ADMINISTRATIVE APPROVALS (AA):

New Administrative Approval (AA) application submittals can be provided via e-mailed PDFs (or digital Dropbox). The digital submittal packet information needs to be orientated in a legible manner and should be broken out into separate logical PDFs (i.e. Application, Cover Letter, Plan, Letter of Authorization, Deed, etc.).

New AA submittals should be emailed to Nancy Wood (nwood@ircgov.com) and Stephanie Smith (stsmith@ircgov.com), copying Maria Bowdren (mbowdren@ircgov.com), and Ryan Sweeney (rsweeney@ircgov.com).

The subject line shall state "NEW AA for (note project name)" and the body of the email should indicate how payment is being made (i.e. check mailed, check dropped off in lobby, credit card authorization faxed, etc.). Firms should note that staff may request 5 full-sized (24" X 36") plan sets for final stamping and approval, if necessary, if plan sets are not clear and legible when printed at 11" x 17" (or smaller) format.

If you choose to submit as hard copy, staff also requires a digital copy of all submittal items for routing purposes.

ADMINISTRATIVE APPROVAL RESUBMITTALS (AA):

AA resubmittals can be provided via e-mail (or digital Dropbox). However, you should note that staff may request 5 full-sized (24" X 36") plan sets for final stamping and approval, if necessary, if plan sets are not clear and legible when printed at 11" x 17" (or smaller) format.

The digital submittal packet information needs to be orientated in a legible manner and should be broken out into separate logical PDFs (i.e. Response Letter, Revised Plan, etc.). Electronic resubmittals should be emailed to Maria Bowdren (mbowdren@ircgov.com) copying the appropriate project Planner (srodriguez@ircgov.com; mvreeland@ircgov.com; or jstoll@ircgov.com), and Ryan Sweeney (rsweeney@ircgov.com).

The subject line shall state "RESUBMITTAL AA for (note AA#, Project Name, AA Application request/all of this information is on the attached letter).

If you chose to resubmit a hardcopy packet at this time, note you are also required to provide a digital copy either by email or on a disc.

PRE-APPLICATIONS:
(This includes all application types: Site Plan, AOE, Preliminary Plat, PD, etc.)
New Pre-application submittals are to be submitted via e-mailed PDFs or an emailed digital Dropbox link. The digital submittal packet information needs to be orientated in a legible manner and should be broken out into separate logical PDFs [Application, Proposed Plan, etc.]

New Pre-application submittals should be emailed to Nancy Wood (nwood@ircgov.com) and Stephanie Smith (stsmith@ircgov.com), copying Maria Bowdren (mbowdren@ircgov.com), and Ryan Sweeney (rsweeney@ircgov.com). The subject line shall state "NEW PRE-APP Submittal for (note project name).

If for a subdivision pre-app that requires a fee, the email shall state when payment was mailed, dropped off, or credit card authorization faxed. Submittal CAN NOT be scheduled until payment received so take that into account for submittal deadlines.

Hard copies are not required.

TRC SUBMITTALS:
(This includes all application types: Site Plan, AOE, Preliminary Plat, PD, etc.)
For TRC submittals, the project engineer/applicant will need to provide a full hard copy packet containing all items as noted on the appropriate application checklist. The packet should also include a CD with **all** submittal packet items or an email containing a Dropbox link that contains **all** submittal packet items shall be sent to Maria Bowdren (mbowdren@ircgov.com), copying the appropriate project Planner (srodriguez@ircgov.com; mvreeland@ircgov.com; or jstoll@ircgov.com), and Ryan Sweeney (rsweeney@ircgov.com). The digital submittal packet information needs to be orientated in a legible manner and should be broken out into separate logical PDFs (i.e. Application, Response Letter, Survey, Civil Plans, Architecturals, stormwater report, etc.)

The subject line of the email shall state "TRC Submittal for (note project name)" and shall advise when the full hard copy packet information (including fees) was mailed or dropped off in the lobby or on the table just inside the community development door. Until such time as staff has received the complete full hard copy packet and CD/Dropbox link will any submittal be processed. When submitting items that have a submittal deadline, applicants should take into account the need for a staff completeness review to determine if an item will make a specific meeting agenda.

