



Applicant User Guide

NOTE: Your feedback is greatly appreciated as we continue to revise this document.

Please send comments to eplans@montgomeryplanning.org

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Introduction

About ePlans

ePlans is a web-based application that facilitates electronic plan review and has been tailored to the MNCPPC Montgomery Planning Department regulatory process using ProjectDox software from Avolve. ePlans allows the agencies and individuals who review and comment on new development plans as part of the county's development review process to organize and formulate their comments as one public voice to the development community and public, and to better manage critical project information.

By using ePlans to create online, virtual project workspaces, individual reviewers for specific disciplines working in different locations with varying schedules can share the same information at any time, thus facilitating communication and greater productivity.

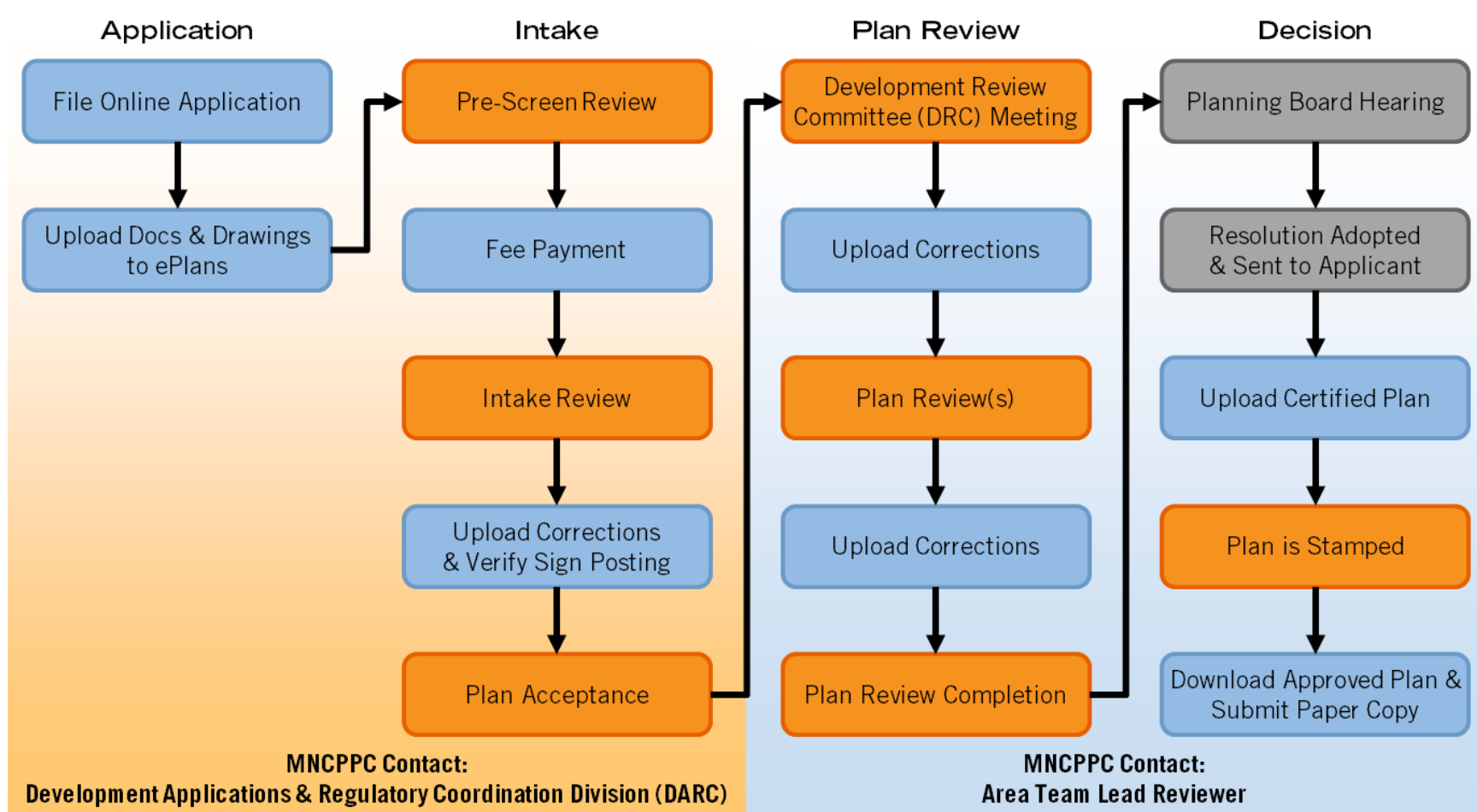
Here's what ePlans does to enable online project information management:

- All the shared project information (documents, drawings, markups, project email, discussion threads, faxes) is centralized in one electronic location so it becomes visible, accessible and usable by everyone who needs it
- The friendly user-interface makes it easy for users at all technical skill levels to leverage the tools in the system
- Permissions and role-based security restrictions are configured and applied so that only appropriate personnel have access to project information, or subsets of that information
- Using electronic workflows and eForms, the flow of critical information from one person to the next is tightly controlled in order to maintain schedules and force accountability within a given process
- Multiple-users have access to the same information at the same time, and the system manages every session to keep document versions organized properly
- Automation features ensure that when activity takes place in the workspace, those who need the updated information are informed immediately
- Tools for viewing plans, documents and markups, holding online discussions, and sending out group email provide for timely information and a more productive review for the whole team
- Complete details of all workspace activity are recorded, creating a complete audit trail for documents, email, markups, workflows and forms, access and egress, plus much more

In summary, ePlans allows the stakeholders in a project to manage information, communication, activity and resources better than manual or conventional means.

Process Overview

The ePlans workflow adheres to the regulatory procedures of the Chapter 50 and 59 Administrative Procedures for Development Review regulations, essentially changing how the applicant delivers plan information, documents, and drawings and the way agency staff collaborate on needed revisions and transmit comments back to the applicant. Before using ePlans, applicants must apply. Completion of this step generates an invitation to log into [ePlans](#) and upload the documents and drawings associated with the application. ePlans will walk the applicant through the plan review process by emailing notifications such as: when to pay fees, what revisions are requested, when Development Review Committee and Planning Board dates are scheduled, when to upload or download documents, etc. The following is an example of a “typical” plan review process through ePlans:



Revisions vs. Amendments

An important distinction to make is the difference between plan revisions and amendments.

Revisions to plans occur after plan submission but before Planning Board approval. A revision is something that requires resubmission of critical application form information such as a change in: acreage; number of lots or units; type of use or units proposed; ownership, applicant or engineer; or method of development proposed. In ePlans, revisions will require upload of a PDF document titled “Updated Application Information” and payment of appropriate fees.

Amendments are requests to revise a plan that has already been approved by the Planning Board. Amendments may be major or minor and applicants need to work with staff to determine which type is suitable. Amendments require filling out an online application, starting a new workflow in ePlans and new fee payments. In some instances (such as re-subdividing recorded lots), staff may determine that an applicant does not qualify for an amendment and a new application needs to be submitted.

Before You Begin

Minimum User Requirements

This document will guide you through the online plan submittal process. To begin you must have basic internet navigation skills and the ability to create the necessary documents and drawings and submit them in the required formats. In addition to the minimum skill requirements, you must have the following:

- An email address
- A computer with the following minimum specifications:
 - Windows XP Professional or higher
 - Internet Explorer 7.0 or higher, 32-bit version (full functionality of ePlans is facilitated by IE, while other browsers are currently limited)
 - Dual Core or Quad Core Processors 2.0 GHz or faster
 - 2GB+ ram of memory
 - Hard drive with 100 GB or more
 - Graphics card with minimum of 25MB of dedicated video memory
- Ability to create drawings in a vector PDF format
- Adobe PDF Reader (available at <http://www.adobe.com/products/acrobat/readstep2.html>) and the Microsoft Office Suite

Standards for Electronic Plan Submission

You must be ready to upload files after completing the online application. The following helps you prepare files that meet standards for ePlans prior to this critical step.

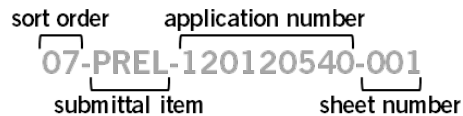
Required Files

All drawings and documents as specified by the plan type's **application upload checklist** must be submitted and meet the plan type's **submission requirements** for content. All application forms, upload checklists and submission requirements can be found [here](#) on our website.

File Naming Standards

Drawings

Filenames for drawings submitted through ePlans should begin with a sort code and include a description code, followed by the application number, followed by a 3-digit sheet number (**Example: 07-PREL-120120540-001**). A separate file for each individual sheet of a drawing set is required.



Documents

Filenames for documents submitted through ePlans should include a sort order, submittal item code, followed by the application number (**Example: 01-SOJ-120120540**). Multi-page documents or related document sets should be provided as one file.

Submittal item codes for the commonly required drawings and documents are included in the application drawings/documents upload checklist for each plan type (see links above).

Stamp Placeholder

The top left corner of all drawings must be reserved for the Planning Department's electronic stamp.

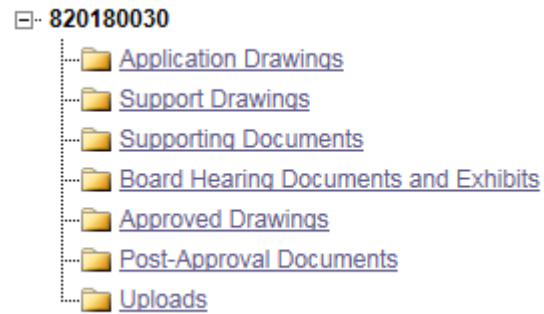
- Dimensions 4" width x 3" height

File Type Standards

- Only searchable PDF files are accepted for calculations, reports and other supporting documentation (non-drawing files). Documents may also be submitted as Word (.doc), Excel (.xls) or PowerPoint (.ppt) files.
- All drawings must be submitted as vector PDF files (1 file per each drawing sheet). It is recommended that drawings be created in AutoCAD and converted to PDF files. CAD files (.dwg format) are also acceptable.

Folder Structure – Uploads Standards

This is how the ePlans folder structure looks:



- At initial application, all documents and drawings may only be uploaded into the **Uploads** folder for each project. After Prescreen Review and acceptance of the submitted files, they will be moved by Planning Department staff into the appropriate *Drawings* or *Supporting Documents* folder.
- During Intake Review and after application acceptance:
 - All documents must be uploaded into the **Supporting Documents** folder by the applicant.
 - All drawings must be uploaded into either **Application Drawings**, or **Support Drawings**.
 - All revised files must have the same name as the original.

Filing an Application

Online Applications for Preliminary Plans, Site Plans and Record Plats

The first step in the ePlans process for preliminary plans, site plans, and record plats is filing an online application. We suggest you complete and print the traditional application form so you can refer to the information while applying. Traditional application forms can be accessed by plan type on our website [here](#).

Access the online application portal [here](#).

- From the **Online Application main page**, it is possible to look up information on previously filed projects, or to access the login page and create a new account, or log into an existing account.

Welcome to the Montgomery Planning Dynamic Portal

Apply Online for Development Applications (Preliminary Plans, Site Plans, Record Plat, etc.).

Search and view development project descriptions, maps, plans, progress, and more.

- If you have an online account, enter your user name and password then click "Sign In"
- If you have an online account, but can't remember your password [click here](#)
- If you are new to the system [click here](#)

Sign In

User Name:

Password:

Remember me on this computer

Sign In

Or

[Click here to visit our DAIC site to look up plans anonymously.](#)

[Forgot my password](#)

First time here?

[Register for an online account](#)

<http://montgomeryplanning.org/privacy-statement/>
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- On the **Login page**, enter your user name and password to access your account. If you have not previously logged in, click the link to *Enroll*, and open a new account.
- From the **Project Application page**, you can lookup detailed information about previously filed projects, apply for a new application, view fees or modify your account information. To apply for a new application, click on *Apply for a Project* and then *Apply*. If you have saved previous applications without filing them, you can also access them from the *Apply for a Project* link.

0 items in My Cart \$0.00 [Check Out](#) [Sign Out](#)

Portal Home

My Account

- [Modify Account](#)

Applications

- [Project Application](#)

Pay Fees

- [My Project Fees](#)

Look Up

Lookup your Building Permit, Business License, Planning, Trade License, Use, or Project applications to check the status and view details. Or search for other applications by application number, applicant name, or address/parcel ID.

- [Project](#)

Apply

To apply for a Building Permit, Business License, Planning, Trade License, Use, or Project applications, you will need to provide information such as the type of application, site location, and specific details regarding your application. Once your application is successfully submitted and received, you will receive a confirmation.

- [Apply for a Project Application](#) ← Link to apply for a project.

Pay Fees

Pay fees for your Building Permit, Business License, Planning, Trade License, Use, or Project applications. Online payments can be made with Visa, Mastercard, or eCheck.

- [My Projects to be Paid](#)

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- After you have clicked on the link to *Apply*, you will be taken to a series of pages on which you need to insert the application information. Required fields are marked with a red asterisk (*), but all fields should be filled out. On the first screen, select the type of application.

<i>Project Type</i>	<i>Location</i>	<i>Job Description</i>	<i>Applicant Information</i>	<i>Additional Contacts</i>	<i>Details</i>	<i>Application Confirmation</i>
---------------------	-----------------	------------------------	------------------------------	----------------------------	----------------	---------------------------------

Project Type

- Please select the project type
- Click "Next"

Project Type: *

-- Select One --

- Insert a tax parcel identification number and describe the location of the project. The Parcel ID must be an 8-digit number that is currently in the land records. Then click on the “Search” button. Once the Parcel ID is listed in the table click the number to select it.

Project Type	Location	Job Description	Applicant Information	Additional Contacts	Details	Application Confirmation
--------------	----------	-----------------	-----------------------	---------------------	---------	--------------------------

Project Location

Location Information: Select location option.

Location:
Parcel ▾

Primary Parcel Search **Associated Parcel # Search**

Primary Parcel Search: Search for primary parcel

- Enter the ParcelID
- Click "Search"

Current Primary Parcel:

* ← Enter the Primary Parcel number and click "Search".

Parcel ID

0000011 ← Click the number to select it as the Primary Parcel.

Location description:* (see instructions & examples below)

Please enter your information in one of the following formats...

A. On *(Street Name)*, *(# of Feet)* feet *(N,S,E,W,etc.)* of *(Nearest Intersecting Street)*
 Example: On Georgia Avenue, 500 feet N of Spring Street

B. *(N,S,E,W,etc.)* quadrant, intersection of *(Street Name)* and *(Street Name)*
 Example: NW quadrant, intersection of Georgia Avenue and Spring Street

- Select the “AssociatedParcels” button to add additional parcels.

Project Type	Location	Job Description	Applicant Information	Additional Contacts	Details	Application Confirmation
--------------	----------	-----------------	-----------------------	---------------------	---------	--------------------------

Project Location

Location Information: Select location option.

Location:
Parcel ▼

Primary Parcel Search

Primary Parcel Search: Search for primary parcel

- Enter the ParcelID
- Click "Search"

Current Primary Parcel: 00000011

*

Search

AssociatedParcels

Select "AssociatedParcels" button to add additional parcels.

- Enter the Additional Parcel ID in the provided box.
- Then click on the “Search” button. Select a parcel from the list and click the “Add” button.

<i>Project Type</i>	<i>Location</i>	<i>Job Description</i>	<i>Applicant Information</i>	<i>Additional Contacts</i>	<i>Details</i>	<i>Application Confirmation</i>
---------------------	-----------------	------------------------	------------------------------	----------------------------	----------------	---------------------------------

Project Location

Location Information: Select location option.

Location:
 ▼

Primary Parcel Search

Associated Parcel # Search

Additional Parcel Search: Search for additional parcels

- Enter the ParcelID
- Click "Search"

Parcel ID: *

Select a parcel from the Search Results list and click the Add button to add the parcel to your application.

Parcel ID
0000022

Cancel

Previous

Next

- Repeat until all your additional parcels are listed in the "Associated Parcel ID" list.

<i>Project Type</i>	<i>Location</i>	<i>Job Description</i>	<i>Applicant Information</i>	<i>Additional Contacts</i>	<i>Details</i>	<i>Application Confirmation</i>
---------------------	-----------------	------------------------	------------------------------	----------------------------	----------------	---------------------------------

Project Location

Location Information: Select location option.

Location:
Parcel ▾

Primary Parcel Search

Associated Parcel # Search

Additional Parcel Search: Search for additional parcels

- Enter the ParcelID
- Click "Search"

Parcel ID: *

Search

Select a parcel from the Search Results list and click the Add button to add the parcel to your application.

Add

Associated Parcel ID	
00000022	Delete
00000033	Delete

Cancel
Previous
Next

- If you haven't already entered the Location description, select the "Primary Parcel Search" tab and enter the information in the box provided and hit the "Next" button.
- The system will check that the parcel number(s) are valid before permitting you to move to the next screen.
- If you receive an error message or cannot move forward, most likely you are missing a "0" at the beginning of the Parcel ID.

