

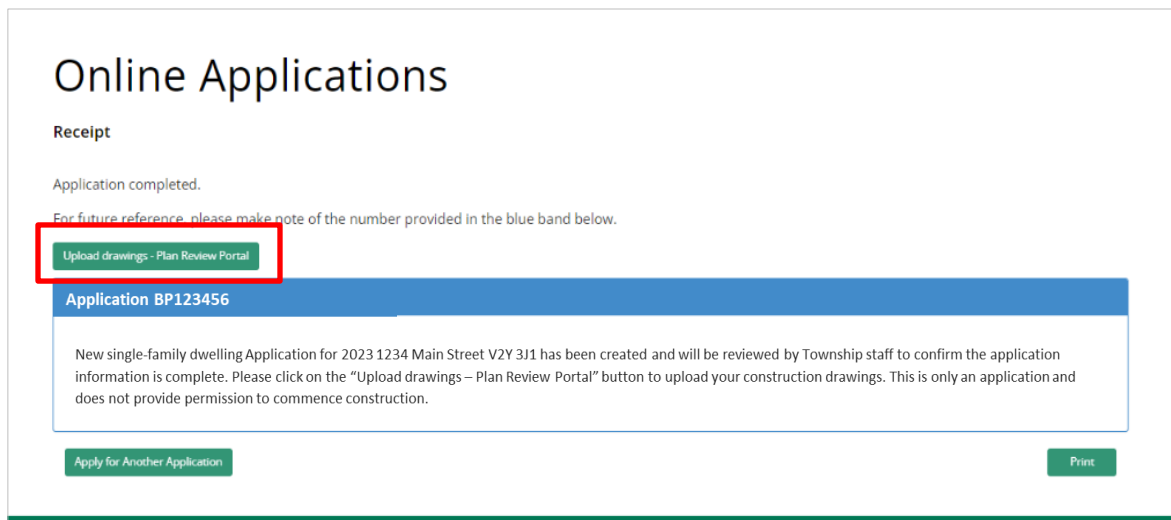
Plan Review Portal – Document Upload

How to upload plans to the Plan Review Portal

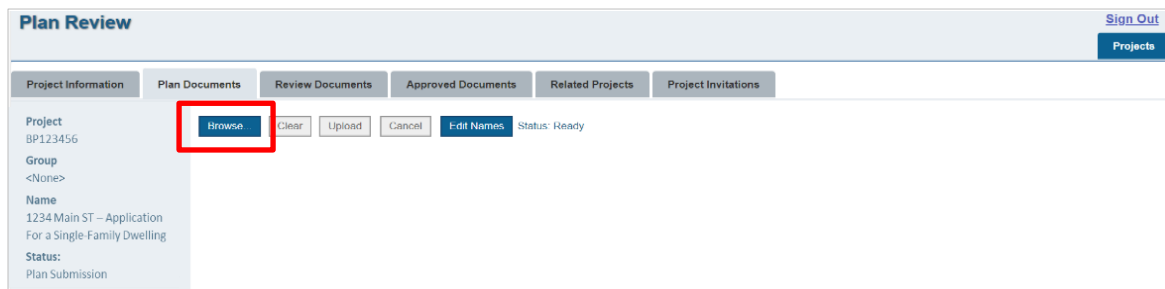
Once you have submitted your application via eApply, you must upload your plans/drawings to the Plan Review Portal immediately for review. You may upload your plans directly from the eApply confirmation screen or from your MyTownship account. Follow these step-by-step instructions for either upload option.

