



## Electronic Submittal

Thank you for helping us increase efficiency and cut costs by submitting land use applications electronically! In order to ensure the fastest possible processing of the application please use the following instructions to create the project submittal.

**File Type:** All documents must be in one of the following file types:

- Adobe (.pdf)
- Word (.doc or .docx)
- JPEG (.JPEG)
- Tiff (.tiff)

**Document name:** Each document must be individually named according to how the requirement is identified on the “Submittal Checklist”. The name also must include the anticipated submittal date.

### EXAMPLES OF HOW EACH FILE SHOULD BE NAMED

*“A.02 Application Form 2.24.2017.doc”*

*“B.04 Site Plan 2.24.2017.pdf”*

*“E.06 Legal Access Documentation 2.24.2017.pdf”*

**Submittal organization:** Place all documents in a single folder which includes the project name and number.

**Submittal delivery:** The submittal must be on a USB flash drive that will be left with the Planning Department for several days. If you would like the flash drive returned, please be sure your name and contact info are attached to the drive. Drives which do not include contact info may not be returned.

**Paper copies:** Paper copies of the plat(s), in the identified size and quantity must be submitted in addition to the electronic file.

**Questions:** Contact the Planning Department at (970) 382-6263 or [Planning@co.laplata.co.us](mailto:Planning@co.laplata.co.us).