



Planning ePlan Applicant User Guide

SEMINOLE COUNTY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING AND DEVELOPMENT DIVISION



PLANNING & DEVELOPMENT EPLAN APPLICANT USER GUIDE

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INTRODUCTION TO EPLAN

Electronic Plan Review (ePlan), is a web-based solution that allows plans for development projects to be submitted and reviewed electronically, replacing the traditional paper-based method. EPlan will improve the plan review cycle, reduce costs associated with obtaining building permits and development approvals as well as support green initiatives.

This manual provides documentation on the steps involved in the ePlan process. It has been prepared as a general reference guide and is not designed to present every detail or situation on every element of the process. There are text descriptions and screen images of the step-by-step tasks necessary to complete a submittal and review using ePlan.

If at any time in the process you have questions or concerns, please do not hesitate to contact us.

Planning & Development Division
PlanDesk@SeminoleCountyFL.gov
(407) 665-7371

FIRST TIME EPLAN SETUP

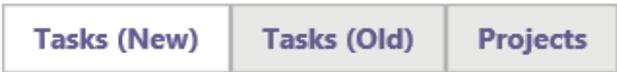
Before using ePlan for the first time or the first time on a new device please visit the link provided below to setup your device to use ePlan effectively.

<http://www.seminolecountyfl.gov/departments-services/development-services/eplan-first-time-setup.stml>

FEATURES

HOMEPAGE/DASHBOARD

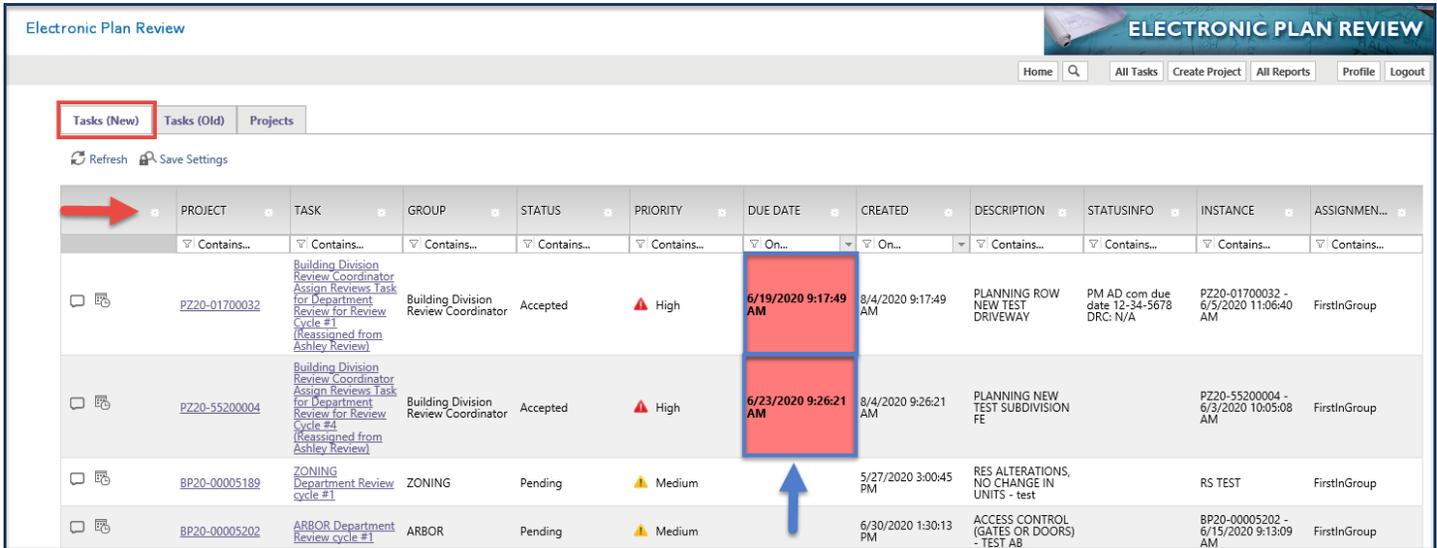
The ePlan homepage contains three tabs to view the projects that your user is associated with. The three tabs are Tasks (New), Tasks (Old), and Projects, as shown below.



TASKS (NEW)

Projects listed under this tab were created **after September 28, 2020**, under the new 9.1 workflow. These projects will have different task names and functionality than the tasks that were previously used on projects listed under the Tasks (Old) tab. You may reduce the number of columns, move columns in a different order and sort columns. Any overdue tasks will immediately be placed at the top of the list and turn red, as shown with the blue arrow in the example below.

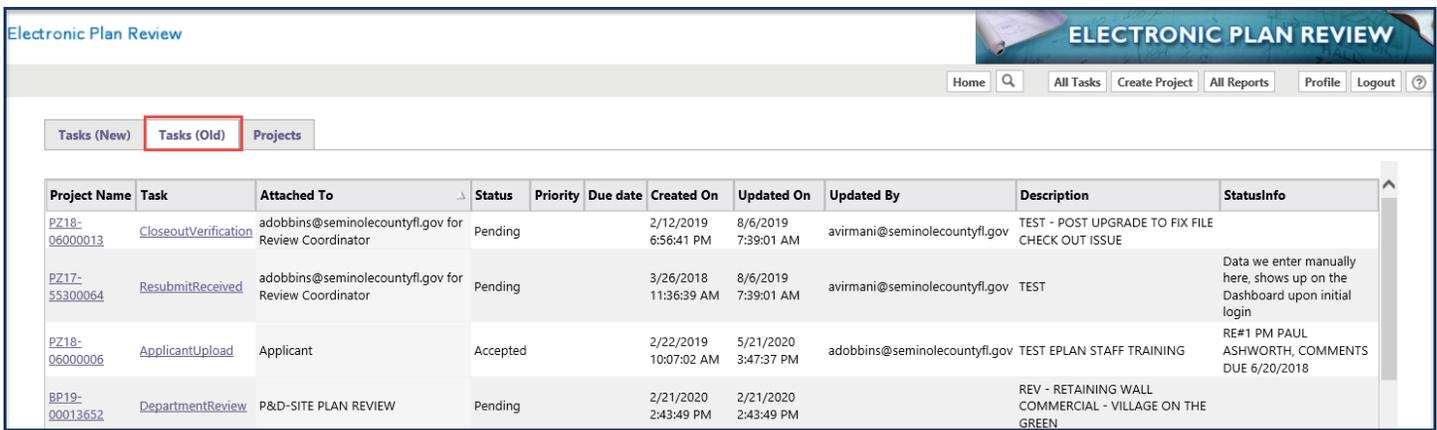
 **TIP:** Save column order (see the red arrow in example below): Project, Task, Group, Status, Priority, Due Date, Created, Description, Status Info, Instance, and Assignment.



PROJECT	TASK	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	STATUSINFO	INSTANCE	ASSIGNMEN...
PZ20-01700032	Building Division Review Coordinator Assign Reviews Task for Department Review for Review Cycle #1 (Reassigned from Ashley Review)	Building Division Review Coordinator	Accepted	High	6/19/2020 9:17:49 AM	8/4/2020 9:17:49 AM	PLANNING ROW NEW TEST DRIVEWAY	PM AD com due date 12-34-5678 DRC: N/A	PZ20-01700032 - 6/3/2020 11:06:40 AM	FirstinGroup
PZ20-55200004	Building Division Review Coordinator Assign Reviews Task for Department Review for Review Cycle #4 (Reassigned from Ashley Review)	Building Division Review Coordinator	Accepted	High	6/23/2020 9:26:21 AM	8/4/2020 9:26:21 AM	PLANNING NEW TEST SUBDIVISION FE		PZ20-55200004 - 6/3/2020 10:05:08 AM	FirstinGroup
BP20-00005189	ZONING Department Review cycle #1	ZONING	Pending	Medium		5/27/2020 3:00:45 PM	RES ALTERATIONS, NO CHANGE IN UNITS - test		RS TEST	FirstinGroup
BP20-00005202	ARBOR Department Review cycle #1	ARBOR	Pending	Medium		6/30/2020 1:30:13 PM	ACCESS CONTROL (GATES OR DOORS) - TEST AB		BP20-00005202 - 6/15/2020 9:13:09 AM	FirstinGroup

TASKS (OLD)

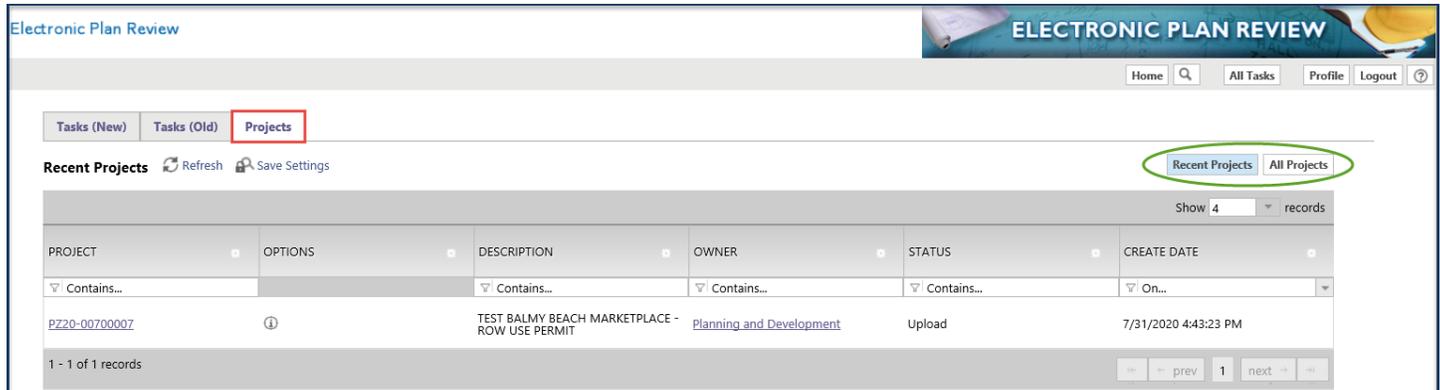
Projects listed under this tab were created **before September 28, 2020** and are still in the review process. These projects are still processed under the original workflow, therefore, the task names and functionality will not match the new projects listed under the Tasks (New) tab. You are not able to change the order of the columns in this tab. You are able to sort the columns by ascending order by clicking the column header once. To sort descending, click the column header twice.



Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Description	StatusInfo
PZ18-06000013	CloseoutVerification	adobbins@seminolecountyfl.gov for Review Coordinator	Pending			2/12/2019 6:56:41 PM	8/6/2019 7:39:01 AM	avirmani@seminolecountyfl.gov	TEST - POST UPGRADE TO FIX FILE CHECK OUT ISSUE	
PZ17-55300064	ResubmitReceived	adobbins@seminolecountyfl.gov for Review Coordinator	Pending			3/26/2018 11:36:39 AM	8/6/2019 7:39:01 AM	avirmani@seminolecountyfl.gov	TEST	Data we enter manually here, shows up on the Dashboard upon initial login
PZ18-06000006	ApplicantUpload	Applicant	Accepted			2/22/2019 10:07:02 AM	5/21/2020 3:47:37 PM	adobbins@seminolecountyfl.gov	TEST EPLAN STAFF TRAINING	RE#1 PM PAUL ASHWORTH, COMMENTS DUE 6/20/2018
BP19-00013652	DepartmentReview	P&D-SITE PLAN REVIEW	Pending			2/21/2020 2:43:49 PM	2/21/2020 2:43:49 PM		REV - RETAINING WALL COMMERCIAL - VILLAGE ON THE GREEN	

PROJECTS

This tab has sub buttons on the right named Recent Projects and All Projects. Recent Projects will show you the projects that you have recently visited. All Projects shows all of the projects your user name was assigned to, no matter if it was an old or new project. Under the Projects tab, you have the same functionality as the Tasks (New) tab.



The screenshot shows the 'Electronic Plan Review' application interface. At the top, there are navigation links: Home, Search, All Tasks, Profile, Logout, and a help icon. Below this, there are three tabs: 'Tasks (New)', 'Tasks (Old)', and 'Projects' (which is highlighted with a red box). Under the 'Projects' tab, there are two sub-buttons: 'Recent Projects' and 'All Projects', both of which are circled in green. Below these buttons, there are 'Refresh' and 'Save Settings' icons. A table of project records is displayed below, with columns for PROJECT, OPTIONS, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The table shows one record with the project ID 'PZ20-00700007' and a description 'TEST BALMY BEACH MARKETPLACE - ROW USE PERMIT'. The table also includes a 'Show 4 records' dropdown and a pagination bar at the bottom.

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
PZ20-00700007		TEST BALMY BEACH MARKETPLACE - ROW USE PERMIT	Planning and Development	Upload	7/31/2020 4:43:23 PM

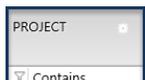
Note: If you search for a project under All Projects and it does not appear, then you do not have access to the project.

COLUMN FUNCTIONS

 **Hide or remove columns:** Click the Settings buttons next to the column and select Hide. You may hide more than one column at a time by selecting Column Chooser.

 **Move columns:** Click the Settings button next to the column and select Move To. You may also select the column name by clicking on it, holding and then moving it to the order you prefer.

 **Sort columns:** Click on the Column name once to sort in ascending order or twice to sort in descending order.

 **Column Filtering:** You can use the filter bar in each column to show certain search criteria.

 **Save Settings:** After making any column or sort changes, you must click Save Settings for the changes to remain with your ePlan profile.

PROJECT VIEWER

Once you click on a project, the page will open up to show the project viewer. Within the project viewer, you will be able to see the project’s information, folders, tasks, and reports. To get back to the homepage or dashboard, click on the “Home” button underneath the Electronic Plan Review banner on the top right.

TASK	PROJECT	INSTAN...	GROUP	ASSIGN...	STATUS	PRIORITY	DUE DA...	CREATED	DESCRI...	STATUS...
Upload	PZ20-00700007	PZ20-00700007 - 7/31/2020 4:43:24 PM	Applicant	FirstInGroup	Accepted		8/7/2020 4:43:27 PM	7/31/2020 4:43:27 PM	TEST BALMY BEACH MARKETPLACE - ROW USE PERMIT	

 **TIP:** If a task does not appear in the task list, then there is not a task for you to accept or complete.

EFORM/TASK WINDOW

NEW PROJECTS (AFTER SEPTEMBER 28, 2020)

When you accept an ePlan task, a window, called an eform, will appear. Within the eform, you can view project information, project names, locations, data, resources, checklist comments, changemark comments, routing information and most importantly task instructions. Most of this information can be found in one of the nine tabs that are along the top of the eform.

Review Information | Project Information | Project Names | Locations | Data | Global File Compare | Resources | Routing Slip | Checklist Report

The task instructions will always be readily available in the eform, explaining what steps need to be taken for the specific task. An example of the task instructions for the Application Corrections task provided below.

Task Instructions

1. View all checklist items by clicking on the 'View/Edit Checklist Items' button below.
2. Respond to all "Not Met" Checklist items.
3. Upload new or revised files into the appropriate folders below.
 - If uploading revised files, use the same file name as the original.
4. Confirm correction completion by selecting the checkbox at the bottom.
5. Click 'Corrections Complete' to submit your files for review.

The checklist comments and changemark comments are applied by staff members reviewing your submittal. This is how the staff member communicates to you what needs to be addressed on the project. You may access the comments by clicking on the “View/Edit Checklist Items” or “View/Edit Changemark Items” buttons. This action will open the viewer, which will show the comment, comment status, the reviewer who applied the

comment, and when the comment was applied. Any comment that has a status of “NotMet” needs your attention and response.

 **TIP:** We recommend that the column order for the checklist viewer be placed in the following order: Status, Comment Text, Status Updated By, Date Updated, Cycle, Department, Comment Type, and Status Date Updated. Please note there are more columns than what are listed, but are not necessary for you to view.

