HOW TO USE THE ONLINE SUBMITTAL TOOL

1. Click on "Community Pages" in the left-hand navigation.

PLANNING OVERVIEW

PLAN ELEMENTS

COMMUNITY PAGES

REVIEW PROCESS
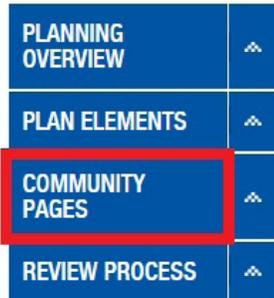
2. Choose your community's name from the drop-down list.

3. Scroll down to the Online Plan Submittal. Click the "Submit" button.

REGISTER   **SUBMIT**

   Please note - you will need to complete the one-time Registration Process first.
   (See How To Register for the Local Planning Handbook).

4. Complete the Log-In Form, using your user name (established when you registered) and passphrase.

5. Select your review type from the drop-down menu. You will be asked to provide different information based the type of review you are submitting. See the next page for information on different review types.

6. Fill out the form questions completely.

7. Use "Browse" button to find your document.

8. Click on "Upload Document". Please note that uploading the documents may take up to a few minutes. You can only submit one document at a time, which needs to be a searchable PDF.

   You should then see a "No Viruses Found" message, with your document in the Uploaded Document box at the bottom of the page.

9. Check the box by "I understand that by submitting [...]".

10. Click on the "Submit" button.

11. You will receive a confirmation email with the 15 business-day response date for our initial completeness review. If you submit your plan before noon, the 15-day starts on the same day. Otherwise, the next business day is the start of the review process.

REVIEW TYPE INFORMATION

2040 Comprehensive Plan Update (Original Submittal)
- The first time you submit your full comprehensive plan, it will be considered the original submittal (except for the submission of the plan for Preliminary Review).
- Choose 2040 Comprehensive Plan Update from the drop-down.
- Enter your contact info.

2040 Comprehensive Plan Update (Adopted version)
- After your 2040 CPU is approved by your city council or board for adoption, you need to submit it to the Metropolitan Council again.
- Choose 2040 Comprehensive Plan Update from the drop-down.
- Enter your contact info.

2040 Comprehensive Plan Amendment
- Choose 2040 Comprehensive Plan Amendment from the drop-down.
- This selection will prompt a new set of questions regarding your amendment. Please fill them out accordingly.
- Enter your contact info.
- Keep in mind:
  ◦ If you have not submitted the final adopted version of your 2040 CPU, you will not be able to amend it.

2022 System Statement Comprehensive Plan Amendment
- Choose 2022 System Statement Comprehensive Plan Amendment from the drop-down.
- The selection will prompt a new set of questions regarding your amendment. Please fill them out accordingly. (Note: The "Name of the amendment" field will automatically populate with "2022 System Statement. You do not need to fill this in.)
- Enter your contact info.
- Keep in mind:
  ◦ If you have not submitted the final adopted version of your 2040 CPU, you will not be able to amend it.

Supplemental Information
- Choose Supplemental Information from the drop-down.
- This selection will prompt a new drop-down list that shows the names of all the reviews in progress from your community. Choose the review that you are submitting supplemental information to.
- Enter your contact info.

HELPFUL HINTS / TROUBLE SHOOTING

If you forget your passphrase click the "Forgot Your Passphrase?" button.
- You will be prompted to enter your user name and click "Submit".
- You will then receive an email with a temporary passphrase.
- It is recommended that you change the temporary passphrase.
- To change the temporary passphrase, log in and click on your user name (see below).
- Enter the temporary and new passphrase, then click "Change Passphrase" button.

BACK   FORGOT YOUR PASSPHRASE?

Hello, FreyaThamman | Log off

LOCAL PLANNING HANDBOOK ONLINE SUBMITTAL
Select your community
Greenwood