



MEDFORD
PUBLIC WORKS

**ELECTRONIC
FINAL PLAT REVIEW**

APPLICANT'S GUIDE

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ProjectDox Instructions

[Appendix A: How to Find Tasks and Projects](#)

[Appendix B: How to Upload New Plans and Documents and Complete the “Applicant Upload Task”](#)

[Appendix C: How to Complete the “Completeness Check Corrections Task”](#)

[Appendix D: How to Check Review Status](#)

[Appendix E: How to Review and Respond to Comments](#)

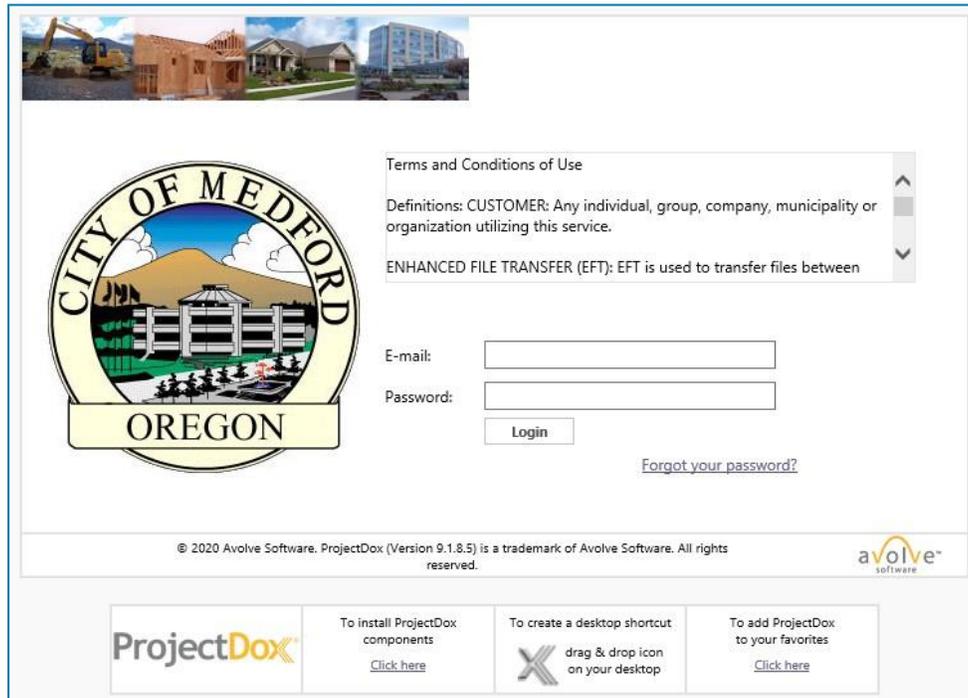
[Appendix F: How to Review Unresolved Changemarks](#)

[Appendix G: How to Upload Revised Plans and Documents](#)

[Appendix H: How to Complete the “Applicant Resubmit Task”](#)

Electronic Final Plat Review Process

This guidance document will provide an overview of the electronic final plat review process through the city of Medford Public Works Engineering Division along with some instructions and tips for using the ProjectDox program.



1.0 Initial Submittal

1.1 Initial Submittal Application Email and Applicant Definition

Final Plat review can be initiated by emailing survey@cityofmedford.org and requesting that a Final Plat Project be created. Please include the LDS or LDP number, Subdivision name and location of project. Once this is submitted, a project will be created in the ProjectDox program and login information will become available to you.

