



CITY OF SPRINGFIELD, MO
WORKING WITH THE COMMUNITY

e-planS

Electronic Plan Submittal

User Guide

Department of Planning and
Development

Applicant's User Guide
January 2013

City of Springfield, Missouri Developers Resource Center

840 Boonville Ave. P.O. Box 8368 | Springfield, Missouri 65801 | Phone: (417) 864-1000 | www.springfieldmo.gov/developer/
Building Development Services - 864-1059 | Business Licensing - 864-1617 | City Utilities - 831-8888
Environmental Services - 864-1919 | Public Works - 864-1900 | Zoning and Subdivision - 864-1031



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ELECTRONIC PLAN SUBMITTAL AND PROJECTDOX

Electronic plan submittal is a web-based solution which allows the Department of Planning and Development to adequately review plans and documents electronically via ProjectDox, an electronic plan review software program. This new process, to be known as e-plans, will improve the plan review cycle, reduce costs associated with obtaining project approvals and support green initiatives with reduced printing costs.

E-plans User Requirements

Disable Pop-up Blockers

E-plans uses pop-up windows (browser windows with no toolbars). If you login but no e-plans 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 e-plans site.

Add As Trusted Site

You will need to set your browser security setting to a minimum level that allows certain e-plans technologies to function. Add the e-plans site to the list of Trusted Sites of your Internet browser. For Internet Explorer, follow the steps below:

1. Click on the **Tools** menu and select **Internet Options**
2. In the Internet Options dialog box, click the **Security** tab
3. In the Security tab, click the **Trusted Sites** icon and then the **Sites** button.
4. Type in the main URL for the site you are trying to view, for example:
eplans.springfieldmo.gov/ProjectDox
5. Click the **Add** button to add the site to the list
6. Close all open dialogs by clicking **OK**



STANDARDS

File Naming Standards

Files shall be labeled in accordance with a numerical scheme. Each plan drawing type shall be assigned a number based upon the order the plans are assembled. Each document including applications will be assigned a file name and may not need a numerical scheme. See the table below:

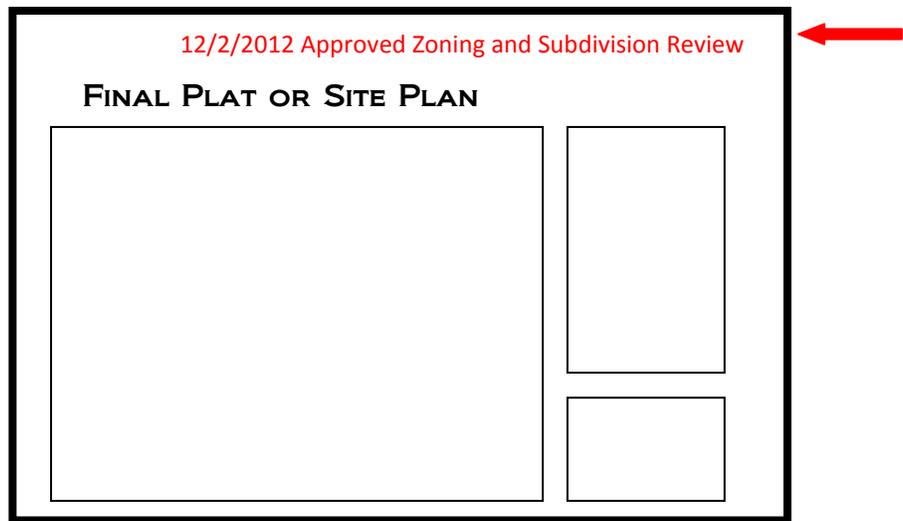
| <i>File Type</i> | <i>Discipline Abbreviation</i> | <i>Sheet Name</i> | <i>Example of Multiple Sheet File Names</i> |
|---------------------------------------|--------------------------------|-------------------|---|
| Application | APP | APP | APP.pdf (one document only) |
| Elevations | ELEV | ELEV001 | ELEV001.pdf, ELEV002.pdf |
| Final Development Plans | FDP | FDP001 | FDP001.pdf, FDP002.pdf |
| Final Plats | FP | FP001 | FP001.pdf, FP002.pdf |
| Preliminary Plats | PP | PP001 | PP001.pdf, PP001.pdf |
| Administrative Subdivisions | AS | AS001 | AS001.pdf, AS002.pdf |
| Administrative Replat Residential | ARR | ARR001 | ARR001.pdf, ARR002.pdf |
| Administrative Replat Non-Residential | ARNR | ARNR001 | ARNR001.pdf, ARNR002.pdf |
| Administrative Plat Condo | APC | APC001 | APC001.pdf, APC002.pdf |
| Planned Development Exhibit 1 | PDEX#1 | PDEX#1 | PDEX#1.pdf (one document only) |
| Planned Development Exhibit 2's | PDEX#2 | PDEX#2001 | PDEX#2001.pdf, PDEX#2002.pdf |
| Landscaping Plans | LSP | LSP001 | LSP001.pdf, LSP002.pdf |
| Traffic Studies | TS | TS | TS.pdf (one document only) |
| Storm water Reports | SWR | SWR | SWR.pdf (one document only) |
| Site Plans | SP | SP001 | SP001.pdf, SP002.pdf |
| Other Documents | Use name | Doc Name | "Use Document Name".pdf |

FAILURE TO PROPERLY LABEL YOUR FILES WILL RESULT IN REJECTION OF YOUR PROJECT DURING THE PRESCREENING PHASE (PRELIMINARY CONTENT REVIEW) OF THE SUBMITTAL PROCESS AND DELAY THE REVIEW.

STANDARDS

Border Standards

E-plans will programmatically stamp the plans at the conclusion of the review. The stamp will be placed in the upper right hand corner of the plan or document.



Acceptable File Types

Acceptable file types for drawings or plan submittals are:

1. Files converted to Portable Vector format i.e. PDF or DWF
2. Native Files i.e. DWG/ DGN

Acceptable files types for document submittals are:

1. A searchable PDF or word document



STANDARDS

Folder Structure Standards

All drawings should be uploaded into the “Plan” folder. Drawing (plan) files should be labeled in accordance with the standards provided on page 4 of this document and be shown in landscape format.

All documentation should be uploaded into the “Documents” folder for each project. Examples of documentation include Applications, Planned Development Exhibit 1’s, and Traffic reports.

Minimum Requirements for Submittal

All site plans shall adhere to section 3-3005 in the City’s Zoning Ordinance. All Subdivisions of land shall adhere to the City’s Subdivisions Regulations section 502, 503 and 504.

