

# **New Electronic Submittal Procedures**

August 9, 2011

## **Re: New electronic submittal procedures for Development Review**

To Whom It May Concern:

In June you received notice that the City is implementing new planning software for processing planning clearances and permits, development applications and code enforcement cases. The new software allows us to send, receive and review documents electronically. We anticipate that this change may eliminate as much as two weeks of review time for every review period. Beginning September 1, 2011 the City will require all development applications and supporting materials, plans and reports to be submitted electronically.

The following submittal standards will be required for each application:

### **Format**

- All electronic documents shall be submitted using the following formats only: PDF, DWG and DXF. Documents may be submitted using a combination of these formats, however, other formats, including but not limited to TIF and JPG, will not be accepted.
- All pages shall be oriented with the top of each document oriented to the top of each page. See attached Document Orientation Guide for examples of correct orientation.

### **Document or File Names**

- Each document shall be submitted as an individual file with a unique name. For example, an application that contains the general report, drawings and supporting documents in one file will not be accepted.
- See attached Document Naming List for acceptable document names. Variations of these document names will not be accepted.

## **How to Submit Electronic Documents**

- Electronic submittals may be emailed directly to the Planner that provided the General Meeting Notes and Checklist for submittal.
- Electronic submittals may also be mailed or dropped off at the Planning Division front counters located at 250 N. 5<sup>th</sup> Street, between the hours of 8:00 am – 5:00 pm, Monday through Friday.
- The following media may be used when mailing or dropping off electronic submittals: CD, DVD or flash drive.

**Note: All electronic submittals (email, CD, DVD, flash drive, etc.) shall become the property of the City and will not be returned.**

The City has been using the electronic submittal process informally for the past 60 days and noted a significant reduction in the time it takes to circulate plans and receive comments from review agencies. We also hope that submittal of electronic documents will reduce or eliminate some of the applicant's costs, such as paper costs for on multiple copies of plans, reports and supporting documents, and fuel costs to deliver the materials to City Hall.

We are excited to be implementing the new electronic submittal process and welcome your thoughts and suggestions. Please feel free to contact me at 244-1448, or by email at [lisac@gjcity.org](mailto:lisac@gjcity.org) with any questions you may have or suggestions for ways to improve the process.

Thank you.

Sincerely,



Lisa E. Cox, AICP  
Planning Manager

Attachments: Document Orientation Guide  
Document Naming List

cc: Tim Moore, Director, Public Works and Planning Department  
John Shaver, City Attorney  
Kathy Portner, Neighborhood Services Manager  
Chuck Mathis, Fire Department  
Mike Mossburg, Mesa County Building Official  
Planning Division

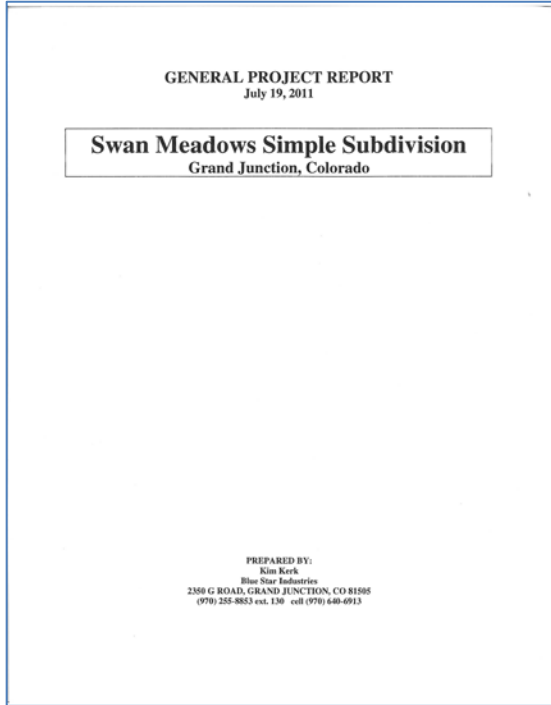
# Document Naming List

- ❖ Use either designation to name the document

- Annexation Info Sheet
- Annexation Petition
- Appraisal
- Avigation Easement
- Boundary Agreement
- Building Elevations
- CDOT Access Permit
- Composite Plan
- Conveyances
- Tax Certificate
- ❖ CC&R or Condo Declarations
  - Delineate Wetlands
  - Detail Sheet
  - Development Improvements Agreement
  - Floodplain Elevation Certificate
- ❖ Fence or Wall Plan
  - Final Drainage Report
  - Geotechnical Report
  - Fire Flow Form
  - Floor Plan
  - Project Report
  - Grading Plan
  - Haul Route Plan
  - Improvement Survey
  - Industrial Pretreatment Application
  - Inside Cover Sheet
  - Cell Site Inventory
  - Landscape Plan
  - Legal Description
  - Lighting Plan
  - Coverage Area Map
  - Institutional Master Plan
  - Materials Testing Plan
  - Neighborhood Meeting Minutes
  - Outline Development Plan
- ❖ Ownership Statement or Deed
  - Plat
  - Stormwater Agreement
  - Preliminary Drainage Report
  - Dredge & Fill Permit
  - Reclamation Plan
  - Road Cross-sections
  - Roadway Plan & Profile
  - Summary & Articles of Inc
  - Sewer System Design Report
- ❖ Sign Plan or Sign Package
  - Site Data Table
  - Site Plan
  - Site Sketch
  - Sketch for Descriptions
- ❖ Stormwater Management Plan and Permit
  - Preliminary Subdivision Plan
  - Surveyor Verification
  - Traffic Impact Study
  - Transaction Screen Process
  - Water System Design Report
  - Utilities Plan & Profile

# Document Orientation Guide

Correct Orientation:



Incorrect Orientation:

