



USING ELECTRONIC PLAN REVIEW WITH GOOGLE DRIVE FOR APPLICANTS

- 1) Meet with City planners in person
 - a. Submit filled out application (permitted use, conditional use, subdivision, etc)
 - i. Bring in digital plan sets. Plans need to be contained in a single *.pdf* file via jump drive, CD, or a device to connect to Google Drive.
 - b. Include an email address with the application. ****Use this email for google account.**
- 2) Setup a google account if you do not already possess one. If you have an account, skip to step 3.
 - a. Set up an account via this link: <https://accounts.google.com/SignUp?service=mail>
 - b. Google will allow you to convert any existing email address into a 'google account'.
 - c. In the account setup, type in the email that you included on the application in the box called 'your current email address'.
- 3) Staff will 'share' access to a Google Drive folder that will contain all plan submittals. 'File sharing' means that any file that staff places in the folder will be accessible to you. Only you and City staff will have access to this particular folder. (*see also step 8*)
 - a. The Google Drive folder will be shared with the email address provided with the application.
 - b. The owner of this email address will be the only person to upload files.
- 4) Staff will access the folder containing your plans and begin the plan review process.
- 5) If Staff approves your plans, then skip to step 10.
- 6) If Staff requires corrections to be made, then you will be emailed a link to the folder, "WEST VALLEY CITY PLAN REDLINES" that contains the redlines to your plans. This folder will be 'view only' type file sharing. You will be able to view and download files but not upload to the folder. Most recent redlines will have the most recent date of when the review was completed by City staff.
- 7) Redlines files will carry the following naming convention:
 - a. *'ZS20150099 Any Subdivision (JAN31 2015)_PW.pdf'*
 - b. **** City departments include: PW = Public Works, PZ = Planning and Zoning, Fire**

<i>FILE NAME (example):</i>	ZS20150099	Any Subdivision	JAN31 2015	_PW
<i>DESCRIPTION:</i>	Application #	Application Name	Date (MMMDD YYYY)	_City department

- 8) A link to the Google Drive folder called "WEST VALLEY CITY PLAN SUBMITTALS" will also be emailed to you. The purpose of the submittal folder is for the applicant to upload corrections. *This is the same folder discussed in step 3.*
 - a. **** "WEST VALLEY CITY PLAN SUBMITTALS" folder will be utilized throughout the review process for all subsequent file submittals.**
 - b. Your submittals need to be uploaded as a single *.pdf* file only.
 - c. **** Please do not alter/delete the file or folder names of prior redlines or submittals.**
- 9) Your uploaded submittals will carry the same naming convention as redlines (see table in item 7) except '_City Department' will not be included: *'ZS20150099 Any Subdivision (FEB07 2015).pdf'*
- 10) Once the plans have been approved, Staff will send a link to the approved plan set which will carry City stamped approval along with other necessary comments embedded in the document.