Workflow” button, then the “Applicant Upload” under the task column (see below).



17. Accept the task and a new window will appear.
18. Acknowledge that you have successfully uploaded all required drawings, documents and application forms in the applicable folders and click on the “Upload Complete” button.

The screenshot shows a web application interface with a tabbed menu at the top: Review Information, Application Information, Contact Information, Resources, Checklist Report (0), and Routing Slip. The 'Review Information' tab is active. Below the tabs, there are several input fields and a list of instructions. A red arrow points to the first checkbox, and another red arrow points to the 'Upload Complete' button.

Review Coordinator	EPlans Test Admin ( ePlansTestAdmin@mississauga.ca )
Review Cycle	0
Workflow/Activity Name	PreApplication_Workflow / ApplicantUpload
Activity Instructions	Please upload documents for submission.
Current User Logon	Tim - Applicant Lee ( tim_app@mississauga.ca )

☒ I have reviewed my drawings for compliance with Mississauga ePlan Submission standards

☒ I have uploaded my drawings and documents to the DRAWINGS folder and DOCUMENTS folder.

After you have successfully uploaded all required plans/documents please select (Upload Complete) button.

19. You have now submitted your application request to the City for pre-screening.

# Pre-Screening & Acceptance of an Application Request

Pre-screening is a review of your application request by the Planning Services Centre to ensure that all required information has been uploaded and meets the submission standards.

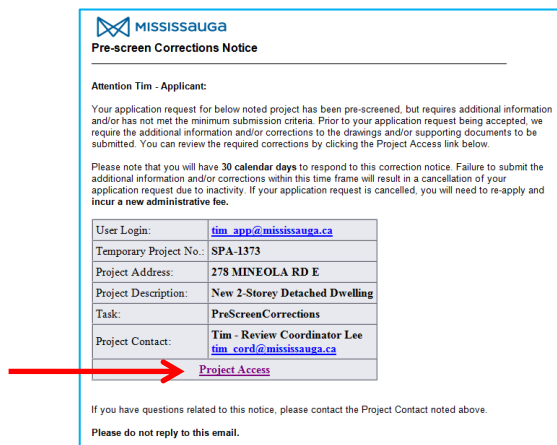
Once an application request is acceptable, a meeting or application fee may be required before the application request is accepted and proceeds to the next step.

## Pre-screen Corrections Task

If an application request has been pre-screened, but requires additional information and/or does not meet the minimum submission standards, you will receive an e-mail to complete a pre-screen corrections task. The task will outline what corrections will be required before the application request can be accepted.

To complete your pre-screen corrections task, follow the steps below:

1. Retrieve your pre-screen corrections email and click in the Project Access link.



2. Enter your email address and password, if instructed.
3. Click on the "View Workflow" button.
4. Click on the Pre-screen Corrections task under the Task column and accept the task.

**MISSISSAUGA** **eplans**

**PRE-1481** Main Contact: Tim - Applicant Lee

Retail-commercial and restaurant complex comprising of 2 buildings, one with a drive-through facility

**PRE-1481**

- Drawings (5 Files - 5 New)
- Documents (1 File - 1 New)
- Application Forms
- Approved
- Inspections

Task	Assigned To	Status	Cycle	Due date	Created On	Updated On	Updated By	Action
<a href="#">PreScreenCorrections</a>	APPLICANT	Pending			10/26/2015 2:15:24 PM	10/26/2015 2:15:24 PM		

Page 1 of 1 (1 items)

- Review and complete the required corrections under the task instructions (see below).

**Review Information** | Application Information | Contact Information | Resources | Checklist Report (0) | Routing Slip

Review Coordinator: Tim - Review Coordinator Lee ( tim\_cord@mississauga.ca )

Review Cycle: 0

Workflow/Activity Name: PreApplication\_Workflow / PreScreenCorrections

Activity Instructions: Please address all Checklist Items and upload any required drawings and / or documents. You will receive an email for fee payment once all the items have been satisfied.

Current User Logon: Tim - Applicant Lee ( tim\_app@mississauga.ca )

**Task Instructions**

[VIEW INTAKE CHECKLIST \(0\)](#)

☐ I have uploaded the corrected documents and/or drawings as indicated below.

Please upload a cover letter outlining a brief description of the proposal in the "Documents" folder

Corrections Complete | **Save And Close**

- When all required corrections have completed, return to the screen above and click on the "I have uploaded the correct documents...", then the "Corrections Complete" button.
- You have submitted your corrections to the City for further pre-screening review.

## Fee Payment Task

When your application request has been pre-screened to the Planning Services Centre's satisfaction, you may receive a fee payment notice via email. Prior to your application request being accepted, you are required to pay a meeting or application fee and complete the fee payment task.