Selected Checklist Items							
STATUS	COMMENT TEXT	STATUS UPDATED BY	DATE UPDATED	CYCLE	DEPARTMENT	COMMENT TYPE	STATUS DATE UPDATED
Contains...	Contains...	Contains...	Contains...	Equals...	Contains...	Contains...	Contains...
Not Met	Application Corrections needed.	Ashley Dobbins	8/10/2020 4:40:07 PM		Submissions	Application Prescreen	8/10/2020 4:40:29 PM
Not Met	A Signed and Sealed Boundary Survey is required to be submitted for this project.	Ashley Dobbins	8/10/2020 4:40:07 PM		Submissions	Application Prescreen	8/10/2020 4:40:29 PM
Not Met	Please upload a signed and notarized Owner Authorization Form if the applicant is not the property owner. A direct link to our Forms and Applications can be found in the Resources Tab.	Ashley Dobbins	8/10/2020 4:40:07 PM		Submissions	Application Prescreen	8/10/2020 4:40:29 PM

1 - 3 of 3 records

 **TIP:** We recommend that the column order for the changemark viewer be placed in the following order: Status, File Image, File Name, Changemark Subject, Changemark Details, Updated By, Changemark Date Updated, Department, and Cycle. Please note there are more columns than what are listed, but are not necessary for you to view.

STATUS	FILE IMAGE	FILE NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	UPDATED BY	CHANGEMARK DATE UPDATED	DEPARTMENT	CYCLE
Contains...		Contains...	Contains...	Contains...	Contains...	On...	Contains...	Equ
Not Met	Processing...	004 CO.10 WETLAND CONSERVATION PLAN.pdf	Changemark Example	The reviewer will enter a comment that explains what needs to be addressed on the drawing.	Ashley Dobbins	8/10/2020 4:51:05 pm	Planning and Development	1

1 - 1 of 1 records

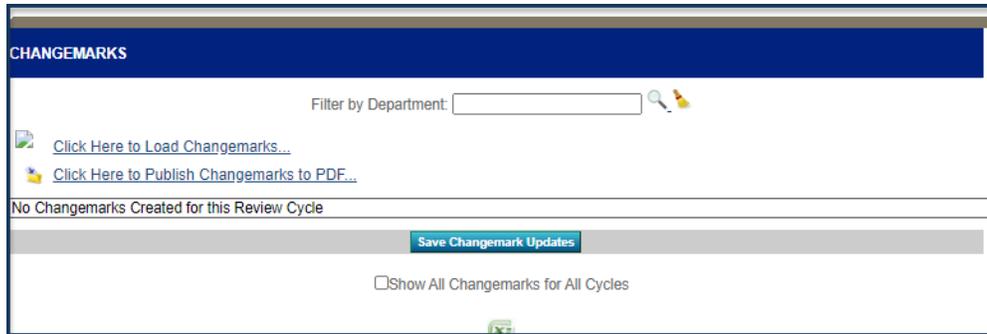
OLD PROJECTS (BEFORE SEPTEMBER 28, 2020)

The old project eforms on active projects will have the same task names, task instructions, buttons, appearance or functionality as they did prior to the upgrade. There have not been any changes to how the active projects are processed in ePlan, therefore, they will not match any new projects.

To view the checklist comments on old projects, use the Checklist Items tab at the top of the eform.

Review Information	Project Information	Location	Data	Resources	Checklist Report (44)	Routing Slip	Folder List
3	Grading 47	Public Works Engineering			<p>The grading of the west side of lots 1 and 10 is not being collected. Please revise the grading to collect all impervious area. If it can not be collected then gutters will be required on that side. The gutter will be required to be piped to the collection system. Please revise and add notes as needed.</p> <p>NotMet</p> <p>Jim Potter</p> <p>12/13/2019 9:12:35 AM</p>		

The changemarks will be located in the changemark section, if any are applied.



STANDARDS

TASKS

Below is a chart showing the names of your tasks for the new and old projects.

APPLICANT TASK NAMES	
<u>NEW PROJECT TASK NAMES</u> <ul style="list-style-type: none">- Upload- Application Corrections- Pre Review Corrections- Applicant Resubmit- County Engineering Applicant Resubmit	<u>OLD PROJECT TASK NAMES</u> <ul style="list-style-type: none">- Applicant Upload- Corrections to Complete- Applicant Resubmit

A system generated email will always be sent to you when a task is assigned to you. Any time a task is received, you must accept the task. Once you make the necessary corrections and upload the affected files or drawings, the task must be completed from within the eform/task window. **If you do not complete the task, we will not be capable of sending the project further into review or review the resubmitted files and drawings.**

PLAN FILE NAMING

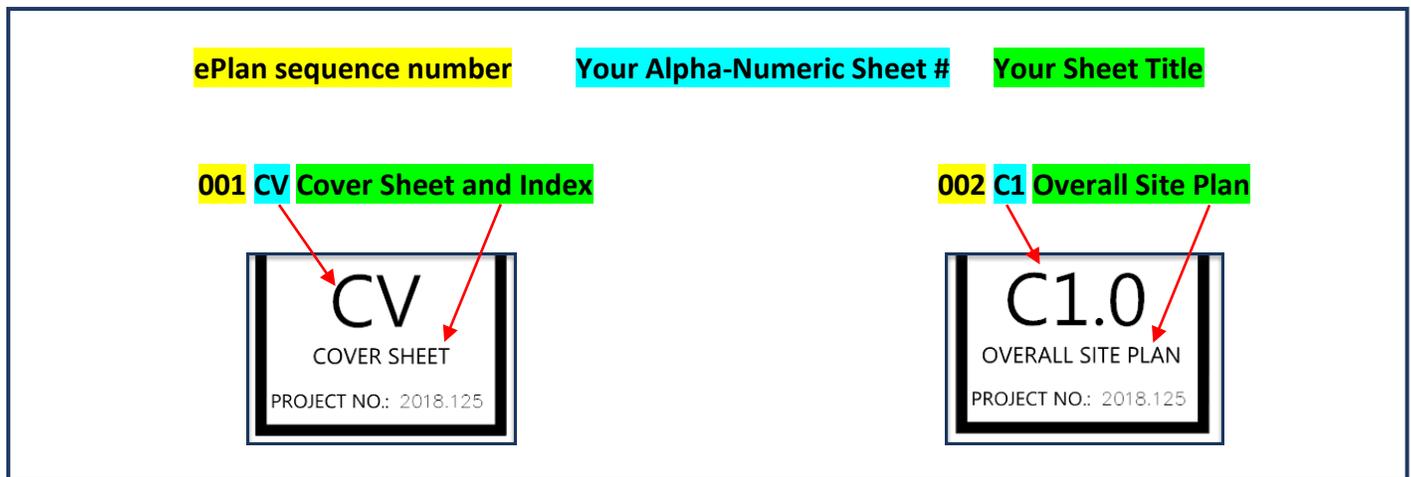
When preparing to upload your drawing/plan pages into the ePlan system, please follow the file naming structure and files types shown below:

DRAWINGS

1. All drawings must be uploaded as individual Portable Document Format (PDF) or Design Web Format (DWF) file types to the Drawings folder and saved in a landscape orientation, by sheet name. DWF file types must be saved with only one "view" prior to ePlan upload.
2. Vector and non-vector PDF are accepted.

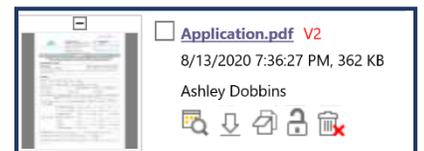
- To retain layers on files converted to PDF from CAD extensions, make sure compatibility is set to Acrobat 6.0 (PDF 1.5) or higher. Users should also make sure that “Create Acrobat Layers” is selected in the Export Adobe PDF dialogue box.
- Each State Licensed Design Professional (Architect, Engineers, etc.) shall name, save and digitally sign/seal all drawing file names so that they begin with a three digit number that flows in sequence. This will be known as the **eplan sequence number** in the visual file name example below. For example, the primary design professional on any job such as an Architect or Engineer should use the prefix of 001, 002, 003, etc. for each sheet. The next design professional on the same project would use 101, 102, 103 and the next would use 201, 202, 203, and so on.
- The next part of the files name will be the sheet number and title that you have given each sheet. See example below. **(Intuitive abbreviations are accepted!)**
- If you have multiple disciplines on a single drawing sheet, abbreviate the discipline names and list them all in the file name. Example: Elec Mech_ Arch

FILE NAME EXAMPLE



RESUBMITTALS DRAWING NAMING

- Resubmitted files must be named EXACTLY the same as the original submittal so the new file will version over the previous files upload.** See example of a versioned file on the right.
- Use a decimal to insert a new plan page into existing plans in the order that you wish it to appear. For example, 001.1 to insert a page after page number 001 and before 002.
- Ensure the resubmitted files are uploaded to the same folder as the original file.