The area and scope of work shall be clearly indicated on all plans. All plans shall be numbered and an index shall be furnished on the cover sheet if there are more than one sheet. The address of the project shall be on the plans. All plans shall be to scale.

ONLINE APPLICATIONS AND PAYMENTS

To start a project within the e-plans system, visit the City's webpage at: <https://www.springfieldmo.gov/payments/PLNPermitEPay.aspx>. Follow the directions below:

1. Choose the type of case and choose "Pay for Fee" or "Apply".
2. Wait for an e-plans "pre-screen complete" email from the City of Springfield with instructions for the e-plans review process. If you get an email that your application is denied contact our office at 417.864.1180
3. Complete a full application online at: <http://www.springfieldmo.gov/zoning/documents.html> and upload a digital (pdf) copy to the City after you get an email invitation from e-plans.

CITY OF SPRINGFIELD, MO
working with the community for ethical, responsible government

HOME SERVICES GOVERNMENT COMMUNITY NEWCOMERS SITE MAP

Home > Services > Payments > Planning & Zoning Application Fees

ZONING SERVICES
Home
Development & Zoning Process
Administrative Review
Applications, Fees & ePlans Submittal
Meeting & Processing Time Schedules
All Documents
Planning & Development Home

VIEW MY CART / CHECKOUT

ONLINE APPLICATION AND FEE PAYMENT

Welcome to the Department of Planning and Development online payment system! This system will allow for online electronic submittals for both standard review and ePlans review. To begin the process:

1. Choose the type of case below and choose "Pay for Fee" or "Apply".
2. Wait for a "pre-screen complete" email from the City of Springfield with instructions for either a standard review or for ePlans review process.
3. Complete a [full application online](#) and submit a digital (pdf) copy to the City.

The City of Springfield will be implementing the ePlans digital submittal review system for limited projects. Current projects using the ePlans review system are:

1. Pre-Subdivision Review: September 4, 2012
2. Preliminary Plat Review: September 4, 2012

All other projects will be reviewed within the current review process after online fees are paid.

| Type of Case | Processing Fee |
|--|-------------------------------------|
| 1. Administrative Review Committee (ARC) | |
| -ARC Planned Development Sketch Plan | \$0 Apply |
| -ARC Use Permit Sketch Plan | \$0 Apply |
| -ARC Final Development Plan | \$0 Apply |
| 2. Administrative Subdivision (formerly minor subdivision) | |
| -Lot Line Adjustment | \$205** Pay for Fee |
| -Lot Combination - Substantial Impact | \$240** Pay for Fee |

CONTACT US
Busch Municipal Building
First Floor
840 Boonville Avenue
Springfield, MO 65902
Tel: 417.864.1611
Fax: 417.864.1882
[E-mail us](#)

RELATED INFO
Planning & Zoning Commission
Board of Adjustment
Landmarks Board

City of Springfield, Missouri Developers Resource Center
840 Boonville Ave. P.O. Box 8368 | Springfield, Missouri 65801 | Phone: (417) 864-1000 | www.springfieldmo.gov/developer/
Building Development Services - 864-1059 | Business Licensing - 864-1617 | CityUtilities - 831-8888
Environmental Services - 864-1919 | Public Works - 864-1900 | Zoning and Subdivision - 864-1031



UPLOADING PLAN DRAWINGS AND DOCUMENTS

Electronic Plan Review Invitation

When your project application is submitted, an e-plan review invitation will be sent to your email address. The email will contain your login information, temporary password (if you are a first time user), project name and instructions on how to upload your project information.

Project Invitation New User--Planning and Development:

Hello [Field2]:

Welcome to the City of Springfield's e-plans electronic plan review system. This project invitation has been sent to you in response to your planning pre-application request. A project folder has been created to allow you to electronically upload your CAD drawings and a full online application for pre-screen review. Please go to our webpage for a list of applications at <http://www.springfieldmo.gov/zoning/documents.html> and complete a full application for uploading. To access your new project, follow the instructions below:

1. Click the "Project Access" link below
2. Enter your "User Login" and "Temporary Password" (you will be asked to create a new permanent password)
3. Click on the "ApplicantUpload" link under the task heading at the bottom of the page beside your project
4. Once the e-form project page has loaded click on the "Folder List" tab at the top of the e-form
5. Click on the "Plans" folder (Plans must be uploaded in landscape orientation)
6. Click the "Upload Files" button and follow the instructions to upload your CAD drawings or site plans
7. Click on the "Documents" folder (Documents must be uploaded in portrait orientation)
8. Click the "Upload Files" button and follow the instructions to upload your full application and other required documents
9. Click the "Upload Complete" button at the bottom of the e-form page
10. Your drawings and documents (full application) and other required documents have now been submitted for pre-screen review

CAD Drawing files supported are: .DWG, .DGN, .DWF, .PDF

| | |
|---------------------|--|
| Login: | hosmer1340@gmail.com |
| Temporary Password: | D2920929 |
| Project: | Big Project Plans Inc |
| Invited by: | Bob Hosmer |
| Project Owner: | Bob Hosmer |
| Owner's Email: | BHosmer@springfieldmo.gov |

[Login to ProjectDox](#)

Contact the Pre-screen Coordinator if you have questions regarding this project. Please do not reply to this email.

UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-New Users

1. After you have clicked the link from your e-plan review invitation, you will be directed to the e-plans login screen. Prior to logging in, you will want to install the necessary "ProjectDox" components to enable e-plans to run correctly.



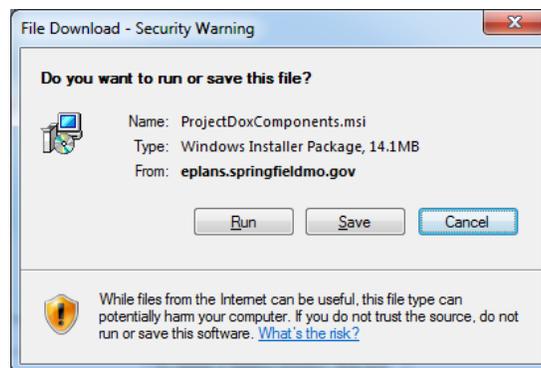
Please Note: If your computer uses Windows Vista, Windows 7, or Internet Explorer 8 you may need follow additional steps. Navigate to this link for a document with additional instructions:
<http://www.springfieldmo.gov/developer/>



UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-New Users Continued

2. When prompted by the File Download dialog box, click Run



3. When prompted by the Internet Security Warning, click Run



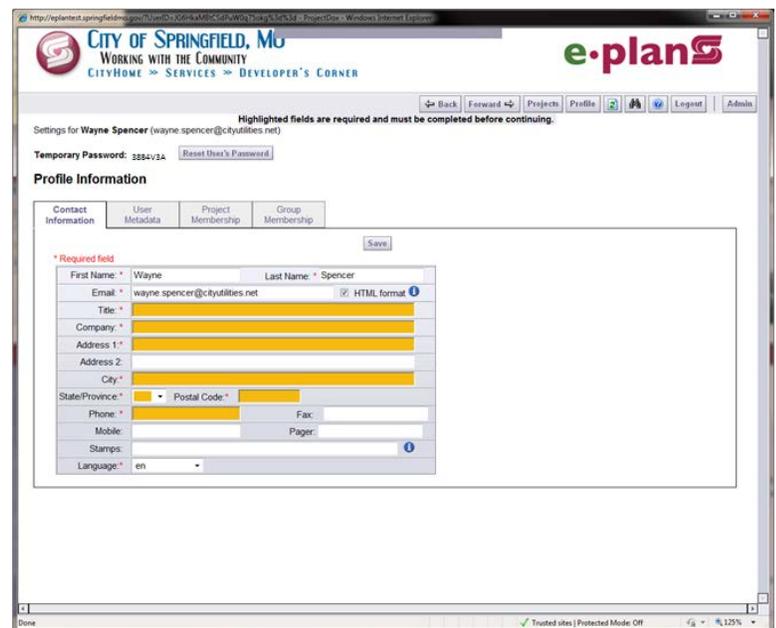
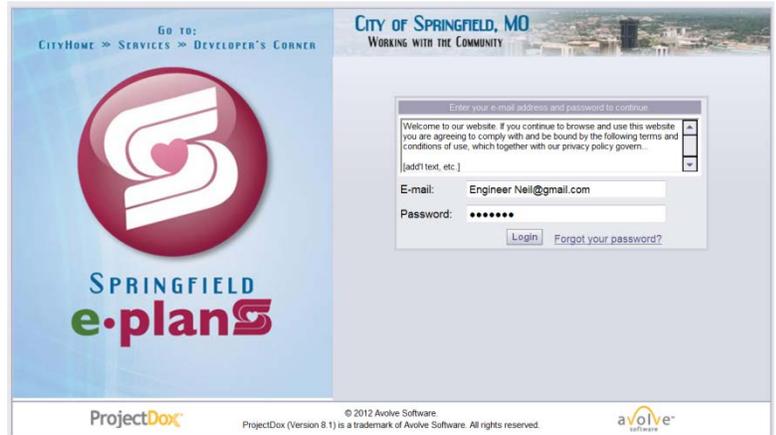


UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-New Users Continued

4. You will return to the login screen. Type in your user name (email address) and temporary password given to you in the e-plans Review invitation.
5. At this time, you will be prompted to fill in information for your profile as a plan contact. Fill in all of the applicable data, including a new password and save your profile.

*When choosing a password, it will need to follow the below standards:
 Must contain special characters
 Must contain at least one digit and one alphabetic character
 Must be between 8 and 10 characters





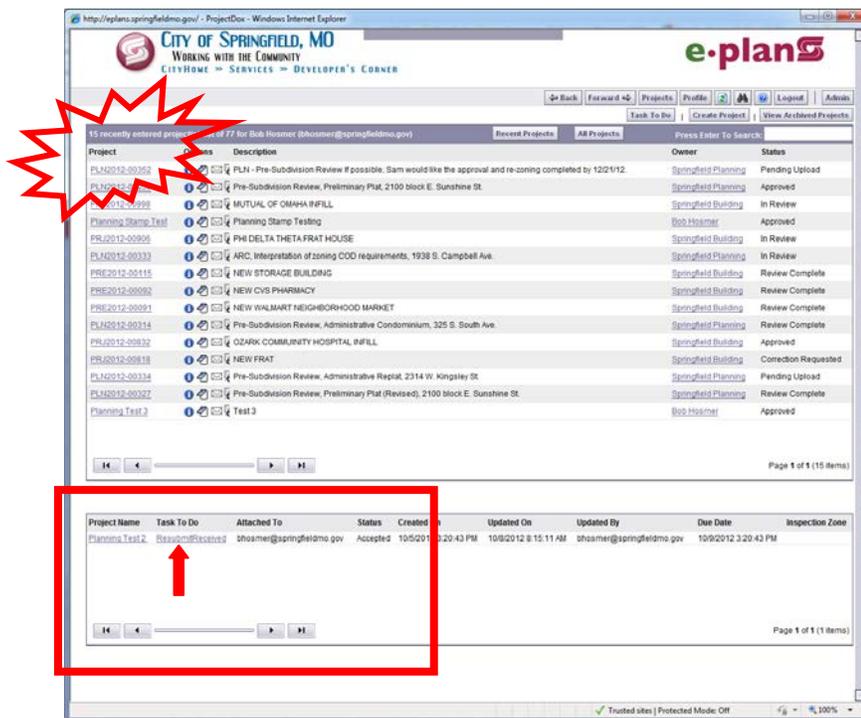
UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-Existing Users

If you are a returning user, login to e-plans with your email address and password. If you have forgotten your password, click the "Forgot Your Password" link and it will be emailed to you.