## Making a Fee Payment Online

To make a fee payment online, follow the steps below:

1. Retrieve your fee payment notice email and click in the Project Access link.
2. Enter your email address and password, if instructed.
3. Click on the “View Workflow” button.

The screenshot shows the Mississauga eplans application interface. The top navigation bar includes the Mississauga logo, the eplans logo, and various user controls like Back, Forward, Projects, Profile, Logout, Project Reports, View Workflow, Info, Notes, and Email. The main content area displays the project details for SPA-1373, including the Main Contact (Tim - Applicant Lee) and the project name (New 2-Storey Detached Dwelling). A sidebar on the left lists various document types like Drawings, Documents, Application Forms, Approved, Inspections, and External Agency Comments. The central table shows a list of tasks, with the 'FeePayment' task highlighted. A red arrow points to the 'FeePayment' task in the Task column.

Task	Assigned To	Status	Cycle	Due date	Created On	Updated On	Updated By	Action
FeePayment	APPLICANT	Pending			7/20/2015 9:42:58 AM	7/20/2015 9:42:58 AM		

4. Click on the Fee Payment task under the Task column and accept the task.
5. Click on the “Click here to pay fees” button and you will be redirected to a secure site to pay your fee.
6. Once you have entered your information and your payment has been confirmed, you must complete your fee payment task by clicking on the check box and then the “Complete” button.

The screenshot shows the 'Review Information' tab in the eplans application. The tab contains fields for Review Coordinator, Review Cycle, Workflow/Activity Name, Activity Instructions, Current User Logon, and Fee Amount Due. The 'Click here to pay fees' button is highlighted with a red arrow. Below the button, there is a checkbox labeled 'All required fees have been paid.' and a text prompt 'Please press "Complete" button to complete the Fee Payment task.' A red arrow points to the 'Complete' button.

Review Information	Application Information	Contact Information	Resources	Checklist Report (0)	Routing Slip
Review Coordinator	Tim - Review Coordinator Lee ( tim_cord@mississauga.ca )				
Review Cycle	0				
Workflow/Activity Name	SitePlan_Workflow / FeePayment				
Activity Instructions	Fees must be paid to commence application review. Refer to Fee Payment Task email for Payment Options. Fees exceeding \$10,000 cannot be received online.				
Current User Logon	Tim - Applicant Lee ( tim_app@mississauga.ca )				
Fee Amount Due (\$)	7,934.00				

[Click here to pay fees](#)

☐ All required fees have been paid.

Please press "Complete" button to complete the Fee Payment task.

[Complete](#) [Close](#)

7. You have now completed your fee payment task.

## **Making a Fee Payment by Mail or In Person**

Payments can be delivered to / made at:

City of Mississauga  
Planning and Building Department  
Development and Design Division, 6<sup>th</sup> Floor  
300 City Centre Drive  
Mississauga, ON L5B 3C1

Office Hours – Monday to Friday 8:30 am to 4:30 pm (except statutory holidays)

Please ensure you reference your temporary Project No. and Project Address with your payment.

When your payment has been received, you will receive instructions to complete your fee payment task. **The fee payment task must be completed by you in order for your application request to proceed to the next step.**

## **Acceptance of Application Request – Temporary Project No. Changed**

When your fee payment task has been completed, where applicable, a formal project number will be created. You will be notified via email that your temporary project number (e.g. PRE-1373) is no longer valid, as it has been changed to a formal project number (e.g. DARC 15-123 W2 or PAM 15-321 W5).

When you receive this notification, this means that your application request has been accepted and is being processed.



# Pre-Application Meeting Comments

## Checklist Items and Changemarks

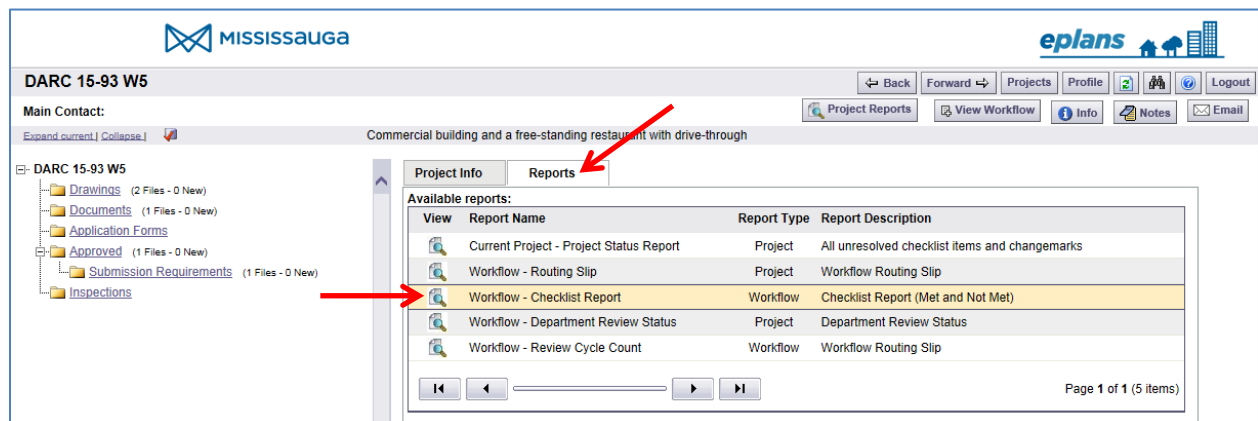
A checklist item is a textual comment, whereas, a changemark is markup on the drawing or document with a textual comment attached to it.

