



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.

Requirements for Text and Map Amendments	Document Naming Convention
Narrative fully describing the proposed request <ul style="list-style-type: none"> ➤ Specific details of the change requested ➤ Address how the proposed amendment provides an improved guide to future growth and development of the city ➤ Any other data and information that would support this request ➤ Specific information on any property involved ➤ Development intentions for any land involved 	Narrative
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
Include the following additional information in the narrative: <ul style="list-style-type: none"> ➤ Underline and strikeout changes for text amendments 	Proposed Text Changes

***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.**