CONSTRUCTION REVISIONS DRAWING NAMING

- For construction revisions, name any revised drawings EXACTLY the same as the original submittal with the addition of the Construction Revision number (CR-1) as a prefix on the file name. For example, “CR-1 001 Cover Sheet” for a first Construction Revision or “CR-2 002 Notes/Index” for a second Construction Revision.
- The system will not version the Construction Revision file with the original drawing file.

FILE TYPE STANDARDS

- Searchable PDF files are preferred for calculations, reports and other supporting plan documentation (non-drawing files).
- Both vector and non-vector PDF files will be accepted for drawing files. Since AutoCAD software is commonly used to create drawing files, converting a DWG to PDF file print ready is the preferred secured file format and works well for digital signatures discussed later in this user guide.
- Converting your AutoCAD files to a vector PDF is preferred to speed up the review process. It is recommended that drawings created in AutoCAD are converted to a vector PDF within the AutoCAD program itself. In addition, the newest Adobe Acrobat (not the free version of Adobe Reader) will accommodate the creation of a vector PDF.
- If your AutoCAD system does not have the capability to create vector PDF files, you may upload standard PDF files generated directly from AutoCAD.
- For AutoCAD file types, Seminole County will only accept DWF extensions. Other extension types may interfere with applying an embedded digital signature certificate to the file. Please see the next section regarding digital signatures that have been verified through a Third Party Certification Authority.

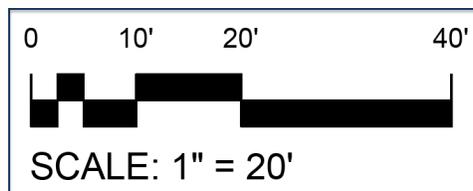
 **FYI:** Vector based PDF files can be scaled by any amount without any degrading image quality. It allows the plans to be reviewed in a much higher level of clarity on a computer screen.

DIGITAL SIGNATURES

Digital signatures are permitted by the State of Florida Administrative Code that governs each professional Engineer, Architect, Professional Surveyor and Mapper, Professional Geologist, and so on. Below is a SAMPLE link to the Florida Board of Engineers Digital Signature Regulations. Each design professional discipline is responsible for knowing their governing Board Rules for digitally signing and sealing their drawings and technical documents.

<https://www.flrules.org/gateway/RuleNo.asp?title=SEALS&ID=61G15-23.001>

GRAPHIC SCALE STANDARDS



- Plan pages should be properly oriented in landscape mode for efficient review.
- Each sheet must have a typical graphic scale, as shown above.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.

UPLOADING STANDARDS

FOLDER STRUCTURE

Each project will have the following folders: Resources, Application Documents, Drawings, and Documents.



RESOURCES – This folder will contain any documentation that a department reviewer needs to provide to you outside of the final or approved documents or drawings. Some examples may be a Buffers Diagram provided during department review, or an approval letter provided prior to the approved drawings and documents are available. You cannot upload to this folder, but can download and print the files provided in the resources folder.

APPLICATION DOCUMENTS – This folder is where you will upload any application documentation, such as a supplemental form, Ownership Disclosure Form, Owner Authorization Form, etc.

DRAWINGS – This folder is where you will upload the required drawings, such as the Survey, Site Plan, Grading Plan, Plat, etc. **Each drawing sheet MUST be uploaded as an individual file. ONE page per file.**

DOCUMENTS – This folder is where you will upload any supporting documentation such as the Title Opinion, Deeds, Traffic Study, Environmental report, Response to Comments letter, etc.

FILE SHEET SIZE & ORIENTATION STANDARDS

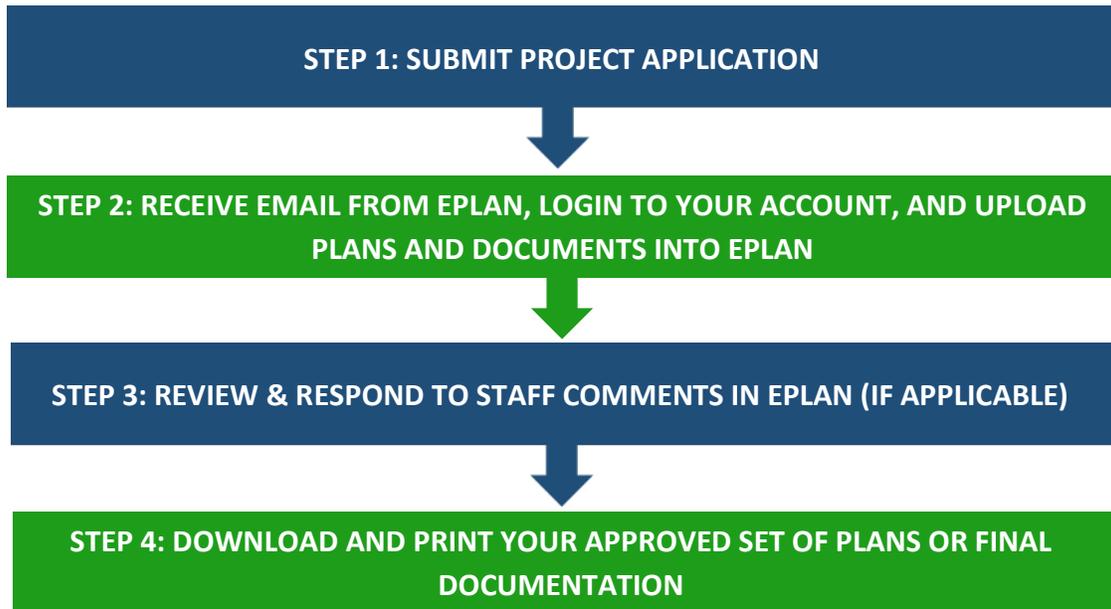
APPLICATION DOCUMENTS – Application documents shall be saved and uploaded in portrait orientation as individual files and named accurately.

DRAWINGS – Drawings must be drawn and formatted for a minimum 24" x 36" sheet file, except Plat sheets must be drawn to a 20" x 24" sheet file. Drawings must be saved and uploaded in landscape orientation as individual single page files and named according to the file naming instructions stated in this guide.

DOCUMENTS – Documents shall be saved and uploaded in portrait orientation. If a document contains multiple pages, it may be uploaded as a multipage file, with the file name describing what it is, such as Title Opinion, Traffic Study, Environmental report, etc.

 **TIP:** The use of hyperlinks to point to details and call outs on drawings is highly encouraged. We also encourage bookmarks in multi-page documents as both features speed up the review process.

PROCESS OVERVIEW



STEP 1	
SUBMIT PROJECT APPLICATION	<p>1.) Locate and complete the correct application and forms. The forms and applications can be found here: Forms and Applications.</p> <p>2.) Submit the completed application and forms to Planning and Development at PlanDesk@SeminoleCountyFL.gov or 1101 E First Street, Room 2021, Sanford, FL 32771, which is located on the second floor accessed from the west entrance.</p> <p>Note: Payment of project fees will be at different points in the process depending on the application type for new projects.</p>

PROJECT FEE NOTIFICATION

NEW PROJECTS

All new projects will be notified to submit payment by a Not Met comment provided by staff in ePlan, except for the following application types:

- ROW Driveway
- Pre-Application
- Minor Plat Pre-Application

The above listed project types will receive an email from staff to submit payment on our website.

OLD PROJECTS

All old projects will receive an email from staff to submit payment on our website.

