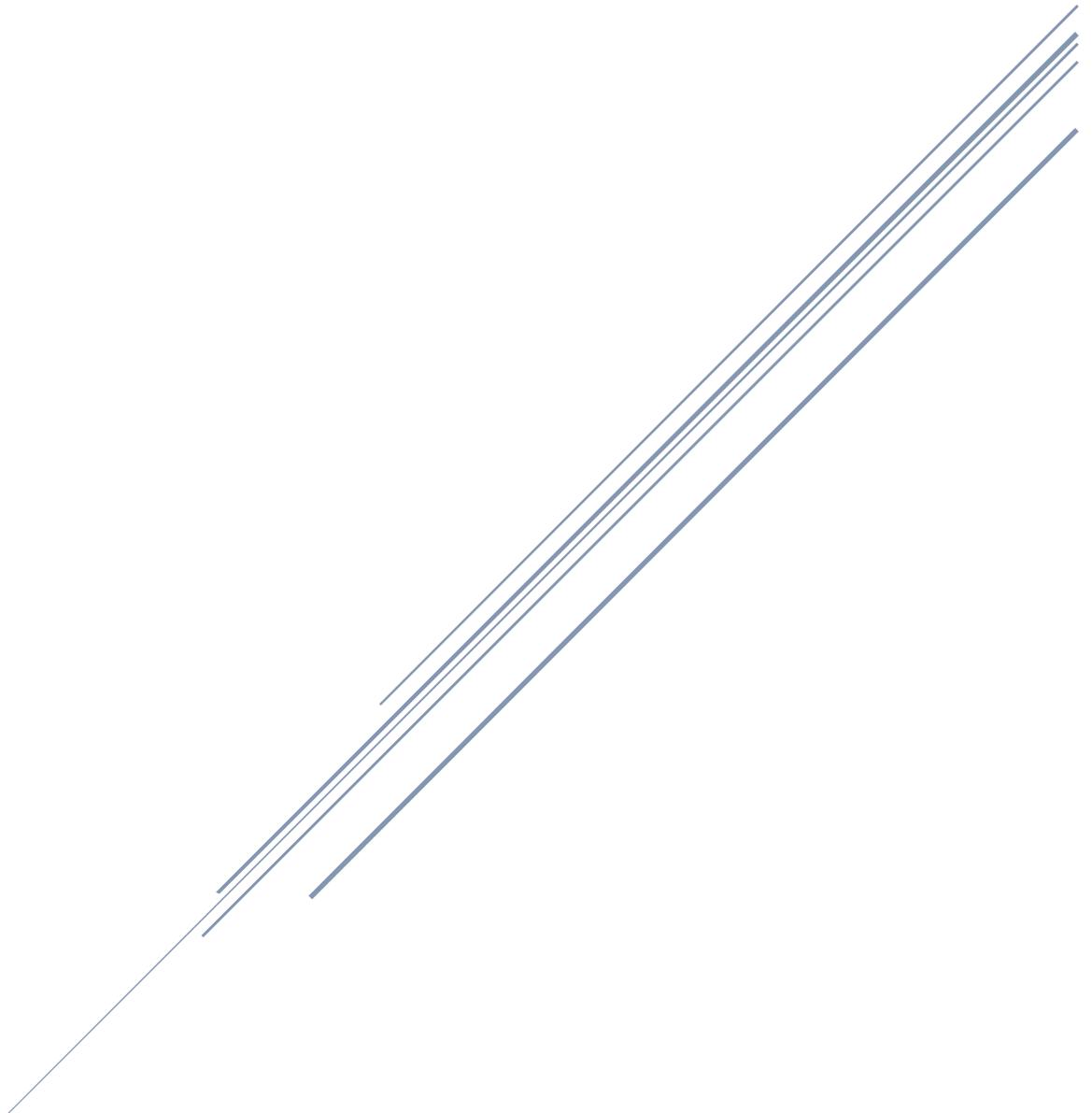


# ELECTRONIC DOCUMENT REVIEW (EDR) USER GUIDE

TEMPORARY USE PERMIT APPLICATION



Maricopa County Planning and Development Department  
October 30, 2019

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## Electronic Document Review (EDR) Application Process

Electronic Document Review (EDR) is a new on-line planning application submittal process provided for limited number of Planning Services applications. EDR allows applicants to access the [On-line Permit Manager](#) (also known as Citizen Access Portal) to file a planning application electronically for application submittal to receive review comments. The on-line system involves a 7-step process for submitting application, upload of Adobe PDF application materials, payment of fees and obtaining a tracking number. The process allows you to submit and check the status of the EDR submittal on-line 24 hours a day, 7 days a week.

**Please note:** All EDR application submittals go through the same standard review process as hardcopy paper submittals. Submittal of an EDR application does not expedite the review.

The benefits of the EDR application process eliminates the need for multiple paper copies and a saves on trips to the Maricopa County Planning and Development Department for submittal of application, revisions or modifications. The electronic copy of application materials are simultaneously routed to all County agencies for review/comments. The process will provide the applicant redlines and comments from all agencies in a single consolidated document.

Identified below is a quick checklist of items required to process an application on-line:

- ✓ Setup an On-line Permit Manager Account via [On-line Permit Manager](#) (also known as Citizen Access Portal)
- ✓ EDR Application User Guide – Temporary Use Permit Applications – Provides detailed instructions on the application requirements and the on-line submittal process
- ✓ Completed and signed Temporary Use Permit Application and supporting documents saved in Adobe PDF format
- ✓ Trust account or credit card to pay application fees

The on-line application process includes a streamlined 7-Step process on-line. The submittal allows you to save a pending application and come back at a later date to complete the submittal. A temporary number will be generated if you decide to hold off on application submittal. Please note this temporary number does not start the review clocks and is not routed to the Digital Counter for processing.

