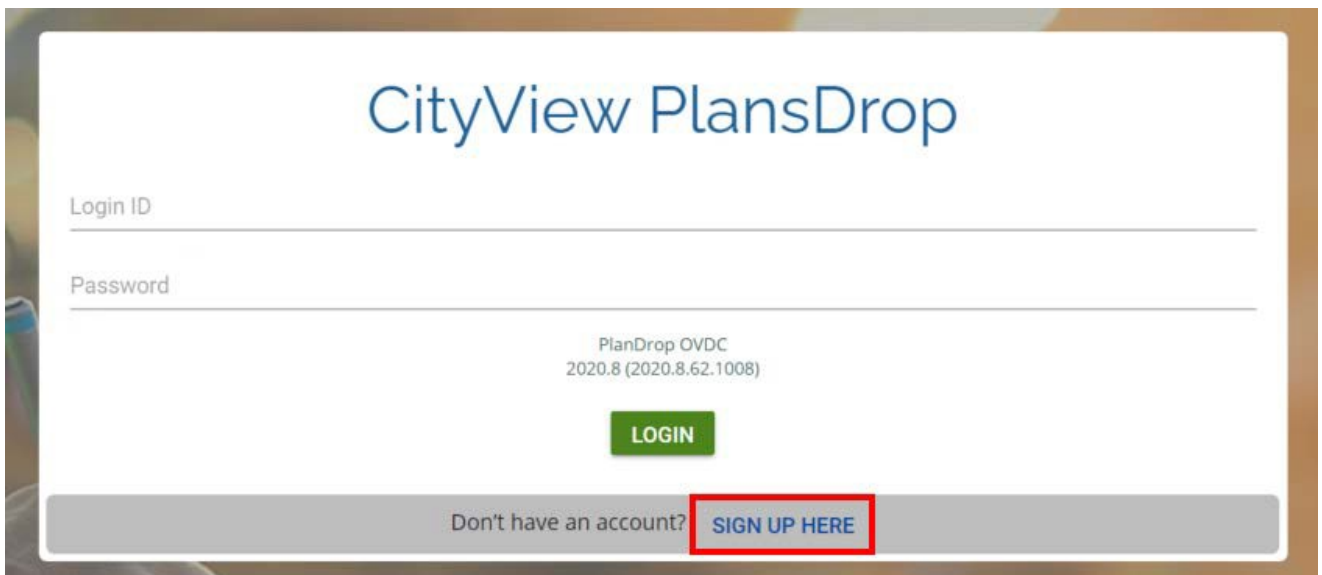


CityView PlansDrop

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 City of Welland. 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.