## Viewing Checklist Report

A checklist report is a list of textual comments for your project. The information contained in the checklist report is intended for preliminary information and/or discussion purposes only and shall not be construed as the City's position on the project. Comments are not comprehensive and additional comments will be provided through a formal application submission review.

To view your Checklist Report, follow the steps below:

1. Retrieve your “Pre-Application Meeting Completion Notice” email and click in the “Project Access” link.
2. Enter your email address and password, if instructed.
3. Click on the “Reports” tab.
4. Click on the view icon beside the “Workflow - Checklist Report”.



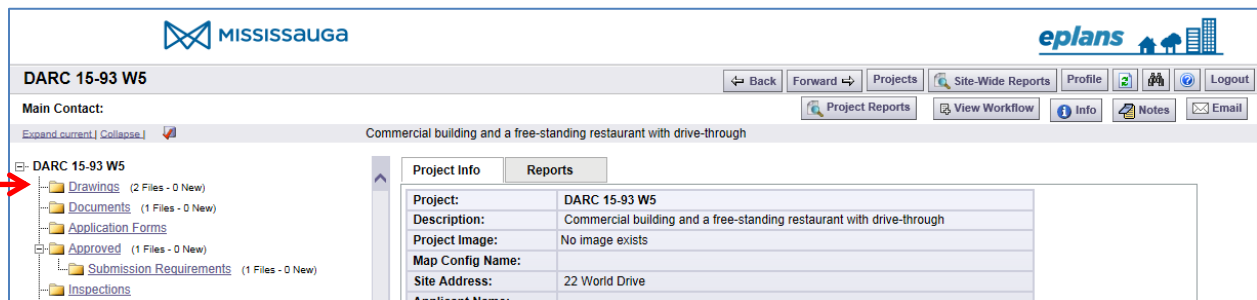
5. To export the Checklist Report to a PDF, Excel or Word document, click on the Export button (disk icon with green arrow).

## Viewing / Publishing Changemarks

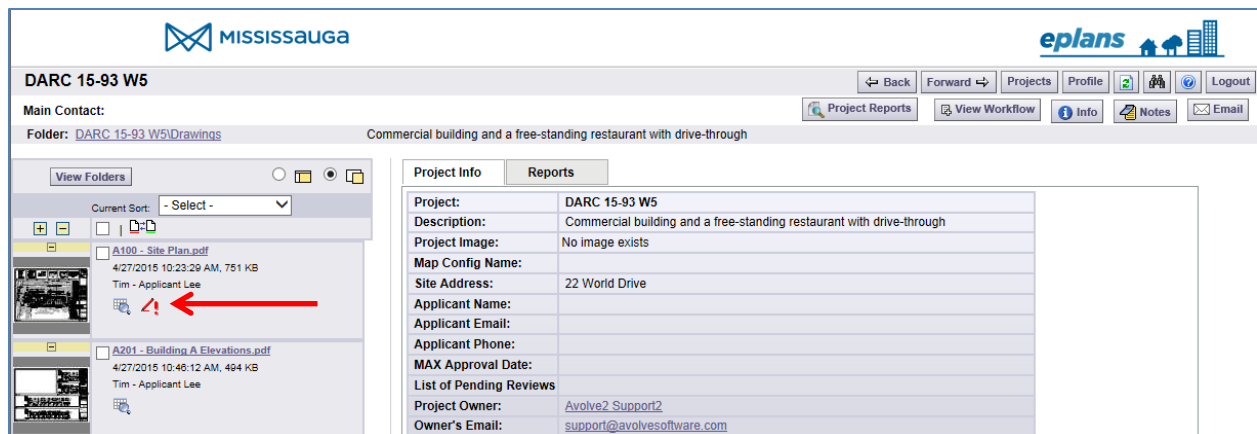
To share the changemarks with consultants, design professionals, etc., you can publish the drawings and/or documents and email it to them. It is not recommended that you share your user account for security purposes.

To publish changemarks on drawings and/or documents, follow the steps below:

1. Retrieve your “Pre-Application Meeting Completion Notice” email and click in the “Project Access” link.
2. Enter your email address and password, if instructed.
3. Click on the “drawings” folder.