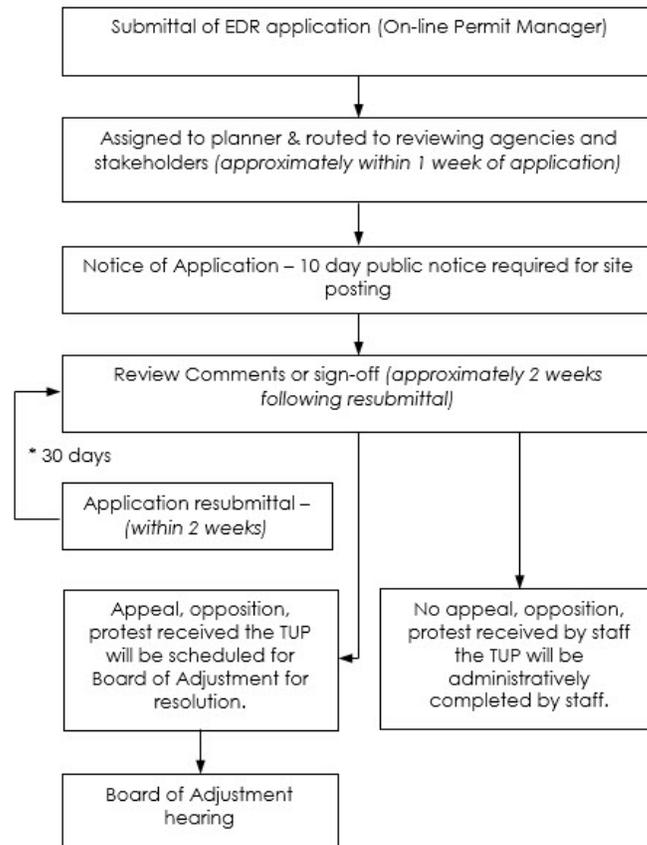
The streamlined process includes the following screens:

1. **Project Information** – description of project and selection of temporary use permit application
2. **Applicant Information** – applicant contact information
3. **Owner Information** – ownership contact information
4. **Attachments** – upload of application materials
5. **Review** – review of data entry for the EDR application
6. **Pay Fees** – payment of application fees
7. **Initialization** – case tracking number provided



## EDR Application Process & Timeframe

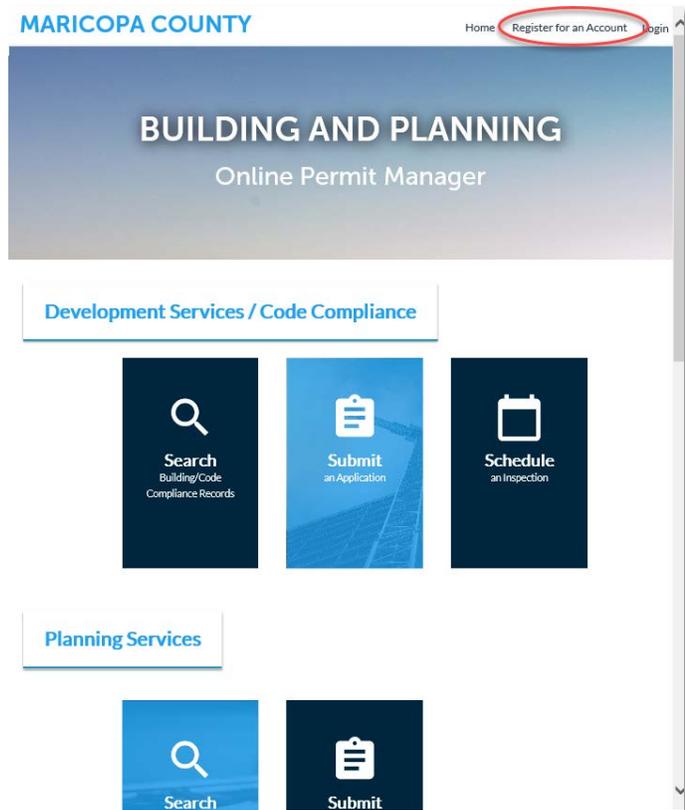
The flowchart shown below identifies the EDR application process and timeframe for the Temporary Use Permit application. A Temporary Use Permit application typically takes about 1 month for an administrative decision by staff and 2 months if the case proceeds to the Board of Adjustment.



## [How to Setup an Account – On-line Permit Manager](#)

Go to the [On-line Permit Manager](#) to register for an account.

**Register for an Account** - Click on 'Register for an Account'. EDR application submittal requires setting up an On-Line Citizen Access account. Begin Account Registration by reviewing and accepting the general disclaimer.



**Account Registration**

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

**General Disclaimer**

Information presented on this website is collected, maintained, and provided for the convenience of the user. While every effort is made to keep such information accurate and up-to-date, Maricopa County does not certify the authenticity of any information that is provided on this website. Under no circumstances, will Maricopa County be liable for any actions taken, or omissions made, from reliance on any information contained herein from whatever source, nor will Maricopa County be liable for any consequences from any such reliance.

**Conditions of Use**

I have read and accepted the above terms.

[Continue Registration »](#)

**Step 1** – Review the General Disclaimer and click the checkbox to accept the terms, click on 'Continue Registration'.

**Account Registration Step 2:  
Enter Account Information** \* indicates a required field.

**Login Information**

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

**Contact Information**

Choose how to fill in your contact information.

[Add New](#)

[Continue Registration >](#)

**Step 2** – Enter the Account Information and Contact Information and click on ‘Continue Registration’.

*Applicant Tip* – once this information is saved in the system, you can click on ‘Select Account’ during the EDR application process, the database will retrieve your contact information without having to retype or enter the data.

**Step 3** – Account registration information screen will appear, with confirmation of registration. You will also receive an e-mail confirming account registration.

 Your account is successfully registered.

**Your account has been successfully created.**

**Congratulations! You have successfully created an account with the County.** An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the County may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

**Account Information**

---

User Name:	PlanningTest
E-mail:	rachel.applegate@maricopa.gov
Password:	*****
Security Question:	Doggie

**Contact Information**

---

Joe Smith	Home Phone: 6025063301
123 N. Main Street	Work Phone:
rachel.applegate@maricopa.gov	

## [Types of Temporary Use Permit Applications being accepted for EDR](#)

Planning and Development has included all of the Temporary Use Permit applications for the EDR on-line application process. The following listing identifies all applications being accepted for EDR submittal.

*Applicant Tip: Please see the individual sections within this User Guide for required application materials, instructions, required attachments and fee structure.*

Caretaker	Construction Office Yard
Non-Residential Use of Mobile Home	Other
Seasonal Sales	Temporary Event
Temporary Housing	Temporary Model Home Sales Complex
Underage Occupancy	

## [Download the Temporary Use Permit Application Packet](#)

Download the Temporary Use Permit Application Packet from the Planning Services website from the [EDR Planning Application Process](#) website. The application packet will contain the application form, processing timeframes, list of submittal documents and the associated review fees.

The application packet has a blank **Temporary Use Permit application form** to be filled out completely with signatures. Once the form is filled out and signed, scan the document as an Adobe PDF for upload on Step 4 - Attachments.

## [Submittal Requirements and Recommendations](#)

Please use the following instructions to prepare your documents for electronic plan check. Note that *Plans* have different submittal recommendations than supporting documents/attachments.

- ✓ All PDF files must be under 50 MB in size.
- ✓ Filenames **SHOULD NOT EXCEED 140 CHARACTERS** in length and paper sizes should not exceed **36x48 inches**.
- ✓ Resolution **should not exceed 200 DPI**.
- ✓ Files must be saved in **PDF 1.4 OR GREATER**.

*Applicant – Quick Tip:* Retain a copy of the submitted file to later verify the sheet order (during resubmittal).

