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

Provide a detailed narrative fully describing the specific information you want included in the zoning verification letter, including but not limited to:
  ➢ What is the zoning of the property?
  ➢ Any prior approvals associated with the property?
  ➢ What are the zoning designations of the surrounding properties?
  ➢ Any known code violations?
  ➢ Is the use of the property conforming or non-conforming?
  ➢ Can the property be rebuilt in the event of a catastrophe event?
	Narrative