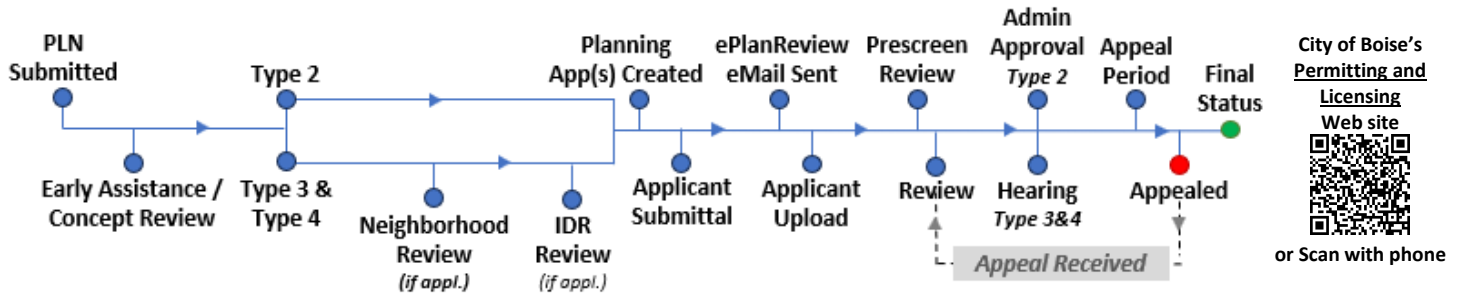


# Planning Process Flow

## from PLN to Application



### 1. PLN Submitted (PLN = planning consultation record)

Planning records (PLN) are submitted by citizens on the [Permitting and Licensing](#) web site. The PLN is a free planning consultation required for most new projects.

**NOTE:** Files uploaded to your PLN submittal **DO NOT** transfer to your planning applications. You will upload separately once your planning application(s) are in progress.

**User Guides:** [Creating a Planning Project](#) and [Uploading Documents for your Planning Project](#)

### 2. Early Assistance (EA) / Concept Review (CR)

City staff will reach out to you as soon as possible (based on current workload) for Early Assistance and Concept Review to clarify your idea/vision for the project, gather pertinent details, and perform a high level assessment of the proposal for code compliance. For many smaller projects, this is the last step before the application is created.

**More Details:** [Early Assistance](#) or [Concept Review](#)

### 3. Neighborhood Review / Interdepartmental Review

If required, you will hold a **Neighborhood Review** meeting to explain the concept of your project. Subsequently, an **Interdepartmental Review (IDR)** is held with various teams within & outside of the City (e.g. ACHD, Public Works, etc.).

**User Guide:** [Mailing List & Labels](#)

**More Details:** [Neighborhood Review](#) or [IDR Review](#)

### 4. Planning Applications(s) Created

Based on details from the CR meeting, and IDR if required, staff will auto-generate the required applications for the project. An email is sent to you with a link to the new application to review, make updates, and submit to staff.

**User Guide:** [Submitting Planning Apps](#)

### 5. Applicant Submittal / ePlanReview Email Sent

After submitting the applications, a corresponding case is created in ePlanReview. An email is sent to you to begin uploading files for your project to ePlanReview.

**User Guide:** [ePlanReview User's Guide](#)

### 6. Applicant Upload

At this step, you will upload drawings and documents for your assigned cases into ePlanReview. A checklist is available for each application type to list required files.

**NOTE:** Documents uploaded during this step of the process may include those initially uploaded to the PLN on the [Permitting & Licensing](#) site, plus other required files.

**User Guide:** [ePlanReview User's Guide](#)

### 7. Prescreen Review

For prescreen review, the screener will verify all the required drawings & documents from the checklist have been uploaded pursuant to the checklist(s). If anything is missing, they'll reach out to you for corrections, which appear on the "Reviews" tab in ePlanReview. Upon acceptance of the application and payment, the case(s) will be assigned to a Planner for review. Please allow 1-2 weeks for assignment.

**User Guide:** [ePlanReview User's Guide](#)

### 8. Review

The planner will clarify/evaluate your vision/idea against city code to ensure compliance and will reach out for additional details or corrections, as needed, in order to complete their review and prepare a report.

### 9. Hearing / Appeal Period / Appealed

Projects are reviewed with the appropriate Review Authority (e.g. City Council, Planning & Zoning Commission, etc.). You and affected persons will have a short window to appeal any decision made by a review authority, pursuant to the provisions of City Code.

### 10. Final Status

Once any appeal period has passed, and based on the outcome, applicants may be able to submit their building permit applications on the [Permitting and Licensing](#) web site.