### A. PREPARING PLANS FOR SUBMITTAL

#### **Naming Plan Sets:**

We recommend grouping and submitting plans in smaller, logical sets to facilitate the electronic plan review. If plan sets are larger than the 50MB limit, break the pdf files into smaller sets for on-line submittal.

*Example: Site Plan, if the files are too large, break the document into smaller sets such as follows with the naming convention:*

*XXXX-XXXX-Submittal Number\_Subset numbers*

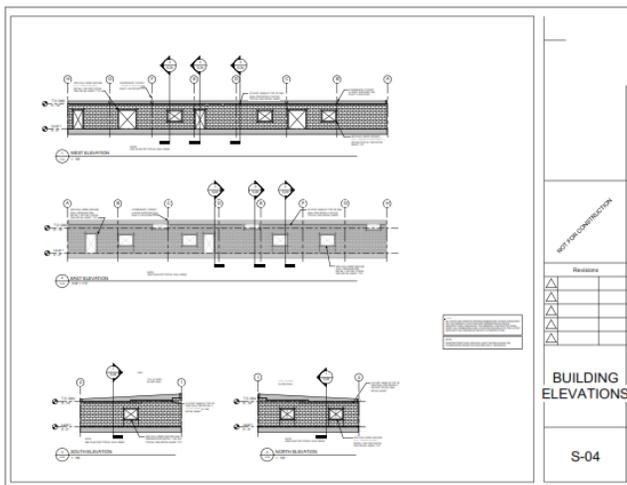
SITE-PLAN-1\_01  
SITE-PLAN-1\_02  
SITE-PLAN-1\_03

### Page Orientation and Alignment:

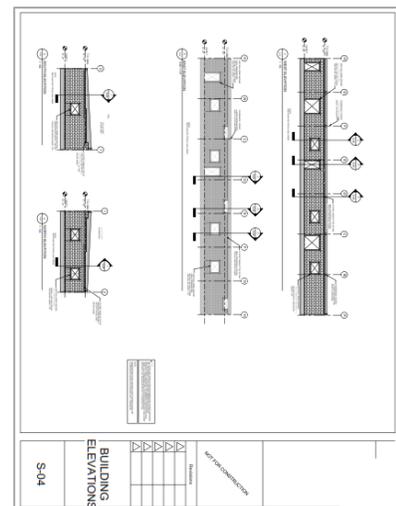
1. Pages must all be properly *oriented*, meaning upright, **not** sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans may result in a 'Hold' being placed on a submittal, which will delay review.

#### Applicant – Quick Tip

To verify that pages are properly oriented, open the document in your PDF application and do a '**print preview**'. Scroll through each page in the preview window to make sure the pages are properly oriented. Make sure the correct paper size is selected.



**CORRECT**



**NOT CORRECT**

2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters 'line up' exactly when overlaid electronically.
  - Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
3. Plans must be saved 'to-scale' to ensure proper measuring of lines and areas electronically.
  - Include a scale on each sheet or include the measurements for each object.
4. Plans should be plotted/drawn using a black and white plot style. Grayscale, monochrome and colored pens are not encouraged.

5. Do not submit password protected or locked PDF documents. Plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner.
6. After saving the CAD files to PDF format, do an annotation check **ensure that no 'comments' or 'editable content' exists** in the file. (Embedded hyperlinks are acceptable.)
7. Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.
8. Open each PDF using *Adobe Reader/Adobe Pro* and select 'File/Save As'. Adobe is the best tool for resolving corrupted or malformed files. Do not submit PDF's that Adobe indicates are corrupted.
  - Ensure the file name meets the naming recommendations.

## B. NAMING SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments are any files that are not plan sets. These may include Permit Applications, Soils Reports, Calculations, images, etc. These must also be **submitted in PDF format with a unique, descriptive filename.**

### Attachments and Naming Convention Structure

There are specific naming conventions that must be followed when saving files for EDR application submittal. The table shown below specifies the required application submittal documents and required naming convention and document description.

*XXXX-XXXX-Submittal Number*

*Applicant Tip: All documents must be saved as **Adobe PDFs** for upload and are limited to a 50 MB size limit. If you need to separate documents into smaller files, utilize the naming convention structure as identified in the Naming Sets section of this guide. Example: SITE-PLAN-1\_01, SITE-PLAN-1\_02, SITE-PLAN-1\_03*

*XXXX-XXXX-Submittal Number\_Subset numbers*

### *Caretaker*

<u>Required Documents</u>	<u>TUP – Caretaker</u>	<u>Required Naming Convention for 1<sup>st</sup> submittal</u>	<u>Document Description for 1<sup>st</sup> submittal</u>
✓	Completed and Signed Temporary Use Permit Application	APPL-FORM-1	1 <sup>st</sup> Sub-Application Form
✓	Site Plan 11" x 17" or 8 ½" x 14"	SITE-PLAN-1	1 <sup>st</sup> Sub-Site Plan
✓	Narrative Report	NARR-RPTS-1	1 <sup>st</sup> Sub-Narrative Report
✓	Supplemental Questionnaire	QUES-DETL-1	1 <sup>st</sup> Sub-Questionnaire
✓	Recorded Deed or Unofficial Recorded Deed	DEED-DETL-1	1 <sup>st</sup> Sub-Deed
✓	Completed and Signed Affidavit of Notice of Opposition	OPPO-DETL-1	1 <sup>st</sup> Sub-Notice of Opposition
✓	Caretaker's Quarter supporting documentation (if required)	SUPP-DETL-1	1 <sup>st</sup> Sub-Caretaker Support Docs

*Construction Office Yard, Non-Residential Use of Mobile Home, Other, Seasonal Sales, Temporary Event, Temporary Housing, Temporary Model Home Sales Complex, and Underage Occupancy*

Required Documents	<i>Construction Office Yard, Non-Residential Use of Mobile Home, Other, Seasonal Sales, Temporary Event, Temporary Housing, Temporary Model Home Sales Complex, and Underage Occupancy</i>	Required Naming Convention for 1 <sup>st</sup> submittal	Document Description for 1 <sup>st</sup> submittal
✓	Completed and Signed Temporary Use Permit Application	APPL-FORM-1	1 <sup>st</sup> Sub-Application Form
✓	Site Plan 11" x 17" or 8 ½" x 14"	SITE-PLAN-1	1 <sup>st</sup> Sub-Site Plan
✓	Narrative Report	NARR-RPTS-1	1 <sup>st</sup> Sub-Narrative Report
✓	Supplemental Questionnaire	QUES-DETL-1	1 <sup>st</sup> Sub-Questionnaire
✓	Recorded Deed or Unofficial Recorded Deed	DEED-DETL-1	1 <sup>st</sup> Sub-Deed
✓	Completed and Signed Affidavit of Notice of Opposition	OPPO-DETL-1	1 <sup>st</sup> Sub-Notice of Opposition

Application Fees for Temporary Use Permit Applications – EDR

The table on the next page identifies the types of Temporary Use Permit applications with the associated review fees. Please note the on-line submittal automatically charges the Planning, Drainage Review, MCESD fees (except Temporary Events), and Addressing. If the site is addressed then an address verification fee of \$10 is assessed, if the site is without an existing address the Digital Counter upon review of application submittal will notify the applicant of the Addressing review fee of \$50. All application fees are owed prior to routing of the EDR application to County agencies.