- The next step is to enter a project name, project description, and acreage. For a new subdivision, choose a name for your project that will distinguish it from others. In an existing subdivision, do not simply choose the subdivision name; include the applicable lots and/or parcels (i.e. “Sligo Woods, Lot 5”). The description should be a simple summary of the project such as, “request to create 2 lots for 2 one-family detached dwellings.”

Project Type	Location	Job Description	Applicant Information	Additional Contacts	Details	Application Confirmation
--------------	----------	------------------------	-----------------------	---------------------	---------	--------------------------

Job Description

Enter the required field(s)
 Click "Next"

Acres
(square footage)

Project Name*

Description of the project

The individual submitting the application will automatically be designated as the primary contact for the ePlans process. All applicant tasks that are generated during the review of the project will be sent to the email address for this individual. You will need to select the “Applicant Type” before proceeding to the next screen. **You may choose to set up an account that is accessible to more than one individual, but we strongly recommend that only one person be assigned responsibility for completing tasks.**

CDR Home

Project Home

My Account

- [Modify Account](#)

Apply

- [My Saved Applications](#)
- [Apply](#)

Projects

- [My Projects](#)

Reviews

- [My Reviews](#)

Inspections

- [My Inspections](#)

Fees

- [My Fees](#)

Lookup Project

- [Project Number](#)
- [Applicant](#)
- [Address](#)
- [Parcel ID](#)

New Application for Scott Stickerod

Project Type	Location	Job Description	Applicant Information	Additional Contacts	Details	Application Confirmation
--------------	----------	-----------------	-----------------------	---------------------	---------	--------------------------

Applicant Information

- Select the applicant
- Click "Next"

Applicant Type

- I am the property owner completing this work.
- The contractor will complete this work.
- Other contact

[Cancel](#) [Previous](#) [Next](#)

- The next screen will permit you to enter all the other members of the applicant’s team. The individual who is the primary contact may be entered again from this screen and placed under their appropriate Capacity Type (e.g. engineer, landscape architect, or surveyor). Please leave the Applicant and Contact Type as the defaults (“Other Contact” and “CUSTOMER” respectively). Note that certain team members are required to be identified before the application will be accepted. The “Last Name” is the only required information to search for contacts already in the system.

Project Type	Location	Job Description	Applicant Information	Additional Contacts	Details	Application Confirmation
--------------	----------	-----------------	-----------------------	---------------------	---------	--------------------------

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
 To add additional contacts to this project application:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Required Team Members (2)	Optional/Suggested Team Members
<ul style="list-style-type: none"> • Owner, Owner's Representative, or Contract Purchaser* • Engineer or Surveyor* 	<ul style="list-style-type: none"> • Attorney

These team members must be identified, or the application will not be accepted.

Applicant Type*

Contact Type*

CapacityType*

Company Name

First Name

Last Name*

Address

City

State

Zip

Phone

Fax

Email Address

Comments

Select the appropriate Capacity Type.

Proposed Sanitary:
 Public Water
 # of lots w/
 # of lots w/
 # of lots w/

Development Information:
 Method of Development:
 Standard
 Cluster
 MPDU (enter)
 TDR *
 BLT *
 Other
 *Submit separate sheet

Zoning *
 Overlay Zone *
 Acres
 Development Type Code*
 On the Ground Built Resid'l DU/Comm'l SqFt
 Previously Approved Resid'l DU/Comm'l SqFt
 Retained Resid'l DU/Comm'l SqFt
 Proposed Resid'l DU/Comm'l SqFt*
 Max. No. of Dwelling Units*
 MPDU du
 Other affordable housing du
 Age restricted housing du
 Senior Housing du

**Maximum number of dwelling units (du) allowed by zoning. (Make only 1 entry per zone)*

Click to open the grid and add a row for each proposed use.

to enter the grid records.*

Zoning	Overlay Zone	Acres	Development Type Code	On the Ground Built Resid'l DU/Comm'l SqFt	Previously Approved Resid'l DU/Comm'l SqFt	Retained Resid'l DU/Comm'l SqFt	Proposed Resid'l DU/Comm'l SqFt	DUs Allowed	MPDU du	Other Affordable Housing du	Age Restricted Housing du	Senior Housing du
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Area Dedicated to Public Use(in acres)
 # of Lots*
 # of Outlots

- Review the information you have entered and correct as necessary by clicking on the *Edit* links. When you are satisfied with your application, click on *Apply*. Click on the *Save for Later* link if you want to keep the information you have entered but postpone submitting it. You can access saved applications from the **Project Application page** when you are ready to submit them.

Project Type	Location	Job Description	Applicant Information	Additional Contacts	Details	Application Confirmation
--------------	----------	-----------------	-----------------------	---------------------	---------	--------------------------

Project Application Information Confirmation

To submit your application:

- Confirm the project application information is correct. If changes need to be made click the appropriate "Edit" button.
- Click the "Apply/Save" button to submit your project application.

Project Application Information To Be Submitted

Project Type: PRELIMINARY PLAN

Edit Applicant Type: Other contact
 Primary Contact Name: Scott Stickerod
 Address: 8787 Georgia Ave. Silver Spring MD 20910
 Phone: (301)650-5621

Edit

Name	Address	Contact Type	capacity
Steve Cary	8787 Georgia Ave Silver Spring MD 20910	CUSTOMER	OWNERREP
Cathy Conlon	8787 Georgia Avenue Silver Spring MD 20910	CUSTOMER	ENG

Edit Site Location: somewhere

Edit Building Area: 10
 A/P Name: test

Description:
test

Edit Detail page information.

Applicant hereby certifies that he/she is the sole owner of the subject property, is otherwise legally authorized to represent the owner(s) (written verification provided), or is a contract purchaser authorized to submit this application by the property owner (written verification provided).


Cancel
Previous
Apply
Save For Later

- A confirmation page will appear after your application has been successfully submitted and give you the assigned plan number. Make note of the assigned number, sign out and proceed to the steps for uploading your drawings and documents. **Please do not use the assigned application number to begin any noticing until the Intake Coordinator has confirmed that your application has been accepted.**

Application Status

You have successfully submitted a(n) PRELIMINARY PLAN application form and completed the first step in the application submittal process. Shortly, you will receive an email from Montgomery Planning's ePlans site with instructions for uploading the required drawings and documents that must be provided as part of your application. Please make note of the application number below as it will be referenced in the subject line of the email. **Do not use the application number to proceed with any noticing tasks until you receive confirmation from ePlans that your application has been accepted. You will receive the application fee amount and instructions for payment after we have received your complete application through ePlans.**

If you do not receive an email from ePlans, please contact the Development Applications and Regulatory Coordination Division at 301-495-4550.

Project Type: PRELIMINARY PLAN
 Application Number: 120190250  Application Number
 Site Location:
 Primary Applicant: Scott Stickerod
 Issue Date: 6/18/2019
 Fees:
 Declared Value:
 Legal Occupany:
 Description of Work: test
 Milestone: Process Application

Application Checkstatus

Enter Y or N for FCP Required. GoTo: ACTION button and select "Change Job Description."	Pending
Update Nov.2014 Zoning Ordinance field on PRELIM WORKBENCH.	Pending

[View](#) | [Clone](#)

Alternate Application Procedure for Other Plan Types

Until the online application portal is updated to include all application types, the first step in the ePlans process for other applications is to fill out an application form and submit it via email to apply@montgomeryplanning.org . All application forms by plan type can be accessed [here](#) on our website.

Accessing Software and Logging into ePlans

Emails

After your electronic application form has been accepted, you will receive an email from the ePlans site inviting you to upload your supporting documents and drawings. The email will contain your login information, including a temporary password if it is your first time using the site, and a link to the login screen.

New User Email



Application Receipt - New User Invitation

Welcome to Montgomery Planning's eplans. Your application for Preliminary Plan [ProjectName] has been received. You may now electronically upload your documents for our review. Please refer to the [eplans User Guide](#) for a list of accepted file formats and follow the instructions below.