***Important: Use Internet Explorer as your web browser while using Projectdox.**

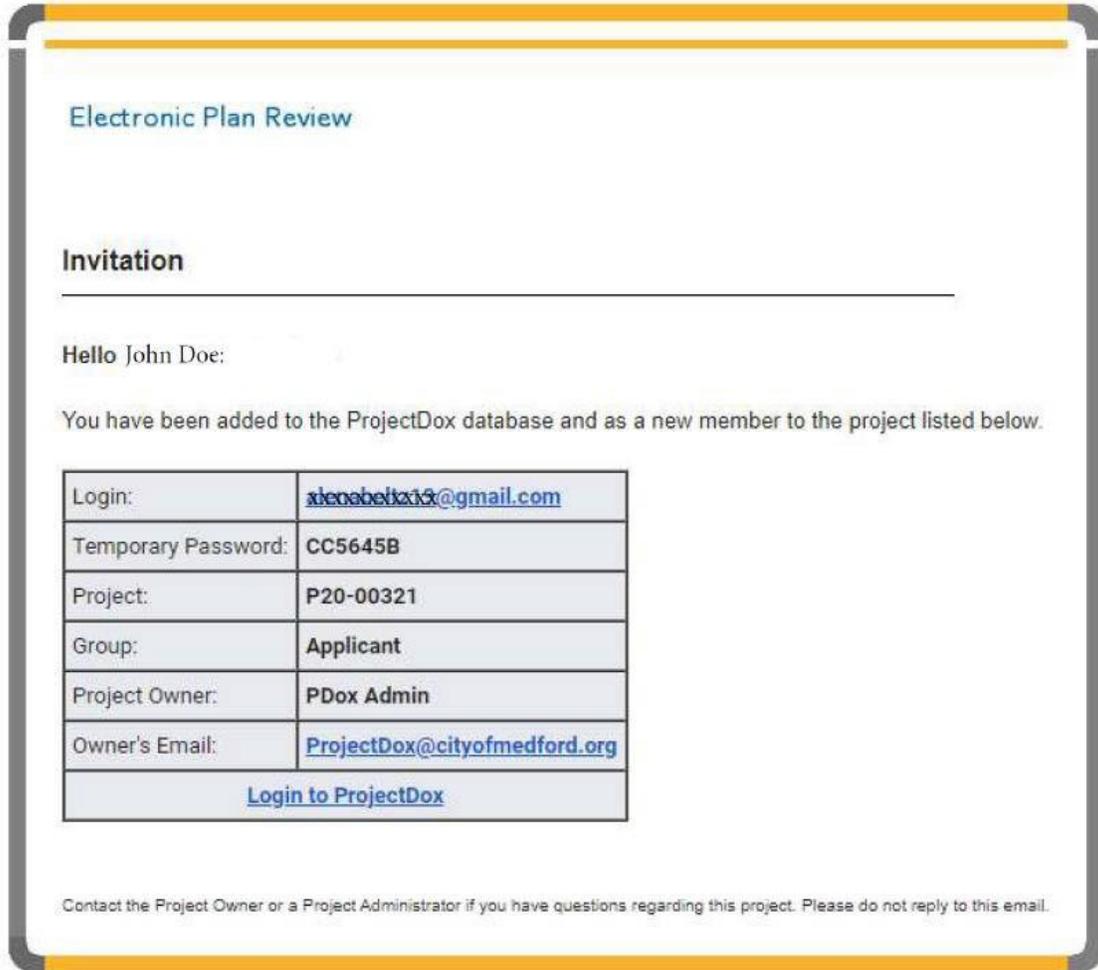
2.0 First Review

2.1 Invitation to ProjectDox (First Time Users Only)

After submitting the application email, new Applicants that do not already have a ProjectDox profile will receive an email prompting them to login to ProjectDox with a

temporary password. Once logged in, the Applicant will be prompted to create a permanent password and fill out a user profile.

Figure 1 - ProjectDox Invitation Email



Electronic Plan Review

Invitation

Hello John Doe:

You have been added to the ProjectDox database and as a new member to the project listed below.