Type of Temporary Use Permit Application	Planning Review Fee	Drainage Review Fee	MCESD Review Fee	Addressing Application Fee
Caretaker	<i>\$250 per application (Residential Use)**</i>	\$60	\$25	* \$10 or \$50
Construction Office Yard	<i>\$750 per application (Non-Residential Use)**</i>	\$60	\$25	* \$10 or \$50
Non-Residential Use of Mobile Home	<i>\$750 per application (Non-Residential Use)**</i>	\$60	\$25	* \$10 or \$50
Other	<i>\$250 per application (Residential Use)**</i> <i>\$750 per application (Non-Residential Use)**</i>	\$60	\$25	* \$10 or \$50
Seasonal Sales	<i>\$750 per application (Non-Residential Use)**</i>	\$60	\$25	* \$10 or \$50
Temporary Event	<i>\$750 per application (Non-Residential Use)**</i>	\$60	-	* \$10 or \$50
	<i>\$250 per application (Residential Use)**</i>	\$60	-	* \$10 or \$50
Temporary Housing	<i>\$250 per application (Residential Use)**</i>	\$60	\$25	* \$10 or \$50

Temp. Model Home Sales Complex	\$750 per application (Non-Residential Use)**	\$60	\$25	* \$10 or \$50
Underage Occupancy	\$250 per application (Residential Use)**	\$60	\$25	* \$10 or \$50

\* Please note with EDR on-line submittal, the system will automate a \$10 addressing fee. The \$10 fee is based upon if the site has an existing address. If the parcel has not been assigned an address then the Addressing Review Fee will be adjusted to \$50. A change in the application fee will be evaluated as part of the Digital Counter review, and notification will be sent to the applicant to pay the outstanding balance.

\*\* The Planning application fee will be doubled if there is a Code Violation on the property.

**Trust Account** – If you will be submitting multiple EDR applications to the County, you might be interested in setting up a Trust Account with the Planning and Development Finance Division. The trust account allows you to deposit monies and the County will draw down application fees from the account. There is a minimum balance required in the amount of \$1,500 that must remain in the account at all times to participate in the program. The Finance Division will e-mail a Trust Account Activity Sheet which will list all deposits and withdrawals on the 1<sup>st</sup> of each month to the listed contact representative.

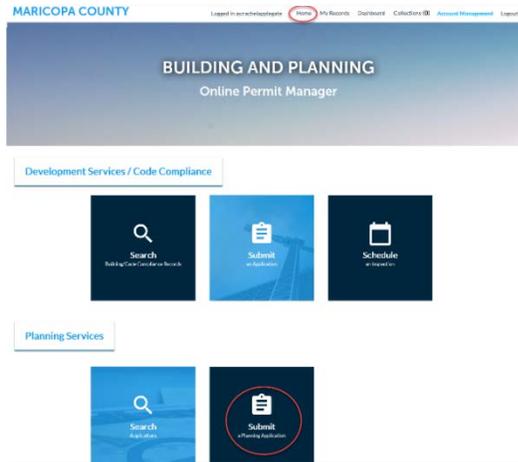
Contact the Planning and Development Finance Division at 602-372-1359 to obtain the Trust Account Application Form.

### [Save and Resume Later Option](#)

The On-line Permit Manager has a function that allows application information to be saved and resumed at a later date. Please note the On-line Permit Manager only allows for information and uploaded attachments to remain in the system for **90 days**, after 90 days the information and any uploaded attachments will automatically be deleted from the system. The temporary files are not transferred to the database, staff does not have the ability to access the information or files on the On-line Permit Manager. After 90 days, the applicant will need to start a new EDR application for processing. Staff will not receive the application until fees are paid and a tracking number has been issued as part of Step 7.

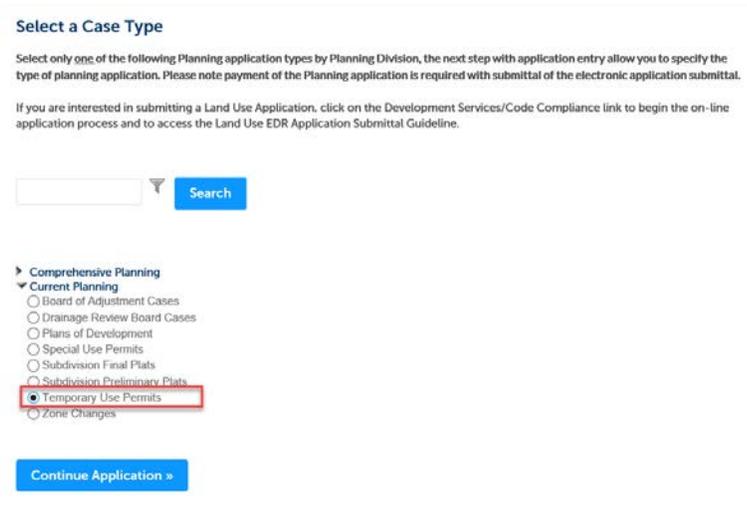
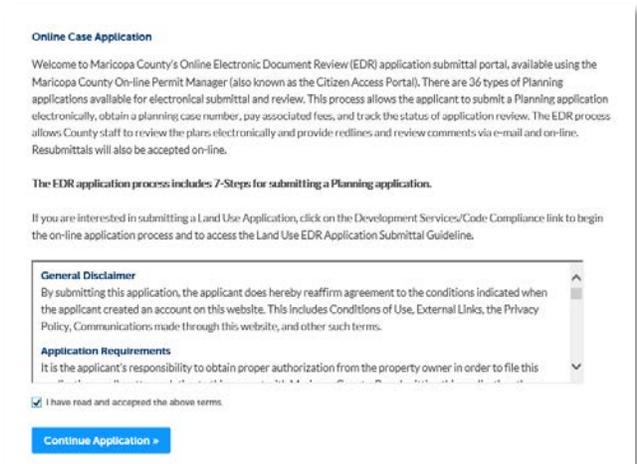
### [EDR – Step 1 – Project Information](#)

Once an account has been setup, login with the account information and follow the steps as identified below for the Temporary Use Permit application submittal. Submittal of the Temporary Use Permit application is within the Planning Services module.