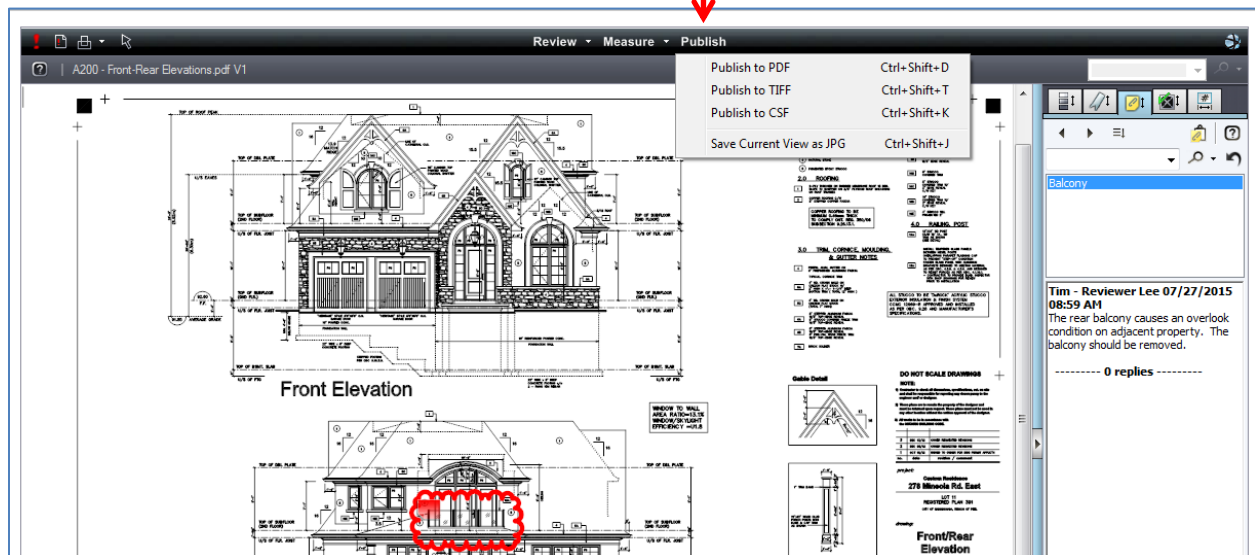


4. Click on the icon with a red pencil with an exclamation mark beside the applicable drawing or document thumbnail. If there is no red icon beside the drawing or document thumbnail, that means there are no changemarks on the drawing or document.



5. Select the mark-ups you want to view and click the “view” button.

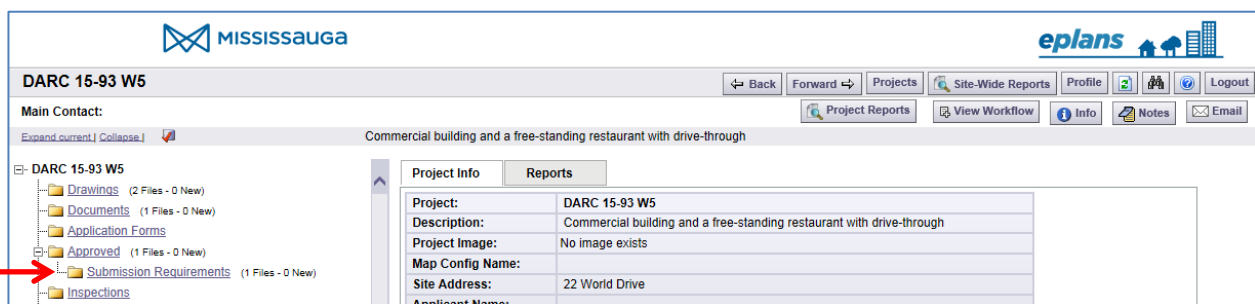
- If you want to publish the drawing or document, click the publish button and select “Publish to PDF” to send the file via email.



## Submission Requirements and/or other applicable Documents

To view the list of requirements for a formal application submission and other applicable documents, follow the steps below:

- Retrieve your “Pre-Application Meeting Completion Notice” email and click in the “Project Access” link.
- Enter your email address and password, if instructed.
- Click on the “Submission Requirements” folder.



4. Click on the thumbnail to view the document.

The screenshot shows the eplans web application interface. At the top, there are logos for MISSISSAUGA and eplans. Below the logos, the project name 'DARC 15-93 W5' is displayed. The main content area is divided into two sections: 'Main Contact' and 'Project Info'. The 'Main Contact' section shows the folder 'DARC 15-93 W5\Approved\Submission Requirements' and a list of files. A red arrow points to the thumbnail of the document 'Submission Requirements for SPA.docx'. The 'Project Info' section displays details about the project, including the description, project image, map config name, site address, applicant name, and applicant email.