Upload Your Files

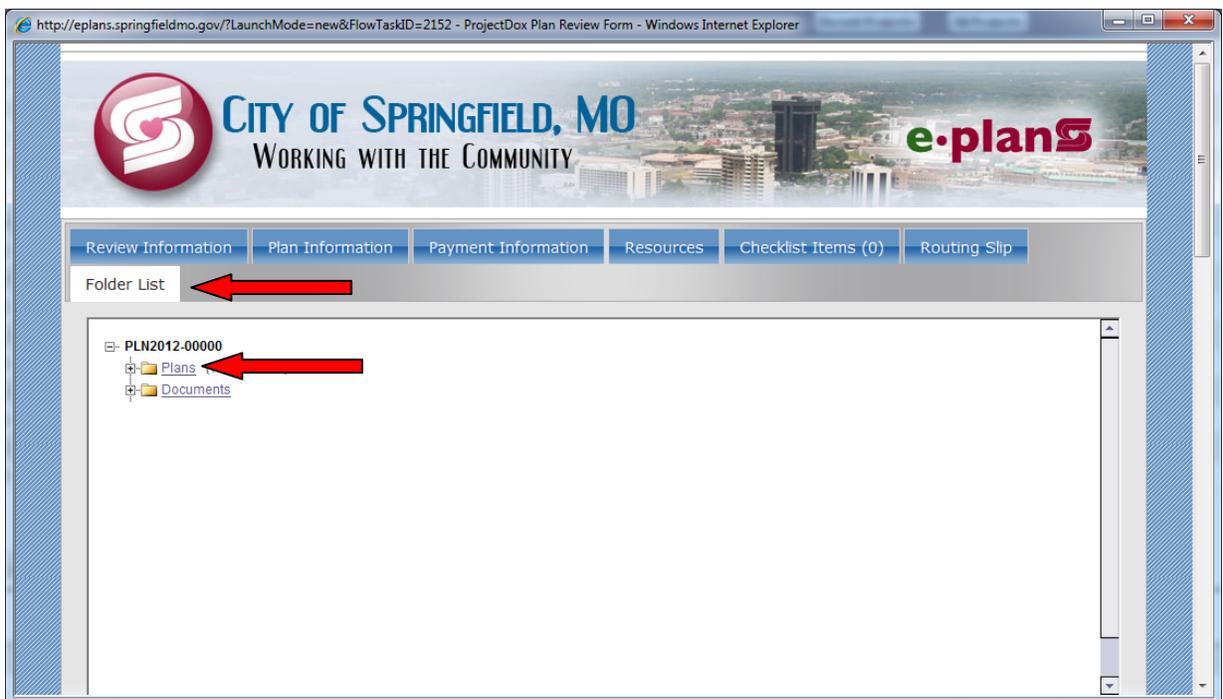
1. When you have logged into e-plans, the projects screen will display. Any projects for which you have access will display in this list. Any projects that require further action after the initial uploading of plans are displayed in the "Task to Do" list area below the project list. Select the "ApplicantUpload" task under the "Task to Do" that corresponds to the plans you will be uploading. Projects are listed in order by application number (i. e. PLN2012-00000)



UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

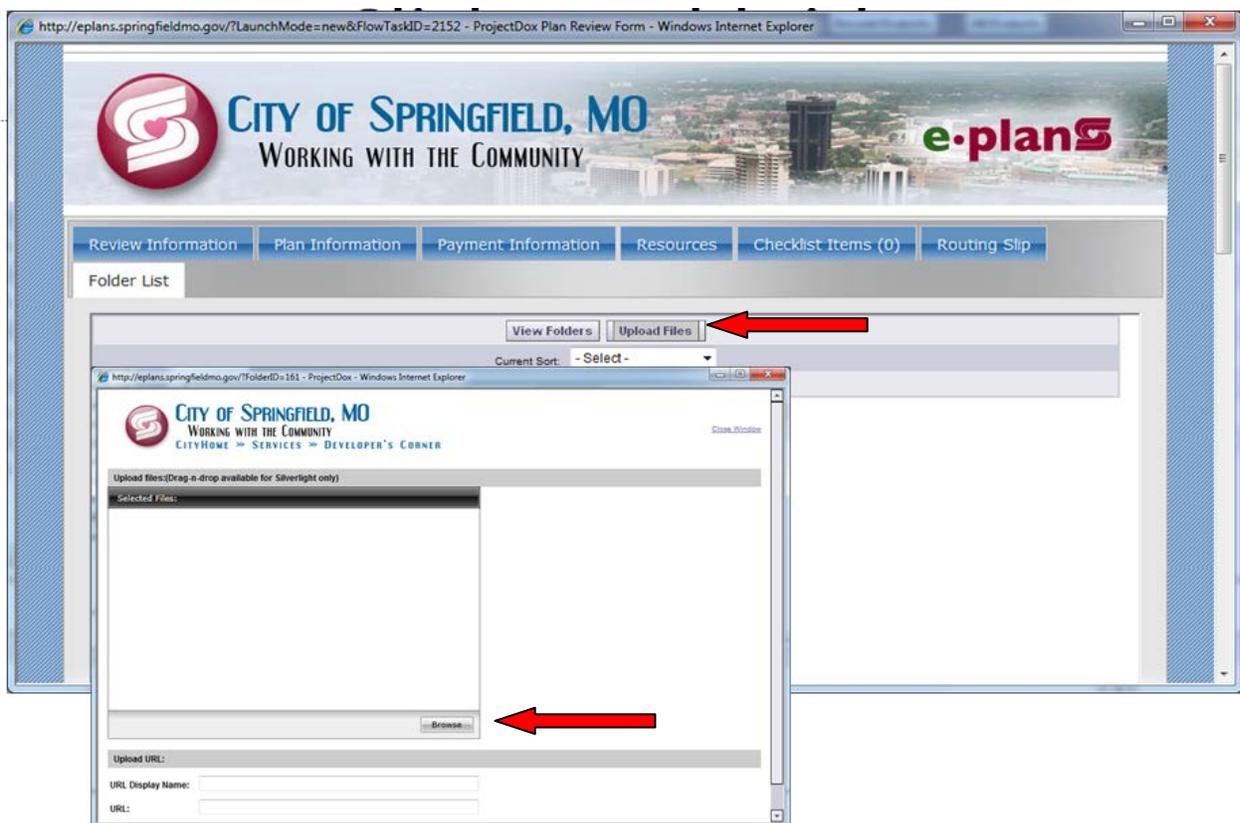
2. This will open your projects E-Form. Click the blue "Folder List" tab and then click on the "Plans" folder to upload your plan drawings or the "Documents" folder to upload project documents or application. Be sure to only upload the correct files to the corresponding folders (i.e., site plans to the Plans folder, written documents to the Documents folder). Files can only be uploaded to one folder at a time.



UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

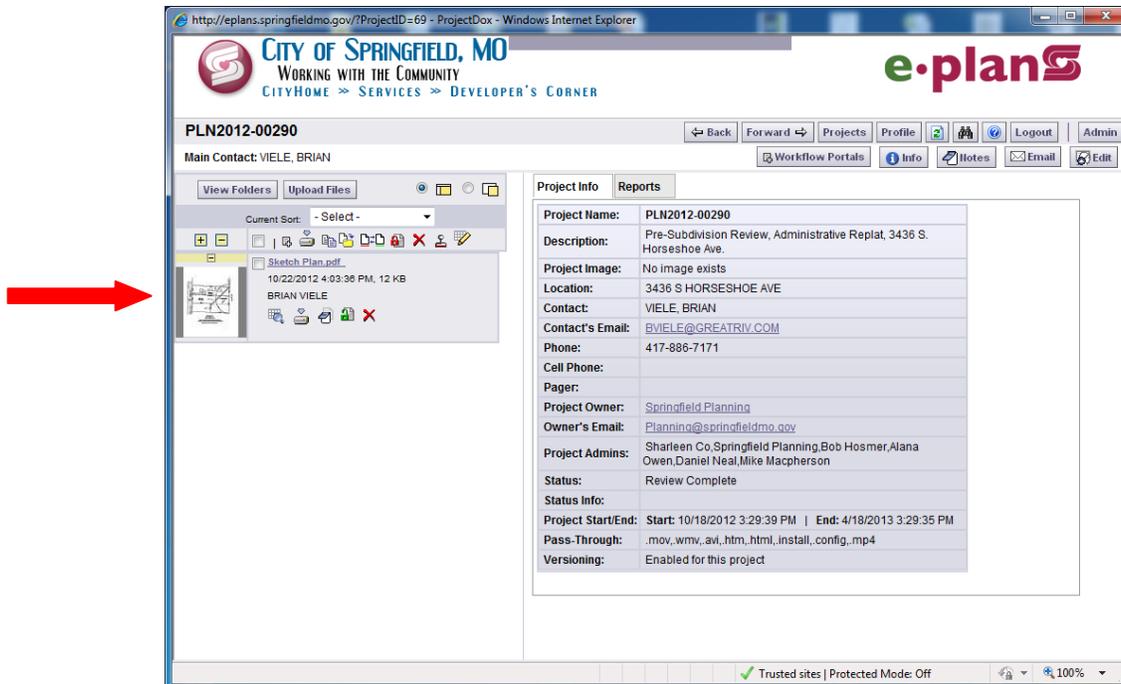
3. Click on the "Upload Files" button and then click on the "Browse" button to locate your files to be uploaded from your computer. Follow the prompts for uploading your plans and documents. Upload each plan drawing sheet as an individual file in landscape and all documents as multiple page files in portrait.



UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

- Once the files are uploaded to the folder(s), the folder list is replaced by thumbnail images of each file contained in the folder. Under each thumbnail the file name, author, date, and any relevant icons will display. You will also notice that in your folders display, it will indicate how many files are in each folder.





UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

5. At the bottom of the E-form select the "Upload Complete" button.

The screenshot shows a web browser window displaying the 'ProjectDox Plan Review Form'. The page has a navigation bar with tabs: 'Review Information', 'Plan Information', 'Payment Information', 'Resources', 'Routing Slip', and 'Folder List'. The 'Plan Information' tab is active. The form contains the following fields:

- Review Coordinator: Bob Hosmer (bhosmer@springfieldmo.gov)
- Review Cycle: 1
- Workflow/Activity Name: SpringfieldPlanningWorkflow / ApplicantUpload
- Activity Instructions: Please complete this activity when you have successfully uploaded all required plans/documents.
- Current User Logon: Bob Hosmer (bhosmer@springfieldmo.gov)
- Due Date: 12-Dec-2012

Below the form is a section titled 'REVIEWER ATTACHMENTS' with a 'Browse...' button and an 'Attach Files' button. A message states: 'Uploaded file attachments may not be immediately available while being processed by ePlan.' At the bottom of this section, there is an 'Upload Complete' button and a 'Close' button. A red arrow points to the 'Upload Complete' button. At the very bottom of the page, there is an 'Email:' field and a 'Go' button.

Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to the Plan Review Coordinator to start Prescreening to determine if submittal requirements have been met.

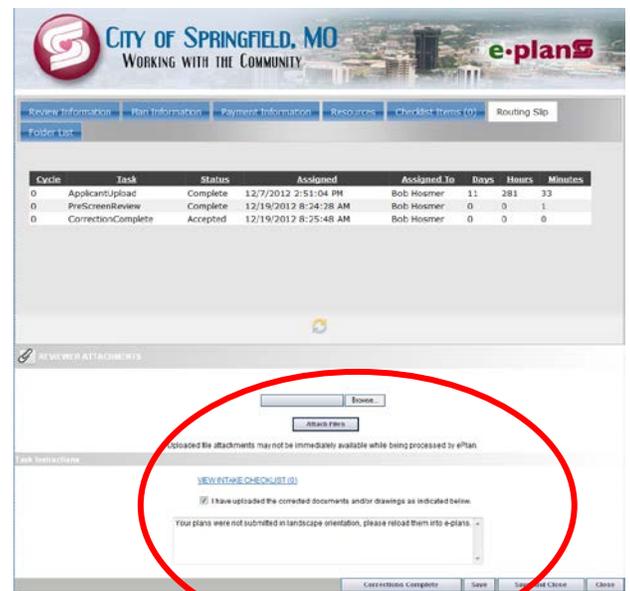


PRESCREENING

Prescreen Review Rejected

If your submittal was not complete or did not meet the minimum submittal requirements, you will receive an email notification that the Pre-screening has been rejected.