Go to 'Home' located within the top banner. Navigate to Planning Services and select 'Submit a Planning Application'.

Review the General Disclaimer and check the box indicating that you have read and accepted the terms. Click on 'Continue Application'.



Select the drop-down arrow next to Current Planning and select 'Temporary use Permits'. Click on 'Continue Application'.

The first step of the application process is to select the correct sub-type of the Temporary Use Permit application.

**Project Type:** There are two selections available, 'EDR Review Project' and 'Project does not require EDR'. Please note it is critical to select 'EDR Review Project' for on-line application submittal and review. The secondary drop down item, 'Project does not require EDR' will generate an auto-scripted message that will stop the temporary use permit application process.

**CAP SubType:** The drop down displays the applications available for EDR submittal. Select the type of application being filed.

**TU Other Uses – Fee Determination:** Select Non-Residential or Residential for the application type. See fee schedule in this guide for assistance.

**Gross Acres:** This is the total gross acres of the subject site. Please note any portion thereof should be rounded up. For example if the site is 4.7 acres, the number to be submitted with the EDR application is 5 gross acres.

**Result of Violation:** Please check the button to address if there is an existing Code violation on the property.

**Work Description:** This is an open field to describe the project, identify the parcel, and specify the type of application being requested.

The on-line system has the ability to save the EDR application submittal and to resume the application at a later date. Please note a tracking number will not be assigned, a temporary number will be generated and the temporary application will display under 'My Records'.

Once these fields are completed, click on 'Continue Application' to move to Step 2 – Applicant Information.

The screenshot shows the 'Temporary Use Permits' application interface. At the top, a progress bar indicates seven steps: 1. Project Information (highlighted with a red circle), 2. Applicant, 3. Owner, 4. Attachments, 5. Review, 6, and 7. Below the progress bar, the title 'Step 1: Project Information > Information' is displayed, along with a link to the 'Temporary Use Permit - EDR Application Submittal Guideline' and a note that asterisks denote required fields.

The form is divided into several sections:

- A. GENERAL INFORMATION:** Contains three dropdown menus: 'Project Type' (with a callout box stating there are two options: 'EDR Review Project' and 'Project does not require EDR', and a note that selecting 'Project does not require EDR' will stop the process), 'CAP SubType' (with a callout box listing options like 'TU Caretakers Quarters', 'TU Non-residential use of mobile home', etc.), and 'TU Other Uses - Fee Determination' (with a callout box listing 'Non-Residential' and 'Residential').
- B. DIRECTIONAL INFORMATION:** Includes a 'General Property Location' dropdown.
- D. PROPERTY INFORMATION-ACTUAL:** Features a 'Gross Acres' input field (with a callout box explaining rounding up, e.g., 4.7 to 5 acres).
- E. CODE ENFORCEMENT:** Includes a 'Result of Violation' section with radio buttons for 'Yes' and 'No'.
- Work Description:** An open text area (with a callout box asking to enter the project description, parcel number, and request).

At the bottom of the form, there are two buttons: 'Continue Application >' and 'Save and resume later'.

## EDR – Step 2 – Applicant Information

This screen displays the applicant information, this will be the primary contact person with the EDR application. Staff will coordinate comments with the listed applicant. Only one applicant can be identified for notification. Please note due to creation of the On-line Permit Manager account, you can default your contact information by selecting 'Select from Account'.

The screenshot shows the 'Temporary Use Permits' application interface. At the top, a progress bar has seven steps: 1 Project Information, 2 Applicant (circled in red), 3 Owner, 4 Attachments, 5 Review, 6, and 7. Below the progress bar, the heading is 'Step 2: Applicant > Information'. A note states: '\* Denotes required fields to proceed forward with application.' and '\* indicates a required field.' The main section is titled 'Applicant' and includes the instruction: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' There are three buttons: 'Select from Account' (dotted border), 'Add New', and 'Continue Application »'. At the bottom right, there is a 'Save and resume later' button.

The on-line system also allows you to enter a new Applicant, select 'Add New' and enter the contact information with first and last name, organization, address, city, state, zip, phone, and e-mail. Click on 'Continue' when completed.

## EDR – Step 3 – Owner Information

This screen displays the owner's information. Please note the system is setup to enter a single property owner. Any additional property owners will need to be submitted as supplemental Temporary Use Permit Applications as additional documents with the upload on the Attachments screen (Step 4 – Attachments). Planning staff will enter the additional ownership in the database upon verification of the additional ownership.

Enter the Owner's name, address, city, state, zip, phone and e-mail. Please note Planning staff will utilize the applicant's information screen (Step 2) as the primary contact with the EDR application and for providing review comments. Once the screen is completed you can click on 'Save and resume later' or 'Continue Application'.

The screenshot shows the 'Temporary Use Permits' application interface, Step 3: Owner Information. The progress bar at the top has seven steps: 1 Project Information, 2 Applicant, 3 Owner (circled in red), 4 Attachments, 5 Review, 6, and 7. Below the progress bar, the heading is 'Step 3: Owner > Information'. A note states: 'Please note only one owner can be submitted with the EDR application process, if there are multiple property owners, be certain to have multiple applications available in Adobe PDF for upload with the application. The assigned Planner will be responsible for updating additional ownership into the database.' and '\* indicates a required field.' The main section is titled 'Owner' and includes the instruction: '\* indicates a required field.' There are several input fields: Name (with a help icon), Address Line 1, Address Line 2, City, State (dropdown menu), Zip Code, Country (dropdown menu), \*Phone 1, Phone 2, and \*E-mail. There are two buttons: 'Search' and 'Clear'. At the bottom, there are two buttons: 'Continue Application »' and 'Save and resume later'.

## EDR – Step 4 – Attachments

This screen allows you to upload the required Adobe PDF temporary use permit application and documents. Please see the required submittal documents as referenced in this guide.

Applicant Tip: Please note the file size limitation is 50 MB.

Click on 'Add' to attach files.

Once you click on 'Add' a pop-up window will appear, click on 'Add', this will display the files on your computer, navigate to the files for upload and click on 'Open'.

The screenshot shows the 'Temporary Use Permits' application interface. At the top, there is a progress bar with seven steps: 1, 2 Applicant, 3 Owner, 4 Attachments (highlighted), 5 Review, 6 Pay Fees, and 7. Below the progress bar, the section is titled 'Step 4: Attachments > Attachments'. It includes instructions: 'Please see the Temporary Use Permit – EDR Application Submittal Guideline for required application documents, formatting, naming convention, and maximum file size.' and a link to the 'Temporary Use Permit – EDR Application Submittal Guideline'. A note states: 'After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.' A small asterisk indicates a required field. The main section is titled 'Attachments' and contains the text: 'These are the required application forms, narrative, site plan and support documentation as applicable. Please see the EDR Application Submittal Guidelines for required documents and naming convention.' and 'The maximum file size allowed is 250 MB. html;htm;mht;mhtml are disallowed file types to upload.' Below this is a table with columns: Name, Size, Latest Update, Description, Virtual Folders, and Action. The table currently shows 'No records found.' At the bottom, there is a blue 'Add' button circled in red, a 'Continue Application >' button, and a 'Save and resume later' button.

