One Stop Shop

PLANS - HOW TO VIEW PLAN MARKUPS AND RESUBMIT REVISED EXHIBITS
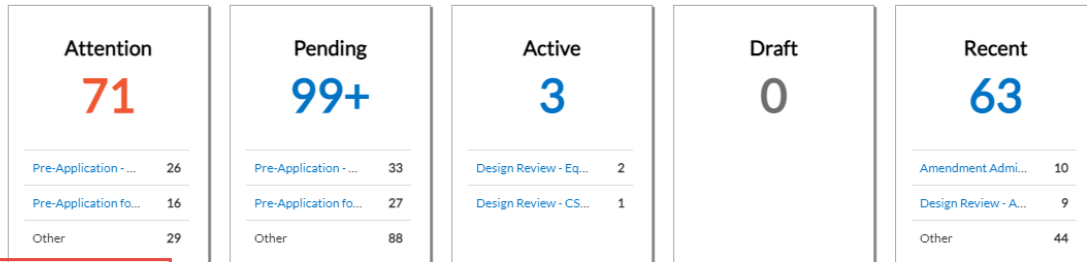
gilbert

PLANS - HOW TO VIEW PLAN MARKUPS AND RESUBMIT REVISED EXHIBITS

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From the **Dashboard** there are several ways to view **Plans**. You can click on the tiles under **My Plans,** the Plan specific links or **View My Plans**. In this instance, we will search via **View My Plans.**

My Plans

Attention 71	Pending 99+	Active 3	Draft 0	Recent 63
Pre-Application - ... 26	Pre-Application - ... 33	Design Review - Eq... 2		Amendment Admi... 10
Pre-Application fo... 16	Pre-Application fo... 27	Design Review - CS... 1		Design Review - A... 9
Other 29	Other 88			Other 44

▸ View My Plans

From here, you can search by either:

My Work

MY INVOICES   MY PERMITS   MY PLANS   REQUEST INSPECTIONS

1 Search...   🔍

Display [All ▾]   ▣ Export to Excel

Plan Number	Project ▼	Address ▼	Plan Type **2** ▼	Status ▼	Attention Reason
3 AppDR-000019-2021		90 E CIVIC CENTER DR Gilbert, AZ 85296	Amendment Administrative, Amendment Administrative Minor	Pending	
AppDR-000020-2021		90 E CIVIC CENTER DR Gilbert, AZ 85296	Amendment Administrative, Amendment Administrative Minor	Pending	
AppDR-000021-2021		90 E CIVIC CENTER DR Gilbert, AZ 85296	Greater Than/Less Than or Equal to 5 Acres	Pending	
AppDR-000022-2021		90 E CIVIC CENTER DR Gilbert, AZ 85296	Signs - Comprehensive Sign Plan, Master Sign Plan or Heritage Sign Plan	Pending	
AppDR-000023-2021		90 E CIVIC CENTER DR Gilbert, AZ 85296	Signs - Comprehensive Sign Plan, Master Sign Plan or Heritage Sign Plan Amendment Administrative or Amendment Administrative Minor	Pending	
			Signs - Comprehensive Sign		

Showing 170 records

1. Typing in the Plan number.
2. Filtering the list by Plan Type.
3. Searching the list of Plans that have been applied for.

Click on the **Plan Number** or **Resubmit File**.

Click on the **Attachments** tab.

The files that need resubmitting will have a red exclamation and a blue Resubmit button.

Click on the tile that has a link to the redlined exhibit. Clicking on the link will open the file in your PDF viewing software which then can be saved to your computer.

Once the corrections have been made, return to this screen to upload the corrected version.

Click on the blue **Resubmit** button.

The next screen will list all the markups. Since the markups were included on the plans, scroll to the bottom and click **Next.**

The next screen will show the reviews that have failed in Red. Click on the arrow to expand the review and then toggle the Acknowledge button. Click **Next**.

Click on the blue **Select File** button to browse for the exhibit and then click **Submit**.

A message will appear that the file(s) were submitted successfully. Town staff will be notified automatically upon resubmittal of files.