5. To download the document, click on the download icon.

This screenshot is identical to the one above, showing the same web application interface. However, a red arrow now points to the download icon (a small icon with a downward arrow) located next to the document 'Submission Requirements for SPA.docx' in the file list.

# Plan Review Comments & Resubmissions for Site Plan Applications

## Plan Review Comments Notice

When your Site Plan application has been reviewed, but has generated comments and/or requires corrections, you will receive a Plan Review Comments Notice via email. You can review the comments and drawing markups by accessing the ePlans site.

## Checklist Items and Changemarks

A checklist item is a textual comment, whereas, a changemark is markup on the drawing or document with a textual comment attached to it.

## Viewing the Project Status Report


A project status report (PSR) is a list of comments and unresolved checklist items and changemarks for your project.

To view the report, follow the steps below:

6. Retrieve your “Plan Review Comments Notice” email and click in the “Project Access” link.
7. Enter your email address and password, if instructed.
8. Click on the “Reports” tab.
9. Click on the view icon beside the “Current Project – Project Status Report”.

The screenshot displays the ePlans web application interface. At the top, the Mississauga logo and 'eplans' branding are visible. The main header shows 'SPI 15-66 W1' and 'Main Contact: Tim - Applicant Lee'. A navigation bar includes links for 'Back', 'Forward', 'Projects', 'Profile', and 'Logout'. Below this, a sidebar on the left lists various document types: 'Drawings (5 Files - 0 New)', 'Documents', 'Application Forms', 'Approved', 'Inspections', and 'External Agency Comments'. The main content area is titled 'New 2-Storey Detached Dwelling' and features a 'Project Info' tab and a 'Reports' tab. The 'Reports' tab is active, showing a table of available reports. A red arrow points to the 'Reports' tab, and another red arrow points to the 'Current Project - Project Status Report' row in the table. The table has columns for 'View', 'Report Name', 'Report Type', and 'Report Description'. The 'Current Project - Project Status Report' row is highlighted in yellow. Below the table, there are navigation controls and a page indicator 'Page 1 of 1 (5 items)'.

View	Report Name	Report Type	Report Description
	Current Project - Project Status Report	Project	All unresolved checklist items and changemarks
	Workflow - Routing Slip	Project	Workflow Routing Slip
	Workflow - Checklist Report	Workflow	Checklist Report (Met and Not Met)
	Workflow - Department Review Status	Project	Department Review Status
	Workflow - Review Cycle Count	Workflow	Workflow Routing Slip

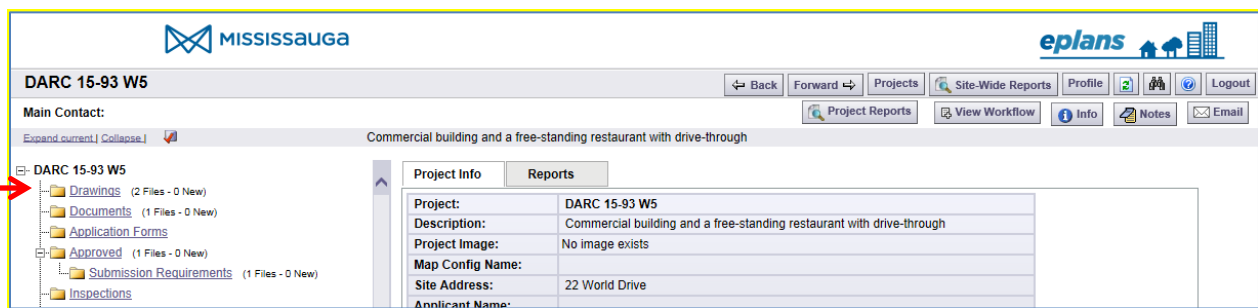
10. To export the Checklist Report to a PDF, Excel or Word document, click on the Export button (disk icon with green arrow). 

## Viewing / Publishing Changemarks

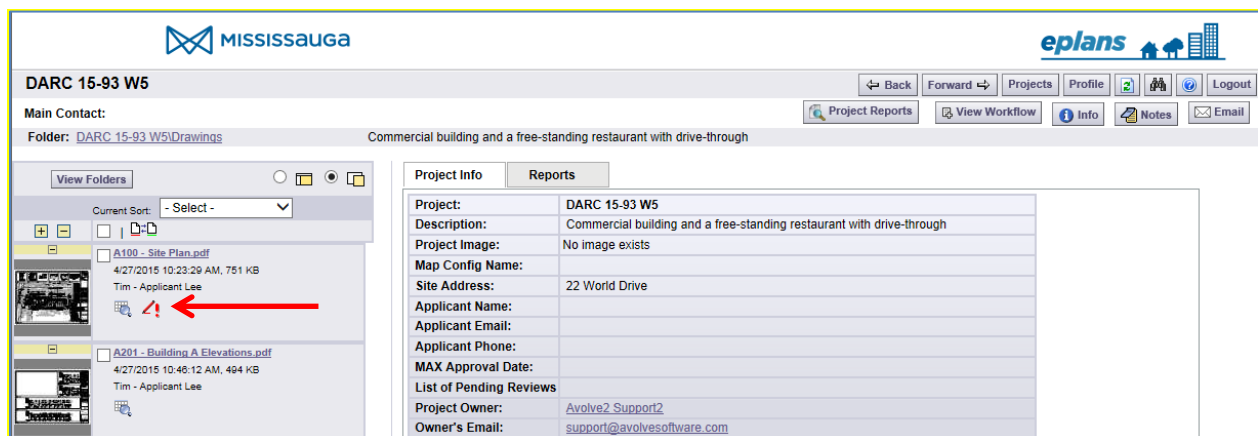
To share the changemarks with consultants, design professionals, etc., you can publish the drawings and/or documents and email it to them. It is not recommended that you share your user account for security purposes.

