# Planning & Development Services Department
# ePlans Electronic Submittal and Review

All development applications under the CDC shall be submitted pursuant to the following ePlans review process set forth herein, unless a hardship is demonstrated to the Planning & Development Services Department.  ePlans is a mandatory program to reduce development review times, reduce costs to the applicant, improve energy efficiency through a greener business process, and to create a high level of communication with the Town during the development review process.

**ePlans Requirements:**
1. All digital files shall be MS Windows compatible.
2. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 7.0 or greater.
3. All sheets shall be oriented so that the top of the page is always at the top of the computer monitor, and to scale.
4. All site plans, grading plans, landscaping plans, plats and similar plans shall have an engineering scale of 1" = 10' to a maximum of 1" = 30'.  All single family architectural plans shall have an architectural scale of ¼" = 1'; while larger development shall have a scale of 1/8" =1' or 1/16" = 1'.
5. All plans shall be in one file so the plan reviewer may scroll through the file, and have the ability to view all pages without opening another file, unless the file is greater than 100MB.  All plan sets shall be in the following order [as applicable to the type of development application]:  (1) Existing conditions plan; (2) existing effective plat; (3) site plan; (4) grading plan; (5) landscaping plan; (6) architectural plans in the following order floor plans, roofing plans, elevations, lighting plan; and (7) other required plans.  All other development application submittal requirements shall be in one PDF file unless the file is greater than 100MB.
6. Plan sets larger than 100MB shall be submitted as separate plan sets separated by the major groupings set forth in #4 above.
7. Plan sets shall be fully dimensioned as imaged versions that may be printed at reduced scale.
8. All plan review corrections and re-submittals shall be submitted as a PDF file pursuant to the ePlans process.

**ePlans Sizing:**
1. Minimum required plan sheet size is 11"x17" and must be a scaled drawing.  Other development application submittal requirements shall be submitted on a minimum of 8-1/2"x11".
2. All text shall be no smaller than 11 point.

**ePlans Submittal Process:**
**Step 1:  Create and name a folder**
1. Lot [lot #] [type of application].

**Step 2:  File naming, each as separate PDF**
Each PDF file as set forth above shall be named using the following protocols:
1. Plan Set: "Lot [lot #] [type of application] Plan Set".  For example: Lot 52 Design Review Process Application Plan Set.

2. Other Submittal Requirements: "Lot [lot #] [type of application] Submittal Requirements". For example: Lot 52 Design Review Process Application Submittal Requirements.
3. For files that are greater than 100MB, please name files separately, broken out as plan set or submittal grouping using the following format: "Lot [lot #] [type of application] [type of plan or documentation], such as "Site Plan", "Landscaping Plan", "Geologic Report". For example: Lot 52 Site Plan.

**Step 3: Upload the application lot file that includes all PDFs to the Town's secure FTP site.**

Go to browser Google (don't use MSN as it will not give you the option to upload Folders), copy this link into search/address bar: https://mtnvillage.exavault.com/share/view/1a58l-dq9s2v3w

**Step 4: Pay Fees**
1. For development-related businesses, you must have a valid business license with the Town through MUNIRevs, the Town's online business licenses https://mountainvillage.munirevs.com/
2. Development application fees must be paid either by check or contact cd@mtnvillage.org to arrange for payment online though our permitting software Meritage to complete development application. If paying by check for the appropriate fees should be made out to Town of Mountain Village, 455 Mountain Village Blvd, Ste. A, Mountain Village, CO 81435.

**ePlans Review Process:**
1. PDF plan sets will be reviewed and if necessary, corrections placed on the PDF through comment notes following the development review process set forth in the CDC and as summarized above.
2. Plans requiring corrections shall be either emailed or placed on the town's ftp site, the applicant will be notified via e-mail that the plans need modification in order to be accepted. Please review the redlines and comments and forward any questions to the assigned planner.
3. Re-submittals: Go to step 3 above. The resubmittal shall contain the entire plan set. Each resubmittal should also contain a summary list of response to comments. All plan review corrections shall be made on the plans by the applicant.

**ePlan Scanned Documents:**
**1.** PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. We recommend scanning at a minimum of 600 dpi to balance legibility and file size. Plans submitted in an unacceptable or unreadable format will be rejected from the ePlans Process.

Questions and/or comments on ePlans Process can be directed to cd@mtnvillage.org or call 970-728-1392.