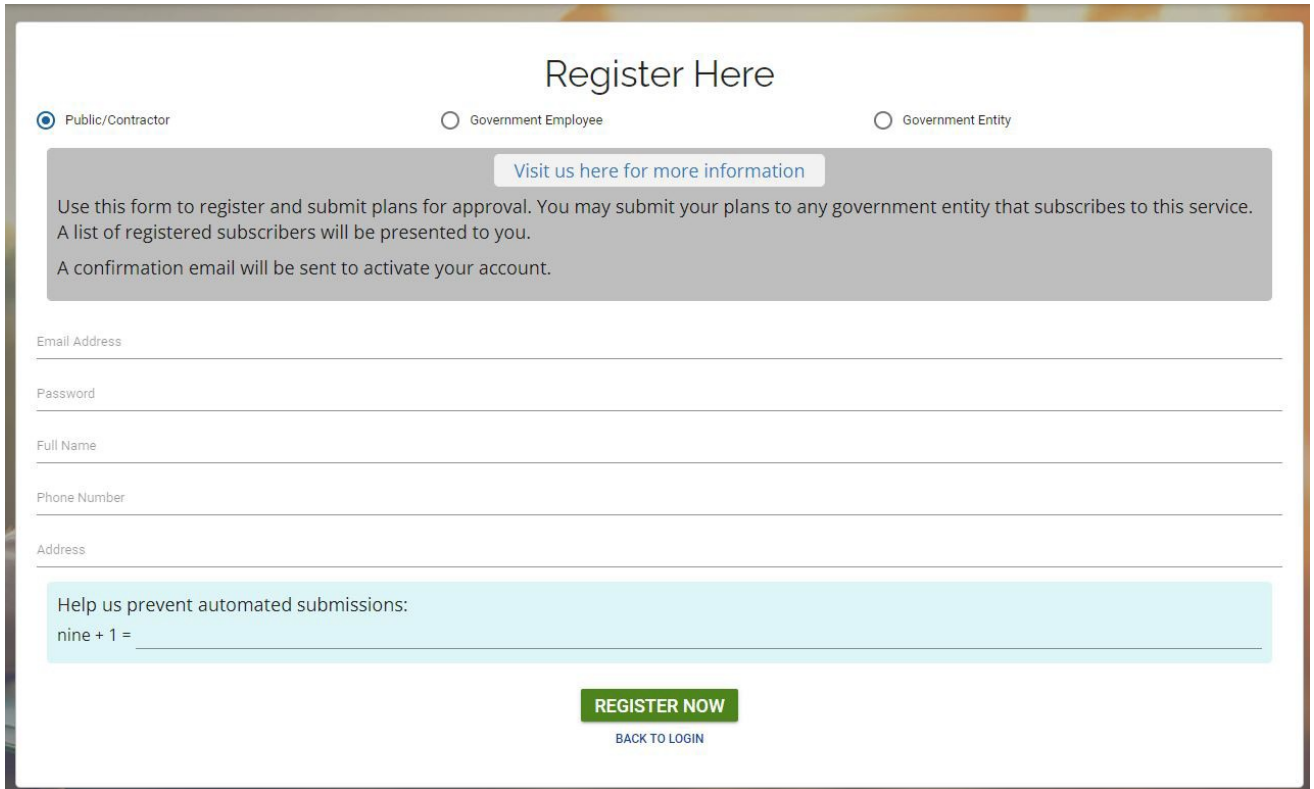


The screenshot shows the CityView PlansDrop login interface. At the top, the title "CityView PlansDrop" is displayed in a large, blue, sans-serif font. Below the title are two input fields: "Login ID" and "Password", each with a horizontal line underneath. In the center of the page, the text "PlanDrop OVDC" and "2020.8 (2020.8.62.1008)" is visible. Below this text is a green button labeled "LOGIN". At the bottom of the page, there is a grey bar containing the text "Don't have an account?" followed by a blue link labeled "SIGN UP HERE" which is highlighted with a red rectangular border.

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

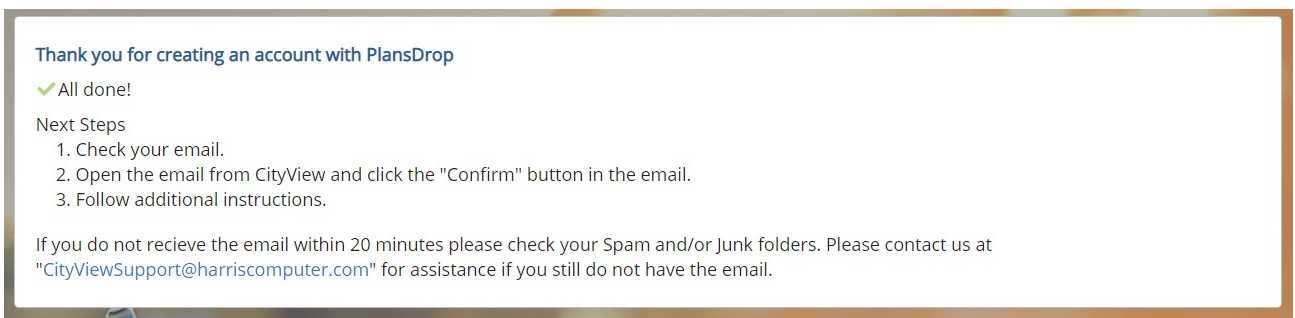
CityView PlansDrop

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



The screenshot shows a registration form titled "Register Here". At the top, there are three radio button options: "Public/Contractor" (selected), "Government Employee", and "Government Entity". Below these is a grey box with a link "Visit us here for more information" and text explaining the registration process: "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 includes input fields for "Email Address", "Password", "Full Name", "Phone Number", and "Address". Below the address field is a light blue box with a CAPTCHA question: "Help us prevent automated submissions: nine + 1 =". At the bottom, there is a green "REGISTER NOW" button and a smaller "BACK TO LOGIN" link.

- 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 titled "Thank you for creating an account with PlansDrop". It includes a green checkmark icon and the text "All done!". Below this, it says "Next Steps" followed by a numbered list: "1. Check your email.", "2. Open the email from CityView and click the 'Confirm' button in the email.", and "3. Follow additional instructions." At the bottom, there is a note: "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.

