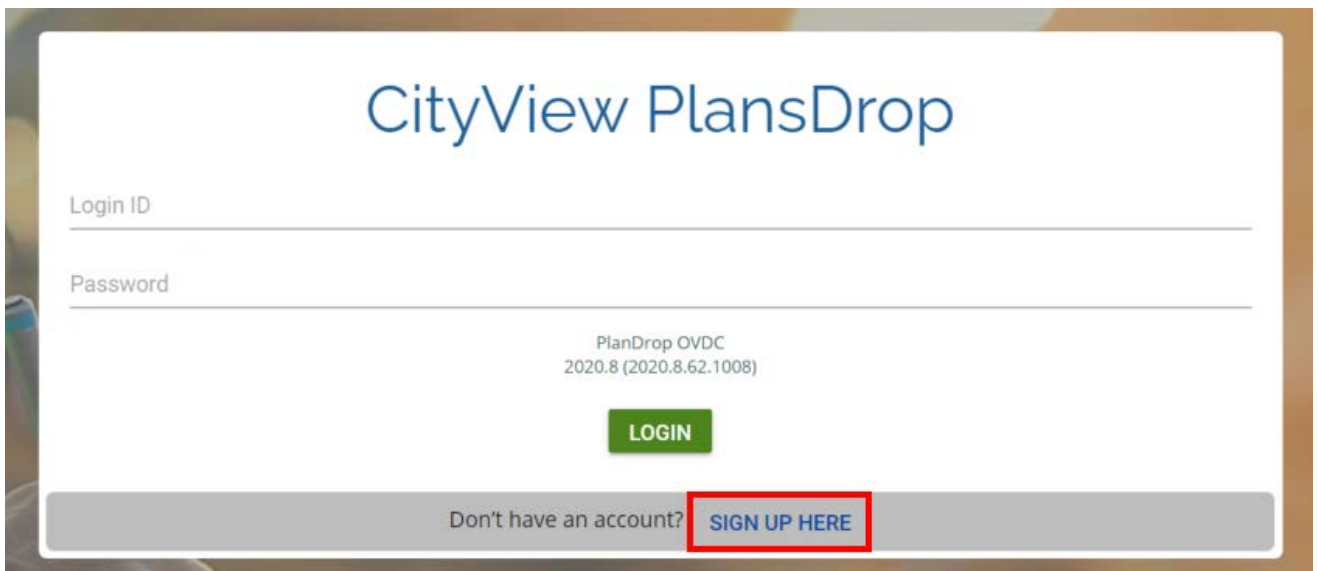


# CityView PlansDrop

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.



CityView PlansDrop

Login ID

Password

PlanDrop OVDC  
2020.8 (2020.8.62.1008)

