



News Release

FOR IMMEDIATE RELEASE ON: December 23, 2010
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Electronic Plan Amendment Process (EPAP)

The Zoning Division has been working closely with the Electronic Plan Steering Committee to explore how to automate modifications to official plans. The goal was to explore how to improve the existing process in terms of time and cost for both the applicant and staff. Currently, an applicant is required to submit their application on any Administrative Amendment intake day to review the proposed modification(s) and then make the changes to the official plan on file in the Zoning Division.

The final recommendation from the Steering Committee was to move forward with an electronic amendment process. This would allow the applicant to fill out an Administrative Amendment application and either bring it to the Zoning Division or send it via e-mail to Zoning staff. Additionally, this new process will further the County's goal to establish an electronic version of the documents submitted for easy updates and maintenance in ePZB.

For further information please see the Policy & Procedures Memo below:

➤ [ZO-O-046 – Electronic Plan Amendment for the Administrative Amendment Process](#)

Timeline for Implementation

The Zoning Division will eventually require all applications that require plans to be submitted in a .DWF format pursuant to the timeline below. The .DWF format will allow electronic modifications to plans requested by the applicant and approved by Zoning Division staff.

We are encouraging submittal of plans in the .DWF format beginning January 1, 2011, but will be mandatory in accordance with the following dates:

March 9, 2011: Public Hearing & Full DRO Intake

March 15, 2011: Administrative Review

Only for those applications that have existing plans (mylars) that had 10 or more prior plan amendments.

January 1, 2012: Administrative Review

All Zoning applications that require plan submittal.