Project Number & Name: [ProjectName] - [ProjectDescription]

Login Email: [ProjectEmail]

Temporary Password: [Field7]

Review Coordinator: [Field5]

Review Coordinator Email: [Field6]

Resource Links: [eplans User Guide](#)

- Instructions:
- 1) Click the "Launch eplans" button to access the site.
 - 2) Enter your User Login and Temporary Password highlighted above in yellow.
 - 3) Complete the required fields on the "User Profile" page and provide a new password that you will use for logging into the site. Make sure that you complete the "Security Question" and "Security Answer" fields by entering a question in the "Security Question" field and the answer to that question in the "Security Answer" field. The information in these fields will be used when a user clicks on the "Forgot Your Password" link on the login page of the eplans site.
 - 4) Click on the Project link on the "My Projects" page.
 - 5) Click the "Uploads" folder link.
 - 6) Click the "Upload Files" button and follow the instructions to upload your drawings.
 - 7) Your drawings have now been submitted for electronic plan check review.

PLEASE DO NOT REPLY TO THIS EMAIL



If for some reason you were unable to log into this review task, please email eplans@montgomeryplanning.org for help.

Montgomery Planning Department | Maryland-National Capital Park & Planning Commission
8787 Georgia Avenue | Silver Spring, MD 20910
www.montgomeryplanning.org





Application Receipt - User Invitation

Welcome to Montgomery Planning's **eplans**. Your application for Preliminary Plan **[ProjectName]** has been received. You may now electronically upload your documents for our review. Please refer to the [eplans User Guide](#) for a list of accepted file formats and follow the instructions below.

Project Number & Name:	[ProjectName] - [ProjectDescription]
Review Coordinator:	[Field5]
Review Coordinator Email:	[Field6]
Resource Links:	eplans User Guide
Instructions:	<ol style="list-style-type: none">1) Click the "Launch eplans" button to access the site.2) Enter your User Login and Temporary Password.3) Click on the Project link on the "My Projects" page.4) Click the "Uploads" folder link.5) Click the "Upload Files" button and follow the instructions to upload your drawings.6) Your drawings have now been submitted for electronic plan check review.

PLEASE DO NOT REPLY TO THIS EMAIL



If for some reason you were unable to log into this review task, please email eplans@montgomeryplanning.org for help.

Montgomery Planning Department | Maryland-National Capital Park & Planning Commission
8787 Georgia Avenue | Silver Spring, MD 20910
www.montgomeryplanning.org

Obtaining Access to the ProjectDox Software before Logging into a First Project

To run ePlans you must download the ProjectDox software.

Disable Pop-up Blockers

- ProjectDox uses pop-up windows (browser with no toolbars). If you have logged in but no ProjectDox window appears, you probably have a pop-up blocker installed that is preventing the main project window from opening. You need to disable pop-up blocking for the ProjectDox site.

Add ePlans.MontgomeryPlanning as Trusted Site

- You will need to set your browser security setting to a minimum level that allows certain ProjectDox technologies to function. Add the ProjectDox site to the list of trusted sites of your internet browser. For Internet Explorer, follow the steps below:
 - Click on the *Tools* menu and select *Internet Options*
 - In the *Internet Options* dialog box, click the *Security* tab
 - In the Security tab, click the *Trusted Sites* icon and then the *Sites* button
 - Type in the main URL for the ePlans.MontgomeryPlanning site: <https://www.ePlans.montgomeryplanning.org>
 - Click the *Add* button to add the site to the list
 - Close all open dialogs by clicking *OK*

Download and Install Necessary ActiveX Components

- Review the *Help Installing ProjectDox Components* document at the link in the middle of the ePlans login page and then click the *Install ProjectDox Components* link in the bottom left corner of the page. **(Probably want to do annotations on the new login page like the existing user manual had)** The components are required to use the software. If you do not have administrator privileges on your PC, a network administrator can distribute the ActiveX components via any method already in place. The login page has an MSI (Microsoft Silent Install) link for quick and easy downloading and installation of all necessary ActiveX controls.

The screenshot displays the ePlans login interface. At the top, navigation links for [MontgomeryPlanning.org](#), [MontgomeryParks.org](#), and [M-NCPPC Montgomery County](#) are visible. The ePlans logo is on the left. A central dialog box prompts the user to "Enter your e-mail address and password to continue." It contains the "MONTGOMERY COUNTY TERMS AND CONDITIONS OF USE" text, which states that access to the Maryland National Capital Park and Planning - Montgomery County (MNCPPC-MC) ProjectDox website is subject to these terms. Below the text are input fields for "E-mail:" and "Password:", a "Login" button, and a "Forgot your password?" link. The footer includes the ProjectDox logo, copyright information for Avolve Software (© 2017), and the Avolve Software logo. Below the footer, a link for "Help Installing ProjectDox Components" is centered. At the bottom, three buttons are provided: "Install ProjectDox Components", a button with an icon and text "To create a desktop shortcut, click and drag the icon below to your desktop.", and "Click here to add ePlans 8.3 to your Favorites."

Obtaining Access to Your Project for the First Time from the Login Screen

- Enter your email address
- Enter your temporary password
- If this is the first time you have accessed the ePlans site, the user Profile Screen shown below will be displayed. You can change your password and enter your user information (required fields display with **colored highlight**). Passwords are encrypted and you are prompted for a question and answer password hint. You can access this screen again at any time by clicking the *Profile* button in the main ePlans button bar. Click *Save* when you are finished.

Profile Screen

← Back → Projects Profile

Settings for **Maiers, Heidi** (heidim@infograph.com)

Change Password:	Password Reset Question & Answer:
Current password: <input type="text"/>	Security question: <input type="text" value="fat cat"/>
New password: <input type="text"/>	Security answer: <input type="text" value="<Answer has been encrypted & stored>"/>
Confirm new password: <input type="text"/>	

Password must be between 8 and 10 characters, contain at least one digit and one alphabetic character, and must not contain

Contact Information:

First Name: <input type="text" value="Heidi"/>	Last Name: <input type="text" value="Maiers"/>
Email: <input type="text" value="heidim@infograph.com"/>	<input checked="" type="checkbox"/> HTML format i
Title: <input type="text" value="Technical Documentation Specialist"/>	
Company: <input type="text" value="Avolve Software Corporation"/>	
Address 1: <input type="text" value="Cactus"/>	
Address 2: <input type="text" value="Suite 445"/>	
City: <input type="text" value="Scottsdale"/>	
State: <input type="text" value="AZ"/>	Zip Code: <input type="text" value="85254"/>
Country: <input type="text" value="USA"/>	
Phone: <input type="text" value="602-971-6061"/>	Fax: <input type="text"/>
Stamps: <input type="text" value="C:\Documents and Settings\heidim\GCI\Stamp"/>	<input type="button" value="Browse..."/> i
Mobile: <input type="text" value="555-555-5555"/>	Pager: <input type="text"/>

- If you have logged in at least once and forgot your password, it can be reset by clicking the *Forgot your password?* link. A new temporary password will be emailed after you answer the security question that you saved in your user profile. You may contact our customer service team by email if you have any questions or concerns about the use of the ePlans plan review process at: ePlans@Montgomeryplanning.org

Uploading Drawings and Documents

When you have successfully logged into ePlans, you will be at either an overall **Active Projects Page**, or a specific **Project Information Screen**. If you log on from a desktop link to the ePlans site, you will reach the **Active Projects Page** where all your currently active projects (the ones you have accessed in the last 10 days) will be listed. If you log on from an email that you have received for a specific project, you will be taken to that project's **Information Screen**. To access a list of all your projects, click the *All Projects* button on the **Active Projects Page**.

Project and Task Links on the Projects Page

- You can access any of your projects by clicking on the project number shown either at the top or bottom portion of the projects page.
- You can bypass the link to a specific project and go directly to any active task assignment that you have received for a specific project by clicking on the *Task* in the bottom portion of the page.