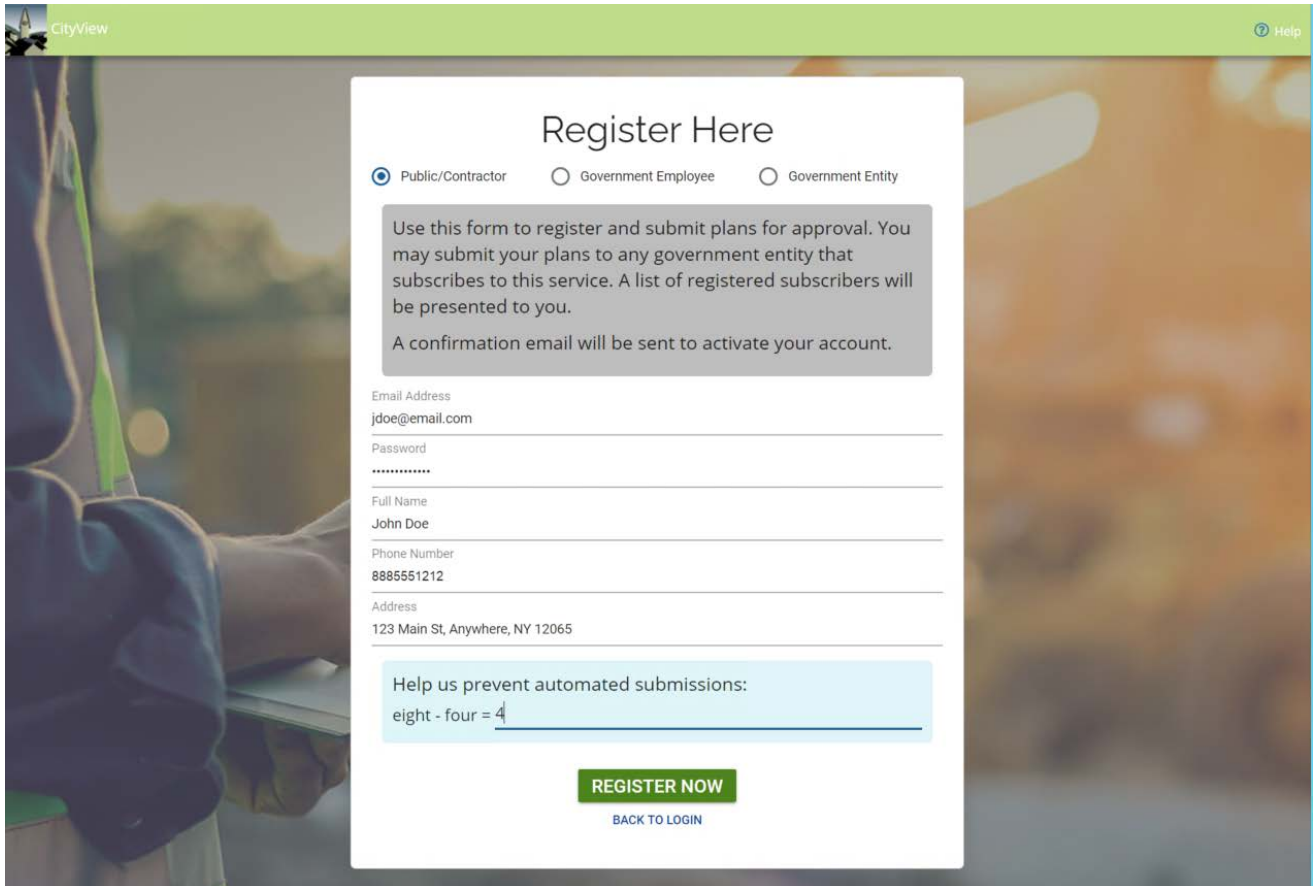
LOGIN

Don't have an account? **SIGN UP HERE**

3. You will be required to provide your email address, full name, phone number and address and create a password.

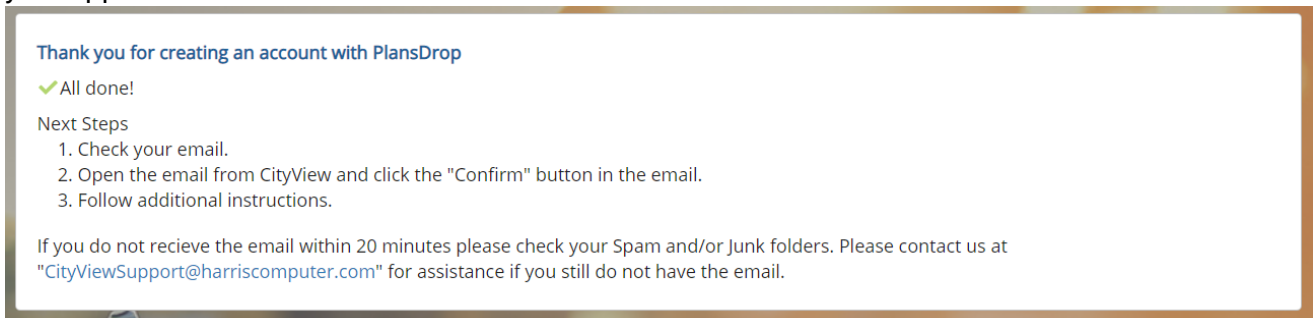
# CityView PlansDrop

4. Once the required fields have been filled out, use the **Register Now** button to submit your registration.



The screenshot shows the 'Register Here' form on the CityView website. The form includes radio buttons for 'Public/Contractor' (selected), 'Government Employee', and 'Government Entity'. A grey box contains instructions: 'Use this form to register and submit plans for approval. You may submit your plans to any government entity that subscribes to this service. A list of registered subscribers will be presented to you. A confirmation email will be sent to activate your account.' The form fields are: Email Address (jdoe@email.com), Password (masked with dots), Full Name (John Doe), Phone Number (8885551212), and Address (123 Main St, Anywhere, NY 12065). A light blue box contains a CAPTCHA: 'Help us prevent automated submissions: eight - four = 4'. At the bottom are 'REGISTER NOW' and 'BACK TO LOGIN' buttons.

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.



The screenshot shows a confirmation message with the heading 'Thank you for creating an account with PlansDrop'. It includes a green checkmark and the text 'All done!'. Under 'Next Steps', there is a numbered list: 1. Check your email. 2. Open the email from CityView and click the "Confirm" button in the email. 3. Follow additional instructions. At the bottom, it says: 'If you do not receive the email within 20 minutes please check your Spam and/or Junk folders. Please contact us at "CityViewSupport@harriscomputer.com" for assistance if you still do not have the email.'

## CityView PlansDrop

### 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.

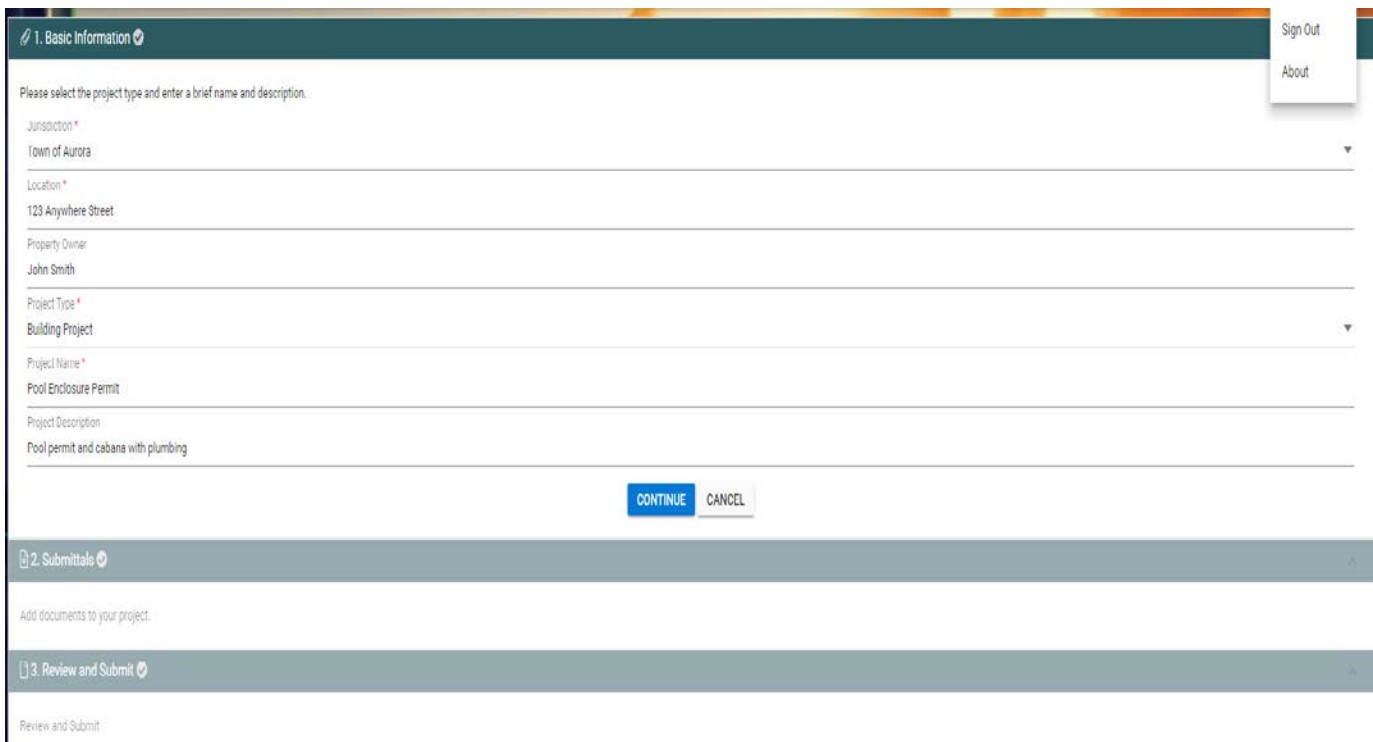
**Location:** address (property) for project