RE-TRC SUBMITTAL:
Due to the significance of the discrepancies, the response and resubmittal materials will be reconsidered at a subsequent TRC meeting.

For RE-TRC submittals, the project engineering/applicant will need to provide the full hard copy packet (you will refer to the resub form attached to your comment letter for number of plan sets required) and also include a CD with **all** submittal packet items <u>or</u> send an email containing a Dropbox link that contains **all** submittal packet items. The digital submittal packet information needs to be orientated in a legible manner and should be broken out into separate logical PDFs (i.e. Response Letter, Resub Form, Revised Civil Plans, Revised Survey(s), Revised Architecturals, etc.)

The emailed dropbox link shall be sent to Maria Bowdren (mbowdren@ircgov.com), copying the appropriate project Planner (srodriguez@ircgov.com; mvreeland@ircgov.com; or jstoll@ircgov.com), and Ryan Sweeney (rsweeney@ircgov.com).

That email shall advise when the full hard copy packet information was mailed or dropped off in the lobby or on the table just inside the community development door. Until such time as staff has received the complete full hard copy packet and CD/Dropbox link will any submittal be processed. When submitting items that have a submittal deadline, applicants should take into account the need for a staff completeness review to determine if an item will make a specific meeting agenda.

TRC RESUBMITTALS:
For TRC resubmittals, the project engineer/applicant will need to provide the full hard copy packet (you will refer to the resub form attached to your comment letter for number of plan sets required) and also include a CD with **all** submittal packet items <u>or</u> send an email containing a Dropbox link that contains **all** submittal packet items. The digital submittal packet information needs to be orientated in a legible manner and should be broken out into separate logical PDFs (i.e. Response Letter, Resub Form, Revised Civil Plans, Revised Architecturals, etc.)

The subject line of the email shall state "TRC Resubmittal for (note project name)" and shall be emailed to Maria Bowdren (mbowdren@ircgov.com), copying the appropriate project Planner (srodriguez@ircgov.com; mvreeland@ircgov.com; or jstoll@ircgov.com), and Ryan Sweeney (rsweeney@ircgov.com).

That email shall advise when the full hard copy packet information was mailed or dropped off in the lobby or on the table just inside the community development door. Until such time as staff has received the complete full hard copy packet and CD/Dropbox link will any submittal be processed.

TEMPORARY USE PERMITS (TUP):
New Temporary Use Permit (TUP) application submittals can be provided via e-mailed PDFs (or digital Dropbox). The digital submittal packet information needs to be orientated in a legible manner and should be broken out into separate logical PDFs [Application, Proposed plan, Letter of Authorization (if required), etc.]

New TUP submittals should be emailed to Nancy Wood (nwood@ircgov.com) and Stephanie Smith (stsmith@ircgov.com), copying Maria Bowdren (mbowdren@ircgov.com), and Ryan Sweeney (rsweeney@ircgov.com).

The subject line shall state "NEW TUP Submittal for (note project name)" and the body of the email should indicate how payment is being made (i.e. check mailed, check dropped off in lobby, credit card authorization faxed, etc.).

If you choose to submit as hard copy, staff also requires a digital copy of all submittal items for routing purposes

DIGITAL/DROPBOX LINKS

1. When labeling your items on Disc or in Dropbox Link **DO NOT** note the project name, simply label items as: Application, Response Letter, Civil Plan, Architect Plan, Landscape Plan, Aerial, Stormwater Report, etc.

2. All digital plan sets need to be combined as one set and not broken out into individual sheets. Engineer firm/applicant need to coordinate with surveyor's, architect firms, and landscape designers and make them aware of this requirement.

3. Do not create folders within your dropbox link, just provide individual combined PDFs.

HARD COPY PLANS: All hard copy plans are to be combined as complete plan sets and are to be quarter folded (**NOT rolled**)