



# COCONUT CREEK

## Development Review

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 ePlan User Guide

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# Introduction

e-Plan is an electronic service for projects requiring development review and is a major step toward streamlining the Planning Division's review process. This new service saves time and money by submitting electronically, directly from your computer when it is most convenient for you. Staff will review and respond electronically to submittals, reducing paper waste. e-Plan will help reduce review times, reduce costs, improve energy efficiency through a greener business process, and create a high level of communication with the City during the development review process.

**Reading and following these instructions will make the electronic plan distribution and review process more efficient for every participant.** We have developed a specific process and file format for uploading documents into the e-Plan review process which is outlined in this document.

We hope that you find this User Guide to be beneficial in the e-Plan Submittal Process. We encourage your input on its usefulness and welcome any suggestions you may have to help make this process easier. Please send us your comments to [DRC@COCONUTCREEK.NET](mailto:DRC@COCONUTCREEK.NET).

## Helpful links

Checklists

<http://www.coconutcreek.net/sd/development-review#checklists>

e-Plan Online Application

[http://www.coconutcreek.net/iframes/development\\_review\\_application](http://www.coconutcreek.net/iframes/development_review_application)

## Minimum Requirements

To begin the review process, you must have basic internet navigation skills, the ability to create the necessary documents and drawings, and submit in the required formats. Design professionals will need basic computer hardware, software, and internet service to create and assemble documents.

Minimum requirements are:

- Internet connection
- Email
- CAD program (creation of plans)
- Adobe Acrobat (digitally sign documents)

# File Type Standards

You must be ready to upload files after completing the online application. The following helps you prepare these files to meet the requirements for our e-Plan process. Failure to follow the standards and requirements will result in rejection of your application.

## Required Files

All drawings and supporting documentation, as specified by the submittal type, must be submitted all at once. Applicant must refer to the checklist provided on the website, prior to submittal <http://www.coconutcreek.net/sd/development-review>.

## File Standards

All submittal documents must meet the following standards:

- Vector PDF
- No password protection
- Required Cover Sheet to allow for the City's Approval Stamp
  - This Cover Sheet **CANNOT** be locked or digitally signed!
- Layers must be merged or flattened
- Single sheet per file (if you have a 15 page plan, you will need to upload 15 separate files)
- File naming must be exactly as stated in "[File Naming Requirements](#)" section
  - 001-CS-1-Hotel California-Cover Sheet.pdf
- **No scanned drawings**, only CAD generated PDF's. If there shall be an instance where only a scanned image can be used, ensure the resolution is 300 DPI or higher. Documents must be legible on both a computer screen and/or printed. PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source.
- Minimum resolution of 300 DPI
- Plans must be drawn to an appropriate scale to ensure legibility.
- 24" x 36" plans, unless otherwise discussed in Pre-DRC meeting
- Plans must be in the correct orientation so that the top of the page appears at the top of the computer screen when opened. Pages shall not require rotation in order to be read.
- All plans shall be Digitally Signed and Sealed (*refer to Digital Sign and Seal section*)
- Maximum file size of 5mb per page
- Documents other than plans, such as supporting documents, traffic analysis, rezoning etc. shall be multiple-page pdf and named accordingly (PDF & Excel accepted)

# File Naming Requirements

Naming requirements allow for easy identification of plans and supporting documents. Our e-Plan system will track documents, but **only** if the file naming structure remains consistent throughout. **This is why we have strict requirements.** Failure to follow these requirements will result in a rejected application.

## Plan Naming Requirements

“Plan naming” refers to the name given to each individual electronic file which contains a drawing. As previously noted, each plan page shall be **saved as a separate PDF**. CAD drawings shall be saved into a PDF file formatted in a vector, single layer file (refer to [File Type Standards](#) for specifics).

Documents such as Traffic Study, Rezoning, etc. shall be provided as a single multiple-page PDF and named accordingly. See “[Supporting Document Naming Requirements](#)” for more information.

File names for plans submitted through e-Plan must include a Sequential Sort Order Number (*dash*), followed by an Alpha Numeric Sheet Number (which is the abbreviation for the Sheet ID and page number)(*dash*), followed by the Project Name (*dash*), and followed by the Sheet Title.

### Example Breakdown:



### Sequential Sort Order:

Sequential sort order is the number of pages in your plans starting at 001. The plan **Cover Sheet must always begin with 001**. All plans must be in a specific order as listed in the tables below. Using a sequence range is suggested. This allows the applicant to add multiple sheets (if required) without affecting any other sheet numbers by not adding a sub number (xxx.1) to “squeeze” in any additional sheets. See below for an example guide.