To publish changemarks on drawings and/or documents, follow the steps below:

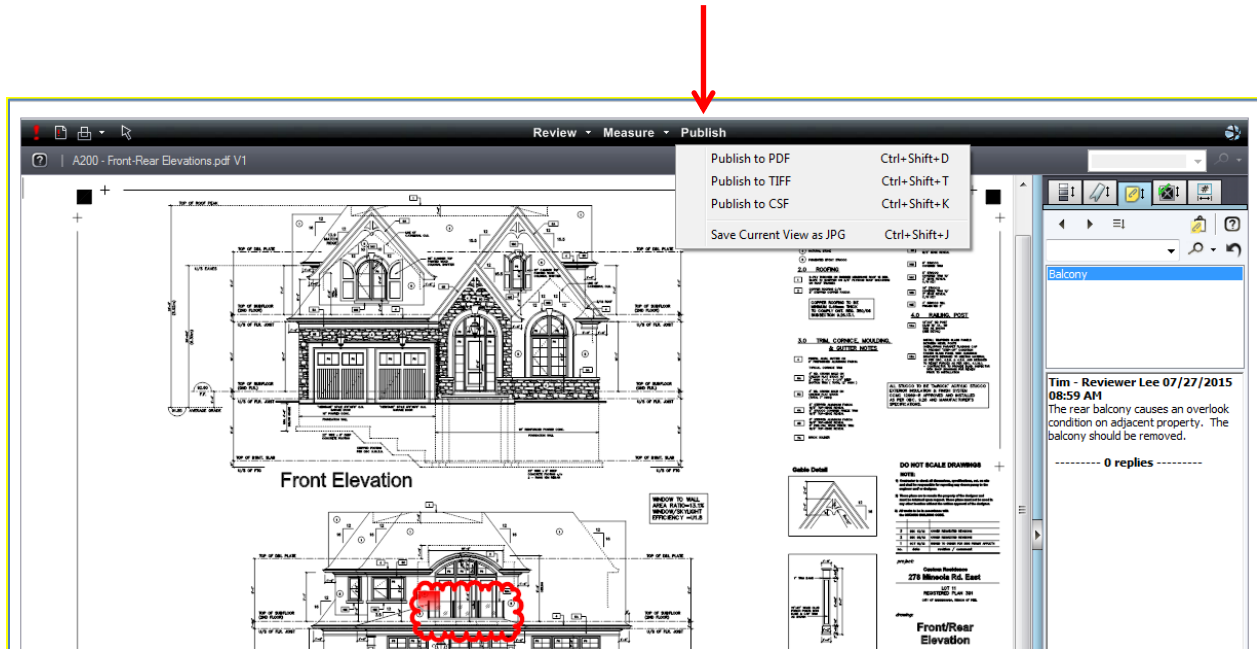
7. Retrieve your “Plan Review Comments Notice” email and click in the “Project Access” link.
8. Enter your email address and password, if instructed.
9. Click on the applicable folder (i.e. Drawings, Documents).



10. Click on the icon with a red pencil with an exclamation mark beside the applicable drawing or document thumbnail. If there is no red icon beside the drawing or document thumbnail, that means there are no changemarks on the drawing or document.



11. Select the mark-ups you want to view and click the “view” button.
12. If you want to publish the drawing or document, click the publish button and select “Publish to PDF” to send the file via email.





## Addressing/Responding to Checklist Items

To address/respond to checklist items, follow the steps below:

1. Retrieve your Plan Review Comments Notice email and click in the Project Access link.
2. Enter your email address and password, if instructed.
3. Click on the “View Workflow” button.
4. Click on the “Applicant Resubmit” task under the Task column and accept the task.
5. Click on the “Checklist Report” tab to view the checklist items.


- Click on the “Manage Selected Checklist Comments” at the bottom of the page.

