



Conceptual Review (Pre – Application) Submittal Guidelines

If you haven't done so already, you will need to create an E – Permit Center account. Step by step instructions for creating an E – Permit Center Account are located on the Getting Started webpage.

- Log in to your E – Permit Center account.
- Click on Create an Application located in the Planning tile or click +New, located along the top and select Land Use Case.
- Read and accept the terms, click on Continue Application.
- Fill in the required permit information.
- When inputting the address, enter only the street number to search.
- Select the correct address from the search options.
- Scroll down within the options box and click Select.
- Click Continue Application

When you get to the Documents tab, you will be prompted to upload the electronic plans and supporting documents before your application is deemed complete. ***An incomplete submittal may cause delays in the application and review process or and may even result in your application being rejected.*** Please follow the submittal guidelines listed below:

Initial Submittal Documents

- All files shall be in PDF format
- Size
 - PDF files shall not exceed 100MB each and must be reduced to the smallest size available to provide quick access to the files.

Example: Within Acrobat 11 Pro, select “Save As Other” then “Optimized PDF”, settings “Mobile” with a “Make compatible with: **Acrobat 10.0 or later.**”

- If any file should exceed the 100MB maximum, please contact the Development Services Team at 720-523-6800 or email epermitcenter@adcogov.org for assistance **prior** to submittal or re-submittal.
- Bookmarks
 - Make sure to be in the “fit on full page to window view” prior to bookmark creation.
 - All plan sets, including soils reports and correspondence, should be uploaded as 1 file.



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- Individual pages do not need to be bookmarked; only the sections need to be bookmarked.
- Naming convention for bookmarks.

For initial submittals, see below

- 123 Main Street – PRE 1 – Development Application
 - 123 Main Street – PRE 1 – Legal Description
 - 123 Main Street – PRE 1 – Written explanation of the project
 - 123 Main Street – PRE 1 – Site Plan
 - 123 Main Street – PRE 1 – Certificate of Taxes Paid
 - 123 Main Street – PRE 1 – Owner Authorization
 - 123 Main Street – PRE 1 – Proof of water and sewer services
- Additional supporting documents shall be submitted as a single combined multipage, bookmarked file
 - Page Orientation/Scale
 - Plans shall be set to landscape view, oriented so that North is always at the top of the monitor
 - Document files may be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor
 - Plans shall be generated to scale (e.g. $\frac{1}{4}''=1'$, $\frac{1}{8}''=1'$ or 1:10)
 - Security
 - PDF files shall have permissions to allow Annotations, Form Fill and Signing or Stamping by County staff
 - Signatures
 - Plans prepared by Design Professionals shall contain an information block with name, license number, signature and contact information
 - Plans and documents prepared by Design Professionals may be signed electronically
 - When applicable, electronic signatures (including Adobe self-certified signatures) or an image containing the electronic stamp and wet signature **must be applied** to every sheet on the plans and, where appropriate, on associated documents. Documents that are not correctly signed/stamped will not be accepted.

Uploading Documents

- Click Add
- Click Select Files
- Browse for the applicable documents, select them and click Open
- When the file(s) complete the uploading process, click Continue
- Complete a short description of the document(s)
- Click Save
- When all documents have been uploaded and saved, click Continue Application
- Review all information and click Continue Application



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Fee Payment

- Review all fees and click Continue Application
- Choose your payment type, click Submit Payment
- The website will be redirected to the third party payment website
- Read through the Terms and Conditions and click Accept
- Review the Payer Information, enter the required Payment Option and click Continue
- Review the information and click Submit
- When the payment has processed, a receipt will be available to print for recordkeeping