001	Cover Sheet	110 – 129	Floor Plans
002	Index Sheet	130 – 149	Elevations
030 – 049	Site Plan	150 – 169	Sign Plans
050 – 069	Geometric Control Plan	170 – 189	Tree Vegetative Survey
070 – 079	Survey	190 – 209	Landscape Plan
080 - 089	Recorded Plat	210 – 229	Photometric Plan
090 – 109	Architectural	230 – 249	Civil

**Alpha Numeric Sheet #:**

The Sheet ID abbreviation and the Sheet Number separated by a hyphen (-). It is ok to group the Sheet Numbers, for example; Architectural can use one group for all 5 sheets of floor plans (A-1.1, A-1.2, A-1.3, A-1.4, & A-1.5). *Remember, these are saved individually.*

**Project Name:**

The name you are referring to as your project.

**Sheet Description:**

The description of your sheet, such as: Partial Site Plan, Paving and Grading, etc. It's considered to be the minimum naming convention as the description of the page.

**Table 01**

*Use this table below to put your plans in the proper order. Again, it is suggested to use a range as stated above in the Sequential Sort Order description.*

<b>SORT ORDER</b>	<b>SHEET TYPE</b>	<b>SHEET ID ABBREV.</b>	<b>SHEET #</b>	<b>DESCRIPTION</b>
001	Cover Sheet	CS	1	Cover ( <i>remember—do not lock/sign</i> )
002	Index Sheet	CS	2	Index of Drawings
030	Site Plan	SP	1	Master Site Plan
050	Geometric Control Plan	SP	2	
070	Survey	SURV	1	Boundary or Site Specific
080	Recorded Plat	PLAT	1	Plat
090	Architectural	A	1.0	Partial Site Plan
110	* Floor Plans	A	2.1	Unit Plan
130	* Elevations	A	3.0	Elevations Bldg. Type VI
150	Sign Plans	A	4.0	Sign Details South Elevation
170	Tree Vegetative Survey	TS	1	Tree Survey
190	Landscape Plan	LP	1	Landscape Plan
210	Photometric Plan	PH	1	Electrical Site Plan
230	Civil	C	1	Paving and Drainage

**\* Floor Plans and Elevations should be grouped together per building.**

**Example of a site plan first submittal:**

001-CS-1-Hotel California-Cover Sheet.pdf  
002-CS-2-Hotel California-Index of Sheets.pdf  
030-SP-1-Hotel California-Site Data Info.pdf  
031-SP-2-Hotel California-Master Site Plan.pdf  
032-SP-3-Hotel California-Site Plan West.pdf  
033-SP-4-Hotel California-Site Plan East.pdf  
034-SP-5-Hotel California-Site Plan Details.pdf  
035-SP-6-Hotel California-Site Plan Details.pdf  
036-SP-7-Hotel California-Site Plan Details.pdf  
070-SURV-1-Hotel California-Boundary Survey.pdf  
071-SURV-2-Hotel California-Boundary Survey.pdf  
090-A-3.1-Hotel California-Bldg Type 1 – Floor Plans.pdf  
091-A-3.2-Hotel California-Bldg Type 1 – Elevations.pdf  
092-A-3.3-Hotel California-Bldg Type 2 – Floor Plans.pdf  
093-A-3.4-Hotel California-Bldg Type 2 – Elevations.pdf  
094-A-3.5-Hotel California-Bldg Type 3 – Floor Plans.pdf  
095-A-3.6-Hotel California-Bldg Type3 – Elevations.pdf  
096-A-4.1-Hotel California-Clubhouse – Floor Plans.pdf  
097-A-4.2\_Hotel California-Clubhouse – Elevations.pdf  
170-T-1-Hotel California-Clubhouse – Tree Disposition.pdf  
171-TS-2-Hotel California-Clubhouse – Tree Disposition.pdf  
172-TS-2-Hotel California-Clubhouse – Tree Disposition.pdf  
190-LP-1-Hotel California-Clubhouse – Landscaping.pdf  
191-LP-2-Hotel California-Clubhouse – Landscaping.pdf  
192-LP-3-Hotel California-Clubhouse – Landscaping.pdf  
193-LP-4-Hotel California-Clubhouse – Clubhouse & Pool Landscaping.pdf  
210-PH-1.0-Hotel California-Clubhouse – Photometric Site Plan.pdf  
211-PH-1.1-Hotel California-Clubhouse – Lighting Details.pdf  
212-PH-1.2-Hotel California-Clubhouse – Lighting Details.pdf  
230-C-1-Hotel California-Clubhouse – Master Paving & Drainage.pdf  
231-C-2-Hotel California-Clubhouse – Paving & Drainage West.pdf  
232-C-3-Hotel California-Clubhouse – Paving & Drainage East.pdf  
233-C-4-Hotel California-Clubhouse – Paving & Drainage Details.pdf  
234-C-5-Hotel California-Clubhouse – Master Water & Sewer.pdf  
235-C-6-Hotel California-Clubhouse – Water & Sewer West.pdf  
236-C-7-Hotel California-Clubhouse – Water & Sewer East.pdf

### Supporting Document Naming Requirements

Supporting documents that contain multiple pages, such as justification statements, may be uploaded as multipage PDF files or Word and Excel Documents. The file name shall indicate the nature of the document.