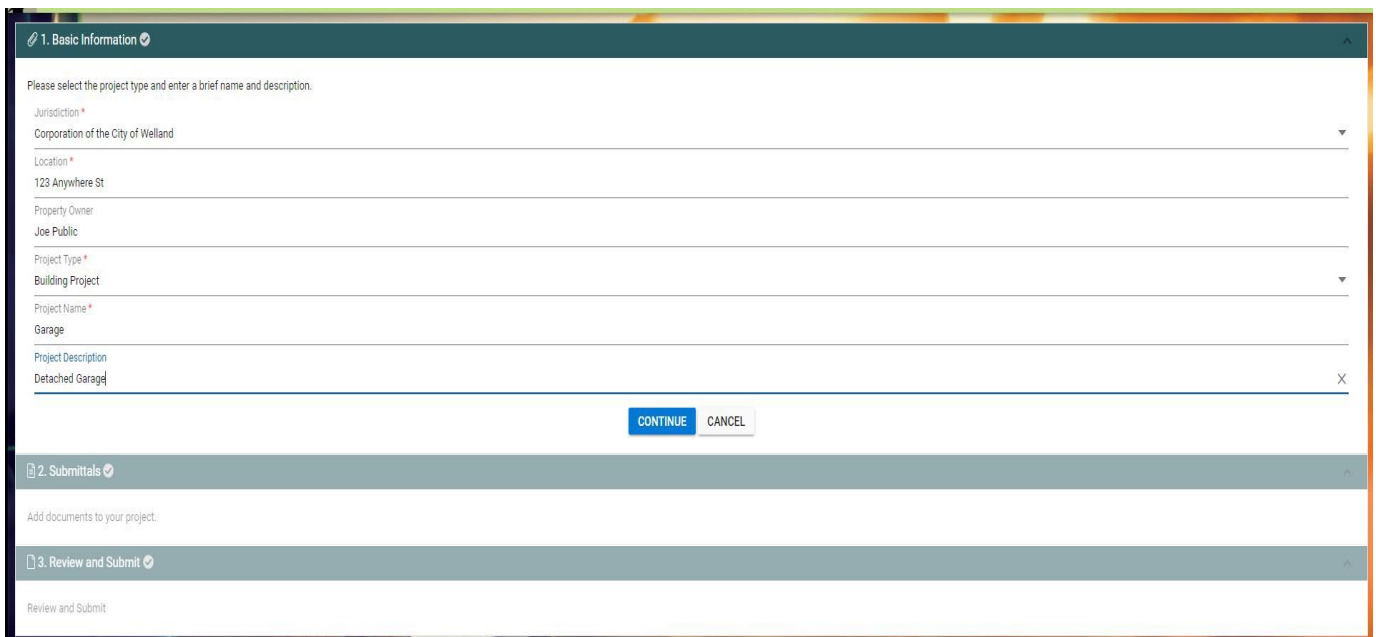
Location: address (property) for project

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.



The screenshot shows the '1. Basic Information' section of the PlansDrop application form. The form is titled '1. Basic Information' and includes a sub-header 'Please select the project type and enter a brief name and description.' The form fields are as follows:

- Jurisdiction ***: Corporation of the City of Welland
- Location ***: 123 Anywhere St
- Property Owner**: Joe Public
- Project Type ***: Building Project
- Project Name ***: Garage
- Project Description**: Detached Garage

At the bottom of the form, there are two buttons: 'CONTINUE' and 'CANCEL'. Below the form, there are three sections: '2. Submittals', '3. Review and Submit', and '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 MB
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

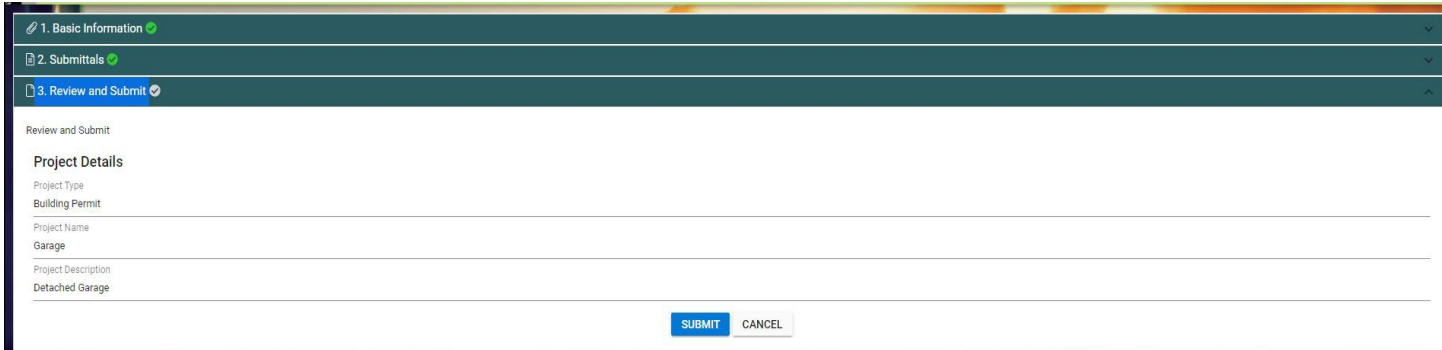
Fire Safety Plan.pdf
70.0 MB
File uploaded successfully

Other Project Files - Pending

Or drop files here

CityView PlansDrop

- 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.



- 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.

Drawings	Reviewing	1	upload
Supporting Documentation	Pending	1	upload