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Part I - Apply For Planning Pre-Application Conference

Use the following instructions to apply for a Department of Planning Pre-Application Conference. You start the application process by completing and submitting an online Pre-Application Conference Request Form which you access at the City of Las Vegas (CLV) web site http://www.lasvegasnevada.gov/information/27529.htm. Clicking this link or follow steps below to begin process.

1. Go to City of Las Vegas web site (http://www.lasvegasnevada.gov).
2. Click on I want To.../Apply for/Planning Applications option. The Department of Planning Land Use applications menu opens.
3. Click the Pre-Application Conference Request Form link.

The CLVEPLAN instructions window opens.
4. Please verify that your parcel number(s) is within the City of Las Vegas jurisdiction using the parcel verification tool on this page.
5. Click the Pre-Application Conference Request Form link in Step 2 to open the Pre-Application Conference Request Form.

6. Complete the required fields identified by an asterisk (*).

The email address you enter a must be a valid email address. This becomes your permanent user login and this email address is used to communicate with the applicant.
7. Complete the remaining fields as they apply to your project.

8. Enter any Pre-Application Conference Dates you prefer in the Date 1 and Date 2 fields (Monday – Thursday) or leave fields blank.

9. Click to select the Requested Land Use application type(s) as applicable.

10. Read the acceptance notice.

11. Check the I Accept box.

12. Click the Submit Conference Request button.

A submittal confirmation message opens.


14. Click Close Message button to close Pre-Application Conference Request.

15. You have completed this request form. You will receive an email shortly with your temporary password which will allow you to upload drawings and documents.

Your Conference Request is not complete until the uploading of the drawings and documents Task below has been completed.
Login to CLVEPLAN

After your Pre-Application Conference Request Form is submitted, you will receive an email containing your login information about the project and a link to your assigned project.

The top part of your Project Invitation contains the CLVEPLAN Welcome message and instructions on how to complete your current task within CLVEPLAN.

1. Scroll to bottom of the Project Invitation email.
2. Click the CLVEPLAN Access Link. The login window opens.
3. If this is your first time using CLVEPLAN continue to step 4, or else skip to step 8.
4. Complete the steps in **Appendix A - Initial Login Steps** section of this manual to download CLVEPLAN components (browser plugin).

5. Enter your **E-mail** and **CLVEPLAN Temporary Password**.

6. Click the **Login** button.

7. Follow the steps to create your permanent user account. Skip to step 11.

**Note:** If you are unable to login, go to your Project Invitation email and click **CLVPreApp@lasvegasnevada.gov** link to contact the CLV Staff Assigned.

**If you’ve used CLVEPLAN before:**

8. Enter your **E-mail** and **CLVEPLAN Password**.

9. Click the **Login** button.

10. Your current Projects window opens.

11. Go to the next section to continue.

---

**Accept Applicant Upload Task**

After a successful login, your Projects window opens. It lists all the projects you can currently access at the top of the page.

1. Click on the **ApplicantUpload** task at the bottom of the page for the Project Name on your Project Invitation.

2. Click the **OK** button on the accept task confirmation prompt.

   Once a task is accepted, it must be completed to continue the process.
3. Click on **Workflow Information** tab. This tab contains Activity Instructions for completing this task. Please read before continuing.

**Upload Drawings**

Uploaded files must be named according to CLVEPLAN file naming standards. If you haven’t read the *File Standards* section, please do so before continuing the upload task.

Use the following instructions to upload Pre-Application drawing for prescreen review.

**Plans Submittal**

The applicant must submit the following required documents with the Planning application. Failure to provide the required documentation may result in the application being held until all attachments have been submitted. All plan attachments must be legible and to scale.

1. **Justification Letter** (Describe the nature of the project and/or use, provide development data, identify waivers, anticipated hours of operation, etc., as applicable).
2. **Site Plan** (to include a site parking analysis), Landscape Plan, Elevations, and Floor Plans. (Include all dimensional information; for Tentative Maps, include wall elevations).
3. For DDRC AND HPC submittals, please review the appropriate submittal requirement form

To start the upload process:

1. Click on **Folders** tab.
2. Select **Drawings** folder.

The Drawings List opens.