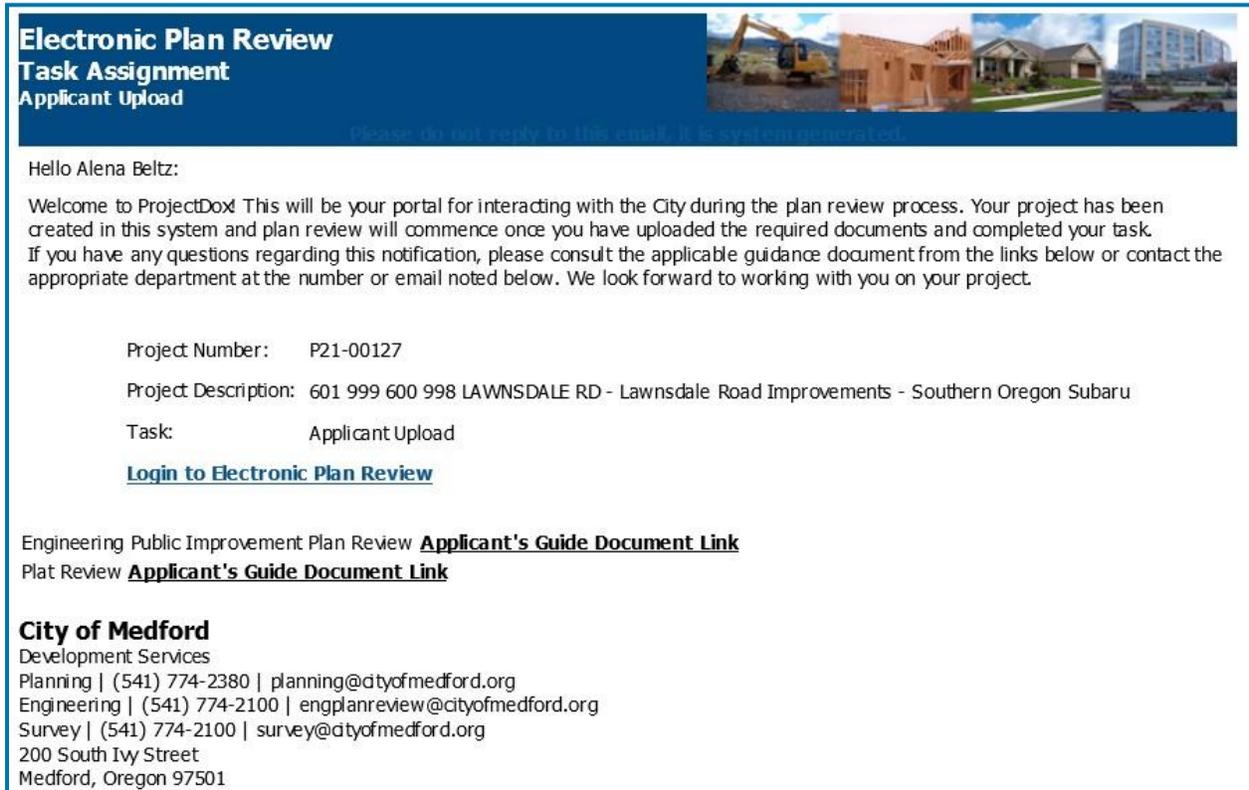
Login:	xtenobetxxx@gmail.com
Temporary Password:	CC5645B
Project:	P20-00321
Group:	Applicant
Project Owner:	PDox Admin
Owner's Email:	ProjectDox@cityofmedford.org
Login to ProjectDox	

Contact the Project Owner or a Project Administrator if you have questions regarding this project. Please do not reply to this email.

2.2 Plat and Document Upload

Once the Final Plat project has been set up in the ProjectDox program, the Applicant will receive an email from Projectdox for the “Applicant Upload Task” containing a link to the ProjectDox program.

Figure 2 – ProjectDox Applicant Upload Email



**Electronic Plan Review
Task Assignment
Applicant Upload**

Hello Alena Beltz:

Welcome to ProjectDox! This will be your portal for interacting with the City during the plan review process. Your project has been created in this system and plan review will commence once you have uploaded the required documents and completed your task. If you have any questions regarding this notification, please consult the applicable guidance document from the links below or contact the appropriate department at the number or email noted below. We look forward to working with you on your project.

Project Number: P21-00127

Project Description: 601 999 600 998 LAWNSDALE RD - Lawnsdale Road Improvements - Southern Oregon Subaru

Task: Applicant Upload

[Login to Electronic Plan Review](#)

Engineering Public Improvement Plan Review [Applicant's Guide Document Link](#)
Plat Review [Applicant's Guide Document Link](#)

City of Medford
Development Services
Planning | (541) 774-2380 | planning@cityofmedford.org
Engineering | (541) 774-2100 | engplanreview@cityofmedford.org
Survey | (541) 774-2100 | survey@cityofmedford.org
200 South Ivy Street
Medford, Oregon 97501

This section will review important details about what documents are required, where they should be uploaded, and naming conventions. Step-by-step instructions titled “[How to Find Tasks and Projects](#)” and “[How to Upload New Plans and Documents](#)” are included in Appendix A and B.

