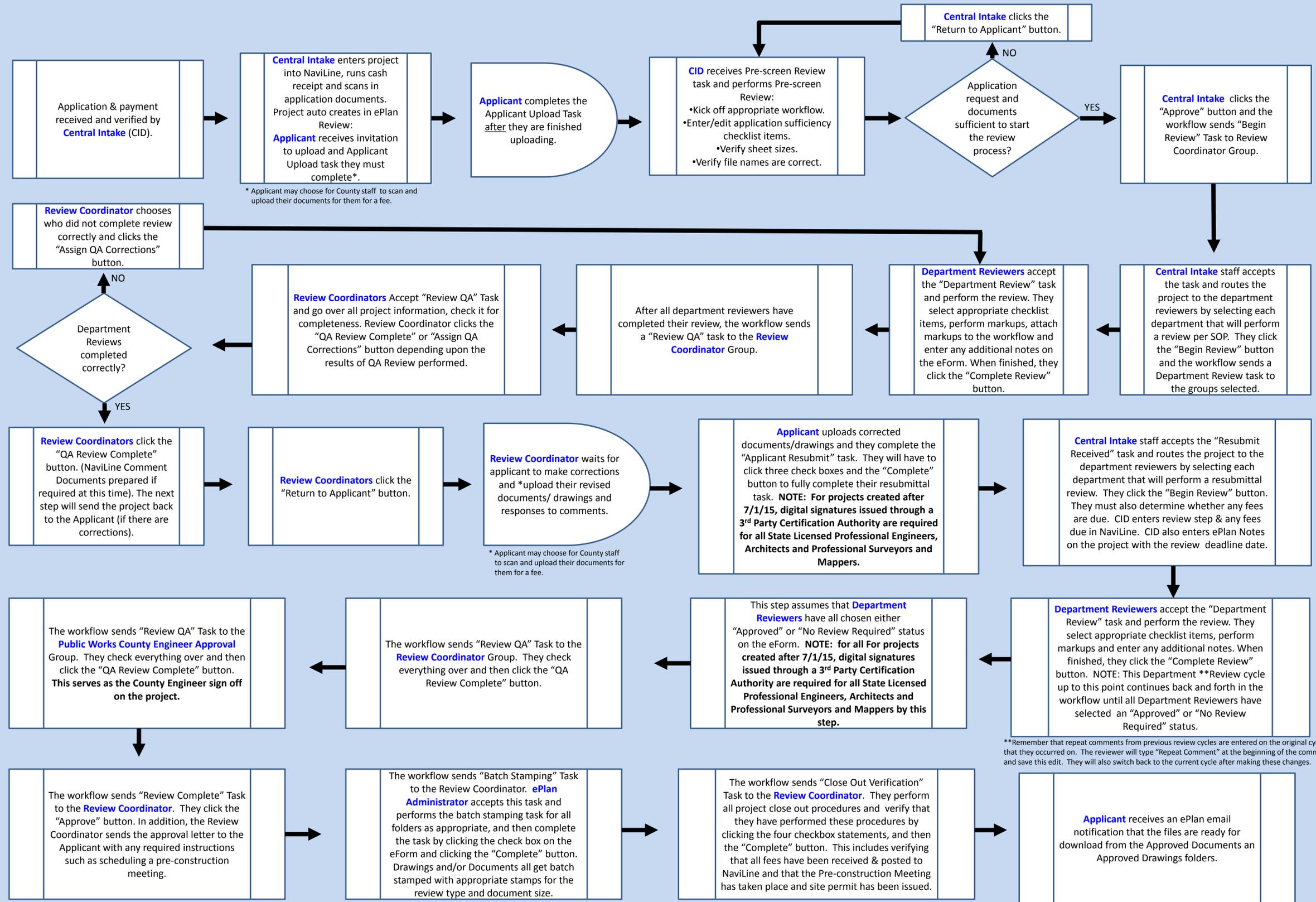


PLANNING & DEVELOPMENT ELECTRONIC PLAN REVIEW WORKFLOW



* Applicant may choose for County staff to scan and upload their documents for them for a fee.

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**Remember that repeat comments from previous review cycles are entered on the original cycle that they occurred on. The reviewer will type "Repeat Comment" at the beginning of the comment and save this edit. They will also switch back to the current cycle after making these changes.

NOTE: As long as Review Coordinators have not completed the Review QA task, they have an opportunity to make changes to the project by sending it back to themselves or another reviewer as needed. County Engineer approver can also send the project back to any reviewers if needed under his review / approval step.