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 change and the reason thereof	Narrative
Legal description of the subject property (Lot, Block, and Subdivision name if located in a recorded subdivision OR a metes and bounds legal description of the property if not in a subdivision)	FP Legal Description
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner (**If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.**)	*Affidavit of Legal Interest
Scaled vicinity map showing the location of the subject property	Vicinity Map
Approved final plat (if applicable) that is proposed to be modified	Approved Final Plat
Final plat (if applicable) showing proposed modifications	Proposed Final Plat
Submit an emergency access exhibit if the final plat exceeds 30 lots. **NOTE: If the emergency/secondary access is outside of public right-of-way and the plat boundary, a separate easement application is required to be submitted concurrently with the final plat application.**	*Emergency Access Exhibit

*Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.