

CITY OF  
GRESHAM

**ePlan Review  
Applicant User Guide  
Preparing to Submit an Application**

*ePlan*

Electronic Review

**City of Gresham Contact Information**

**Urban Design & Planning**

*Development Planning*

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## INTRODUCTION

Electronic Plan Review (ePlan) is a multi-browser system that allows land use applicants to submit project documents and plans electronically, thus eliminating the need to produce multiple copies of documents and travel to City Hall for application submittal and payment. ePlan also enables City staff and designated review agencies to review Development Planning permit applications electronically as well as provides real-time project updates.

This guide provides the necessary information to prepare drawings and documents, initiate an ePlan Review project, and sign-in for the first time.

## BEST PRACTICE CHECKLIST

The following checklist will help to better transition a project through ePlan:

- All design review drawings shall be submitted in Vector PDF format
- All drawing files shall be single pages
- All drawings shall be submitted in landscape view
- All drawings shall utilize a scale bar
- Non-drawing files may be submitted in a multi-page format
- All drawings and documents shall follow the City's naming convention standard (see Naming Convention section)
- All revised sheets shall be named the same as the previously submitted versions
- Refer to Section 11.0900 of the Development Code to view all necessary documentation for application submittal or contact the Planner on Duty at 503-618-2780 or [POD@GreshamOregon.gov](mailto:POD@GreshamOregon.gov).

## PREPARING TO SUBMIT A PROJECT

### DRAWINGS AND DOCUMENTS

#### *DRAWINGS*

AutoCAD software is almost exclusively used to prepare drawing files. Within the AutoCAD program, please use the DWF file type as it packages all pertinent details into one combined document while maintaining AutoCAD layer information. The DWF file format is a plot option.

Design Review applications within a design district must utilize Vector PDF for all submitted drawings. Drawings created through AutoCAD can be converted to Vector PDF within the AutoCAD program by selecting the Vector PDF plot option. The most recent Adobe Acrobat Pro (not the free version of Adobe Reader) will accommodate the creation of Vector PDF as well.

Non-Design Review applications can be submitted in the standard PDF format if Vector PDF format is not feasible for the project.

All drawings shall be in single-page format as well as utilize a landscape orientation.

## DOCUMENTS

Microsoft Word as well as standard and/or searchable PDF files are accepted for calculations, reports, permit applications and other supporting documentation (non-drawing files). Document files may be multi-page.

## STAMPS

When projects are required to be stamped and signed by an engineer or architect, the stamp can be added electronically with a digital signature. For additional information about the requirements for digital signatures, reference the Oregon Board of Examiners for Engineering and Land Surveying (OSBEELS) website at [www.oregon.gov/OSBEELS](http://www.oregon.gov/OSBEELS) or reference the Oregon Board of Architect Examiners (ORBAE) website at [www.orbae.com](http://www.orbae.com).

## NAMING CONVENTIONS

### DRAWINGS

To maximize plan review efficiency, all drawing plan set submittals must include an index page that clearly names all sheets and location numbers.

All drawings should be named according to the order in which they appear on the title or cover sheet of the plan set. Further, ePlan sorts drawings and documents numerically and alphabetically. To ensure that the order of the sheets as reflected on the title or cover sheet is maintained, include a numeric value at the beginning of the drawing name followed by the sheet number and finally the title of the sheet.

For example:

<b>Numeric Value</b>	<b>Sheet Number</b>	<b>Sheet Title</b>	<b>Full Drawing Name for Upload</b>
100	A.00	Index	100 A.00 Index
101	A1.2	Site Plan	101 A1.2 Site Plan
102	C1.0	Grading Plan	102 C1.0 Grading Plan
103	L1.0	Landscape Plan	103 L1.0 Landscape Plan

### DOCUMENTS

Similar to the naming convention used for drawings, all documents shall include a numeric value at the beginning of the document name followed by the name of the document. This numeric value will ensure that documents appear in the correct order within the ePlan system (general narrative, application narrative forms, and any special reports).

For instance:

<b>Numeric Value</b>	<b>Document Title</b>	<b>Full Document Name for Upload</b>
001	General Narrative	001 General Narrative
002	4.1100	002 4.1100
003	9.0800	003 9.0800
004	Stormwater Report	004 Stormwater Report

## **RESUBMITTAL OF DRAWINGS OR DOCUMENTS**

The ePlan system will automatically add a version number to resubmitted drawings or documents so reviewers can easily differentiate between revisions and review the most recent drawings.

It is imperative that any document or drawing that is uploaded to replace a previous version be named with the exact same file name as the previous document or drawing. Please do not incorporate any additional characters, spaces or periods during the resubmittal process; such characters will disable the versioning element for ePlan and will require that the newly uploaded document or drawing be deleted by staff, then re-uploaded by the applicant with the correct name.

## **REQUIRED FORMS, CHECKLISTS OR DOCUMENTS**

Specific information is necessary in order for the submittal to be considered an application. The submittal will not be reviewed for completeness until all the following required information has been received.

### **PRE-APPLICATIONS, EARLY ASSISTANCE DESIGN ADVICE AND OPTIONAL DESIGN COMMISSION CONSULT APPLICATIONS**

- Project Information form
- Notarized application
- Fee payment
- General narrative (summary of project)
- Questions
- Plan set

### **TYPE I, TYPE II, TYPE III AND TYPE IV APPLICATIONS**

- Project Information form
- Notarized application
- Fee payment
- Deed, title report, or other proof of ownership
- Application checklist
- Early neighborhood notification documentation (if applicable)
- General narrative (summary of project)
- Narrative templates
- Plan set
- Special Reports

## INITIATING AN EPLAN PROJECT

To begin the process of submitting a project through ePlan, complete an Urban Design & Planning ePlan Project Information form, which is available on the City's website: [www.GreshamOregon.gov/ePlan](http://www.GreshamOregon.gov/ePlan) under the Planning tab. Once the form is complete, email it to [ePlanReview@GreshamOregon.gov](mailto:ePlanReview@GreshamOregon.gov).

The project will be created within 24 hours, and an email will be sent from ePlan inviting the applicant to upload documents and drawings. The email notification will include a project number and a link to login to ePlan.

Please note that ePlan is driven by email notification. Once a notification is received, action must be taken or the project will not move forward.

## ACCESSING EPLAN

The following outlines how to access ePlan for the first time:

- Install the ePlan components by following the directions located at [www.GreshamOregon.gov/Electronic-Plan-Review-First-Time-Login/](http://www.GreshamOregon.gov/Electronic-Plan-Review-First-Time-Login/)
- After ePlan components have been installed, go to the ePlan login page: [www.ePlan.GreshamOregon.gov/ePlan/](http://www.ePlan.GreshamOregon.gov/ePlan/)
- Input the user's email address in the Email box
- Enter the temporary password that was provided in the email from ePlan
- Click the Accept & Login button
- The user's profile screen will open
- In the current password box, enter the temporary password
- In the new password box, enter in a new password
  - Confirm the password in the Confirm new password box
  - Please note that passwords cannot have special characters (i.e. &, %, \$, etc.)
- Create a security question and answer it
- Fill in the contact information boxes
- Click the Save button
- Either logout or begin to upload project drawings and documents
  - Please refer to the Submitting an Application user guide for upload instructions, which is available at [www.ePlan.GreshamOregon.gov/ePlan/](http://www.ePlan.GreshamOregon.gov/ePlan/) under the Planning tab