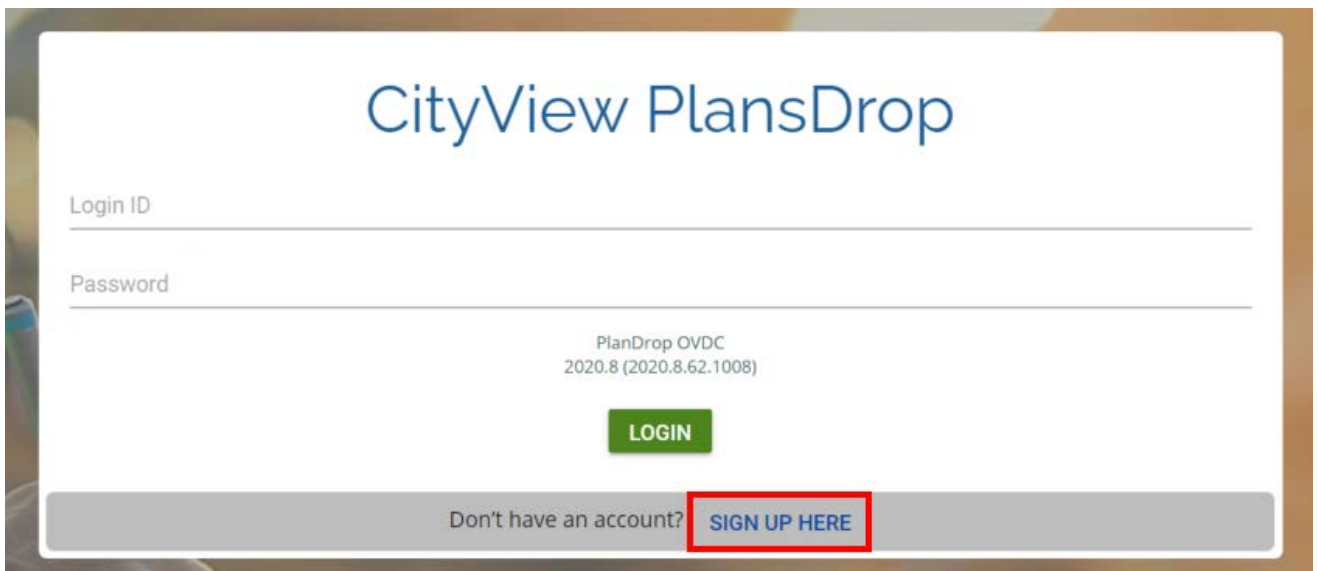# CityView PlansDrop

This is a guide on how to register an account and adding a new project using Cityview PlansDrop which is a cloud-based solution and it is **free,** secure, easy and no-contact way to upload electronic documents for application submission to the Town of Aurora. Simply register online to obtain a PlansDrop account and you can start uploading your applications.