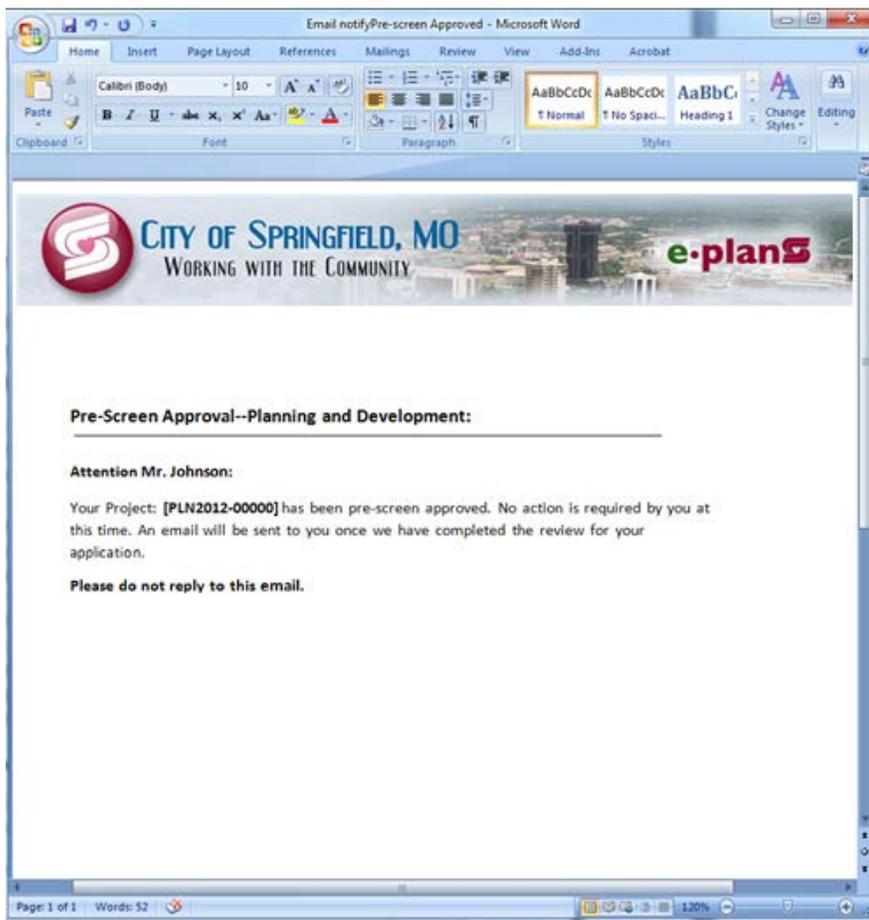
1. Click the "Project Access" link in your email notification to access the project.
2. After logging in, you will notice on your Projects page that your project is in a status of "Correction Complete" and that you have a task in the My "Tasks to Do" List.
3. Select "Correction Complete" under the My "Tasks to Do" List to open the E-Form.
4. Follow the directions in the E-form text box
5. After you have made the necessary plan corrections and uploaded the revised or additional drawings or documents as requested.
 - a. Note: If you are uploading corrections to a file you've uploaded previously, be sure to keep the same file name and orientation (landscape or portrait) as originally uploaded.
6. After you have uploaded your corrected/additional files, go to the bottom of the page and check the box "I have uploaded the corrected documents and/or drawings as indicated below" and then select the "Correction Complete" button.
 - a. Note: The "Save" and "Save and Close" button should only be used if you are not finished with making requested corrections.
7. Check your "Task to Do" list. There should be **no** task for you to complete.



PRESCREENING

Prescreen Review Approved

1. If your submittal is accepted, you will receive an email notification that Prescreening has been approved. At this time, your project will be in the queue for review by a designated planner. No action is required.



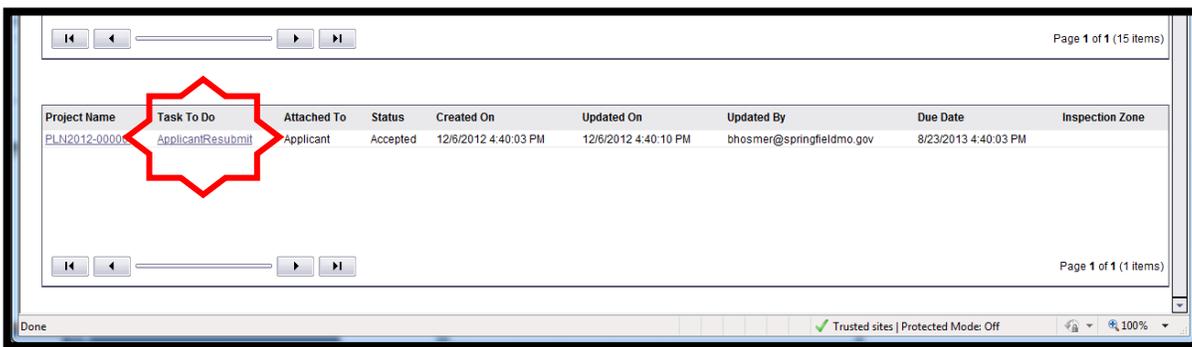
RESUBMITTALS AND REVISIONS

Upload Corrections

Review Requested Corrections

If corrections or revisions are requested for your plans or documents, follow the steps below:

1. You will receive an email notification from the planner requesting corrected/revise documents.
2. Click the "Project Access" link in your email notification to access the corrections requested in e-plans.
3. Login to e-plans. You will be automatically directed to the corresponding project.
4. Select the "Applicant Resubmit" task under the "Tasks to Do" List. This will bring up the "Applicant Resubmit" E-Form. Review the E-Form.