Review Information		Application Information		Contact Information	Resources	Checklist Report (2)	Routing Slip
Cycle	Group	Comment Text	Status	Applicant Response	Updated	Update	
1	URBAN DESIGNER	The City of Mississauga's Green Development Strategy was adopted by City Council in July, 2010. Through this strategy all applicants for Site Plan Approval are encouraged to pursue LEED NC Silver Certification. Indicate how building and site design features address issues of sustainability and green technology. Consider a design that incorporates low-impact site features, minimizes reliance on infrastructure, conserves building energy, optimizes site and building water management, and includes sustainable stormwater management practices and green roof technology, among other sustainable goals. See link: <a href="http://www.mississauga.ca/portal/residents/urbandesign">http://www.mississauga.ca/portal/residents/urbandesign</a> for Green Development Standards document.	NotMet		Tim - Reviewer Lee	7/27/2015 12:23:22 PM	
1	LANDSCAPE ARCH - DEV DESIGN	The Site Plan Undertaking must be completed by the owner and submitted to the Development and Design Division prior to Landscape Plan Approval. Item #3 of the Undertaking is to include the approved amount of the cost estimate which will be determined during the processing of the Landscape Plans. The Undertaking must bear an original signature. The name of the owner(s) or signing officers should be printed or typed under the signature line, and, in the case of corporate execution, the position held by the signing officer should also be indicated. The Site Plan Undertaking must also bear the corporate seal of the owner. The Undertaking form is available at the Development and Design Division Counter or on the City's website.	NotMet		Tim - Reviewer Lee	7/27/2015 12:30:49 PM	


[Manage Selected Checklist Comments](#)  
[Export to Excel](#)  


- Under the response column, provide a response for each checklist item.

SP1 15-66 W1 : APPLICANT							
SELECTED CORRECTIONS							
CATEGORY1	CATEGORY3	COMMENT TITLE	COMMENT	RESPONSE	STATUS	UPDATED BY	STATUS UPDATED
Urban Designer	General	GREEN DEVELOPMENT	<p>The City of Mississauga's Green Development Strategy was adopted by City Council in July, 2010. Through this strategy all applicants for Site Plan Approval are encouraged to pursue LEED NC Silver Certification. Indicate how building and site design features address issues of sustainability and green</p> <p>Review QA Response:</p>	<p>We are pursuing LEED NC Silver Certification. A complete list of building and site design features has been uploaded in the documents folder.</p>	<input type="radio"/> Note <input type="radio"/> Met <input checked="" type="radio"/> Not Met	Tim - Applicant Lee	7/28/2015 12:09:20 PM
Landscape Architect - D&D	General	FINAL SITE PLAN UNDERTAKING	<p>The Site Plan Undertaking must be completed by the owner and submitted to the Development and Design Division prior to Landscape Plan Approval. Item #3 of the Undertaking is to include the approved amount of the cost estimate which will be determined during the processing of the Landscape</p> <p>Review QA Response:</p>	<p>Site Plan Undertaking has been completed by the owner and mailed to your attention.</p>	<input type="radio"/> Note <input type="radio"/> Met <input checked="" type="radio"/> Not Met	Tim - Applicant Lee	7/28/2015 12:09:20 PM



- After responding to each checklist item, click on the “Save and Close” button at the bottom of the page.



## Addressing/Responding to Changemarks

To address/respond to changemarks, follow the steps below:

1. Retrieve your Plan Review Comments Notice email and click in the Project Access link.
2. Enter your email address and password, if instructed.
3. Click on the “View Workflow” button.
4. Click on the “Applicant Resubmit” task under the Task column and accept the task.
5. Under the applicant response column, provide a response for each changemark.

**CHANGEMARKS - Review Cycle:** 1

Filter Changemarks by Keyword:  [SEARCH](#) [SHOW ALL](#)

[Click Here to Load Changemarks...](#)

Status	File	Cycle	Review Activity	File	Markup	Subject	Conditions	Applicant Response
No		1	LANDSCAPE ARCH - DEV DESIGN	A100 - Site Plan.pdf	<a href="#">LA-DD - M.Pebesma</a>	Remove Tree	Existing pine tree is dead. Indicate this tree as "to be removed".  <a href="#">Review QA Response</a>	Revised site plan indicates the subject tree to be removed.
No		1	LANDSCAPE ARCH - DEV DESIGN	A200 - Front-Rear Elevations.pdf	<a href="#">UD - A.McCormack</a>	Balcony	The rear balcony causes an overlook condition on adjacent property. The balcony should be removed.  <a href="#">Review QA Response</a>	The rear balcony has been removed on the revised drawings.
No		1	URBAN DESIGNER	A100 - Site Plan.pdf	<a href="#">PLN-DD - T.Lee</a>	File No. and Signature	Change the file number accordingly, and sign and date.  <a href="#">Review QA Response</a>	

[Save Changemark Updates](#)

6. After responding to each changemark, click on the “Save Changemark Updates” button at the bottom of the page.

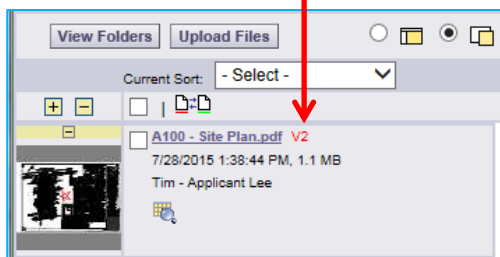
## Uploading Revised Drawings and Documents

Revisions to all subsequent drawing submissions must be highlighted or bubbled and numbered, and noted in the drawing revision block.