Projects Page

System Administrator

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Back Forward Projects Profile Logout Admin

Task List (All Projects) Create Project View Archived Projects

15 recently entered project(s) out of 27 for Gregory Linkous (glinkous@avolvesoftware.com)

Project Number	Options	Project Name	Project Coordinator	Status
ProjectDox Initial Test Project		Initial Test Project	EPlans Coordinator	[None]
120070510		EZ STORAGE - BURTONSVILLE IND.	EPlans Coordinator	Pre-Screen Review
3014952508		Maydale Stream Restoration Project	Gregory Linkous	Testing
120100260		Discovery Team Testing	EPlans Coordinator	Certified Plans
120120020		Avolve Test Project	EPlans Coordinator	Pre-Screen Review
120070510-new		EZ STORAGE - BURTONSVILLE IND.	EPlans Coordinator	Pre-Screen Review
Preliminary Project Template		Used for Preliminary Plans	Gregory Linkous	Initial Applicant Upload
120090230-OLD		Planning Training Project - Session 5	Gregory Linkous	Plan Review
120090130		Planning Training Project - Session 4	Gregory Linkous	[None]
120100090-OLD		Planning Training Project - Session 6	Gregory Linkous	[None]
120070510-OLD		EZ STORAGE - BURTONSVILLE IND.	Gregory Linkous	[None]
120110070		Ashton	EPlans Coordinator	[None]
220110070		PLANNING TEST PROJECT	Gregory Linkous	[None]
120090120		Planning Training Project - Session 3	Gregory Linkous	[None]
120080250		Planning Training Project - Session 2	Gregory Linkous	Plan Review

Page 1 of 1 (15 items)

This is the Project link

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
120070510	PreScreenReview	INTAKE COORDINATOR	Pending	11/4/2011 11:14:11 AM	11/4/2011 11:14:11 AM	
120070510	IntakeReview	INTAKE COORDINATOR	Accepted	10/20/2011 10:04:14 AM	10/20/2011 11:51:12 AM	glinkous@avolvesoftware.com
120070510	EnterDecisionDate	AREA REVIEW COORDINATOR	Accepted	10/18/2011 11:40:46 PM	10/18/2011 11:41:00 PM	glinkous@avolvesoftware.com

Page 1 of 1 (3 items)

This is the Task link

Project Information Screen

- The link to the project provides access to its information screen. The **Project Information Screen** shows any folders you have access to, the overall project information, and the project status.
- You can open project folders and view the files within them and any markups that have been made to those files.
- You can access and complete active tasks that you have been assigned for a project by clicking on the *Tasks List* button.
- The *Notes* and *Email* buttons can be used to communicate with all the individuals who are associated with a project. The *Notes* button permits creation of an ongoing conversation on a specific topic between specified individuals. The *Email* button can be used to send TeamMail to other members of the project.
- The *Reports* tab will take you to links to create summary reports of the review comments.

Project Information Screen

The screenshot shows the Project Information Screen for project 120180070. The interface includes a left sidebar with project folders, a main content area with project details, and a top navigation bar. Annotations with red arrows point to specific features:

- These are the Project Folders**: Points to the folder list on the left sidebar.
- Project status**: Points to the 'Project Status' field in the project details.
- Reports Tab**: Points to the 'Reports' tab in the top navigation bar.
- This is the link to tasks that need to be completed.**: Points to the 'Tasks List' button in the top navigation bar.
- These are communication links that permit conversations among all the individuals who are associated with the project.**: Points to the 'Notes' and 'Email' buttons in the top navigation bar.

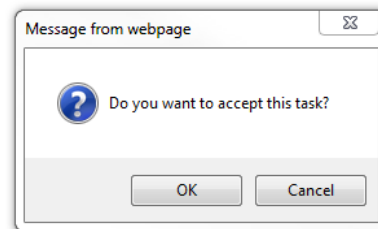
Accepting a Task

- On the **Project Information Screen**, click on the *Tasks List* button to display any open tasks available to you.
- Click on the *Applicant Upload* link and hit *OK* inside the “Do you want to accept this task?” window.

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
ApplicantUpload	APPLICANT	Pending			8/1/2018 2:39:02 PM	8/1/2018 2:39:02 PM		

Page 1 of 1 (1 items)

Open Task

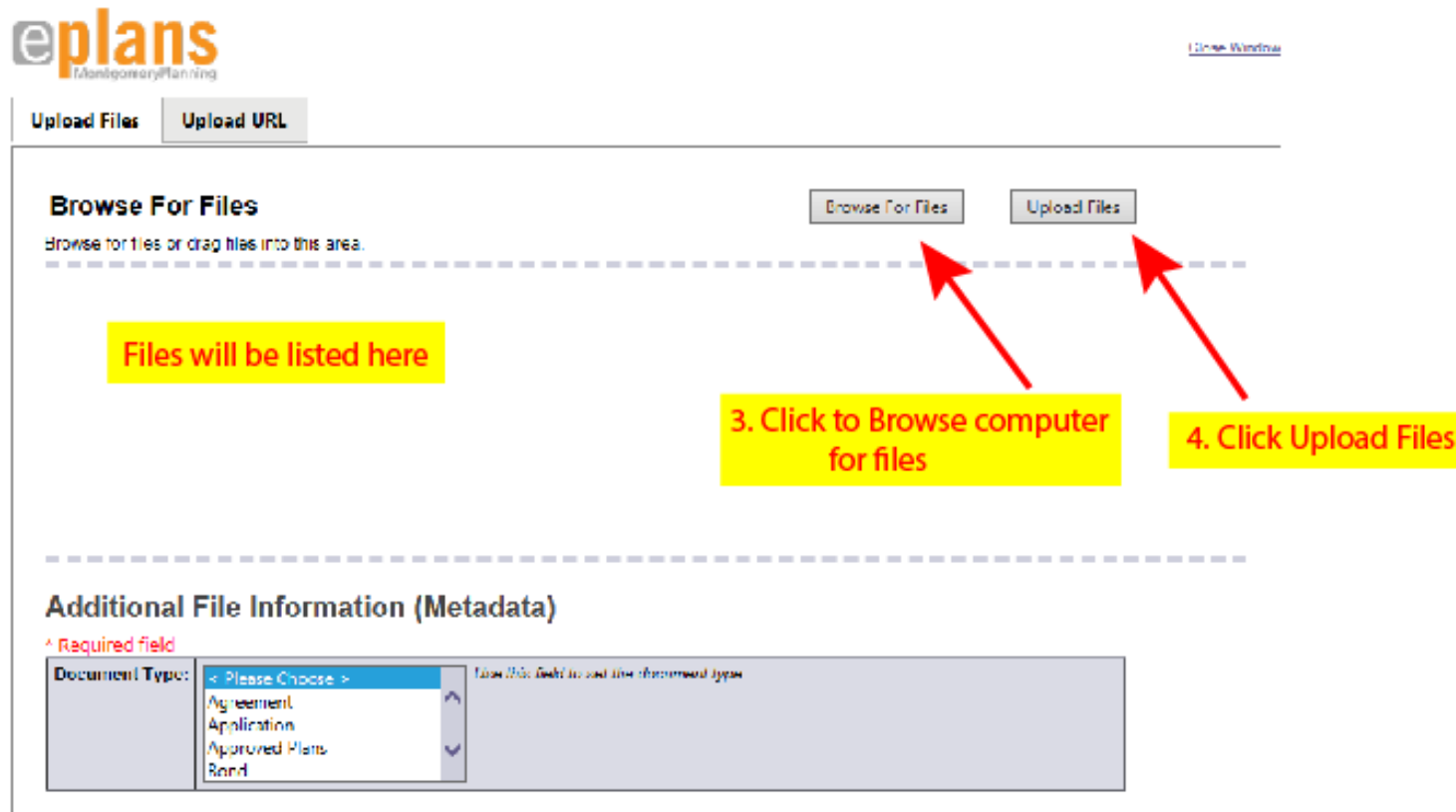


Uploading Files to a Project Folder

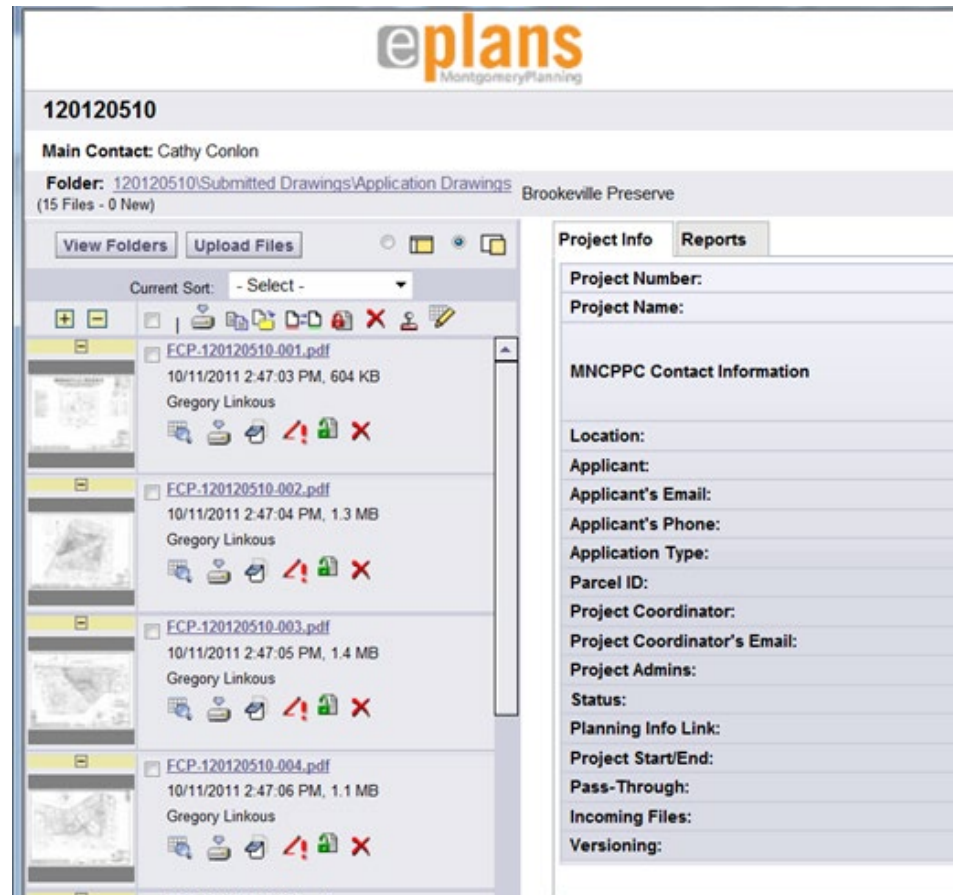
- On the **Project Information Screen** choose the file folder that you want to upload files into. If you are uploading to a new project or still in Pre-Screen Review, all files must be uploaded into the *Uploads* folder. As part of Intake Review, MNCPPC staff will then move the files to the appropriate *Drawings* or *Supporting Documents* folders. For later responses to review comments on the project files, you will be uploading to one of these folders.
- Click on the folder name to open it and upload files. If the folder is empty, you will automatically get the option to upload files if you have been granted the appropriate permissions.