3. Click **Upload Files** button.
The Upload Files window opens.

4. Click the Browse button in the Selected Files window. A file dialog box will open.

5. Select one or multiple files to upload.
   a) To select one file, click on the file in list to highlight.
   b) To select multiple adjacent files, hold the Shift key and click on first file and then last file to select; or
   c) To select nonadjacent multiple files, hold the Ctrl key and click each file to select.

   To upload multiple files, Microsoft Silverlight is required.

6. Click the Open button.
The Upload files window opens and displays the selected files.

7. Verify that correct files were selected and the list complete.
8. To select additional files, click the Add more files button to repeat steps 4-5.
9. Verify Uploaded files are named according to CLVEPLAN file naming standards. See the File Standards section of this manual for details.
10. Click Upload button.

The Upload process begins, the progress bar show which files are being processed and the percentage of the total upload completed.

11. To stop the Upload process, click the Cancel button or do nothing and let the file upload process complete.

After the process is complete, the uploaded files are listed.

12. Click the Close button to return to the project window.

Note: After the files are uploaded, thumbnail images of each file contained in the folder appear. The file name, author, date and any relevant file icon display under each thumbnail.
Upload Documents

You upload documents using a similar process as uploading drawings.

1. Click on Folders tab.
2. Click Documents folder link.
3. Click Upload Files button.
4. Navigate to applicable file folder.
5. Select file(s) to upload.
6. Click Open button.
7. Click Upload button. Selected files display.

Click Close button to return to the project window.

Delete Files

You may delete any file uploaded mistakenly before you complete the initial submittal process if the delete file icon is active. After files are submitted, they are locked and cannot be changed. Use the following steps to delete a single file or multiple files.

**Single File:**

1. Click the Delete File icon in the Drawing panel.
   A delete confirmation popup opens.
2. Click OK button to continue deleting selected file; or

Click Cancel button to stop deletion.
Multiple Files:

1. Click in each Check box of files you want to delete.
2. Click the **Delete File** icon in the Thumbnail bar. A delete confirmation popup opens.
3. Click **OK** button to continue deleting selected files; or
   Click **Cancel** button to stop deletion.

Update Pre-App Information

The information that was entered on the **Pre-Application Conference Request Form** is displayed on the Pre-App Information tab and can be edited if needed during the completion of the ApplicantUpload task. You might also be requested to update this information at the resubmit stage later by the city of Las Vegas.

13. Click on the **Pre-App Information** tab.
14. Update any information in the fields highlighted in **yellow** as needed.
15. Clicking the **Save & Close** button or completing the request will save any changes made to the Pre-App Information.
Complete Pre-Application Conference Request

When you have uploaded all drawings and documents:

1. Click the **Save and Continue Later / Close** button if additional items must be uploaded, otherwise
2. Click the **Complete & Submit Request** button to submit uploaded plans.
3. Click **OK** on the Upload complete confirmation prompt to complete your **Pre-Application Conference Request**.
4. You will receive a confirmation email each time you complete a task successfully.

Upload Correction Files

If corrections are requested, uploading new or additional drawings and documents is the same as the previous upload process.

Uploaded revised drawings or documents are to be named according to **CLVEPLAN** file naming standards. See the **File Standards** section of this manual for details.

1. Receive Upload Task email notification.
2. Go to the **Folders** tab.
3. Select the **Drawings** folder. Complete the upload of all the drawings that have been requested.
4. Select the **Documents** sub folder and complete the upload of all documents required.
5. Scroll to the bottom of any tab to complete Upload task.

6. Check the acknowledgement that all the requested information has been uploaded following the **File Standards**.
7. Click the **Complete** button.
8. Click the **OK** on the Upload complete the task.
Obtain Copy of PreApp Submittal Checklist

After the Pre-Application Conference meeting has taken place the Planner will upload the signed PreApp Submittal Checklist when the project is ready for submittal. This document is one of the required documents needed for the Planning Application submittal.