1. Uploading your plans from the eApply Confirmation screen

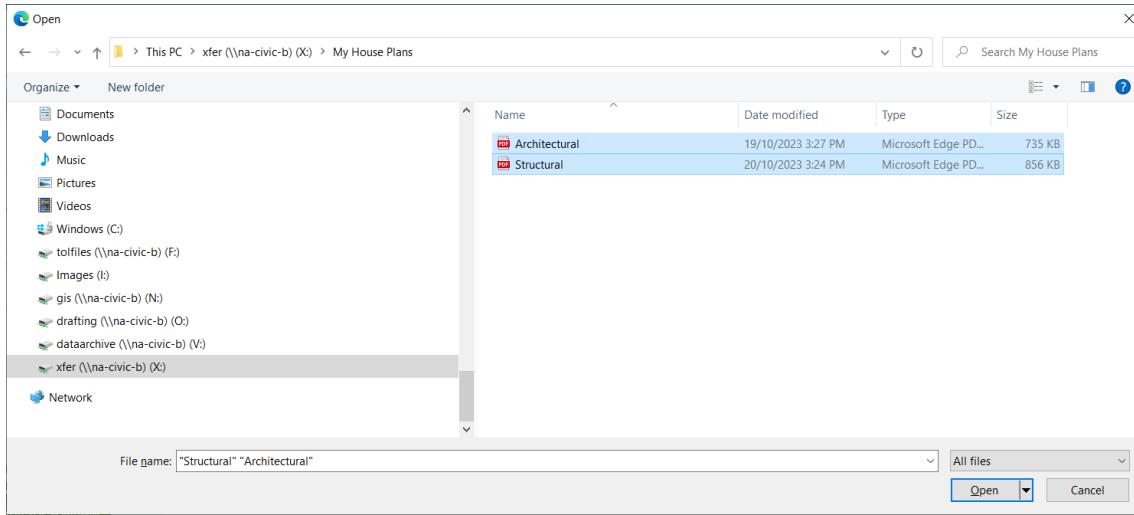
- 1.1 To upload your plans/drawings, click on the 'Upload drawings – Plan Review Portal' button. **Note:** if you do not upload the plans/drawings while you are still in this window, you will be required to upload the plans through your MyTownship account (see section 2, page 4).



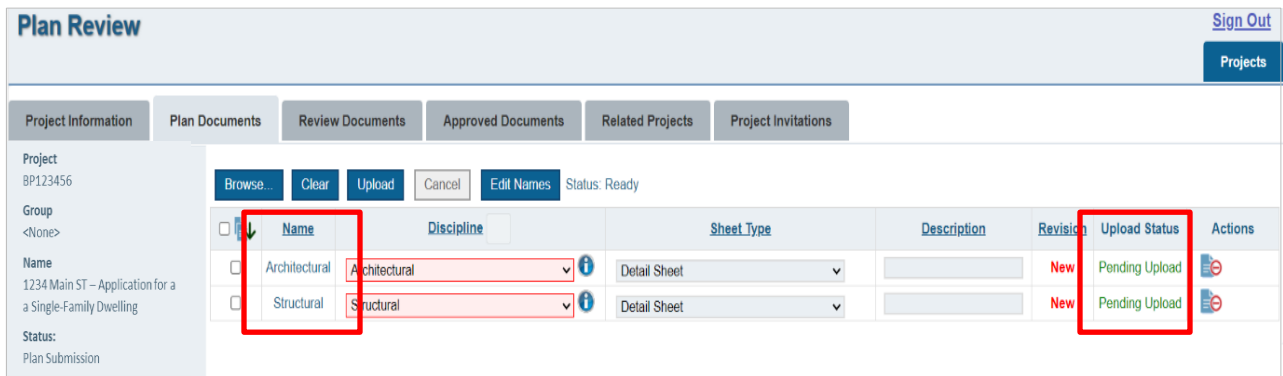
- 1.2 Click on 'Browse' to locate your documents to be uploaded.