STEP 2

RECEIVE EMAIL
FROM EPLAN,
LOGIN TO YOUR
ACCOUNT, AND
UPLOAD PLANS
AND DOCUMENTS
INTO EPLAN

- 1.) Once your application is entered into our system, you will receive two emails. Follow the steps in the email to log into ePlan. New Users will receive a temporary password included in the invitation email.
 - An invitation to your ePlan project.
 - A task notification email instructing you to upload your plans.
- 2.) Login to your ePlan account.
- 3.) Accept your task.
- 4.) Upload your project plans and documents.
- 5.) Complete your ePlan Upload task.

INVITATION EMAIL EXAMPLE

Invitation

Attention [Applicant Name]:

Please do not reply to this email, it is system generated.

Welcome to Seminole County's Electronic Plan Review system (ePlan). This invitation has been sent to you in response to your recent project application. Click the "Project Access" link below to access your project.

[ePlan Applicant User Guide](#)

User Login:	[Applicant's email]
Project #:	PZXX-XXXXXXXX
Project Description:	[Project Name]
Plan Check Coordinator:	Planning and Development
Plan Check Coordinator's Email:	eplandesk@seminolecountyfl.gov
Project Access	

If you have questions, please contact:

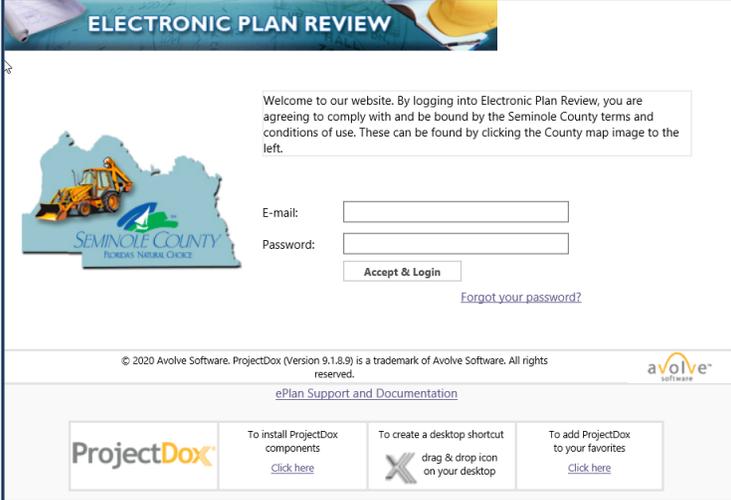
Seminole County
Planning and Development Division
1101 East First Street
Sanford, FL 32771
407-665-7371
eplandesk@seminolecountyfl.gov



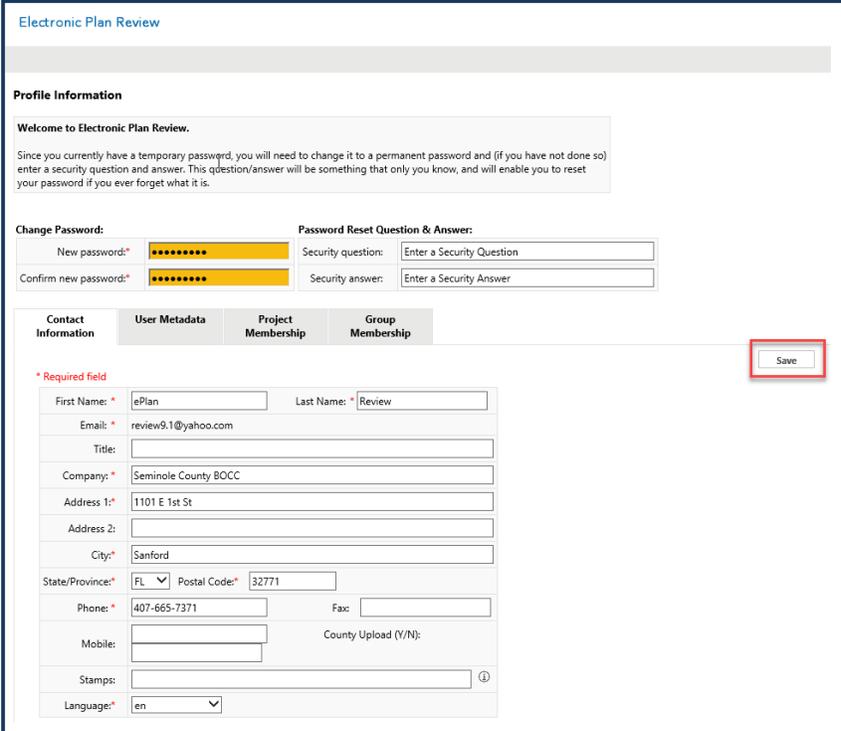
TIP: If you do not receive the invitation or upload task assignment emails, check your junk or spam email folders. The system emails sent come from a "DO NOT REPLY", therefore, some emails get marked as junk or spam. In the event this happens, mark the email as safe so you will receive future email notifications from ePlan.

LOGGING INTO EPLAN

1. From the invitation, click on “Login to ePlan”. This will open a web browser and take you directly to the login screen. You can also open a web browser and type <https://eplan.seminolecountyfl.gov/epr/>.



2. Your e-mail address provided on the project application will be your username. For new users, see your invitation e-mail for your temporary password. For existing users, enter your password and click “Login”. The password is case sensitive.
3. New users will be taken to your User Profile. You will need to: (1) reset your password, (2) create a security question and answer, and (3) enter additional information about yourself.



5. Fill in all of required fields and click “Save”.
6. After logging in, you will be taken to your ePlan home page.

ACCEPTING YOUR TASK

NEW PROJECTS (AFTER SEPTEMBER 28, 2020)

There are two ways of locating your task associated with a new project that was created after September 28, 2020:

- From your email, you can click on the Access Project link provided the upload task assignment email. This will automatically bring you to the referenced project and available task list; or
- From the regular ePlan login page you can then locate the specific project from the Tasks (New) tab and click on the project number. This action brings you to the project viewer with the available active task.

Either way that you access your project's task, you will then click on the task name. A popup will ask if you want to accept the task. You will need to click 'ok'. A new window will open, which is called your task window.

UPLOAD TASK ASSIGNMENT EMAIL EXAMPLE

Upload

Attention [Applicant Name]:

Please do not reply to this email, it is system generated.

You have been assigned a task on Project: **PZXX-XXXXXXXX**

Click the "Project Access" link below to access your task list. Please upload your Application Documents, Drawings and Documents related to the project number shown below.

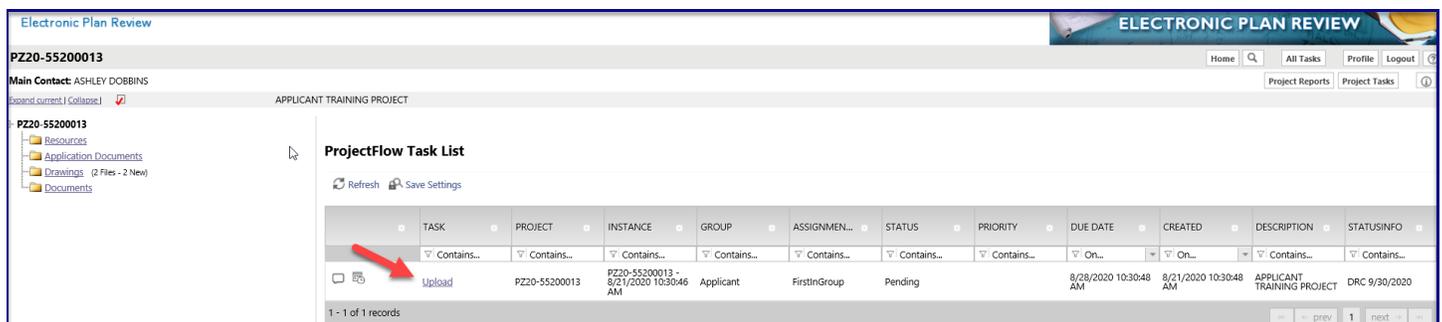
[ePlan Applicant User Guide](#)

Project Description:	[ProjectName]
Task:	Upload
Assigned by:	eplandesk@seminolecountyfl.gov
 Project Access Login to ePlan	

If you have questions, please contact:

Seminole County
Planning and Development Division
1101 East First Street
Sanford, FL 32771
407-665-7371
eplandesk@seminolecountyfl.gov

Project Viewer Task list



TASK	PROJECT	INSTANCE	GROUP	ASSIGNMEN...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	STATUSINFO
Upload	PZ20-55200013	PZ20-55200013 - 8/21/2020 10:30:46 AM	Applicant	FirstInGroup	Pending		8/28/2020 10:30:48 AM	8/21/2020 10:30:48 AM	APPLICANT TRAINING PROJECT	DRC 9/30/2020

OLD PROJECTS (BEFORE SEPTEMBER 28, 2020)

Once you receive an email notification that a task has been assigned to your project, you will need to login to ePlan from the regular ePlan login page. You will then click on the Tasks (Old) tab and locate the specific project. Next, click on the project number. This action brings you to the project viewer where you will need to click on the Task list button in the top right corner of the screen. The available active task will populate in the middle of the screen. You will then click on the task name. A popup will ask if you want to accept the task. You will need to click 'ok'. A new window will open which is called your task window.