To Access the Submittal Checklist

1. Log into CLVEPLAN.
2. Click on the Project to open it.
3. Select the Submittal Checklist folder
4. Go to the Folders tab.
5. Click the Download button.
6. Click the Save button to save a copy of the PreApp Submittal Checklist.
Part II - Submit Planning Application

After the Pre-Application Conference, the applicant must complete a formal Planning application with the drawings or documents as indicated on the Submittal Checklist as agreed on at the Pre-Application Conference.

Complete Application Information

Use the following steps to submit your formal Planning application with the drawings or documents.

When you receive the task to complete the upload of your drawings and documents following the Pre-Application Conference:

1. Login to CLVEPLAN.
2. Click on the ApplicantUpload task at the bottom of the page for the Project Name on your Project Invitation. The Project Name will start with PRJ-.
3. Click the OK button on the accept task confirmation prompt.

Once a task is accepted, it must be completed to continue the process.

A new window opens complete the Application tab according to the Submittal Checklist. The required fields are indicated with an asterisk (*).

1. Click on the Application tab.
2. Verify the information already entered.
4. If the information is not correct Answer No to the question Above Information is correct.
5. Indicate what information needs to be corrected.
6. Enter any additional information applicable to the application.
7. Verify the Owner information.
9. If the Owner information is not correct Answer No to the question Above Information is correct.

10. Indicate what information needs to be corrected.

11. Enter Applicant and Representative Contact Information.

12. Go to Folders tab.
13. Click on A-Drawings.
14. Upload Drawing following the same Upload Drawings steps as under Part I - Apply For Planning Pre-Application Conference section in this guide.

Uploaded files must be named according to CLVEPLAN file naming standards. If you haven’t read the File Standards section, please do so before continuing the upload task. If using the same drawing and documents as was submitted under the Pre-Application Conference please be aware that these must be rename to include the new Project Number.

15. Click on A-Documents.
16. Upload Drawing following the same Upload Documents steps as under Part I - Apply For Planning Pre-Application Conference section in this guide.
Delete Files

You may delete any file uploaded mistakenly before you complete the initial upload process if the delete file icon is active. After files are submitted, they are locked and cannot be changed. Use the following steps to delete a single file or multiple files.

**Single File:**

1. Click the Delete File icon in the Drawing panel.
   A delete confirmation popup opens.
2. Click OK button to continue deleting selected file; or
   Click Cancel button to stop deletion.

**Multiple Files:**

3. Click in each Check box of files you want to delete.
3. Click OK button to continue deleting selected files; or
   Click Cancel button to stop deletion.

Complete Planning Application Upload Task

1. Read the Applicant’s statement.
2. Click I Accept drop down menu and select Yes.
3. The Upload Complete button becomes available.
4. Click the Upload Complete button.
   A task completion confirmation prompt opens.
5. Click OK button to complete task.
Upload Correction Files

If corrections are requested, uploading new or additional drawings and documents is the same as the previous upload process.

Receive Upload Task email notification.

1. Receive Notification of task.
2. Log in to CLVÉPLAN.
3. Click task at the bottom of the page for the Project Name on your project task assignment.
4. Go to the Folders tab.
5. Select the A-Drawings folder. Complete the upload of all the drawings that have been requested.
6. Select the A-Documents sub folder and complete the upload of all documents required.
7. Scroll to the bottom of any tab to complete Upload task.

Uploaded revised drawings or documents are to be named according to CLVÉPLAN file naming standards. See the File Standards section of this manual for details.

Edit Application Information

If requested update the information on the Application tab.

1. Go to the Application tab.
2. Update any information in the fields highlighted in yellow as needed.
Pay Application Fees

After your submittal is approved, you will receive an email notification to pay the fees. The Department of Planning formal review of the application cannot begin until after the fees are paid. **Note:** A Key Number is needed to pay fees online.

1. Receive Notification to Pay Fee(s).
2. Click on the Pay link in the grid within the email to pay your application fee(s). This will open a new browser window.
3. At this time, a shopping cart is not available and each application will require fees to be paid separately.
4. Follow the instructions to enter your credit card number.

The city of Las Vegas will not be able to continue processing your application(s) until all fee have been paid.
Appendix A - Initial Login Steps

The following instructions are for Internet Explorer 6 and above. Other browsers including Chrome, Firefox and Safari are not fully supported.