The screenshot displays the eplans interface for project 81999004B. On the left, a tree view shows folders: Application Drawings (3 Files - 0 New), Support Drawings (1 Files - 0 New), Supporting Documents (10 Files - 0 New), Board Hearing Documents and Exhibits, Approved Drawings, Post-Approval Documents, and Uploads. A red arrow points from a yellow box labeled "1. Click on Uploads folder" to the Uploads folder. On the right, a panel for the "Folder: 81999004B\Uploads" shows "No files currently exist in Uploads." Below this, instructions state: "To upload files into this folder (1) Click the Upload button below (2) Follow the instructions in the pop-up window". A note mentions: "Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view." At the bottom of this panel are "View Folders" and "Upload Files" buttons. A black arrow points from a yellow box labeled "2. In the window that opens, click on Upload files" to the Upload Files button.

- Clicking on the *Upload Files* button will take you to a screen that will allow you to either drag and drop files, or choose files to be uploaded from a browse list.
- To browse files on your computer, click the *Select Files* button. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the *Open* button and the files will be copied to the upload window.
- After you have accumulated the list of files you want to upload, clicking on the *Upload Files* button will transfer them into the designated project folder. There is no need to fill out any Metadata or Document Types, as this will be completed by M-NCPPC staff.



- It may take a few minutes for the files to process and become visible as thumbnails within the project folder. Under each thumbnail, the file name, author, date and any relevant file icons display.



Completing a Task

- After you have uploaded your files, you will need to complete the task to pass the project onto M-NCPPC for review.
- There will be instructions inside the yellow box on the eForm window.

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PRELIMINARY PLAN REVIEW - 120130180

Review Information | Application Information | Contact Information | Resource Links | Project File Markups | Checklist Comments (0)

PLAN REVIEW INFORMATION

Review Coordinator: Ashley Phelps (ashley.phelps@montgomeryplanning.org)

Review Cycle: 1

Workflow Name / Activity Name: PRELIM Plan Workflow / ApplicantUpload

Activity Instructions: Upload your required plans and documents to the "Uploads" project folders. To access the folders click the project name followed by the folder name. Once your submission is complete click the "Submission Complete" button at the bottom of this form.

Current User Logon: Ashley Phelps (ashley.phelps@montgomeryplanning.org)

Current User Review Group: APPLICANT

Total Fee Due:

[Click to Access Project](#) [Click to Add Outlook Reminder](#)

Complete available Task → SUBMISSION COMPLETE SAVE AND CLOSE

Application Review

Review of applications in ePlans follows the process established in the adopted Chapter 50 and 59 Administrative Procedures for Development Review regulations. It includes initial Intake Review to determine if the application is complete and correct, followed by Department Review. Department Review of an application will not begin until it is accepted by Intake Review staff.

Pre-Screening

Allow at least 48 business hours after you have uploaded your drawings and documents for pre-screening by the M-NCPPC intake staff. If there are questions or missing items from your submission, you will receive a “Pre-Screen Rejected” email and associated correction task. If you have met all submittal requirements, you will receive a “Pre-Screen Accepted” email with the calculated application fees and instructions for making payment. **Intake Review of the submitted application will begin after Pre-screen, but an application will not be accepted until the applications fees have been paid and proof of certification by all participating professionals has been provided at the M-NCPPC Information Counter.**

The screenshot shows an email from ePlans (Montgomery Planning) with the subject "Application Pre-Screen Review Accepted Notification for 120120510". The main heading is "Application Pre-Screen Approval - Please Pay Fee". The body text states: "Your application for Preliminary Plan 120120510 has met Pre-Screen Review requirements and has been Accepted for intake review. However, review will not begin until your fee is paid. Payment is due by the date specified below. Please pay your fee at the following address:"

**Information Counter
Montgomery Planning Department
8787 Georgia Avenue
Silver Spring, MD 20901**

Project Number & Name:	120120510 - Brookeville Preserve
Plan Type:	PRELIMINARY PLAN
Intake Coordinator:	Cathy Conlon (catherine.conlon@montgomeryplanning.org)
Remaining Fee Due:	\$0.00
Due Date:	07-19-2012
Resource Links:	eplans User Guide

A red arrow points from a yellow box labeled "Required Fee" to the "\$0.00" value in the "Remaining Fee Due" row. Below the table, it says "PLEASE DO NOT REPLY TO THIS EMAIL" and includes a "Launch eplans" button. At the bottom, it says "If for some reason you were unable to log into this review task, please email eplans@montgomeryplanning.org for help."

Intake Review

Intake Review will begin after Pre-screen. Allow at least 10 business days for completion of Intake Review. If there are corrections that need to be made to the submitted application, you will receive an “Intake Review Rejected” email and associated correction task. When you have responded to all issues, a request for upload of verification of sign posting (see appropriate application upload checklist and submission requirements) will be sent, if a sign posting is required. Once the sign posting and fee payment have been verified, the application will be accepted. You will receive an “Intake Review Accepted” email that will include the assigned Lead Reviewer and the scheduled Development Review Committee (DRC) meeting date, if applicable.