The screenshot shows a 'File Upload' pop-up window. It has a close button (X) in the top right corner. The text reads: 'The maximum file size allowed is 250 MB. html;htm;mht;mhtml are disallowed file types to upload.' Below this is a table with three rows, each showing a file name and a progress bar at 100%: 'APPL-FORM-1.pdf', 'NARR-RPTS-1.pdf', and 'SITE-PLAN-1.pdf'. At the bottom, there are four buttons: 'Continue', 'Add', 'Remove All', and 'Cancel'.

The pop-up for file upload will show the file name and percentage of upload.

The pop-up window has the following options:

'Continue' - make this selection if you have completed all upload of file documents.

'Add' – this feature allows you to include additional files.

'Remove All' – this will remove all linked attached documents.

Click on 'Continue', the attachments page will appear showing the files, percentage of upload and document descriptions. Please see the Attachments and Naming Structure within this guide for text to be entered with the document descriptions. Click on 'Save' then click on 'Continue Application'.

## Temporary Use Permits

1	2 Applicant	3 Owner	4 Attachments	5 Review	6 Pay Fees	7
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### Step 4: Attachments > Attachments

Please see the Temporary Use Permit – EDR Application Submittal Guideline for required application documents, formatting, naming convention, and maximum file size.

[Temporary Use Permit – EDR Application Submittal Guideline](#)

After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.

\* indicates a required field.

## Attachments

These are the required application forms, narrative, site plan and support documentation as applicable. Please see the EDR Application Submittal Guidelines for required documents and naming convention.

The maximum file size allowed is 250 MB.  
html,htm,html,mhtml are disallowed file types to upload.

Name	Size	Latest Update	Description	Virtual Folders	Action
No records found.					

\*Type: Remove  
Plan PnD

File:  
APPL-FORM-1.pdf  
100%

\*Description:  
1st Sub - Application Form

\*Type: Remove  
Plan PnD

File:  
NARR-RPTS-1.pdf  
100%

\*Description:  
1st Sub - Narrative Report

\*Type: Remove  
Plan PnD

File:  
SITE-PLAN-1.pdf  
100%

\*Description:  
1st Sub - Site Plan |

Save Add Remove All

Continue Application »

Save and resume later

A summary screen of the uploaded attachments will appear. Please note the section marked as 'Latest Update' must change from 'Pending' to the date of application submittal, do not press 'Continue Application' until you see a date listed for each attachment.

Please note the top banner screen will indicate, 'That attachment(s) has/have been successfully uploaded' – please note this is a standard banner which will upload when the screen loads. There may be instances where the system is still generating the upload, so please wait until a date is identified in the 'Latest Update'.

Click on '**Continue Application**' to proceed to Step 5 to review the EDR application.

**Temporary Use Permits**

1 2 Applicant 3 Owner 4 Attachments 5 Review 6 Pay Fees 7

**Step 4: Attachments > Attachments**

Please see the Temporary Use Permit – EDR Application Submittal Guideline for required application documents, formatting, naming convention, and maximum file size.  
[Temporary Use Permit – EDR Application Submittal Guideline](#)  
 After saving each document, please wait until the "Latest Update" field for each document changes from "Pending" to the current date before continuing with your application.

\* indicates a required field.

**Attachments**

These are the required application forms, narrative, site plan and support documentation as applicable. Please see the EDR Application Submittal Guidelines for required documents and naming convention.

The maximum file size allowed is 250 MB.  
 .htm|.htm|.html are disallowed file types to upload.

Name	Size	Latest Update	Description	Virtual Folders	Action
<a href="#">APPL-FORM-1.pdf</a>	447.72 KB	10/29/2019	1st Sub - Application Form	1st Submittal	<a href="#">Actions</a> ▼
<a href="#">NARR-RPTS-1.pdf</a>	431.68 KB	10/29/2019	1st Sub - Narrative Report	1st Submittal	<a href="#">Actions</a> ▼
<a href="#">SITE-PLAN-1.pdf</a>	828.91 KB	10/29/2019	1st Sub - Site Plan	1st Submittal	<a href="#">Actions</a> ▼

[Add](#)

[Continue Application](#) [Save and resume later](#)

## [EDR – Step 5 – Review](#)

The Review screen is a summary screen of the data entered and uploaded attachments associated with the EDR application. Review each field and make any modifications by clicking on the '**Edit**' button. Review the certification statement and click the checkbox verifying application information. Click on '**Continue Application**'. See image of the Review screen on the next page.

## Temporary Use Permits

1	2	3 Owner	4 Attachments	5 Review	6 Pay Fees	7 Initialization
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### Step 5: Review

[Continue Application »](#)

[Save and resume later](#)

## Case Type

### Temporary Use Permits

#### Project Information

##### A. GENERAL INFORMATION [Edit](#)

Project Type: EDR Review Project  
CAP SubType: TU Care Taker Quarters  
TU Other Uses - Fee Determination: Residential

##### B. DIRECTIONAL INFORMATION [Edit](#)

General Property Location: 1st & Main

##### D. PROPERTY INFORMATION-ACTUAL [Edit](#)

Gross Acres: 1

##### E. CODE ENFORCEMENT [Edit](#)

Result of Violation: No

#### Work Description [Edit](#)

Work Description Temporary Use Permit for Caretaker Facility Applegate Property - Parcel Number: 123-45-678

#### Applicant [Edit](#)

Rachel Applegate  
Planning  
501 N. 44th Street  
Phoenix, AZ, 85008  
United States

Phone: 6023720318  
Phone 2: 6023720318  
E-mail: rachelapplegate@mail.maricopa.gov

#### Owner [Edit](#)

Applegate  
United States  
Phone 1: 6023720318  
rachel.applegate@maricopa.gov

#### Attachments [Edit](#)

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 250 MB.  
html,htm,cmh,cmhtml are disallowed file types to upload.

Name	Size	Latest Update	Description	Virtual Folders	Action
<a href="#">APPL-FORM-1.pdf</a>	447.72 KB	10/29/2019	1st Sub - Application Form	1st Submittal	<a href="#">Actions ▼</a>
<a href="#">NARR-RPTS-1.pdf</a>	431.68 KB	10/29/2019	1st Sub - Narrative Report	1st Submittal	<a href="#">Actions ▼</a>
<a href="#">SITE-PLAN-1.pdf</a>	828.91 KB	10/29/2019	1st Sub - Site Plan	1st Submittal	<a href="#">Actions ▼</a>

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

I also acknowledge and understand that the review of my submittal does not begin until my documents have been accepted for administrative completeness to the minimum submittal requirements and the required upfront fees have been paid.