The first time you login, use these instructions to: Add CLVEPLAN to Favorites, Reset Temp Password, Disable Popup Blocking, Enter Profile Information, and Install ActiveX Components.

Add EPLAN to Favorites

Use the following steps for Internet Explore version 6 and above to add CLVEPLAN Login URL to your Favorites bar. Consult your Operator’s Manual if you are using another browser.

1. Click CLVEPLAN link on email notification or enter URL.
2. Click Click here to add CLVEPLAN to your Favorites.
3. Select Create in: 
4. Click Add.

The Login link is added to your Favorites and you can just click it the next time to login.

Popup Blocking

When you encounter a Pop-up blocked warning, you must always allow Pop-ups from CLVEPLAN. The rules for disabling and allowing a Pop-up will vary according to your browser, your security program, and the site you are visiting. When you encounter this warning:

1. Click the Pop-up Warning message to display available options menu and select one. The options could be: Allow popup from this site only, Always allow Pop-ups from this site, Settings. Select Always allow pop-ups from this site.
2. For assistance, contact your System Administrator or Internet Provider Help Desk.

Install CLVEPLAN Components (ActiveX Controls)

Use the next steps if you are a new user to install ActiveX components to run the CLVEPLAN application on your computer, if not already done by your company’s network administrator. The Login window has an .msi (Microsoft Silent Install) component required to install all necessary ActiveX controls. This installation is done once per computer. If you use another computer you must repeat this installation.
1. Click Install CLVEPLAN Components link at bottom of Login window.
2. Click Run button on the File Download Security Warning prompt. The Components.msi files begin to load.

Contact your System Administrator if you have questions about or problems performing these steps.

Create Password
After a successful login, a Welcome window opens. You must change the temporary password and provide an answer for the security question prompt when you click the Forgot your password? option.

When the login window opens, use the following steps to login and then change your temporary password.

1. Enter your email address.
2. Enter the Temporary Password.
3. Click Login button.
4. Enter **New password**.
5. Reenter password in **Confirm new password**.
6. Enter security question. (Something you will remember).
7. Enter the answer to the security question. The system will encrypt your password.

### Enter Profile Information

Required Contact Information must be entered on the Profile Information **Contact Information** tab. Please note that an application cannot be accepted unless a valid Contact email address is entered.

If you enter your personal mobile device number in your User Profile, this information may be available to others invited to your project.

1. Complete the required Contact information. The remaining fields are optional.
   a) Enter your **First Name**.
   b) Enter your **Last Name**.
   c) Accept default **Email address**.
   d) Enter **Job Title**.
   e) Enter full **Company Name**.
   f) Enter **Company Street Address**
   g) Enter **City, State, and Zip**
   h) Enter **Work Phone Number**
   i) Select primary **Language**.

2. Click the **Save** button.
Appendix B - Additional Functions

Resources tab
This tab contains additional links that you might find helpful in completing this application.

Additional people I want to add to the project (VIEW ONLY)

As the applicant you have permission to add additional people to your project any time a Task is assigned to you. For example, you may want to give your developer the right to only view the drawing and documents associated with your project.

Invite People
1. To invite additional people to your project enter their contact information.
2. Click the Invite Button. The person will receive an invitation email allowing them to setup an account and view the Project information.

Un-invite People
To remove a person from the project
1. Click on the Delete button.

Providing Supplemental Information in a Hyperlink
You can also upload a Hyperlink to a project folder (such as company website, videos, etc.) as supporting documentation. Click the Upload Hyperlink button to upload a URL (up to 255 characters long) to a project folder.

1. Click Update Files button.
2. Type Hyperlink Name. (Example: State Contractor Web Site)
3. Type or copy/paste Web Address (URL). (Example: http://www.nvcontractorsboard.com)
4. Click Upload Hyperlink button to complete upload.
Open Drawings
Use the next steps to open application drawings.

1. Click on a Drawing Thumbnail to open

Open Drawings in Separate Window
Use the next steps to open application drawings in a separate viewing window.

1. Click on a Drawing Thumbnail to open
2. Click the Open in Separate window icon on toolbar.
3. The selected Drawing opens in its own window.

Update Profile Information
Use the next step to update your profile when your personal information changes or you want to change your password.

