



Additional Information Request

Applicants Information:	
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Date sent:	6/17/2016

After reviewing your application, the development review staff is requesting additional information. Please note that you must schedule an appointment with your assigned project manager, or upload through the e-review portal prior to your scheduled meeting. Please submit all requested information as noted on the applicable worksheets contained in this workbook. A copy of this spreadsheet along with your responses are required for resubmittal. Should you need assistance in uploading resubmittal materials, please see the E-Review Portal Informational Handout on the tabs below.

Note: Please do not submit plans or other materials directly to development review staff. The project manager for your application is responsible for the tracking and routing of submitted materials to the various departments involved with the review of your project.

Once plans or other requested materials are submitted please e-mail your project manager that all materials have been submitted.

Project Name:	Short Duplex			
File No:	BPLN- 2015-02128; BLDG - 2015-08536			
	Staff member	Department	E-mail	Phone (425-556-XXXX)
CoR Staff:	John Rientjes	Building - Architectural	rientjes@redmond.gov	2484
		Building - Structural		
	Cameron Zapata	Planning	czapata@redmond.gov	2480
		Fire Department		
	Colin Sherrill	Engineering – Stormwater	csherrill@redmond.gov	2491
		Natural Resources		
		Engineering – Water/Sewer		
		Engineering – Transportation		
		Construction Inspection		
	Traffic Operations			
	Parks			

PREP Dates	
Kick-Off:	(date)
Coordination 1:	(date)
Coordination 2:	(date)
DRB Meeting 1:	(date)
DRB Meeting 2:	(date)
Submittal:	(date)

CCR Dates	
Kick-Off:	(date)
Intake:	(date)
Debrief:	(date)
2nd Intake:	(date)
Debrief:	(date)
Submittal:	(date)



STEP 1: Go to <http://land.redmond.gov/eReviewPortal/Default.aspx>

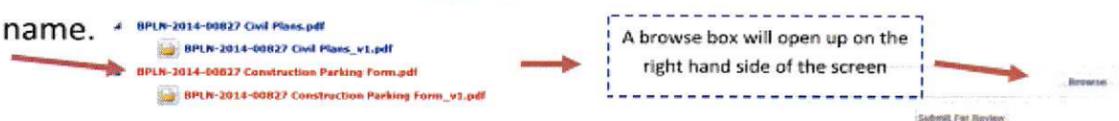
STEP 2: Enter your log on information (same information you use to log on to the eTrack Portal)

STEP 3: Locate the Plan Case number and click on the folder next to the Plan Case number



STEP 4: A RED file name indicates *Resubmittal Required*.

—>Click on the file name.



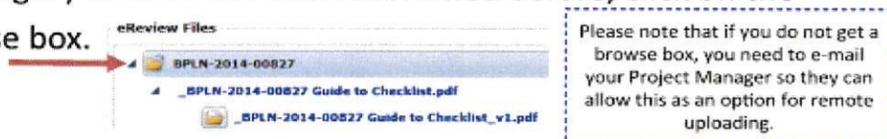
STEP 5: Click BROWSE —> locate file on your computer —> click open —> click **UPLOAD** button

STEP 6: File is now a version 2



STEP 7: Repeat Steps 4—7 For every *Required Revision File(s)* (file names in RED)

STEP 8: For files that have no category or have not been submitted before; click on the Plan Case number to get a browse box.



STEP 9: Once all files have been uploaded as version 2 click on **Submit For Review**

=> Note: **Once you click **Submit For Review** the Portal is closed!!**

STEP 10: E-mail your Project Manager and let them know you have uploaded your files and attach the Issues Matrix (excel file) to your e-mail. Please do not convert the Issues Matrix to a PDF file as the intention is to keep it as a 'working' document.

TIPS:

=> Before clicking on Submit for Review you have the ability to delete the file and try again.

Click on the **Red X** and the browse box will come back to upload



=> If you want to see the redlined plans click on the folder below the file name. A separate window will open up.



[To see if your project qualifies for Energy Incentives
please visit http://www.dsireusa.org/](http://www.dsireusa.org/)

DSIRE[®]

Database of State Incentives for Renewables & Efficiency[®]



Question	Answer
Do I need to upload a complete set of plans?	Yes, it is too difficult for staff to insert sheets. Please upload a complete set of plans with clouded changes.
Do I need a resubmittal appointment?	No, the portal has been set up for you to upload your plans from your office. See the Tip Sheet worksheet. Once you have completed your upload please e-mail your Project Manager that the upload has been completed.
How do I name the documents for uploading?	Please name your documents without punctuation marks and add the date in the beginning for example 060415 Structural plans.