By checking this box, I agree to the above certification.

Date: 10/29/2019

[Continue Application »](#)

[Save and resume later](#)

## [EDR – Step 6 – Pay Fees](#)

The Planning, Drainage Review, MCESD (exception of Temporary Events), and Addressing fees are automated with the EDR application. The Pay Fee screen provides two options for payment **Credit Card or Trust Account**. See screen image below:

### Temporary Use Permits

1	2	3 Owner	4 Attachments	5 Review	<b>6 Pay Fees</b>	7 Initialization
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**Step 6: Pay Fees**

Listed below are the preliminary fees based upon the information submitted. Staff will assess the fees, and notify the applicant if there are any additional fees owed. The following summary display fees by Review Division and total fees owed.

**Fees**

Fees	Qty.	Amount
Review of One Stop Shop process variance applications	1	\$25.00
Residential Temporary Use Permit(\$250)	1	\$250.00
Zoning Case and UPD Review (without precise plan entitlements)	1	\$60.00
Address Verification	1	\$10.00

Please select payment method and complete all required fields. The following methods are available for payment:  
- \$345.00  
Credit Card (Visa, MasterCard, Discover, and American Express)  
Trust Account

[Continue Application »](#)

## Temporary Use Permits

1	2	3 Owner	4 Attachments	5 Review	6 Pay Fees	7 Initialization
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### Step 6: Pay Fees

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Trust Account

Use the dropdown menu to change the payment type.

\* indicates a required field.

### Payment Options

Amount to be charged: \$345.00

- Pay with Credit Card  
 Pay with Trust Account

### Credit Card Information:

- \* Card Type:  \* Card Number:  \* Security Code:  ⓘ
- \* Name on Card:  \* Exp. Date:

### Credit Card Holder Information:

- Auto-fill with

Country:

\* Street Address:

\* City:  \* State:  \* Zip:

\* Phone:

E-mail:

[Submit Payment »](#)

Please note the application will not proceed past the Digital Counter Review (Front Counter Acceptance and Fees Payment EDR workflows) until the Addressing payment is received.

## EDR – Step 7 – Initialization

**Temporary Use Permits**

1 2 3 4 5 Review 6 Initialization

Your application has been successfully submitted.  
Please retain the case tracking number for your records.

Thank you for the EDR submittal of the Temporary Use Permit application.  
**For your records, the Planning case tracking number is TU2019035.**

**Validate your attachments before leaving this website:**  
Please validate that the attachment files are linked to the permit number by clicking on the 'View Permit Details' button below. On the following screen, click on 'Record Info' and select the 'Attachments' option. Please ensure that all documents uploaded with your EDR application are shown within the table on the Attachments screen.

The assigned Planner will be in contact with the applicant on the status of review. Please note that at any time you can access the On-line Permit Manager (Citizen Access Portal) to check the status of your case.

[View Case Details >](#)

The final step in this process is the initialization screen which will provide a case tracking number.

The tracking number will also be displayed within the 'My Records' screen.

## Validation of Submitted Attachments

Please validate that all submitted attachments are linked with the case tracking number. Click on the '**View Case Details**' button on Step 7 – Initialization. Click on '**Record Info**' and select '**Attachments**'. Please ensure that all documents were uploaded with the EDR application and are shown within the table of the Attachments screen.

## Digital Counter Review and Assessment

Once a tracking number is assigned to the project, the application materials will be submitted to the Digital Counter for review and assessment of fees. The Digital Counter includes the following database workflows (Front Counter Acceptance and Fees Payment).

The Digital Counter will assess fees and notify the applicant to process payment. Once payment has been made, the Digital Counter will push the Front Counter Acceptance and Fees Payment workflows. The applicant will receive an automated e-mail with completion of these workflows tasks.

A secondary auto-generated e-mail will be sent out once the temporary use permit application is routed to County agencies for review and comment.

## Project Manager – Assigned Planner

The remaining communication of the workflow processes and case status will be coordinated by the assigned staff planner responsible for the review of the case. Review comments and redlines will be provided back through the On-line Permit Manager for access and resubmittal of documents if required. Approval documents will also be provided via the On-line Permit Manager.

## [Tracking the Status of the EDR Application](#)

Go to the On-line Permit Manager enter your login username and password.

Click on **'My Records'** on the home banner screen to view applications. The system will automatically default to the Development Services/Code Compliance module with any records submitted, Planning applications will be listed as secondary with a drop-down arrow to show submitted applications. Click on the drop-down arrow next to Planning Services to view applications.

Click on the tracking number to display the application summary.

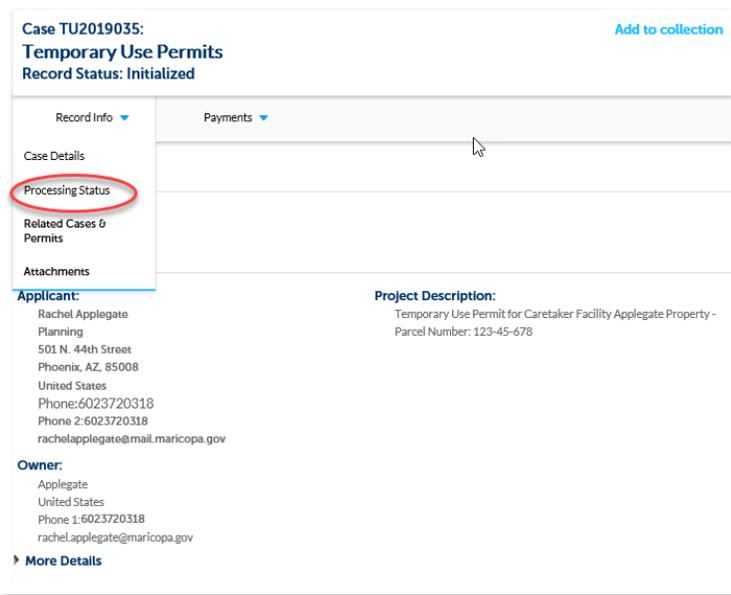
Development Services / Code Compliance

Planning Services

Showing 1-10 of 13 | [Add to collection](#)