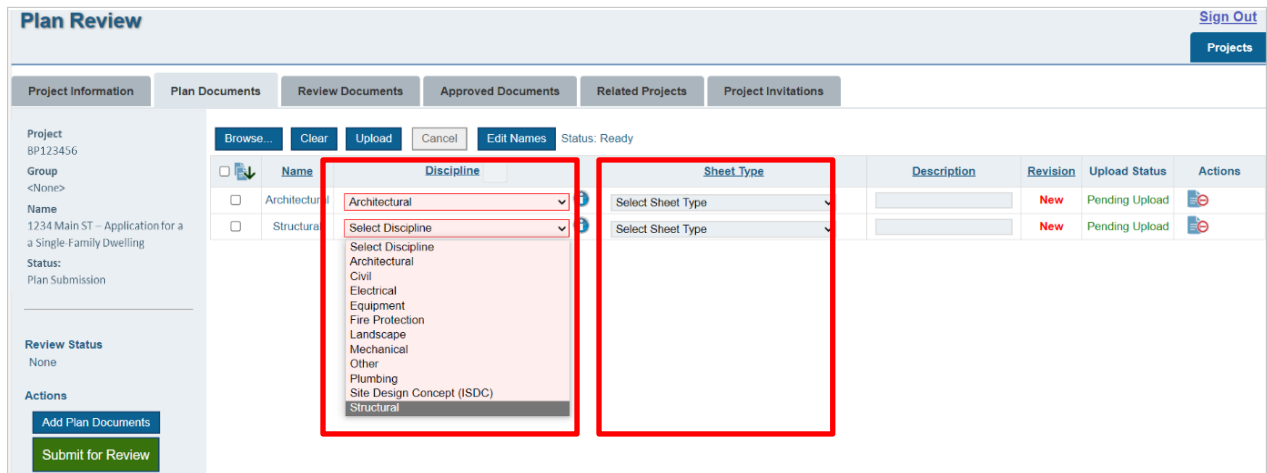
1.3 Select your documents and click open.



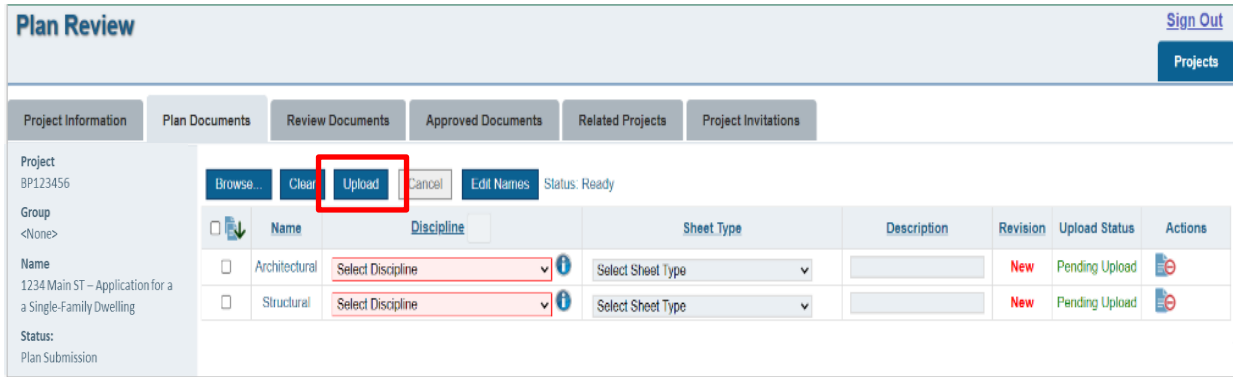
1.4 The documents you have selected will now appear on the screen, displaying as 'Pending Upload' in the Upload Status column.



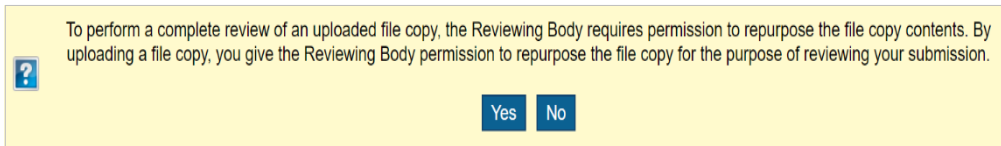
1.5 Select the discipline from the drop-down menu (e.g. architectural, structural) and sheet type (detail or site plan).