UPLOADING

NEW PROJECTS (AFTER SEPTEMBER 28, 2020)

1. From your task window, scroll down to the folder section of the eform. You will be able to select the folder in which you would like to upload files to.

The screenshot shows a web browser window with the URL <https://eptest.seminolecountyfl.gov/?wflowTaskID=3461>. The page title is "Upload - Internet Explorer". The main heading is "UPLOAD". The page features a navigation bar with tabs: Review Information, Project Information, Project Names, Locations, Data, Global File Compare, Resources, and Routing Slip. The "Project Information" tab is active, displaying the following details:

- Project Name:** PZ20-55200013
- Project Description:** APPLICANT TRAINING PROJECT
- Coordinator:** Ashley Dobbins
- Workflow/Activity Name:** Planning Workflow/Upload
- Current User Login:** ASHLEY APPLICANT EA Applicant (9.1APPLICANT@GMAIL.COM)

Below the project details is a section titled "Task Instructions" with the following steps:

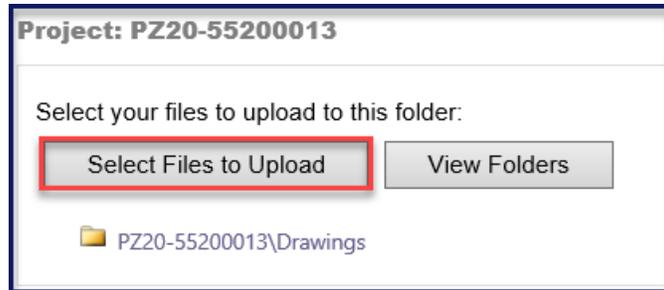
1. Upload files into the appropriate folders below.
2. Confirm completion by selecting the checkbox at the bottom.
3. Click 'Upload Complete' to submit your files for review.

The "Project: PZ20-55200013" section contains a "Select destination folder for files:" label and a folder selection tree. The tree is highlighted with a red box and shows the following structure:

- PZ20-55200013
 - Resources
 - Application Documents
 - Drawings
 - Documents

At the bottom of the form, there is a checkbox labeled "I have uploaded all required drawings and/or documents." and two buttons: "Upload Complete" and "Save For Later".

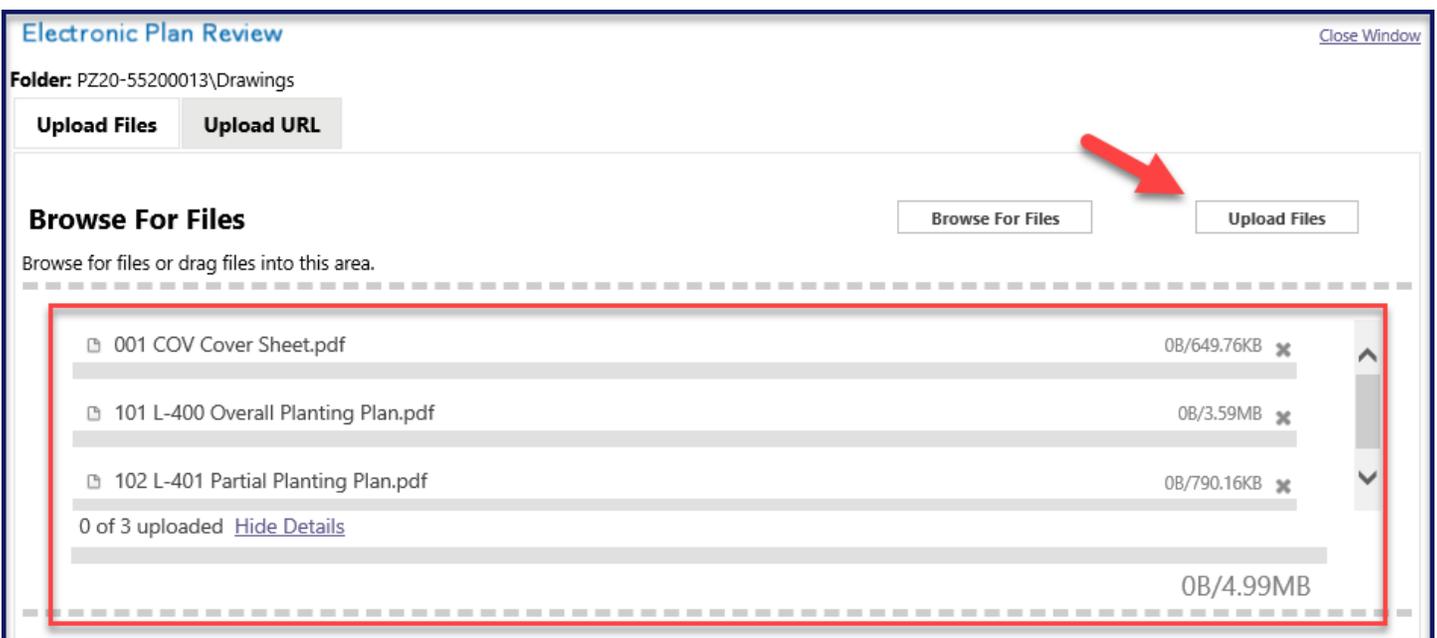
2. Click on the 'Select Files to Upload' button. This will open the Browse for Files window.



3. From the Browse for Files window, you can either drag and drop the files you wish to upload or click on the 'Browse for Files' button.



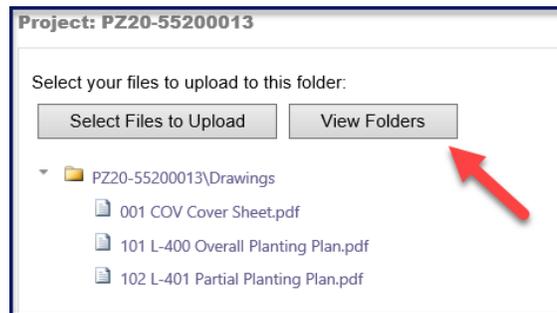
4. Once all of the selected files are shown in the Browse for Files window, you will click on the 'Upload Files' button.



- Once the files have been uploaded, the Browse for Files window will refresh and provide a recap of the action taken on the files. Review the information to ensure the files were uploaded. If a file was not uploaded, it would be notated in the red box shown below. When you are finished reviewing the upload information, you can close the window.

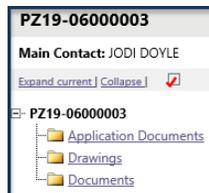


- The uploaded files will then show in the task window under the folder that they were uploaded to. To upload to another folder, you will click on the 'View Folders' button.

