

CITY OF
GRESHAM

**ePlan Review
Applicant User Guide
Project Decision**

ePlan

Electronic Review

City of Gresham Contact Information

Urban Design & Planning

Development Planning

503-618-2842

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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 access and download decision documents at the close of a project.

DOWNLOAD FILES

When a decision has been issued for a project, the applicant will be notified via email that decision files are ready to be downloaded from ePlan either from the Final, Approved or Decision folder.

To access decision files:

- Login to ePlan: www.eplan.GreshamOregon.gov/ePlan/.
- Access the project by clicking on the Project link under Active Projects List.
- Select the file in which the decision documents have been saved: Final, Approved or Decision.
- Download a single file by clicking on the Download icon  next to the file.
- Download a group of files by selecting the check box for each file, then the Download icon at the top of the thumbnails panel.
- Download all files by selecting the check box next to the Download icon at the top of the thumbnails panel. 
- Click OK in the popup window.
- When selecting multiple files for download, the download will transfer as a single .zip file.
- Click the Download Zip File button.
- Select Open or Save.
- Copy and paste the files to the appropriate location within the applicant's file system.
- Select Delete Zip File when the transfer has been completed.