**THIS CAN NOT BE STRESSED ENOUGH, make sure you download the checklist for your type of submittal.** Your submittal may require more supporting documentation than what is stated below!

Each application requires the following as supporting documentation:

DOCUMENT REQUIRED	FILE TO BE NAMED	SUMMARY OF DOCUMENT
Letter of Transmittal	Transmittal	A brief summary of project and who the agent will be.
Agent Authorization	Authorization	A letter from the owner giving the agent the authorization acting on their behalf.
Justification Statement	Justification	This justification must demonstrate that the proposed plan meets the criteria as established in the City's Land Development Code. We have provided a checklist that can be downloaded from our website. The checklist is an interactive form where you will enter complete responses to all the justification questions. This must be done in complete detail. Yes or No are not acceptable responses.
Proof of Ownership	Ownership	Proof of Ownership can be a contract of sale, a warranty deed, or BCPA print out.
Legal Description	Legal	Legal description of property.

# Digital Signed and Sealed Standards

e-Plan submissions must meet state law requirements as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006. Specifically, with reference to Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects, or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15-23.003 for Engineers.

## Definitions

### *Digital Signature*

A digital signature takes the concept of traditional paper-based signing and turns it into an electronic “fingerprint.” This “fingerprint,” or coded message, is unique to both the document and the signer and binds them together. Digital signatures ensure the authenticity of the signer. Any changes made to the document after it has been signed invalidate the signature, thereby protecting against signature forgery and information tampering. As such, digital signatures help sustain signer authenticity, accountability, data integrity and the non-repudiation of signed electronic documents and forms.

### *Electronic (scanned) Signature*

An electronic signature can be as basic as a typed name or a digitized image of a handwritten signature. Consequently, e-signatures are very problematic when it comes to maintaining integrity and security, as nothing prevents one individual from typing another individual’s name. Due to this reality, an electronic signature that does not incorporate additional measures of security (the way digital signatures do, as described above) is considered an insecure way of signing documentation and therefore are not accepted.

## Signing and Sealing Plans

All plan sheets excluding the cover sheet, must be digitally signed and sealed. We are using Adobe Acrobat for the digital signature process. To learn how to create an Adobe signature please visit this link: <http://tv.adobe.com/watch/acrobat-tips-and-tricks/creating-a-selfsigned-digital-id/> or for the PDF instructions in [Acrobat](#) or in [Reader](#).

**IMPORTANT: All plans must be signed by the creator of the files. If you use an Architect, Landscape Architect, and an Engineer for the creation of your plans, each professional will need to sign ONLY the pages they create.**

# How to Submit

Allow at least one (1) business day after you submit your application to receive a response. (Submittals are reviewed during normal business hours. Monday through Thursday, from 7 am to 6 pm. Submittals after business hours will be reviewed the next business day.)

## Before you Begin the e-Plan Process

Before you begin the process, you **must** already have completed the following:

1. Pre-DRC meeting
2. Downloaded the Checklist
3. Gathered all documents and plans needed
4. Confirmed file types, file size, and file naming

Failure to follow the above steps will result in a rejected submittal and delay of your application.

## On-Line Application – Part 1

The online application has the same information required as the previous paper application. If the online application section is depicted with an asterisk (\*), the information is mandatory and must be completed. You will not be able to proceed if you skip over these requirements. See below for general information asked on the online application:

<b>Application Details</b>	<b>Involved Parties</b> <i>(name, address, email, phone #)</i>
Project Name	Agent Information
Project Location	Owner Information
Plat Name	Developer Information
Folio Number	Attorney Information
Plat Restriction	Architect Information
Current Zoning	Engineer Information
Proposed Zoning	Landscape Architect Information
Future Land Use	Surveyor Information
Summary of Request	Other Information

## Uploading Files – Part 2

Make sure that you have all your documents ready (supporting and plans) and double check that they meet all criteria.