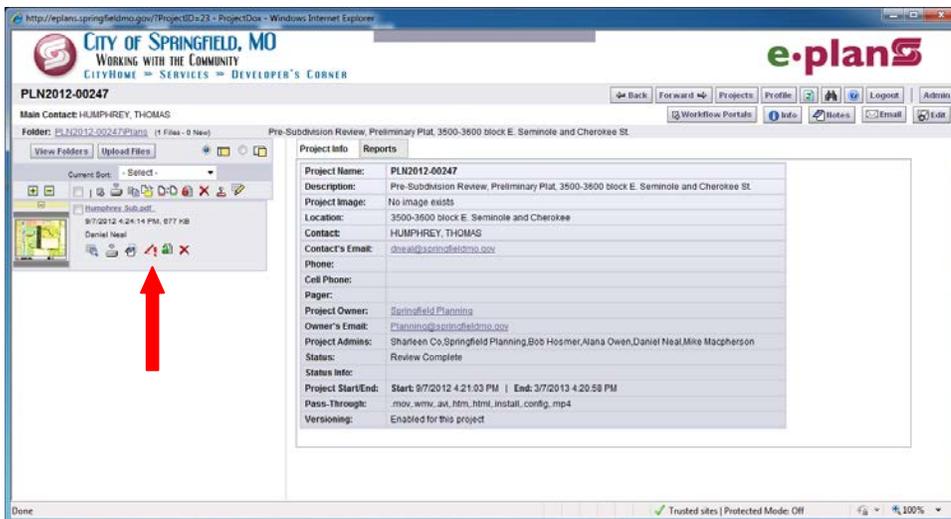


5. Open the appropriate folders (Plans or Documents, etc) to review your plan mark-ups.

RESUBMITTALS AND REVISIONS

Upload Corrections

6. Notice the plan sheets that have been marked-up now have a red mark-up icon next to them



7. Select the **red mark-up icon**, this will prompt a Mark-Up pop-up window.

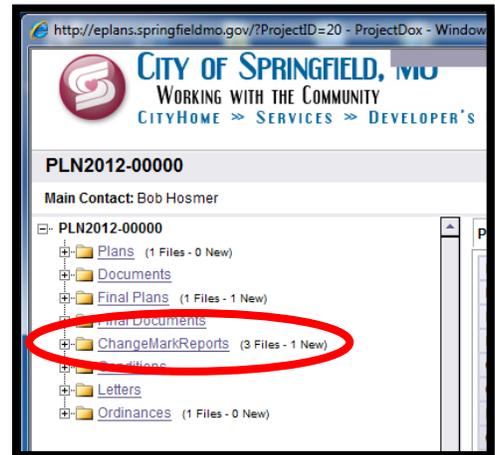
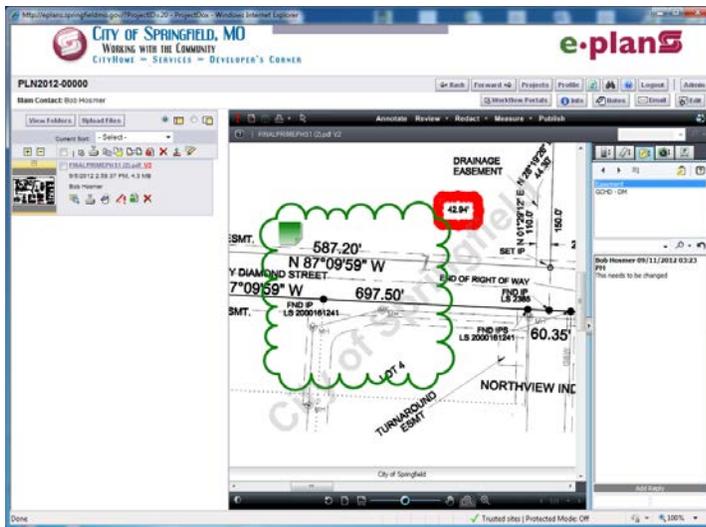


8. Check the "View" box (s) of each reviewer and select the "View" button at the bottom.

RESUBMITTALS AND REVISIONS

Upload Corrections

9. You can view specific "ChangeMarks" comments on the plans by clicking on the comments from each reviewer on the right-hand side of the view screen.

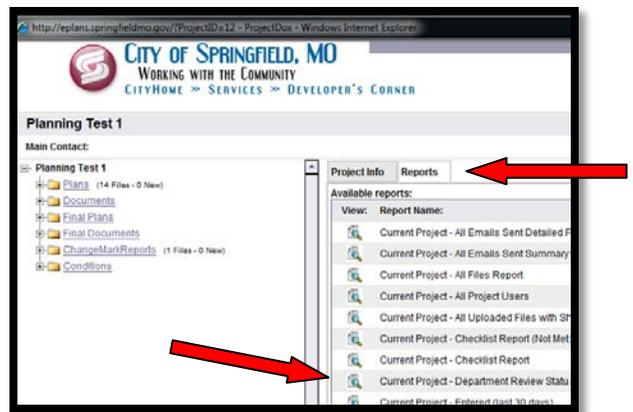


10. You can also review comments in the "ChangeMark Reports" folder as well as in the "Report" tab for Department Review Status Comments.

11. After you have made the necessary corrections to your plans and documents, re-upload them just as explained in the Prescreening process in the same format and name as before.

12. Once the revisions are uploaded and everything is addressed, **check the two boxes** at the bottom of the E-form and select the "Complete" button. Note: The Save and Close button should only be used if you are **not** ready to submit your corrections.

13. Check your "Task to Do" list. There should be **no** task for you to complete.





RESUBMITTALS AND REVISIONS

Upload Corrections

The screenshot shows the 'Review Information' tab in the e-plans system. It displays details for a review cycle, including the coordinator (Bob Hosmer), the review cycle number (2), and the workflow name (SpringfieldPlanningWorkflow / ApplicantResubmit). Below this, there is a 'CHANGE MARKS' section with a table listing items that need to be changed. The table has columns for File, Cycle, Department, File Name, Markup, Summary, Description, and Resolved. One item is listed: 'FINALPRIMEPHS1 (2).pdf' in the 'Planning' department, with a description 'Easement' and a note 'This needs to be changed'. At the bottom, there is a 'DEPARTMENT REVIEW' table showing the review status for cycle 2, reviewed by Bob Hosmer, with a status of 'DENIED' and a note 'This needs to be changed'.

The screenshot shows the 'Task Instructions' form. It contains two instructions, each with a checkbox and a red box containing a number:

- 1** I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- 2** I have uploaded the revised drawings into the "Plans" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

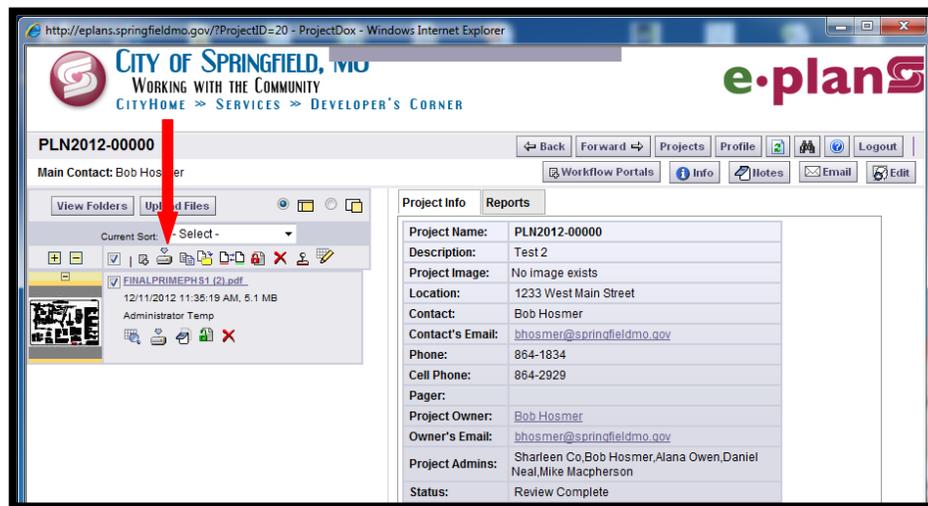
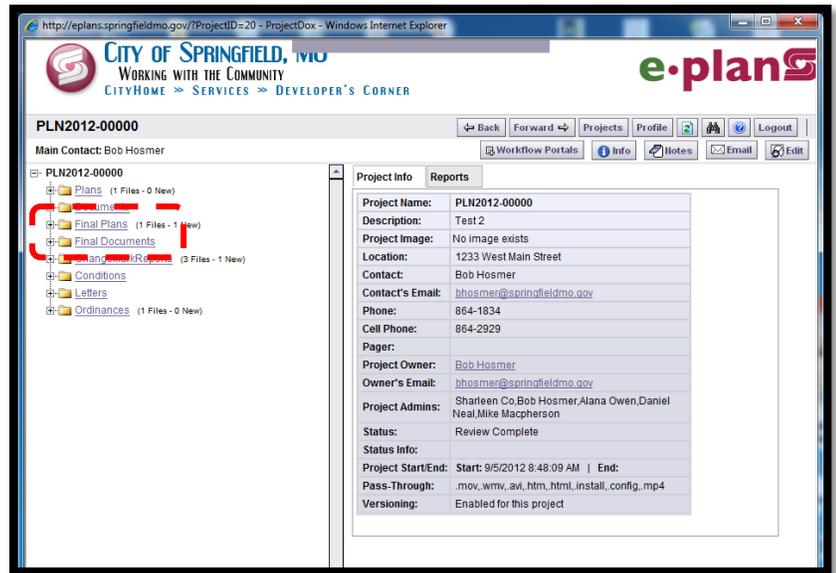
At the bottom right of the form, there is a red box containing the number **3** next to the 'Complete' button. Below the form, there is an 'Email:' field with a 'Go' button.