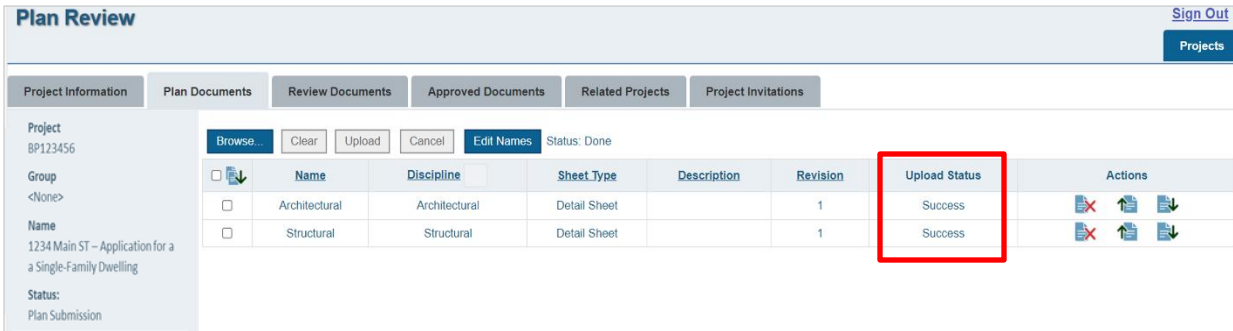
1.6 Click the upload button once you have added all your documents.



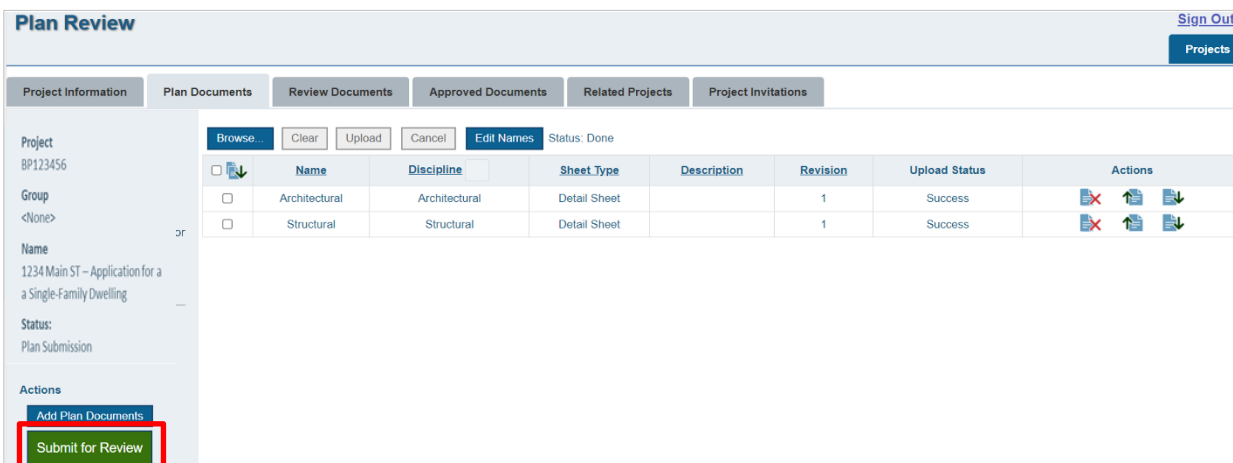
1.7 You will be prompted to provide permission. To continue, press 'yes'



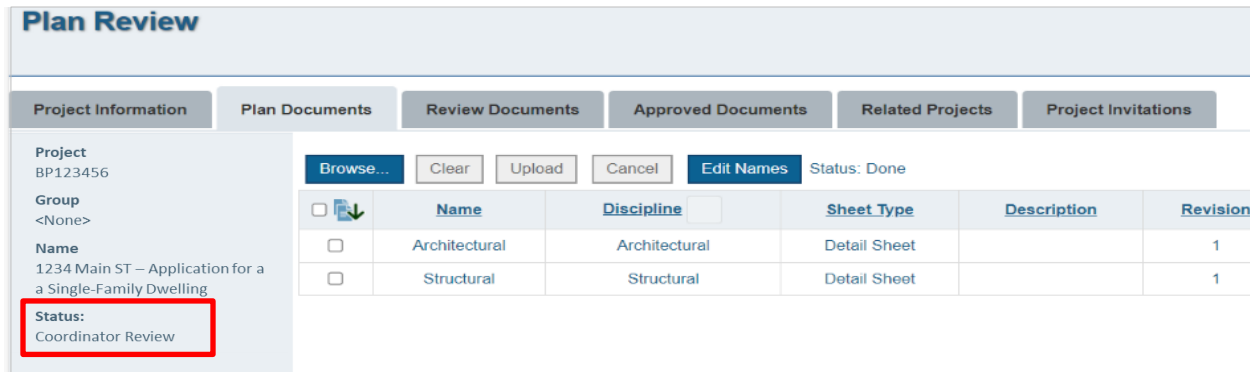
1.8 When the files have been successfully uploaded, you will see 'Success' in the Upload Status column. Before continuing, confirm you have uploaded all the documents required for your application