- File Standards
- File size does not exceed 5 mb (per individual sheet)
- File Naming
- Sort Order
- Digital Sign and Seal

Below are screen shots of the file uploading pages:

### Development Review Application

PART 2 - page 2 of 3

#### Upload Files...

Click the Upload File(s) button below to browse and attach your files.  
(Multiple files can be selected at once, Individual file maximum of 5M)

Upload File(s)

After you have uploaded all of your documents and before you click the 'All Documents have been attached' button below:

Make sure that all supporting documents and plans are attached with the proper naming.  
Remember, failure to follow the directions will result in a rejection of your application.

All Documents have been attached.

#### 1. Click on Upload Files

You can select multiple files and upload at once. *See screen shot below.*

Click the Upload File(s) button below to browse and attach your files.  
(Multiple files can be selected at once, Individual file maximum of 5M)

Upload File(s)

	64E-9.002.pdf	
	AVAILABILITY LETTER W-WW COCONUT CREEK.pdf	
	Coconut Creek-HERS Assessment.pdf	
	Midtown Residences at Coconut Creek - Traffic Analysis.pdf	
	Midtown Site .pdf	

Cancel all Uploads

100%

Uploading Midtown Residences at Coconut Creek - Traffic Analysis.pdf. 326 KB of 326 KB at 5011KB/s; 1 seconds remaining

Cancel upload

2. Once you have reviewed that all supporting documents and plans are uploaded, click the button “All Documents have been attached”.

<p><b>After you have uploaded all of your documents and before you click the 'All Documents have been attached' button below:</b></p> <p>Make sure that all supporting documents and plans are attached with the proper naming. Remember, failure to follow the directions will result in a rejection of your application.</p> <p style="text-align: center;"><input type="button" value="All Documents have been attached."/></p>
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3. The project coordinator or administrator will review your submittal and either accept or reject. Please refer to [Pre-Screening](#) for the next step.

# Pre-Screening

Allow at least one (1) business day after you submit your application for pre-screening to receive a response. (Submittals are reviewed during normal business hours. Monday through Thursday, from 7 am to 6 pm. Submittals after business hours will be reviewed the next business day.)

The Project Coordinator or Administrator will begin the formal review stage of the application process **after** confirming the submittal documents have met the standards and the application has been paid in full. Failure to meet the requirements will result in a rejected submittal.

## Rejected Submittals

If there are questions or missing items from your submittal, you will receive a “Pre-Screen Rejected” email (**SAVE THIS EMAIL!**). This email will state what is missing and/or what needs to be corrected. It will also provide a link to the folder in which you will re-upload your submittal. Be aware that corrective action must be taken within 2 weeks of this notice or the project will be automatically deleted from the system. Once corrections have been uploaded, be sure to email [drc@coconutcreek.net](mailto:drc@coconutcreek.net) and inform them that your corrections are now complete. **Note: No further uploads will be possible until further notice.**

### Example of Email:

Your submittal, Project **<Name>** has failed to meet the minimum pre-screening requirements for acceptance into formal e-Plan review. You will not be scheduled for DRC until the application is completed, accepted, and paid in full. (*Remember: It's not just about you meeting a deadline to submit on time, its meeting a deadline with a COMPLETE and PAID application!*) Correct the following changes and upload to the link provided.

- Missing Agent Authorization
- Missing Signed and Sealed Survey
- Files are not named properly

Refer to **<link to e-Plan user guide here>** for detailed instructions and proper naming requirements. Refer to **<link to checklist>** for required documents associated with this application.

When you have made the appropriate changes, upload to this link **<link to folder>** and email [drc@coconutcreek.net](mailto:drc@coconutcreek.net).

Please be aware that corrective actions must be taken within 2 weeks of this notice or the project will be deleted from the system. Once corrections have been uploaded and the email sent notifying us that your corrections are ready (**very important step**), you will no longer be able to upload until further notice.

## Accepted Submittals

If you have met all the submittal requirements, you will receive a “Pre-Screen Accepted” email with the calculated fees and instructions for making payment. The official review **will not** begin until all the application fees have been paid in full.

**IMPORTANT: DRC submittal deadlines are the 4<sup>th</sup> Tuesday of each month. It is the applicant’s responsibility to ensure that applications are complete and payments have been made prior to the deadline. NOTE: The application payment date shall be considered the actual submittal date.**

Included in this email will be the PZ number and anticipated DRC meeting date, which will be based on payment. **It is your responsibility to make a prompt payment.** If payment is not received in a timely manner, your anticipated DRC meeting date will be delayed to the following month. The PZ number will be the reference number for your project. **SAVE THIS EMAIL.**

**Remember: It’s not just about you meeting a deadline to submit on time, its meeting a deadline with a COMPLETE and PAID application!**

*Example of email:*

### **PLEASE SAVE THIS EMAIL!**

Your submittal, Project <Name> PZ#1500000 has met the pre-screening requirements for acceptance into formal e-Plan review.