**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.



1. Basic Information

Please select the project type and enter a brief name and description.

Jurisdiction \*  
Town of Aurora

Location \*  
123 Anywhere Street

Property Owner  
John Smith

Project Type \*  
Building Project

Project Name \*  
Pool Enclosure Permit

Project Description  
Pool permit and cabana with plumbing

CONTINUE CANCEL

2. Submittals

Add documents to your project.

3. Review and Submit

Review and Submit

## CityView PlansDrop

- 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.

Drawings / Construction Plans - Pending

Name	Comments	Status	DateEntered	Download
No records to display				
<input type="button" value="BROWSE..."/> Or drop files here				
floorplan_cross_section.pdf				
3.4 MB				
File uploaded successfully				

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

Drawings / Construction Plans - Pending

Or drop files here

Fire Safety Plan.pdf  
70.0 KB  
File uploaded successfully

Site Plans - Pending

Or drop files here

Application.pdf  
0.1 MB  
File uploaded successfully

Complete Application Form Signed - Pending

Or drop files here

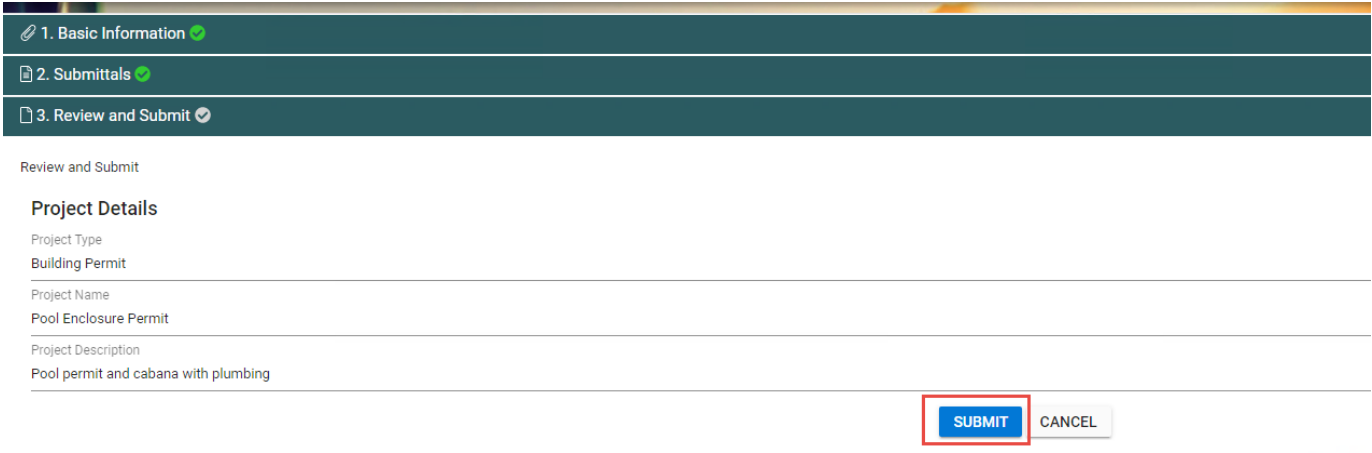
Fire Safety Plan.pdf  
70.0 KB  
File uploaded successfully

Other Project Files - Pending

Or drop files here

# CityView PlansDrop

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.

