

## City Planning Department Announces EPLAN & EDR Implementation for Subdivision Process

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City of Charlotte, Planning Department will require Electronic Plans (EPLANS) for the submission of subdivision applications effective April 1, 2014. The EPLAN PDF format will be required for the following applications; sketch plan, preliminary plan (to include single family, multi family, mixed use and commercial subdivision) and plat (to include minor, condo and not subject to (NST)).

Customers will complete an electronic application and attach the plans along with any other documentation by accessing Accela Citizen Access at the following URL <https://aca.accela.com/charlotte/default.aspx>. Customers will no longer submit paper plans or plans via email.

Subdivision reviewers will utilize Electronic Document Review (EDR) for the review of EPLAN submittals. Electronic Document Review (EDR) is a fully integrated feature within Accela Automation that leverages Adobe Acrobat X Pro to provide review and markup of documents in the PDF format.

Planning and City Engineering staff invites design professionals and surveyors to attend one of the upcoming customer training sessions in March. The training will be held at the Charlotte Mecklenburg Government Center.

March 25<sup>th</sup> 9:00 -10:30

March 27<sup>th</sup> 1:00 - 2:30

Additional information and details will be forthcoming in future newsletters. If you have any questions regarding this information, please contact one project managers listed below.

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