Submittal Standards

♦ All Applications must be submitted electronically through CITIZEN ACCESS PORTAL

♦ All Drawings/Documents will be submitted electronically through PROJECT DOX

♦ Upload all documents and drawings in the appropriate folders.

♦ Upload all documents and drawings per required checklist, as Individual PDF's.

♦ Each checklist item **MUST** be named according to the naming convention listed below.

♦ All plans must have a space reserved in the upper left corner for City Approval stamps.

♦ Resubmittals must use the **EXACT** same file name as the original to allow versioning.

Description	Document Naming Convention
Narrative fully describing the proposed request including the following: ➢ The property address or parcel number for the site ➢ Any previous approvals associated with the property ➢ List the specific Unified Development Code (UDC) section(s) or any site condition(s) in which you are seeking an interpretation ➢ Provide any other supporting documentation or plans that may be analyzed as part of the request	Narrative