The document titled [Checklist for Submittals of Final Plat](#) can be found on the city website and lists all items required in the first submittal for the plans to be routed to city reviewers. It is important to review any approved Planning Department documents and the Public Works Staff Report to make sure that the plat and documents uploaded to ProjectDox include all required elements.

When uploading plats and documents to ProjectDox, the file names are extremely important. To avoid issues, do not include dates or the words “draft” in the file name (unless it is the Draft Final Plat). File names should be simple and clearly describe what the document is. Upload files to ProjectDox as outlined:

Drawings Folder

- Final Plat
 - Upload all sheets in one combined .pdf file.
 - Use the Project Name as the title and do not include dates. For example: “Clearview Subdivision Phase 4” or “Smith Road Street Improvements”.
 - A .DWG drawing of the Plat can be placed in drawings folder if one is submitted with the project.
 - Please ensure that plat is stamped and signed or marked preliminary.

Documents Folder

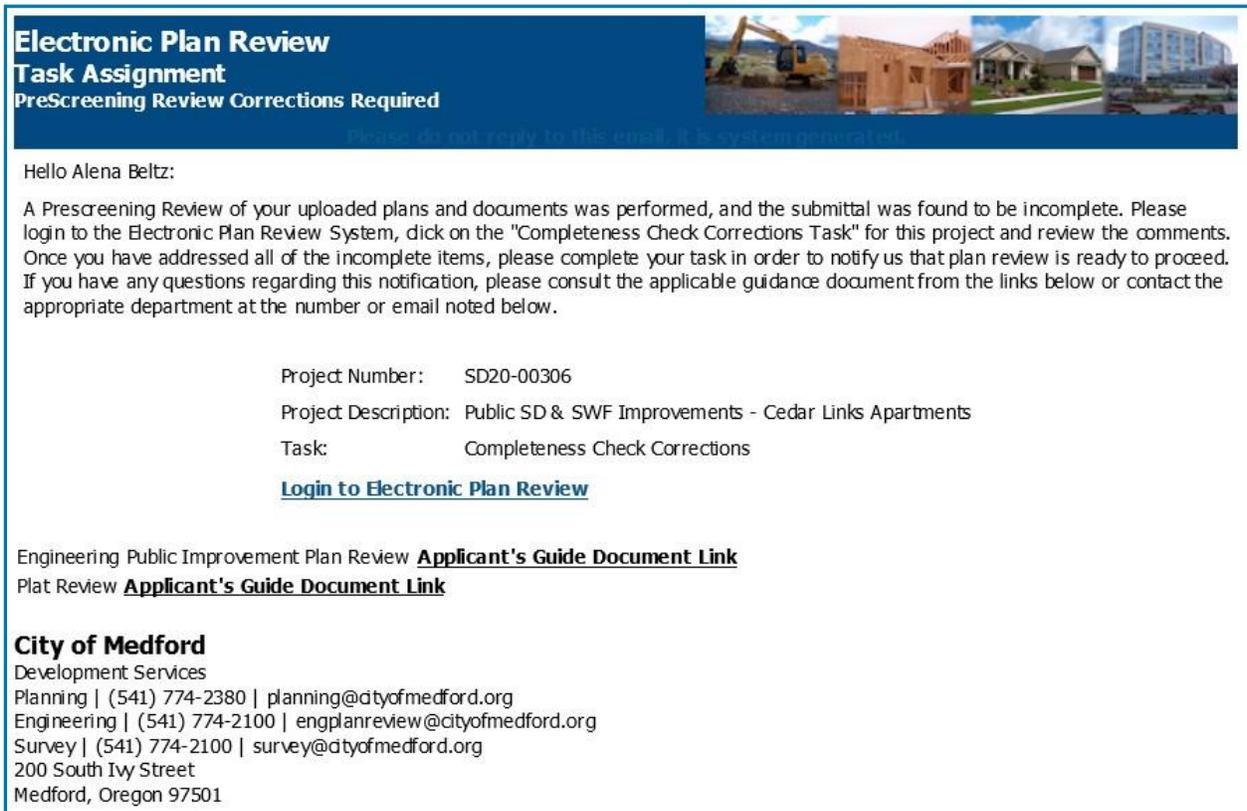
- Each file should be uploaded separately
- Use the document name and avoid dates.