PLAN APPROVALS

Download and Printing of Approved Plans

1. Once your plans have been approved you will notice that you now have additional folders in your project: "Final Plans" and "Final Documents".
2. Click on the "Final Plans" folder. Above the thumbnails of your released plans, are several icons. Click the Download Files icon to download your final stamped Plans. Repeat this action in the "Final Documents" folder and others as applicable. Once downloaded, plans can be printed from your desktop.

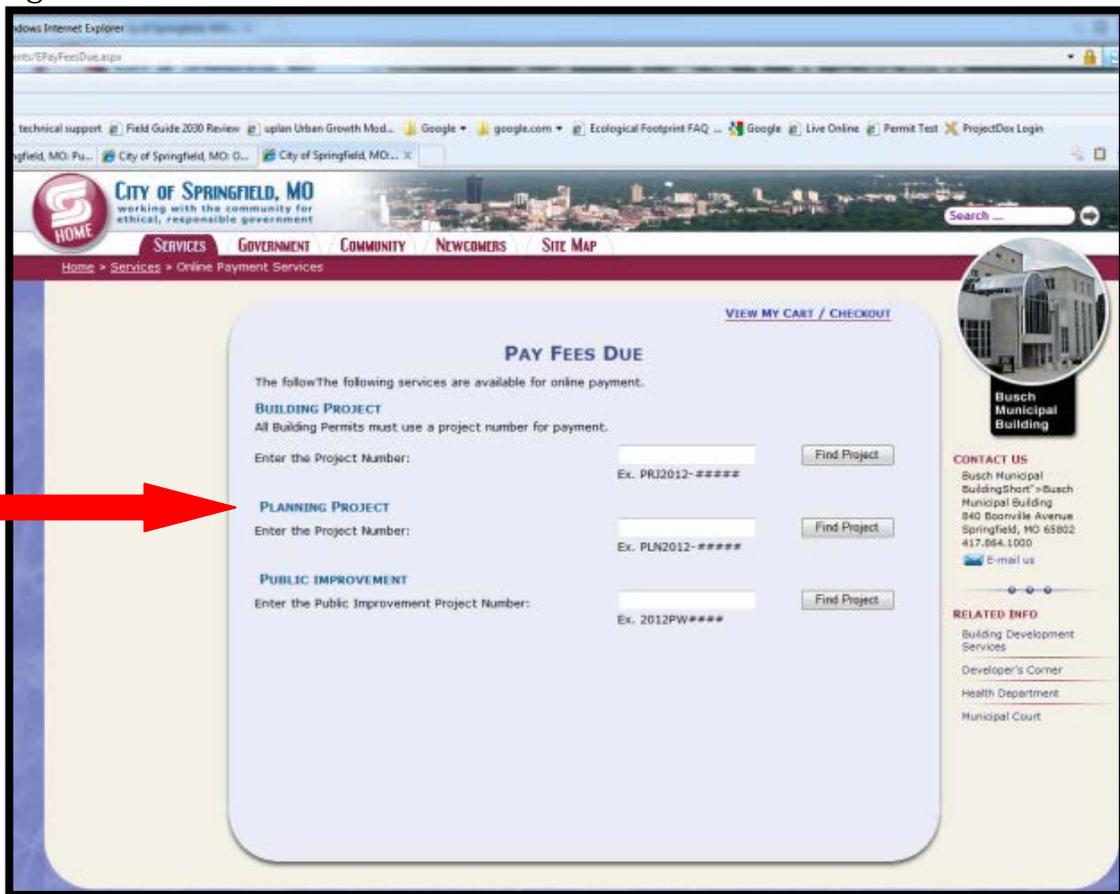


PLAN APPROVALS

Payment of Outstanding Fees

Before plans and documents can be approved, you will need to pay all outstanding fees (i.e. recording, postage, etc.) if applicable. This can be accomplished by;

1. Logging into the City's Webpage at <https://www.springfieldmo.gov/payments/EPayFeesDue.aspx> and type the PLN number (i.e. PLN2012-000250) in the planning project box, select find project and pay any outstanding fees.





PLAN APPROVALS

Download and Printing of Mylar for Final Plat Recording

After the plat has obtained approval, it will be automatically be moved to the "Final Plan" folder with an approval date stamp in the upper right hand corner of the plat. To finalize the process the following must be done:

1. Login to e-plans. You will see all projects available to you on the Projects page.
2. Select the project for which you have an approved plat.
3. Click on the "Final Plan" folder and click on the site plan.
4. Follow the previous instructions for downloading plans (Plats) from "Final Plans" folder
5. Once Final Plats are downloaded to your desktop they can be printed on mylars for signatures and seals.
6. All other documents, i.e. certificate of titles, subordination agreements or drainage easement, can now be downloaded for signatures, seals and re-submission.



USER ASSISTANCE AND CITY CONTACTS

Electronic Plan Review User Help

For all questions related to how to use the City of Springfield's e-plans system and the functionality of the Electronic Plan Review process;

for Planning contact:

Planning and Development Department

Phone: 417.864.1180.

Email: zoning@springfieldmo.gov

For all questions regarding building permit status, plan review requirements or general permit questions contact:

Building Development Services

Phone: 417.864.1056

Email: city@springfieldmo.gov

Check permit status online:

<http://www.springfieldmo.gov/webapps/permitstat/index.jsp>

For all questions regarding sanitary sewer permit status, contact:

Department of Environmental Services

Phone: 417-864-1921

Email: engineering@springfieldmo.gov

For all questions regarding Traffic, Engineering and Public Improvement status, contact:

Department of Public Works

Phone: 417-864-1900

Email: engineering@springfieldmo.gov

Email: streetsinfo@springfieldmo.gov