1. Click the Profile button on the toolbar to change current information.
2. Update current information as required.
3. Click the Save button
CLVEPLAN Icons and Buttons

The following are the function buttons are available on the main button bar. Availability of function buttons varies depending on the processing rights.

**Screen Buttons/Icons – Applicant**

<table>
<thead>
<tr>
<th>Button/Icon</th>
<th>Meaning</th>
<th>Button/Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>← Back</td>
<td>Return to Previous page</td>
<td>→</td>
<td>Next Page</td>
</tr>
<tr>
<td>Forward ←</td>
<td>Go to Next page</td>
<td></td>
<td>Refresh/Reload current page</td>
</tr>
<tr>
<td>Projects</td>
<td>Go to Projects page</td>
<td></td>
<td>Lookup (Search) function</td>
</tr>
<tr>
<td>Profile</td>
<td>Go to Profile settings</td>
<td></td>
<td>CLVEPLAN Online Help</td>
</tr>
<tr>
<td>Click here for Task List</td>
<td>Display current Task List</td>
<td>Logout</td>
<td>Logoff ProjectDox</td>
</tr>
<tr>
<td>Recent Projects</td>
<td>List of your Recent Projects</td>
<td></td>
<td>Project Info for Selected Project</td>
</tr>
<tr>
<td>All Projects</td>
<td>List of all your projects</td>
<td>Return To Project</td>
<td>Return to This Project Page</td>
</tr>
<tr>
<td>❁ Workflow Portals</td>
<td>View Workflow Task List</td>
<td>Print</td>
<td>Print This Project Info</td>
</tr>
<tr>
<td><img src="image" alt="Start/First Page" /></td>
<td>Start/First Page</td>
<td><img src="image" alt="End/last Page" /></td>
<td>End/last Page</td>
</tr>
<tr>
<td><img src="image" alt="Previous Page" /></td>
<td>Previous Page</td>
<td></td>
<td>View this report</td>
</tr>
</tbody>
</table>

**Viewer Icons (Folder)**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Use to:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Set ProjectDox viewer in right-side panel" /></td>
<td>View Drawings/documents Folders</td>
</tr>
<tr>
<td><img src="image" alt="Set ProjectDox viewer in separate window" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Show all thumbnail images" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Compare two checked files" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Hide all thumbnail images" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Delete checked files (Conditional)" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Toggle all checked boxes on or off" /></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Sort Current Files. Use Dropdown list to select sequence" /></td>
<td></td>
</tr>
</tbody>
</table>
Appendix C - File Standards

To participate in the CLVEPLAN Review you **must** name your files according to the pre-set naming standards established by the City of Las Vegas. These naming conventions and layout standards are identified in the following tables and graphics.

All file names **must** begin with the project number, for example **PRJ44552**. Drawings and documents submitted with non-standard file names will be rejected and result in delays processing your request.

**Drawing Files Naming Standards**

Each drawing will be submitted by individual sheets with the following file naming standards. The types of file formats that will be accepted for drawings are: DWG/DGN - “Drawing” (CAD drawing file formats), DWF - Design Web Format (a secure file format developed by Autodesk) and Vector PDF (scalable) - Portable Document Format (Acrobat).

Each File Name starts with the Project Number.

For the Pre-Application Conference Request process, this is the **Project #** on your Project Invitation email.

<table>
<thead>
<tr>
<th>Example Standard File Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Application Conference Request</td>
<td>PreApp2012000288_SP001</td>
</tr>
</tbody>
</table>

When the Pre-Application Conference is completed, you are assigned a **NEW** Project number with the prefix of **PRJ**.

