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	Narrative
Include the following additional information in the project narrative: ➢ Exact text changes in underline and strikeout form ➢ Address the public need and benefit resulting from the UDC text amendment ➢ Any other data and information that would support this request	Strike-out/Underline Version of Changes