An application fee in the amount of <\$3,000.00> must be paid in full to the City of Coconut Creek, located at 4800 W. Copans Road prior to a formal review of your project.

Please print this notification to accompany your cash or check payment. If your payment is not received within 2 weeks of this notice, your project will be withdrawn from the system.

Once the payment has been processed, your project will be reviewed by the appropriate reviewers.

The review of your application will take approximately 2 weeks. We will email you any DRC comments and a link for your resubmittal. If your application has been approved, you will receive an approval letter, conditions, and an approved stamped cover sheet that was submitted with your application.

Your applications anticipated steps and dates are as follows:

Anticipated DRC Date: <date>

Planning & Zoning Meeting Date: To Be Determined or Not Applicable

Commission Dates: To Be Determined or Not Applicable

## **Fees to be Paid**

After acceptance of submittal, you will be emailed the total fees owed for your application. Once fees are received by the City, the formal plan review can proceed.

Print the email notification to accompany your cash or check payment. Bring in or mail to the City of Coconut Creek, 4800 W. Copans Road, Coconut Creek, Florida 33063. If your payment is not received within 2 weeks of this notice, your project will be withdrawn from the system.

**IMPORTANT: Reference your PZ# on your check. Checks not referenced will not be processed in a timely manner and can result in improper placement of funds, and delay of your application review.**

Once the payment has been processed, your project will be reviewed by the appropriate reviewers.

# Resubmittals

Resubmittals must consist of a complete set of plans, responses to each DRC comment, and any additional reference documents requested from City staff. An email will be sent to the applicant, with the DRC comments, and a link that directs them where to upload their next submittal. **SAVE THIS EMAIL!**

Original file name and extensions are required for all resubmittals. Plan corrections should be made by the originator of the document and resubmitted using the original file name.

*Example of email:*

## **SAVE THIS EMAIL!**

Your application PZ#15000000 has been reviewed and placed on HOLD. Attached, please find the DRC comments for the **first** submittal of the **<name of application>**.

To resubmit follow the below steps:

1. **Respond in writing to EACH comment** on the word document provided
2. Revise plans accordingly
3. Upload your resubmittal to:  
[Insert Link here](#)
4. Enter the following information exactly how it is (if you do not enter exactly you will not have access):  
Enter your PZ#:  
Application Date:  
Application Type:
5. Upload files (The files must be uploaded using the same naming convention as the original submittal)
6. Send email to [DRC@coconutcreek.net](mailto:DRC@coconutcreek.net) notifying us that the resubmittal is ready. (**very important step, no email, no resubmittal**)

The project coordinator or administrator will pre-screen for completeness of the resubmittal and process the same way a new submittal is received. It will either be rejected or accepted. If rejected, an email will be sent with a list of corrections. If accepted, the resubmittal will be routed for review. This process will repeat until all reviewers have authorized an approval.

# Frequently Asked Questions

## **Why do we only accept a specific type of PDF?**

Electronic permit plans are maintained by the City's Document Management System for access by the public which must be compatible with a wide range of computer software. The size must be manageable for transfer and use through network and Internet.

## **My plans are paper form. How do I process them electronically?**

The goal of e-Plan is to reduce the time, effort and costs associated with producing paper plans. A common misunderstanding is that paper plans have to be scanned in order to be made electronic. However, the majority of construction plans are created digitally using programs like AutoCad and are then printed. Our e-Plan system eliminates the need to print plans by allowing them to be converted to PDF format and submitted electronically without ever being printed to paper. The best way to process your plans electronically is to obtain them in electronic format directly from the source that created them.

## **How do I get started?**

In order to use e-Plan, your first step is to schedule a Pre-DRC meeting by calling the Planning Division at 954-973-6756. This allows you to meet with a planner to discuss your project. They will inform you of our process and the steps you need to make the process easy and smooth. After the Pre-DRC meeting you will then need to download the appropriate checklists for your project and gather all the required documents in the format discussed in this guide. Once everything is ready to submit, you can then proceed to the online application.

## **If I have multiple applications can I submit it under one application?**

No! You need to have an application for each action you take on your project. For example, if you have a site plan that needs three (3) variances, you will need to have a total of four (4) applications. One for the site plan, and three (3) separate variances.

## **Why Vector PDF's?**

Vector based PDF's can be scaled by any amount without any degrading image quality. It allows the plans to be reviewed in a much higher level of clarity on a computer screen.