REGISTER A NEW ACCOUNT

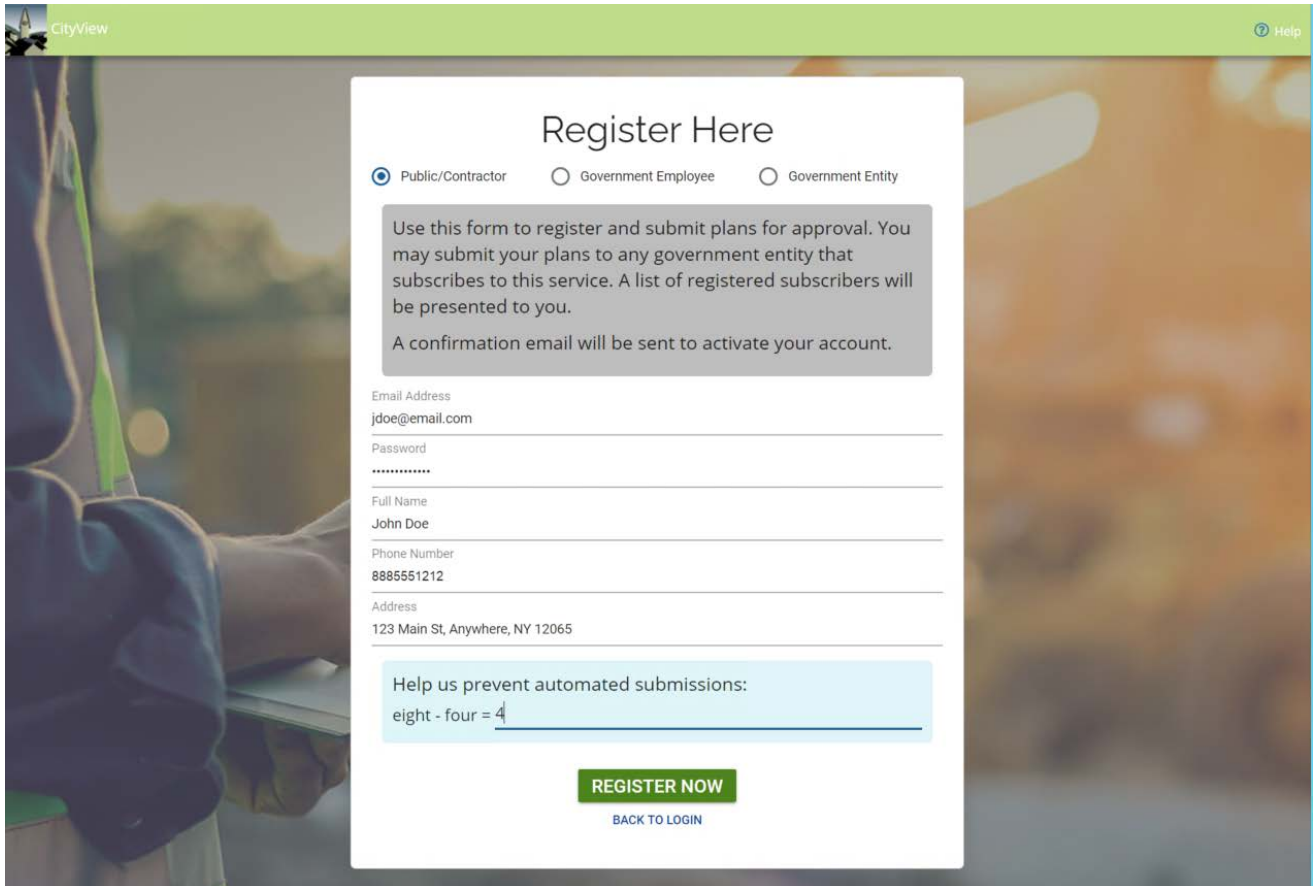1. First, open you web browser and go to PlansDrop Account Login
2. Next, select **SIGN UP HERE** link.

3. You will be required to provide your email address, full name, phone number and address and create a password.
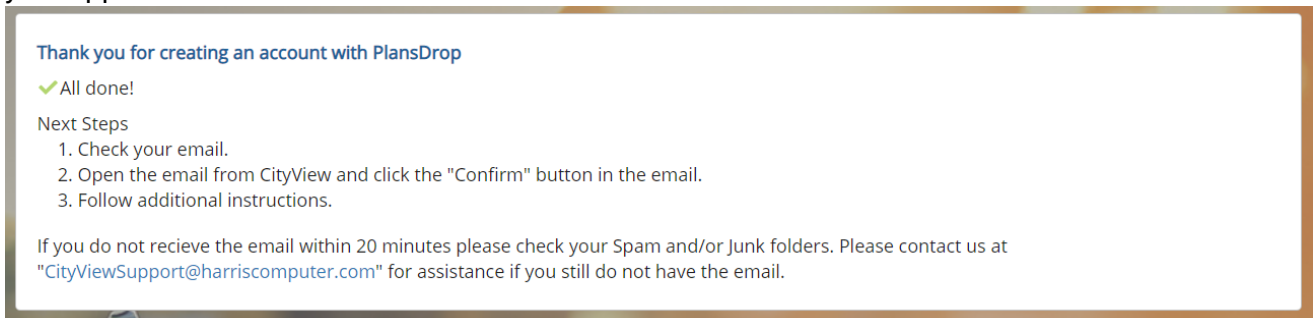
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4. Once the required fields have been filled out, use the **Register Now** button to submit your registration.

