

CITY OF
GRESHAM

**ePlan Review
Applicant User Guide
Completeness Review and Project Status**

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 details what to expect during completeness review. For information pertaining to initiating an ePlan project, please reference the Preparing to Submit an Application guide.

PLANNER CHECK

Once project documents and drawings have been uploaded to ePlan and the prescreening process complete, the project will be reviewed by a Planning Technician to verify that all documentation as outlined in Section 11.0900 of the Gresham Community Development Code (Development Code) has been submitted. If any materials are missing, the project will be returned to the applicant with a request for more information. The applicant will be notified of the request by email.

To provide the necessary information, login to ePlan using the link provided in the notification email or by visiting www.eplan.GreshamOregon.gov/ePlan/.

- Accept the task under the Standard Workflow Task List.
- Note the missing materials as outlined in the PLANNER COMMENTS box.
- Upload all necessary materials to either the Documents or Drawings folders.
- If desired, respond to any comments in the PLANNER COMMENTS box by utilizing the RESPONSE box.
- Click in the box next to I HAVE ADDRESSED ALL OF THE PLANNER CHECKLIST ITEMS AND COMMENTS.
- Click the Complete button.

A Planning Technician will verify that all necessary information has been submitted. Once verified, the project will be routed to staff for review.

REVIEW TYPES

Urban Design & Planning has various review types through which applications are processed. The following table outlines the various Planning workflows or processes an application must undergo before a decision can be issued.

Workflow	Review Type	Result
Early Assistance Design Advice	Design Commission	Summary of Meeting
Pre-application	Staff	Summary of Meeting
Optional Design Commission Consult	Design Commission	Summary of Meeting

Type I	Staff	Staff Decision
Type II	Staff	Staff Decision
Type III	Staff and Hearing Body	Hearing Body Decision
Type IV	Staff and Hearing Body	Hearing Body Decision
Appeal	Hearing Body	Hearing Body Decision

The Type II, Type III and Type IV workflows will require a completeness review. During the completeness review, the Development Planner, Development Engineer and Transportation Planner will verify that all applicable fees have been paid by the applicant, all narratives have been submitted to address the applicable requirements of the Development Code, and that all information as outlined in the project checklist has been provided. Completeness of a submittal will be determined within 30 calendar days after the City receives the application; industrial fast-track completeness reviews will be done in 14 calendar days.

APPLICANT RESUBMIT REQUEST

ACCESSING AN INCOMPLETENESS LETTER

During completeness review, a project may be returned to the applicant with a request for more information or clarification of a document or drawing that was submitted. The applicant will receive an email from ePlan explaining that additional information is required before project completeness can be determined. The email will request the applicant login to ePlan and accept the ApplicantResubmit task to view the requested documentation.

Further, the Development Planner will upload an incompleteness letter to the EForm Attachments folder that will outline all materials and clarifications necessary for the file to be deemed complete.

To complete the ApplicantResubmit task:


- Login to ePlan by utilizing the link included in the notification email or by visiting www.eplan.GreshamOregon.gov/ePlan/.
- In the Standard Workflow Task List, accept the ApplicantResubmit task for the project and click OK in the popup window.
- Access the incompleteness letter by clicking on the link under REVIEWER ATTACHMENTS.
- Open the project by selecting the Project Name link under the Standard Workflow Task List.
- Address all items in the incompleteness letter.
- Fill out and upload the Incomplete Land Use Application - Applicant's Options document that was provided with the incompleteness letter to the Documents folder.
- Upload additional information or modified documents or drawings as needed.

- **Please note that 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.

CHANGEMARKS

Incompleteness comments may also reference changemarks on specific drawings or documents. An applicant may access changemarks using two options: viewing documents or drawings or publishing a markups report.

Viewing Drawings or Documents

To view changemarks for drawings and/or documents, access the project folder by selecting the Drawings or Documents folder link. Files that include a markup will have an exclamation point icon: .


Markups Report

To compile a report that will detail all changemarks for the project, select the Reports tab that is located to the right of the Project Info tab or select the Project Reports button in the upper right corner of the project screen.

- Select the View icon for the Current Project - Project Markups Listing report.
- The report will appear listing all project markups for the project.
- Please note that some markups will include markup text, while others, such as shapes, will not.

Publishing a Markups Report

To publish a markups report:

- Access the report from either the Reports tab or by selecting the Project Reports button in the upper right corner of the project screen.
- Select the View icon for the Current Project - Project Markups Listing report.
- Select the export dropdown menu icon. .

- Select the format for the report.
- The report will generate using the selected format.

Once all incompleteness items have been addressed and all necessary documents and drawings have been uploaded, click in the boxes next to:

- I have reviewed and addressed the Checklist Comments provided on the “Checklist” tab above.
- I have addressed all of the items listed in the Changemarks and Comments (if applicable) above that were identified during the Plan Review.
- I have uploaded the revised drawings into the appropriate “Drawings” folder and, if requested, uploaded any revised documents into the appropriate “Documents” folder using the SAME file name as the original files.

When all three boxes have been selected, click on the Complete button to return the project to the City for the next completeness review cycle.

After completing the ApplicantResubmit task, email the planner associated with the project and notify him or her that the incompleteness items have been addressed. Planner contact information can be found in the Project Info tab.

PROJECT STATUS

When a project is in review, an applicant may check the status of the review at any time.

- Login to ePlan and select the appropriate project link.
- Select the Reports tab or Project Reports button.
- Select the View icon next to the Workflow - Department Review Status by Workflow for Planning Projects only.
- Click on the Workflow drop down menu and select the Completeness Review workflow.
- Select the View Report button.
- Select the + icon under the current Rev Cycle to view the status of the project.
 - **Assigned:** The project has been routed to the review agency and is waiting for the reviewer to accept the project.
 - **In Review:** The reviewer has accepted the project and has started the review, or the project is awaiting review.
 - **Waiting Revisions:** The reviewer has completed their review associated with the review cycle and has comments that need to be addressed.
 - **Review Complete:** The reviewer has completed their review.

- **No Comment:** The reviewer felt that no comment was necessary in their review of the project.
- **No Comment Received:** No comment was received by the review agency.