Once the plat and documents have been uploaded, the Applicant must complete their ProjectDox “task” so that city staff are notified that the project is ready for review. Step-by-step instructions titled “[How to Complete the “Applicant Upload Task”](#)” are included in Appendix B.

2.3 Completeness Check

City staff will perform a completeness check by reviewing the submitted plat and documents for compliance with the [Final Plat Checklist](#). If items are missing, then the Applicant will be notified with an email from the ProjectDox program for "Completeness Check Corrections".

Figure 3 – ProjectDox Completeness Check Corrections Email



The Applicant should then upload the required documents to complete the submittal. See step-by-step instructions titled "[How to Complete the "Completeness Check Corrections Task"](#)" in Appendix C and "[How to Upload Revised Plat and Documents](#)" in Appendix G.

2.4 First City Review Comments

Once a complete submittal has been received, city staff will use the ProjectDox program to review and make comments on the plans and documents. Once the review is completed, the Applicant will receive an invitation email from the ProjectDox program for Applicant Resubmittal.

Figure 4 – ProjectDox Applicant Resubmittal Email



Once logged into ProjectDox, the Applicant will be able to view and respond to all comments which will be in the form of ProjectDox “Changemarks”, Redline comments written on the plat, or Text comments written back to the applicant. See the step-by-step instructions titled “[How to Review and Respond to Comments](#)” in Appendix E.

3.0 Second Review

3.1 Submittal of Revised Plats and Documents

After reviewing the changemark comments, the Applicant should address the comments and upload the revised plat and documents along with any new documents that are requested. See step-by-step instructions titled “[How to Upload Revised Plats and Documents](#)” in Appendix G.

Once all documents and plat have been uploaded and the Applicant has commented on the changemarks, the Applicant should complete the “Applicant Resubmit task”. See step-by-step instructions titled “[How to Complete the “Applicant Resubmit Task”](#)” in Appendix H. If the task is not “completed” in ProjectDox, the city staff will not be notified that the project is ready for second review.

City staff won't accept the project for second review and may send the Applicant another "Resubmit Task" if all changemarks were not responded to and if revised plat, and revised were not uploaded to ProjectDox.

3.2 Second City Review and Comments

During second review, city staff will review all the changemarks and comments made during the first review, will "resolve" all changemarks that have been addressed, and may make new changemarks. Resolving changemarks allows other reviewers and the Applicant to see which changemarks are left unresolved.

Once logged into ProjectDox, the Applicant will be able to view and respond to all changemark and comments that remain unresolved. See the step-by-step instructions titled "[How to Review Unresolved Changemarks](#)" in Appendix F, and "[How to Review and Respond to Comments](#)" in Appendix E.

4.0 Additional reviews

Additional reviews may be necessary if comments are not adequately being addressed on the plat. Workflow for these reviews will follow the same process as previous reviews.

5.0 Plat approval and requesting of Fees and Mylar's

Once all reviewers of the Plat and documents have approved the project, the applicant will receive an email stating that the Plat is approved and the review is complete. At this time City staff will email the applicant directly with information outlining what to submit for final sign off and signatures. Items that will be necessary to be submitted at this time can include:

- 2 Mylar copies of the Plat
- Final Plat fee payment in the approved amount
- An updated Title Report
- Bonding in the approved amount (if required)
- Original signed Land Division agreement
- Copy of approved CCR's or no CCR letter
- Centerline RP's (if required)
- Affidavit of consent (if required)

At this time, the review in project dox is complete and communication regarding the plat process can be directed to survey@cityofmedford.org