When revised drawings and/or documents are ready for resubmission, they must be uploaded to the appropriate folders using the **SAME FILE NAMES** as the original submission for versioning purposes.

To upload revised or additional drawings and documents, follow the steps below:

1. Retrieve your “Plan Review Comments Notice” email and click in the Project Access link.
2. Enter your email address and password, if instructed.
3. Click on the “Drawings” folder to upload drawings.
4. Click the “Upload Files” button.
5. Click the “Browse for Files” button to search and select the files you want to upload.
6. When done selecting the files, click the “Upload Files & Save Metadata” button.
7. When uploading revised drawings using the **SAME FILE NAME** as the original submission, the system will identify versioning by putting red indicator beside the file name (e.g. **V2, V3, V4**, etc.).



8. Click on the view folders button to return to the folders and repeat the upload process for the “Documents” folder, if applicable.

## Resubmitting

When all revised drawings and documents have been upload, checklist items and changemarks have been addressed/responded to, you must complete the applicant resubmit task.

To complete resubmit task, follow the steps below:

1. Retrieve your “Plan Review Comments Notice” email and click in the Project Access link.
2. Enter your email address and password, if instructed.
3. Click on the “View Workflow” button.
4. Click on the “Applicant Resubmit” task under the Task column and accept the task.
5. Scroll down to the bottom of the page and under the Task Instructions click on all 4 checkboxes and then the “Complete” button.

**Task Instructions**

Checklist Item: Please click the Checklist Report tab and review each item. Each comment will be indicated as "Met" or "Not Met" or "Note".

- ☒ I have reviewed and addressed the Checklist Comments provided on the "Checklist Report" tab above.
- ☒ I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
- ☒ If applicable, I have uploaded the additional / revised drawings into the "DRAWINGS" folder and / or uploaded additional / revised documents into the "DOCUMENTS" folder. In case of revised drawings and documents, I have used the SAME file name as the original files.
- ☒ I am ready to complete my assigned task.

**Complete** **Save And Close**

6. You have now completed your resubmit task.

# Site Plan Approval

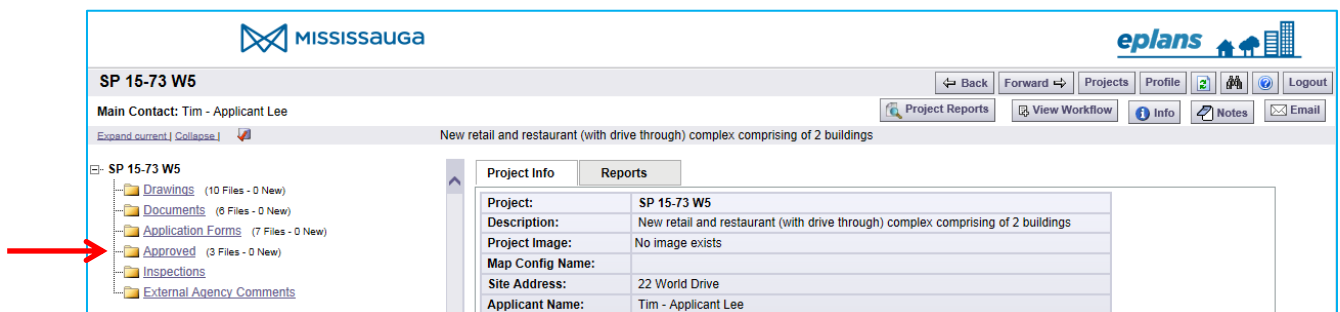
## Site Plan Approval Notice


When your Site Plan application has been approved, you will receive a Site Plan Approval Notice via email. You can download the approved plans from the “Approved” folder by accessing the ePlans service. The approved plans have an approval stamp, including a file no. and date. Site Plan Approval is valid for one (1) year from the date shown on the stamped approved plans.

## Downloading Approved Plans

To download your approved plans, follow the steps below:

1. Retrieve your “Site Plan Approval Notice” email and click in the Project Access link.
2. Enter your email address and password, if instructed.
3. Click on the “Approved” folder.



4. Click on the download icon  beside the drawing thumbnail and save the approved drawing to your computer.