1.9 Click on the 'Submit for Review' button once you have uploaded all your documents. **Note:** You cannot add more documents once you click 'Submit for Review'.

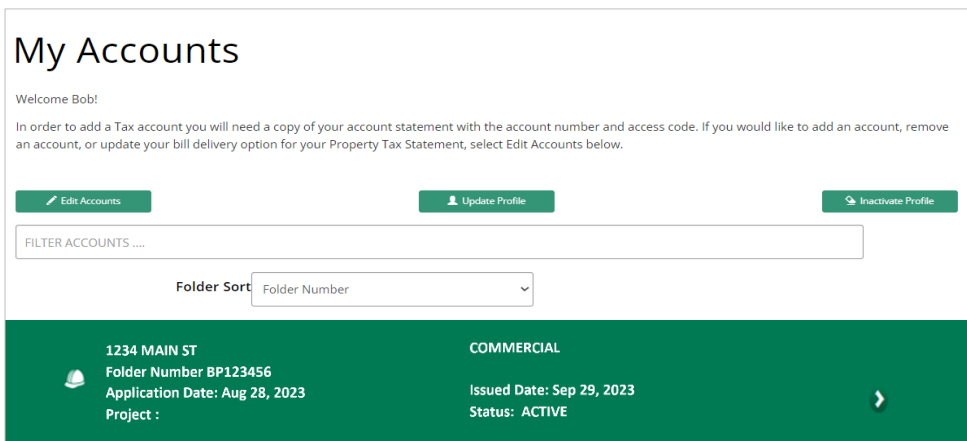


1.10 The process is complete once the status shows ‘Coordinator Review’ and the ‘Submit for Review’ button is no longer visible.

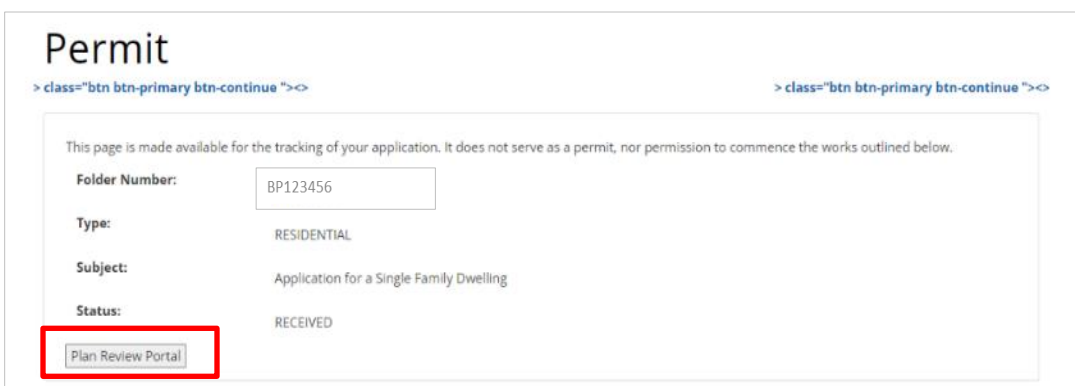


2. Upload from your MyTownship account

2.1 Click on the application from your list of accounts. You can also find the application by using the filter accounts, starting with ‘enter the address of the property’.



2.2 Choose the permit from your list of MyTownship accounts and click on the ‘Plan Review Portal’ button.



2.3 Now, proceed as though you were uploading straight from the eApply receipt page after submitting the application (see step 1.2, page 1).

CD18122023