5. You will receive a thank you message and a confirmation email to confirm your account. Select the link in the email to verify your account. Now you can log into PlansDrop and start submitting your applications.

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Setting Up a New Project in PlansDrop for Building or Planning Projects

1. Once you log into PlansDrop select the **+New Project** Button to apply for a building project or planning project. Below are some guidelines for completing the fields under the Under Basic Information section.
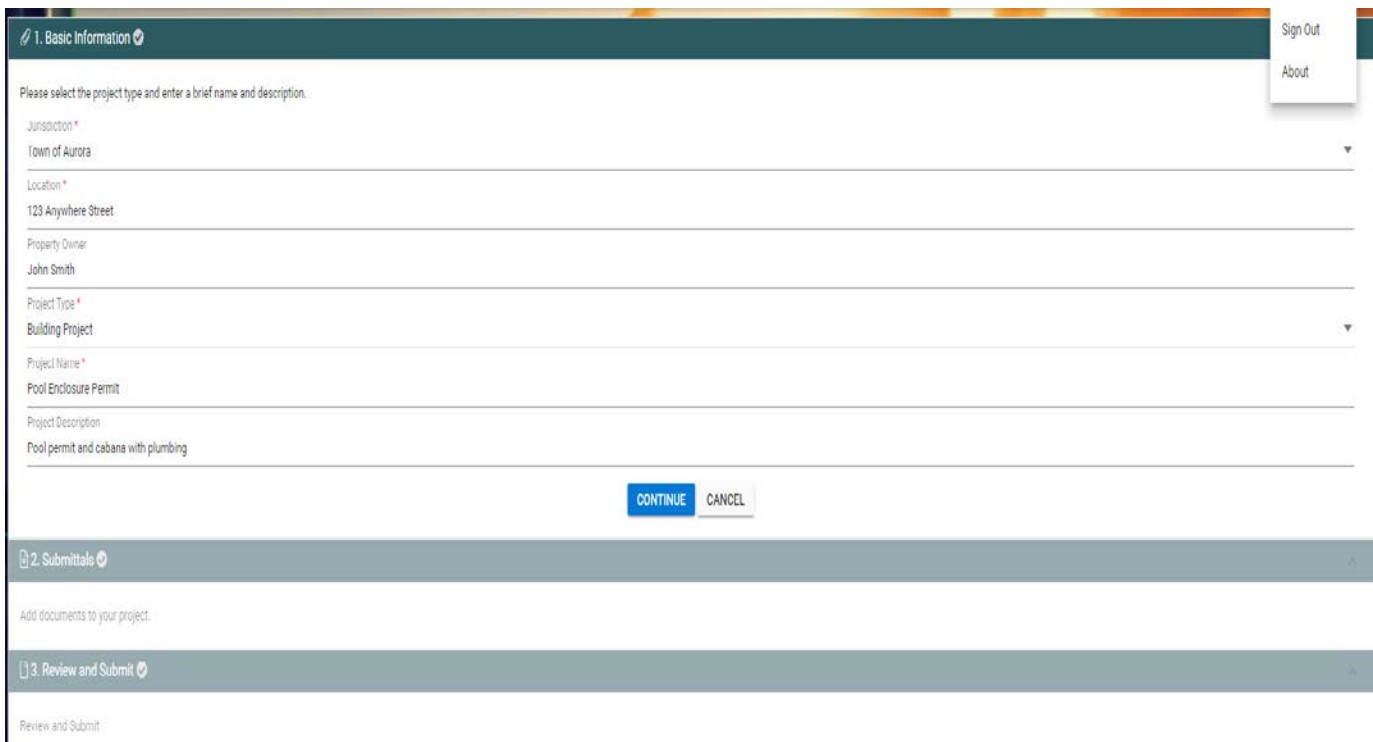
    Location: address (property) for project

    Owner: name of property owner for project

    Project Type: please ONLY select 'Building Project' for Building permits or 'Planning Project' for Planning Applications.