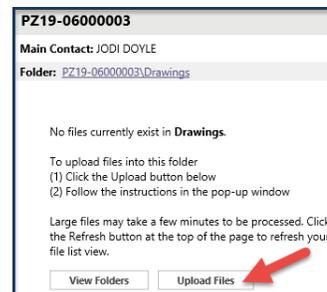


OLD PROJECTS (BEFORE SEPTEMBER 28, 2020)

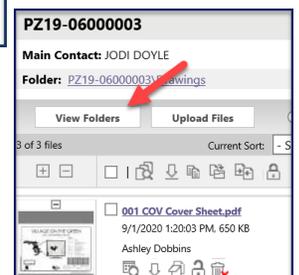
On the left side of the project window, click on the folder name you wish to upload files to.



After selecting the folder you want to upload files to, click the 'Upload Files' button. This will open the Browse for Files window. Follow upload steps 3 through 5 from the New Projects section above.



The uploaded files will then show in the project window under the folder that they were uploaded to. To upload to another folder you will click on the 'View Folders' button.



COMPLETING A TASK

No matter the task, you must complete the ePlan task for the project to continue through the review process. Every task will have task instructions for you to reference on how to complete that specific task. Below is a view of the 'Upload' task for new projects. As you can see, the task instructions shown in the red box instructs you to check the checkbox at the bottom of the task. This action activates the 'Upload Complete' button. You then need to click on the 'Upload Complete' button. A small window will open to ensure that you want to complete the task, click ok.

ProjectFlow  **avolve**
PLANNING software

UPLOAD

Review Information	Project Information	Project Names	Locations	Data	Global File Compare	Resources	Routing Slip
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Project Name: PZ20-55200013
Project Description: APPLICANT TRAINING PROJECT
Coordinator: Ashley Dobbins
Workflow/Activity Name: Planning Workflow/Upload
Current User Login: ASHLEY APPLICANT EA Applicant (9.1APPLICANT@GMAIL.COM)

Task Instructions

1. Upload files into the appropriate folders below.
2. Confirm completion by selecting the checkbox at the bottom.
3. Click 'Upload Complete' to submit your files for review.

Project: PZ20-55200013

Select destination folder for files:

- ▼ PZ20-55200013
 - Resources
 - Application Documents
 - Drawings (3 Files - 3 New)
 - Documents

I have uploaded all required drawings and/or documents.

STEP 3

REVIEW & RESPOND TO STAFF COMMENTS IN EPLAN

- 1.) Receive task assignment email notification and login to ePlan.
- 2.) Accept the Corrections or Resubmittal task.
- 3.) View staff comments in the ePlan.
- 4.) Upload in response to staff comments.
- 5.) Complete your ePlan task.

TASK ASSIGNMENT EMAIL NOTIFICATION

NEW PROJECTS (AFTER SEPTEMBER 28, 2020)

You will receive an email notification when a task is awaiting your corrections. The email notification will contain the project number and a "Project Access" link, which will bring you directly to the project and associated task.

APPLICATION CORRECTIONS EMAIL NOTIFICATION EXAMPLE

[Electronic Plan Review](#)

Application Corrections

Attention Robert:

Please do not reply to this email, it is system generated.

You have been assigned a task on Project: **PZ20-55200013**

Click the "Project Access" link below to access your task. Accept the Application Corrections task to view your checklist items.

[ePlan Applicant User Guide](#)

Project Description:	APPLICANT TRAINING PROJECT
Task:	Application Corrections
Assigned by:	Ashley Dobbins
	Project Access Login to ePlan

If you have questions, please contact:

Seminole County
Planning and Development Division
1101 East First Street
Sanford, FL 32771
407-665-7371
eplandesk@seminolecountyfl.gov

OLD PROJECTS (BEFORE SEPTEMBER 28, 2020)

Old projects will continue to utilize the prior email notifications. The email contains a link to login to ePlan. You will then locate the task for an old project under the Tasks (Old) tab. Click on the project number to select the project.

ACCEPT CORRECTIONS OR RESUBMITTAL TASK

Click on the task name and accept the task by clicking okay on the small window that opens. After accepting the task the task window will open.

VIEW STAFF COMMENTS IN EPLAN

COMMENT & CHANGEMARK STATUS

NOT MET – requires your response or action.

INFORMATIONAL – does not require immediate action. This is a way for staff to provide information to you.

MET – Once you have satisfied a 'Not Met' comment, the status will be changed to 'Met' by the reviewing staff member.

NEW PROJECTS HOW TO REVIEW COMMENTS (AFTER SEPTEMBER 28, 2020)

Click on the 'View/Edit Checklist Items' button. A new window will open, which will provide the checklist comments applied by staff.

APPLICATION CORRECTIONS

ProjectFlow  

Review Information	Project Information	Project Names	Locations	Data	Global File Compare	Resources	Routing Slip	Checklist Report
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Project Name: PZ20-55200013
Project Description: APPLICANT TRAINING PROJECT
Coordinator: Ashley Dobbins
Workflow/Activity Name: Planning Workflow/Application Corrections
Current User Login: Ashley Dobbins (adobbins@seminolecountyfl.gov)

Task Instructions

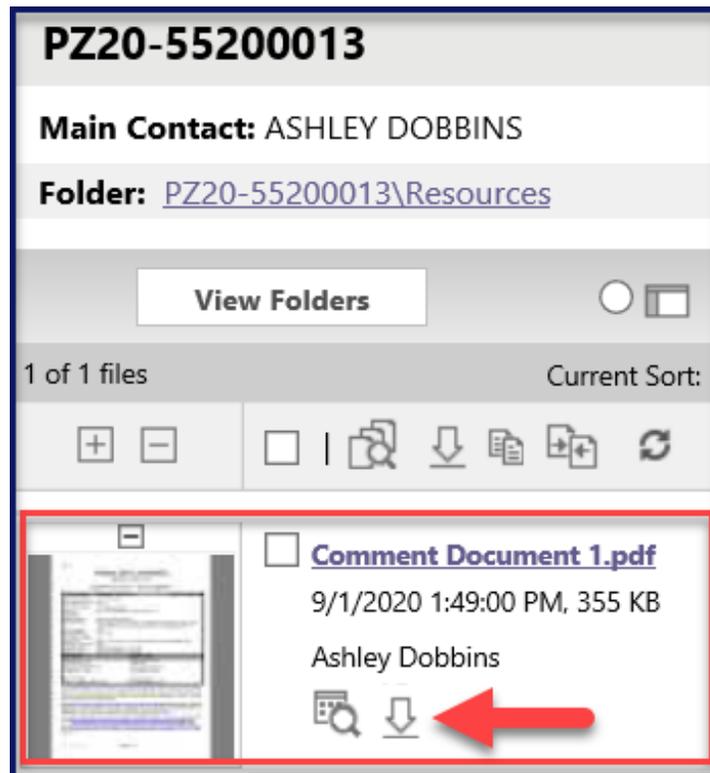
1. View all checklist items by clicking on the 'View/Edit Checklist Items' button below.
2. Respond to all "Not Met" Checklist items.
3. Upload new or revised files into the appropriate folders below.
 - If uploading revised files, use the same file name as the original.
4. Confirm correction completion by selecting the checkbox at the bottom.
5. Click 'Corrections Complete' to submit your files for review.



