



Submittal Standards

- ◆ All Applications must be submitted electronically through [CITIZEN ACCESS PORTAL](#)
- ◆ All Drawings/Documents will be submitted electronically through [PROJECT DOX](#)
- ◆ Upload all documents and drawings in the appropriate folders.
- ◆ Upload all documents and drawings per required checklist, as Individual PDF's.
- ◆ Each checklist item **MUST** be named according to the naming convention listed below.
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original to allow versioning.

| Description | Document Naming Convention |
|---|-------------------------------------|
| Recorded warranty deed for the subject property | Warranty Deed |
| Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.) | *Affidavit of Legal Interest |
| Narrative fully describing the proposed request including the following: <ul style="list-style-type: none"> ➤ The specific requirements that are proposed to be modified ➤ Address the reason why strict adherence or application of the requirements are not feasible ➤ Demonstrate how the proposed alternative means for compliance with the specific requirements provides an equal or superior means of meeting the intent and purpose of the regulation ➤ Any supporting documentation or plans | Narrative |

***Any highlighted checklist item above is required unless pre-authorized by a planner. If it is determined that a checklist item is not required, list the missing item(s) and planner's name in the project description field in Accela.**