<table>
<thead>
<tr>
<th>Example Standard File Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Application Submittal</td>
<td>PRJ44552_SP001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drawing Type</th>
<th>Sheet ID</th>
<th>Sheet Number</th>
<th>Example File Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boundary Line Adjustment</td>
<td>BL</td>
<td>001-999</td>
<td>PRJ44552_BL001</td>
</tr>
<tr>
<td>Cross Section</td>
<td>CS</td>
<td>001-999</td>
<td>PRJ44552_CS001</td>
</tr>
<tr>
<td>Elevation</td>
<td>EV</td>
<td>001-999</td>
<td>PRJ44552_EV001</td>
</tr>
<tr>
<td>Final Map</td>
<td>FM</td>
<td>001-999</td>
<td>PRJ44552_FM001</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>FP</td>
<td>001-999</td>
<td>PRJ44552_FP001</td>
</tr>
<tr>
<td>Landscape Plan</td>
<td>LP</td>
<td>001-999</td>
<td>PRJ44552_LP001</td>
</tr>
<tr>
<td>Parcel Map</td>
<td>PM</td>
<td>001-999</td>
<td>PRJ44552_PM001</td>
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<tr>
<td>Site Plan</td>
<td>SP</td>
<td>001-999</td>
<td>PRJ44552_SP001</td>
</tr>
<tr>
<td>Street Section</td>
<td>ST</td>
<td>001-999</td>
<td>PRJ44552_ST001</td>
</tr>
<tr>
<td>Tentative Map</td>
<td>TM</td>
<td>001-999</td>
<td>PRJ44552_TM001</td>
</tr>
</tbody>
</table>
### Document Files Naming Standards

Documents can be submitted in multiple-page format. The types of file formats that will be accepted for supporting documents are pdf, doc, docx, XLS, xlsx, and jpeg.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Doc ID</th>
<th>Doc Number</th>
<th>Example File Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Letters</td>
<td>AL</td>
<td>001-999</td>
<td>PRJ44552_AL001</td>
</tr>
<tr>
<td>Application</td>
<td>AP</td>
<td>001-999</td>
<td>PRJ44552_AP001</td>
</tr>
<tr>
<td>Deeds/Grants</td>
<td>DG</td>
<td>001-999</td>
<td>PRJ44552_DG001</td>
</tr>
<tr>
<td>Development Impact Notification Assessment/ Project of Regional Significance</td>
<td>DI</td>
<td>001-999</td>
<td>PRJ44552_DI001</td>
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<tr>
<td>Drainage Studies</td>
<td>DS</td>
<td>001-999</td>
<td>PRJ44552_DS001</td>
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<td>Exhibits</td>
<td>EX</td>
<td>001-999</td>
<td>PRJ44552_EX001</td>
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<td>General Plan Map</td>
<td>GM</td>
<td>001-999</td>
<td>PRJ44552_GM001</td>
</tr>
<tr>
<td>Justification Letter</td>
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Sheet Numbering Standards

Original Submission
Assign a unique three digit number to each sheet starting with 001 (for example, SP001, SP002, and SP003). Numbers must be assigned in a sequential order. Use only one numbering system for all sheets in the entire set, for each drawing or document type.

Corrections or Revisions Submission
Number insertion pages to the original set required by corrections or revisions using a sequential letter appended to the original page number, so an insertion to page 001, become 001a, 001b, and so forth. The letter designates the sheets that are inserted between the two pages.

Use the same sheet number for a revision to an original sheet number. Do not alter the original filename and sheet number in any way.

For new insertion sheets to the original set use a sequential letter appended to the original sheet number appearing before the new insertion, so insertions after sheet 001 and before sheet 002 becomes 001a, 001b, and so forth.

The letter designates the sheets that are inserted between the two existing sheets.

Use the next sequential sheet number when inserting a new sheet at the end of the original series.
Drawings Format

Typical Planning Application drawings are 36 inches by 24 inches. Maximum drawing size is 42 inches by 30 inches.

**Border**
A minimum of ½ inch border shall be provided on all sides of the drawing. See area A on the graphics.

**Title Block**
A title block shall be provided running up the right hand side of the drawing with a maximum of two inches. All sheet numbers shall be in the lower right hand side of the title block. See area B on the graphics.

**Stamp Area**
A 3” X 3” area must be reserved at the bottom right corner of all drawings for the Department of Planning’s Stamp. The area should be immediately to the left of the Title Block. See area C on the graphics.

**Graphic Scale**
The following graphic scale standards apply:
- Each Sheet must have a typical graphic scale as shown if figure to the right.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.

**Document Format**
All created documents shall have a 1 ½ inch border at the bottom of the page. Reproduction of existing documents may be submitted as is. See area D on the graphics.