

One Stop Shop

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

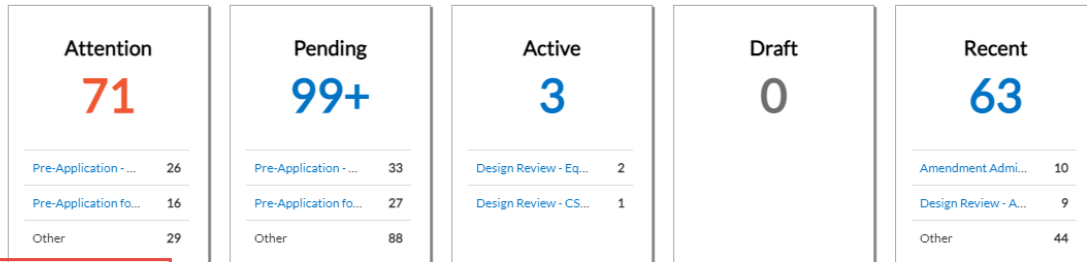


PLANS - HOW TO VIEW PLAN MARKUPS AND RESUBMIT REVISED EXHIBITS

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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



[View My Plans](#)

From here, you can search by either:

My Work

MY INVOICES MY PERMITS **MY PLANS** REQUEST INSPECTIONS

Plan Number	Project	Address	Plan Type	Status	Attention Reason
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**.

Plan Number	Project	Address	Plan Type	Status	Attention Reason
PDR-2021-00119		90 E CIVIC CENTER DR Gilbert, AZ 85296	Design Review - Amendment Administrative	Attention, Recent, Pending	Failed Reviews Resubmit File

Click on the **Attachments** tab.

Summary Locations Fees Reviews **Attachments** Contacts Sub-Records More Info



Progress 25%

Workflow **Design Review - Amendment Admin - Failed: 07/19/2021**

Available **Resubmit File**

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

At least one file needs to be resubmitted.


 Master Site Plan and/or Site Plan Exhibit 4 - Preliminary Site Plan_v2_v1.pdf Version: 1 Status: Corrections Added Resubmit Instructions: Tracey Asher: please submit correct file Resubmit	 Application 0 ADDITIONAL COMMENTS_v1.pdf Version: 1 Status: Under Review
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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.

At least one file needs to be resubmitted.



Master Site Plan and/or Site Plan


Exhibit 4 - Preliminary Site Plan_v2_v1.pdf

Version: 1

Status: Corrections Added

Resubmit Instructions: Tracey Asher: please submit correct file

Resubmit



Application


0 ADDITIONAL COMMENTS_v1.pdf

Version: 1

Status: Under Review

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

Files

Master Site Plan and/or Site Plan	Supported: .pdf	
File	Version	Resubmit Instructions
 Exhibit 4A - Master Site Plan_v1.pdf	1	Tracey Asher:

Markups

Text	Added By	Page
4.2010 Drive thru lanes shall be a min. of 12' x 20' per vehicle and shall be screened from streets by a 3' screen wall or continuous landscape planter.	Tracey	1
4.2011 Passenger loading areas are a min. of 12' x 20' and may be either pull-in stalls or turn-out lanes.	Tracey	1
GENERAL LANDSCAPE REVIEW COMMENTS: 1.Show, dimension and identify all perimeter landscape setbacks 2.See LDC 4.2012A for parking screening requirements. No parking screen walls allowed in required street frontage landscape areas 3.Show sight visibility triangles per TOG Details GIL-212 or 211 4.Provide min. 6' wide parking island every 8 consecutive parking spaces 5.Provide landscape areas around buildings exclusive of parking islands 6.Show retention basin contours on Landscape Plan 7.Meander retention basin contours along street frontages to create a natural appearance 8.Provide detail elevations of walls, hardscape, site furnishings, monument signs, amenities, etc. 9.Specify hardscape material colors, textures, dimensions 10.Show site lighting on Landscape Plan - resolve any tree/light pole conflicts 11.Show phase lines (if proposed) on Landscape & Open Space plans 12.Provide amenity/focal area enlargements 13.Screen drive thru lanes from public view with a 3' cmu wall and/or 3' ht. landscaped hedge per LDC 2.1010. 14.See LDC 4.303M for arterial and collector street frontage landscape requirements. 15.See LDC 4.303P for side/rear perimeter landscape requirements.	Tracey	1
Provide Open space area calcs: on-site landscape area: ___sf off-site landscape area: ___sf total landscape area: ___sf % open space: ___% (total landscape area divided by gross site area)	Tracey	1
Provide an employee amenity area. Provide a detailed design on the site plan or as a separate clip. The amenity area must include shaded seating. Provide site furniture cut-sheets.	Tracey	1

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**.

Reviews

Design Review [Amendment Admin]

Submittal Status	Received Date	Due Date	Completed Date
Returned for Corrections	07/19/2021	07/19/2021	07/19/2021

✔ QC Review - Planner [8] • Returned for Corrections • Asher Tracey • Completed : 07/19/2021

Due Date	Completed Date
07/19/2021	07/19/2021

Comment
Resubmit site plan


Acknowledge

Water Resource - opt [14/7] • Not Required • Turrentine Heather • Completed : 07/19/2021

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

Resubmit

Master Site Plan and/or Site Plan Supported: .pdf

File	Version	Resubmit Instructions
 Exhibit 4 - Preliminary Site Plan_v2_v1.pdf	1	Tracey Asher: please submit correct file

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

Success

The file upload was submitted successfully.