    Project Name: For new planning application submissions please list application types applied for (e.g. Official Plan Amendment, Zoning By-law Amendment and Site Plan Approval). For resubmissions for existing applications please provide the file numbers (e.g. OPA 2017-02, ZBA 2017-03 & SP 2018-01). For Building Permits applications please list the type off application (e.g. pool enclosure, interior alteration for tenant fit-up, residential plumbing, New Detached Dwelling)

    Project Description: please provide further details, as required.

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2. Upload document to project under **Submittals** section of the screen which you can drag the documents from a folder on your desktop into the tab box or use the **BROWSE** button to search for the document location. You will get a notification that the file has been successfully uploaded. Repeat this process for each submittal item.

3. Then select **Continue** to finish the upload process.

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4. This will take you to the Review and Submit section to verify the project details. Then click on Submit and this will save your project and you will then be taken back to the project screen.
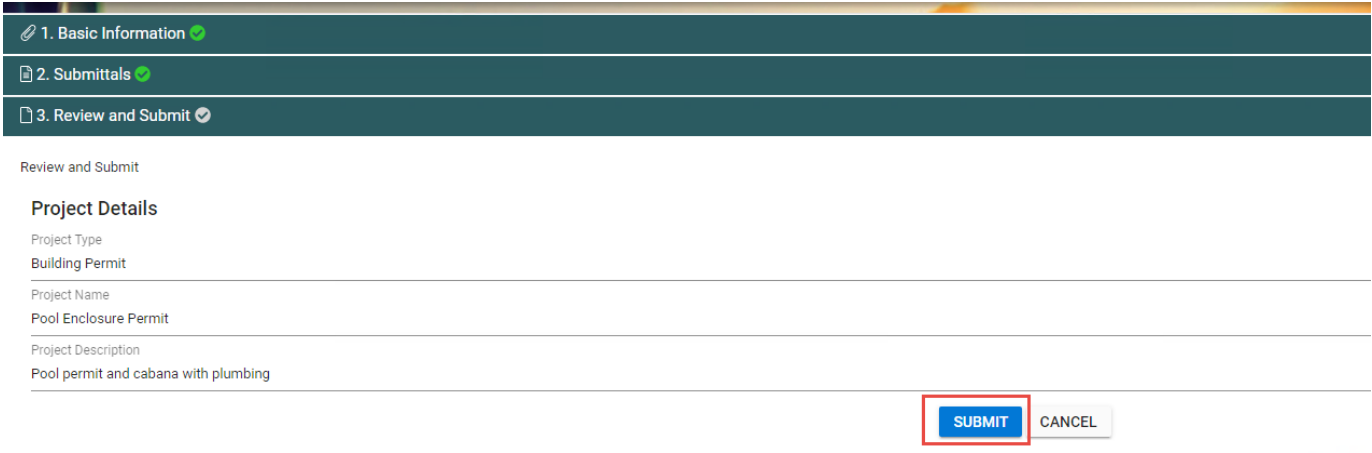
5. Once the project is received and the municipality has reviewed and upload the project submittals. Applicants can view the status of their submittals. If anything is missing in the submittal package the municipality will note what is required.

*   **Closed** - If your project is **Closed** it means that all of the uploaded documents have been accepted, no new requirements were added and no further action needs to take place within the PlansDrop application.
*   **Waiting for Submittals -** If your project is **Waiting for Submittals** it means one of the following:
    ➢ The uploaded files were Returned for Correction meaning there was an error or omission.
    ➢ The files were not uploaded and are required.
    ➢ New requirements were added based on the project information.
*   **Canceled** - Your project will be canceled if not acted upon within a certain time frame.
*   **New** - Your project and submittals have not yet been reviewed by staff.

For Building projects **please note**, once the permit application has been approved the stamped drawings and permit will be uploaded to the applicant's project under the submittals section of **Supporting Documentation** along with an email notifying the applicant.