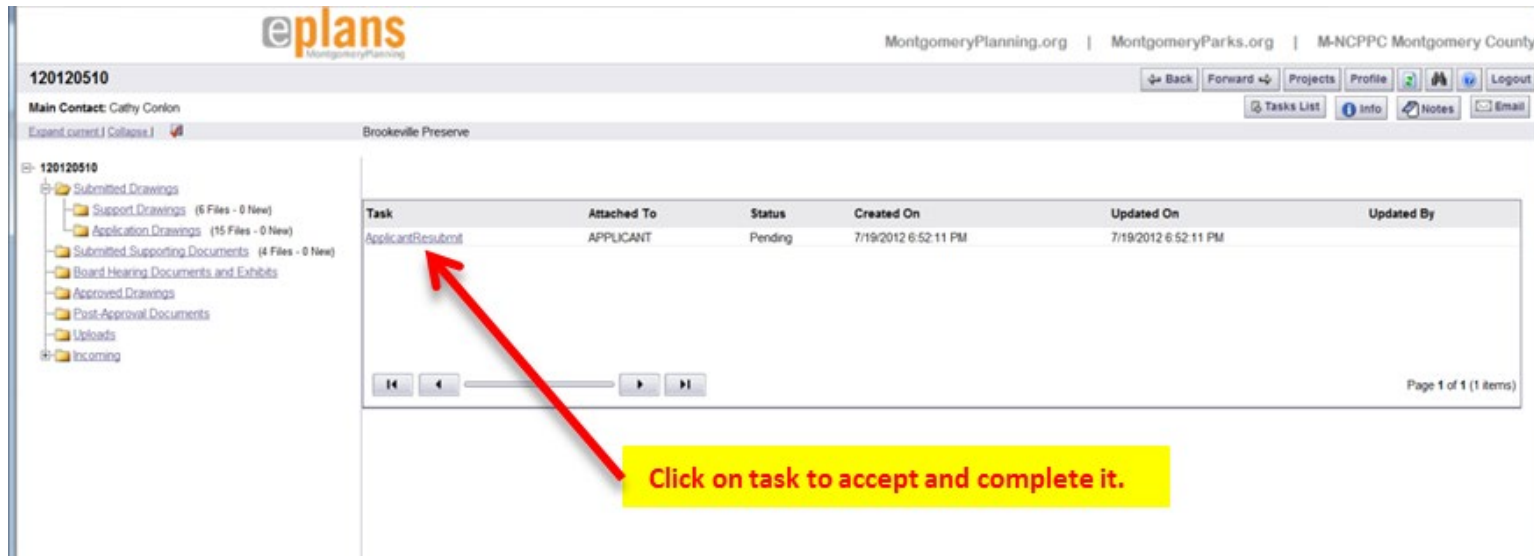


Department Review

After Intake Review is complete and an application has been accepted, the Department Review will begin. Participants will review the submitted documents and drawings and provide responses that will be compiled by the MNCPPC Lead Reviewer and then transmitted to the applicant. When reviewer revisions are requested, you will receive a “Resubmit Requested” email and associated correction task. The Department Review may continue for several cycles until each of the reviewers is satisfied with the application and provides the Lead Reviewer with a recommendation for approval. At that point, you will receive a “Review Complete” email that will include the scheduled tentative Planning Board hearing date, if applicable.

Accessing Review Comments and Resubmitting Plans

If your application needs revisions during any stage of review, you will receive an email notification that you have been assigned a correction task. Click the link in the email to access the ePlans site and login. Access the assigned task from either the Projects Page, or the Project Information Screen. Click on the task and an eForm will open.



The screenshot displays the ePlans web application interface for project 120120510. The main contact is Cathy Conlon. The project name is Brookeville Preserve. A table lists tasks, with one task highlighted: 'ApplicantResubmit'. A red arrow points to this task, and a yellow callout box below it contains the text: 'Click on task to accept and complete it.'

Task	Attached To	Status	Created On	Updated On	Updated By
ApplicantResubmit	APPLICANT	Pending	7/19/2012 6:52:11 PM	7/19/2012 6:52:11 PM	

The eForm contains review information that is split into two sections. The top section contains the name and contact information for the assigned M-NCPPC reviewer, the stage of the review, and the instructions for steps that need to be followed to complete the assigned task. Also at the top of the eForm are tabs that may be clicked to access general application information and summaries of any checklist comments and markups. The bottom of the eForm contains review information.

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PRELIMINARY PLAN REVIEW - 120130120

Review Information | Application Information | Contact Information | Project File Markups | Checklist Comments (3)

PLAN REVIEW INFORMATION

Lead Reviewer: catherine.conlon@montgomeryplanning.org
 Review Cycle: 1
 Workflow Name / Activity Name: PRELIM Plan Workflow / ApplicantResubmit
 Activity Instructions: Review the comments that have been made by agency reviewers concerning this application and submit necessary revisions and additional information by completing the following steps:
 1) Click on the "Checklist Comments" tab at the top of this eform and review the summary list of all checklist items that have not been met. Note that you may download these comments as a summary report that you can print by using the link provided.
 2) Click on the "Mark-ups" tab at the top of this eform and review the comments that specific agencies have made on the drawings. Click on the individual mark ups to open them for detailed review. Note that you may download the report that you can print by using the link provided.
 3) Review each of the special notes note the status of each, and any additional comments that are contained in the general comments field. If an agency has uploaded a separate comment letter, you can find it in the Project Drawings folder.
 4) Complete the necessary changes and upload revised drawings and documents to the project by clicking on the "Upload to Project" link provided below. Note that you may click the Save and Close button at the bottom of the eform without completing this task so that you can make the necessary changes.
 Current User Logon: Cathy Conlon (catherine.conlon@mnppc-mc.org)
 Current User Review Group: APPLICANT
 Total Fee Due: \$0.00

Annotations:
 - Red arrows point to tabs: Information Tabs, Links to Reviewer markups and comments, Activity instructions.
 - Yellow boxes highlight: Information Tabs, Links to Reviewer markups and comments, Activity instructions, Access to Project Information Screen and project folders.
 - Bottom button: Click to Access Project

INTAKE REVIEW

Applicant Intake Correction Instructions

You Must Verify That You Have Addressed All The Corrections Requested In The Intake Staff Notes Below Or Items Indicated On The Intake Review Checklist Page Before You Click On The "Correction Complete" Button.

Intake Review Notes: Please address the issues noted in the checklist comments and plan markups and submit necessary revisions.

INTAKE REVIEW CHECKLIST

Applicant Reply Comments

I Have Addressed All Corrections.

Buttons: CORRECTION COMPLETE, SAVE, SAVE AND CLOSE, CLOSE

Completing the Applicant Resubmit Tasks

To review the issues that have been raised by reviewers and submit your revisions, follow the steps below:

- 1) Review general comments and instructions from the reviewer in the comment field on the lower half of the eForm. Note that each reviewer will submit separate comments as part of the Department Review.

The screenshot displays the 'PLAN REVIEW' interface for 'REVIEW CYCLE: 1'. It features a table with columns for 'CYCLE', 'DEPARTMENT', 'REVIEWER', 'STATUS', and 'REVIEW'. The first row shows a checked checkbox, cycle '1', and 'AREA SUBDIVISION'. The reviewer is 'CATHY CONLON' with email 'CATHERINE.CONLON@MONTGOMERYPLANNING.ORG'. The 'ASSIGNED BY' and 'ASSIGNMENT TYPE' fields also list 'CATHY CONLON'. The 'STATUS' is 'Revisions Requested'. A comment field contains the text: 'See plan mark-ups and checklist comments for items that need to be revised.' A red arrow points to this comment field. Below the comment field is a 'VIEW CHECKLIST' link. At the bottom right, there is a button labeled 'PLAN REVIEW AND/OR ASSIGNMENT COMPLETE'.

CYCLE	DEPARTMENT	REVIEWER	STATUS	REVIEW
<input checked="" type="checkbox"/>	1	AREA SUBDIVISION	CATHY CONLON CATHERINE.CONLON@MONTGOMERYPLANNING.ORG ASSIGNED BY: CATHERINE.CONLON@MONTGOMERYPLANNING.ORG ASSIGNMENT TYPE: Reviewer's comments and instructions	STATUS: Revisions Requested See plan mark-ups and checklist comments for items that need to be revised. VIEW CHECKLIST PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

- 2) Click on the *Project File Markups* tab at the top of the eForm. This tab summarizes the markups that have been made to drawings by all reviewers. Filters have been set to narrow the view to unresolved markups, however, these filters may be changed by clicking on the appropriate checkboxes below the markup list. The links in the *Markup* column open the markup in the Brava Viewer where there is an option to print it. Markups should be color-coded according to the reviewer, or at least have a *Markup Name* that indicates who the comments are from. See [Markup Colors and Naming Standards](#). To provide a response to markups, use the *Applicant Comments* field. These comments must be saved by clicking on the *Save Changemark Updates* button.

PROJECT FILE MARKUPS

Filter by Department:

Resolved	File	Cycle	Department	File Name	Markup	Summary	Description	Applicant Comments
No		1	AREA	PREL- SUBDIVISION 120120750.pdf	SUBDIVISION MARKUP 1	Subdivision Issue 1	Specific comments here	<input type="text"/>
No		1	AREA	FCP- SUBDIVISION 120120750.pdf	SUBDIVISION MARKUP 2	SUBDIVISION ISSUE	Specific comments here	<input type="text"/>
No		1	AREA	SOJ- SUBDIVISION 120120750.doc	SUBDIVISION MARKUP 3	SUBDIVISION CORRECTION	Specific comments here	<input type="text"/>

Show All Changemarks For All Cycles
 [Export To Excel](#)
[Refresh Changemarks](#)

SAVE CHANGEMARK UPDATES

PLAN REVIEW - REVIEW CYCLE: **1**

- 3) The *Checklist Comments* tab lists reviewers' comments. Click column headings to sort. Access the checklist comments form from the link on the eForm to add responses to the comments. As issues are addressed the *Status* will be changed by the reviewer.