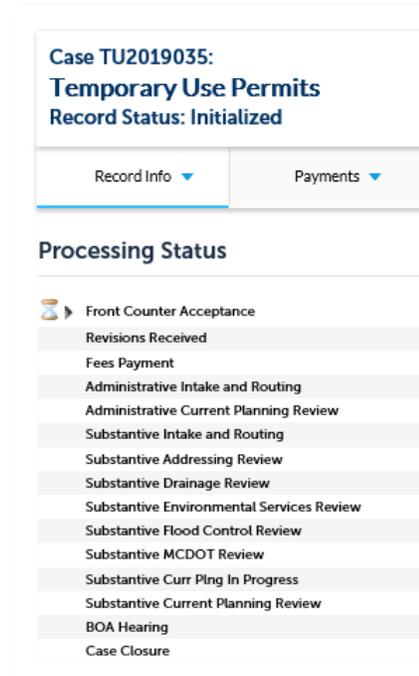
<input type="checkbox"/>	File Date	Case Number	Case Type	Description	Title of Project or Request	Status
<input type="checkbox"/>	10/29/2019	<a href="#">TU2019035</a>	Temporary Use Permits	Temporary Use Permit for Caretaker Facility Applegate Property - Parcel Number: 123-45-678	TU Care Taker Quarters	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">Z2019120</a>	Special Use Permits	SUP - EDR	SUP Special Use Permit	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">Z2019118</a>	Plans of Development	POD for EDR	POD Major Amendment	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">TU2019029</a>	Temporary Use Permits	TUP housing with violation - testing EDR	TU Temporary Housing	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">Z2019119</a>	Zone Changes	ZC with overlay - EDR	ZC With Overlay	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">S2019063</a>	Subdivision Final Plats	Final Plat EDR	S Final Plat	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">S2019062</a>	Subdivision Preliminary Plats	PP test of EDR	S Preliminary Plat	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">MCP2019028</a>	Military Compatibility Permits (MCP)	EDR Testing	MCP with Plan of Development	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">BA2019048</a>	Board of Adjustment Cases	BA Testing - EDR	BA Residential Variance	Initialized
<input type="checkbox"/>	10/08/2019	<a href="#">BA2019047</a>	Board of Adjustment Cases	Res Variance - EDR	BA Residential Variance	Initialized

< Prev 1 2 Next >



Click on the Record Info dropdown to select Processing Status.

Processing Status screen display the various workflow steps of the EDR application. You can click on the arrow next to the workflow step to display when a workflow step has been completed or is in progress.



## Receiving Redlines and Review Comments

The assigned planner will notify the applicant via e-mail or by phone that review comments and redlines are available on the On-line Permit Manager for download. The comments will be a consolidated set of comments from all County reviewing agencies. Any comments received from areas of interest will be sent by staff via e-mail to the applicant.

Go to the On-line Permit Manager enter your login username and password.

Click on **'My Records'** on the home banner screen to view applications. The system will automatically default to the Development Services/Code Compliance module with any records submitted, Planning applications will be listed as secondary with a drop-down arrow to show submitted applications. Click on the drop-down arrow next to Planning Services to view submitted applications.

Click on the case tracking number to display the application summary. Click on the Record Info to display the drop down selection window and select **'Attachments'**. The Attachments page will display the Corrections Report and Redline(s) available for download.

Click on the file name to open and download comments and redlines.

## Submitting Revisions/Corrected/Updated Documents

1. Rename files with update to the submittal number. For example secondary submittal will require adjusting the file name and document description as follows:

XXXX-XXXX-Submittal number.pdf  
NARR-RPTS-2.pdf

Document Description  
2<sup>nd</sup> Sub – Narrative Report

2. **Do not *reorder, extract or insert* pages in the middle of your corrected plan sets.** For example, if a 4-page set of structural plans was returned to you for corrections, resubmit a 4-page set of corrected structural plans in the same page order. *Rearranging, extracting or inserting pages out of order will result in delays for completing your plan review.*

A. If submitting *new (additional)* plans, plan sets or supplemental documents:

- i. Revised/corrected plans **must** be submitted in the same page order as the previous submittal.
- ii. Place new pages at the end of the corrected plan set document. **Do not** place new pages in the middle or beginning of the document. Do not reorder pages within the document.

### Why is page order important?

Resubmitting plans with the pages in the original order ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.

### How to Resubmit Revisions

Go to the On-line Permit Manager enter your login username and password.

Click on **'My Records'** on the home banner screen to view applications. The system will automatically default to the Development Services/Code Compliance module with any records submitted, Planning applications will be listed as secondary with a drop-down arrow to show submitted applications. Click on the drop-down arrow next to Planning Services to view submitted applications.

Click on the case tracking number to display the application summary. Click on the Record Info to display the drop-down selection window and select Attachments

Click on the **'Add'** icon for processing resubmittals. A pop-up window will appear, navigate to the location of the revised documents for upload. Click on **'Open'**, the ACA page will load up the revised document, update the description to indicate resubmittal number. Please note the name of the file should be adjust for resubmittal number, also please follow the format as listed in the *Required Attachments and Naming Structure* within this Guide.

Example: for secondary submittal on a site plan, the file name would be changed to reference second submittal 'SITE-PLAN-2.pdf' and the document description would be changed to '2<sup>nd</sup> Sub – Site Plan'.

TUP – Caretaker	Required Naming Convention for subsequent submittals	Document Description with Resubmittal (2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> )
Site Plan	SITE-PLAN-2	2 <sup>nd</sup> Sub-Site Plan
Narrative Report	NARR-RPTS-2	2 <sup>nd</sup> Sub-Narrative Report

Click on **'Save'**, scroll between the Attachment page to determine if submittal was successfully uploaded.

The revised application will be routed to the assigned planner and Digital Counter for processing and routing. Staff will contact the applicant once the revisions are in process for review.

### How to Receive Approval Documents

The assigned planner will notify the applicant via e-mail or by phone that the case has been approved and the stamped approved documents are available on the On-line Permit Manager for download.

Go to the On-line Permit Manager enter your login username and password.

Click on **'My Records'** on the home banner screen to view applications. The system will automatically default to the Development Services/Code Compliance module with any records submitted, Planning applications will be listed as

secondary with a drop-down arrow to show submitted applications. Click on the drop-down arrow next to Planning Services to view submitted applications.

Click on the case tracking number to display the application summary. Click on the Record Info to display the drop-down selection window and select '**Attachments**'. The Attachments page will display the Approved documents for download.

Click on the file name to open and download the approved documents.

### [Troubleshooting & Contact Information for Assistance](#)

The EDR application process is compatible with Internet Explorer v11, Silverlight v5, Firefox v51, Opera v42, and Chrome v56.

Please allow for pop-ups as part of the browser settings prior to application submittal.

For assistance with the EDR application process or to address any questions, please contact the Planning and Development Customer Service team at 602-506-3301 or by e-mail at [pdcustomerservice@mail.maricopa.gov](mailto:pdcustomerservice@mail.maricopa.gov) or contact Rachel Applegate at 602-372-0318 or via e-mail at [rachel.applegate@maricopa.gov](mailto:rachel.applegate@maricopa.gov)