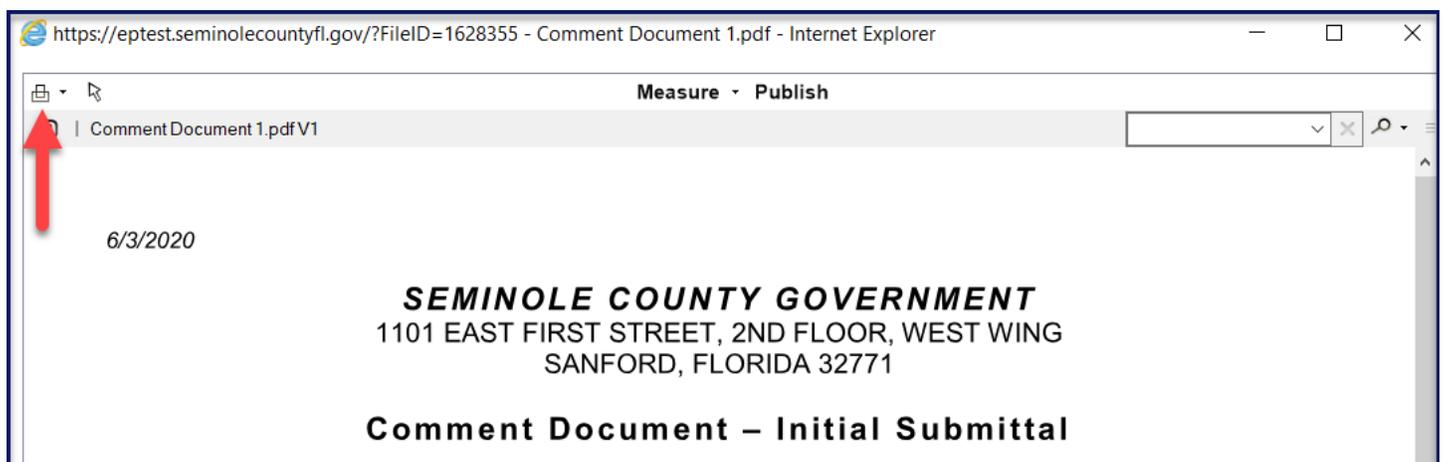
NEW PROJECTS DEPARTMENT REVIEW COMMENTS (AFTER SEPTEMBER 28, 2020)

Department reviewers may provide changemarks and/or checklist comments. A 'Comment Document' will still be provided by the Project Manager in the Resources folder in the ePlan project, where you will be able to retrieve it and download and/or print it if you so desire.

Below is an example of a Comment Document in the Resources folder. To download the file, click the downwards arrow shown.

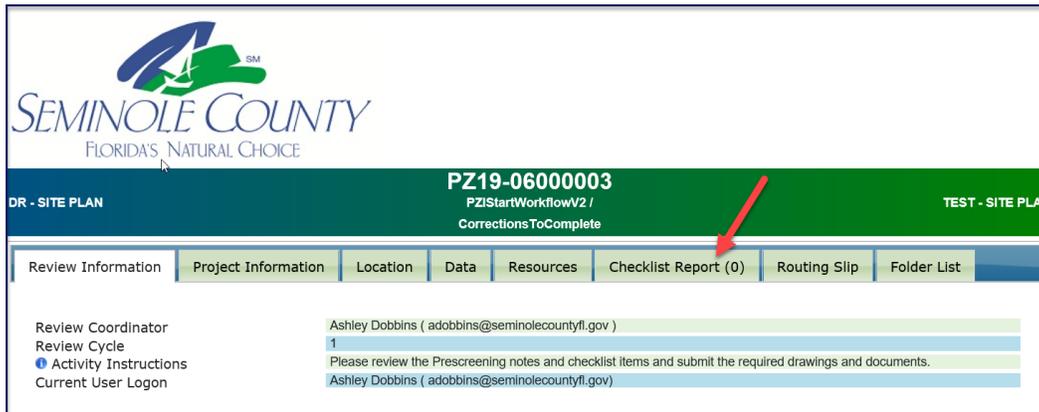


Below is an example of the Comment Document opened in ePlan. To print it, click on the printer button in the top left corner.



OLD PROJECTS (BEFORE SEPTEMBER 28, 2020)

Comment Documents for old projects will still be emailed to you. To view the checklist comments in ePlan, click on the 'Checklist Report' tab at the top of the task window. The list of comments will populate below.



Changemarks on old projects will still appear in the Applicant Resubmit task window in the event that a department reviewer applied a changemark.

UPLOAD IN RESPONSE TO STAFF COMMENTS

You will upload the drawings and documents that require changes directly to ePlan. The files will need to be in compliance with the standards provided in this user guide. When responding to department review comments, please prepare and upload a Response to Comments letter to the Documents folder.

COMPLETE YOUR EPLAN TASK

Once all drawings and documents have been uploaded in response to staff comments, you will need to complete the task to allow for the project to continue through the review process. Please refer to the task instructions provided in the specific task window.

STEP 4

DOWNLOAD & PRINT YOUR APPROVED SET OF PLANS OR FINAL DOCUMENTATION

- 1.) Receive download email notification and login to ePlan.
- 2.) Locate and download the approved/final drawings and/or documentation.

RECEIVE DOWNLOAD EMAIL NOTIFICATION

NEW PROJECTS (AFTER SEPTEMBER 28, 2020)

You will receive an email notification when the project has reached completion in the review process. The email notification will contain the project number and a "Project Access" link, which will bring you directly to the project.

Email received on projects that are reviews only.

Ready for Download

Attention [Applicant Name]:

Please do not reply to this email, it is system generated.

Congratulations! Your final documentation is ready for download for Project: PZXX-XXXXXXX.

In order to download your final documentation, click on the "Project Access" link below and locate your files in the Final Documentation folder.

[ePlan Applicant User Guide](#)

Project Description: [Project Name]
[Project Access](#) | [Login to ePlan](#)

If you have questions, please contact:

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Email received on projects that receive approval/denial.

Ready for Download

Attention [Applicant Name]:

Please do not reply to this email, it is system generated.

Congratulations! Your approved drawings are ready for download for Project: PZXX-XXXXXXX.

In order to download your approved plans, click on the "Project Access" link below and locate your plans in the Approved Drawings and Approved Documents folders.

[ePlan Applicant User Guide](#)

Project Description: [ProjectName]
[Project Access](#) | [Login to ePlan](#)

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DOWNLOAD THE APPROVED OR FINAL DRAWINGS AND DOCUMENTATION

Depending on the project type, an Approved Drawings and Approved Documents folder or Final Documentation folder will be available. The folder(s) will contain the approved/final drawings and documentation associated with the project.

PZ20-55200013

Main Contact: ASHLEY DOBBINS

[Expand current](#) | [Collapse](#) |

PZ20-55200013

- [Resources](#) (1 Files - 1 New)
- [Application Documents](#)
- [Drawings](#) (3 Files - 3 New)
- [Documents](#)
- [Approved Drawings](#) (3 Files - 3 New)
- [Approved Documents](#)

PZ20-80000048

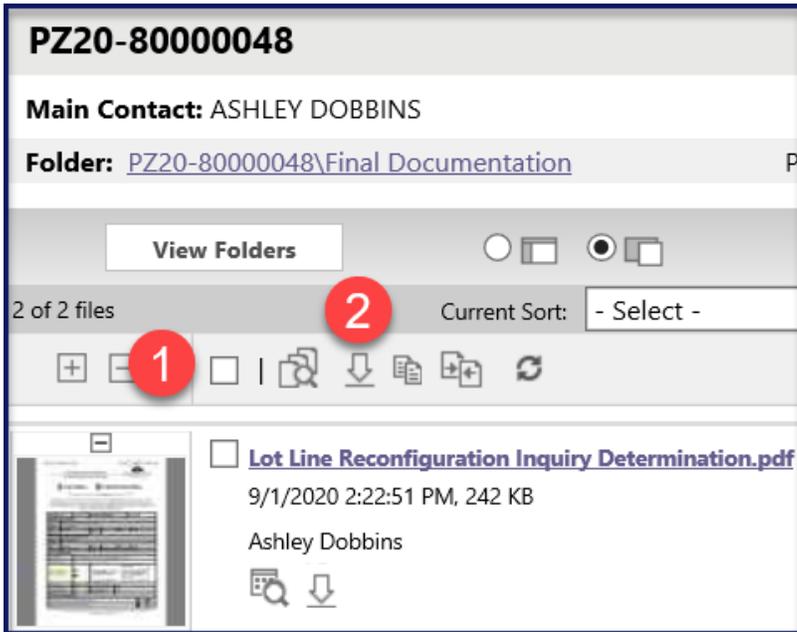
Main Contact: ASHLEY DOBBINS

[Expand current](#) | [Collapse](#) |

PZ20-80000048

- [Resources](#)
- [Application Documents](#)
- [Drawings](#) (4 Files - 4 New)
- [Documents](#)
- [Final Documentation](#) (2 Files - 2 New)

To download multiple files at once, select the checkbox at the top of the list of files shown with a number one in the example. Then click on the download symbol to the right of the checkbox shown below with a number two.



To download a single file you can simply click on the download symbol below the file information as shown in the example below.