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PRELIMINARY PLAN REVIEW - 120130120

Review Information | Application Information | Contact Information | Resource Links | Project File Markups | **Checklist Comments (3)**

REVIEW CHECKLIST COMMENTS

CYCLE	GROUP	COMMENT TEXT	STATUS	UPDATED BY	UPDATE DATE
1	AREA SUBDIVISION	TDR Calculations Are Correct And The Minimum 2/3 TDRs Are Being Used, Or A Waiver Request Is Included.	NotMet		
1	AREA SUBDIVISION	Project Involves Resubdivision Of Existing Recorded Property.	NotMet		
1	AREA SUBDIVISION	If Any Subdivision Regulations Waiver(S) Is Requested, Written Justification Is Included And Contains The Appropriate Grounds To Support The Request.	NotMet		



[EXPORT TO EXCEL](#)

- 4) The information on the *Markups* and *Checklist* tabs can be downloaded as Excel spreadsheets using the link at the bottom of the tab, or you can generate a report containing the information from the *Reports* tab on the Project Information Screen by clicking on the *Access Project* link.

- When you are ready to complete the correction task, return to the Project Information Screen. Upload new or corrected documents and drawings in response to the reviewer's comments into the *Application Drawings*, *Support Drawings* or *Supporting Documents* folders, as applicable. These should include a document containing a written summary of your responses to each of the review comments.

The screenshot displays the ePlans web application interface for project 82013022E. The interface includes a navigation menu on the left with folders such as 'Application Drawings', 'Support Drawings', 'Supporting Documents', 'Board Hearing Documents and Exhibits', 'Approved Drawings', 'Post-Approval Documents', and 'Uploads'. The main content area shows 'Project Info' with a 'Reports' tab selected. The 'Project Info' section contains the following details:

Project Number:	82013022E
Project Name:	Shady Grove Station Phase 1 West
MNCPPC Contact Information:	No image exists
Map Config Name:	
Location:	Southwest quadrant, intersection of Shady Grove Road and Crabbs Branch Way
Primary Contact:	Jamie Chapman
Primary Contact's Email:	chapman@vika.com
Primary Contact's Phone:	(301)916-4100
Application Type:	SITEPLAN
Parcel ID:	01678896
Project Coordinator:	EPlans_Coordinator
Project Coordinator's Email:	eplans@montgomeryplanning.org
Project Admins:	Scott Stickerod, Angela Brown, EPlans Coordinator, Neil Braunstein, EPlans Support, Parker Smith, Ashley Phelps, Aaron Savage
Status:	Intake Review Planning Info Link
Lead Reviewer:	
Project Start/End:	Start: 8/5/2018 12:57:04 PM End: 2/5/2019 12:57:02 PM
Pass-Through:	.avi, .htm, .html, .mov, .wmv
Incoming Files:	Fax: Email: 16757@eplans.montgomeryplanning.org
Versioning:	Enabled for this project

Annotations on the screenshot include:

- Folder Structure:** Points to the left-hand navigation menu.
- Reports Tab:** Points to the 'Reports' tab in the 'Project Info' section.
- General Project Info:** Points to the main project information table.
- Send emails to various users through ePlans:** Points to the 'Email' button in the top right navigation bar.

- Revised drawings and documents must be uploaded with the same name as the original file.** The newest version of the file will always appear first, but the previous versions are retained and can be accessed for comparison by the reviewers. Note that you may click on the *Save and Close* button at the bottom of the eForm to exit the form and work on the revisions outside of ePlans. When you log back into ePlans, you will be able to reopen the task.
- Enter any general comments you'd like to send to the reviewer in the highlighted comments field (*Applicant Reply Comments*) at the bottom of the eForm.

8) Check ALL three boxes at the bottom of the eForm to indicate that you have completed the necessary steps.

TASK INSTRUCTIONS

- I have reviewed and addressed the comments provided on the **Checklist Comments** tab at the top of this page. I have also reviewed and addressed additional comments made by individual reviewers.
- I have addressed all of the items on the **Project File Markups** tab at the top of this page that were identified during the Plan Review.
- I have uploaded any revised documents and/or drawings into the **Project File Uploads** tab at the top of this page, using the **SAME** file name as the original files.

Applicant Resubmit Received Notes

Check the boxes to verify steps have been completed

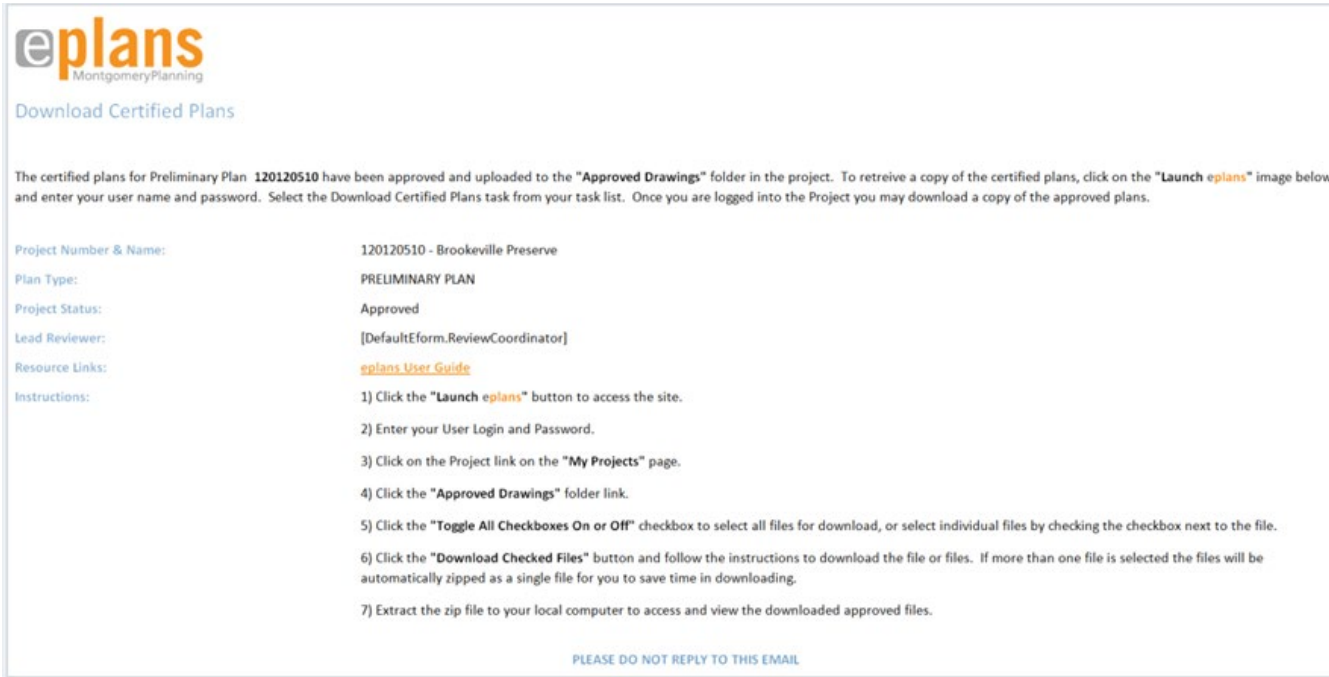
COMPLETE **SAVE AND CLOSE**

9) Click on the *Complete* button at the bottom of the form to finish the task and resubmit your changes.

Approval of Certified Plans

Certified Plans

After your application has been approved and the Planning Board resolutions are adopted, if applicable, you will receive an email requesting that you submit copies of the approved plans for certification. Follow the steps above and upload the drawings into the *Approved Drawings* folder.



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Download Certified Plans

The certified plans for Preliminary Plan **120120510** have been approved and uploaded to the "Approved Drawings" folder in the project. To retrieve a copy of the certified plans, click on the "Launch eplans" image below and enter your user name and password. Select the Download Certified Plans task from your task list. Once you are logged into the Project you may download a copy of the approved plans.

Project Number & Name: 120120510 - Brookeville Preserve
Plan Type: PRELIMINARY PLAN
Project Status: Approved
Lead Reviewer: [DefaultEform.ReviewCoordinator]
Resource Links: [eplans User Guide](#)
Instructions:

- 1) Click the "Launch eplans" button to access the site.
- 2) Enter your User Login and Password.
- 3) Click on the Project link on the "My Projects" page.
- 4) Click the "Approved Drawings" folder link.
- 5) Click the "Toggle All Checkboxes On or Off" checkbox to select all files for download, or select individual files by checking the checkbox next to the file.
- 6) Click the "Download Checked Files" button and follow the instructions to download the file or files. If more than one file is selected the files will be automatically zipped as a single file for you to save time in downloading.
- 7) Extract the zip file to your local computer to access and view the downloaded approved files.

PLEASE DO NOT REPLY TO THIS EMAIL

When the plan drawings have been certified and stamped, you will receive a final email containing the instructions for downloading copies. One set of plans will need to be printed with wet stamps and ink signatures and submitted for Planning Department records.