Causes of Delay in Submittal Acceptance

You've worked hard on your project, and you're eager to get started. It's a great feeling! Unfortunately, submittal acceptance can be delayed at the Digital Counter. EDR applications must meet both minimum submittal requirements and EDR document requirements to be accepted for technical review. The most common issues are:
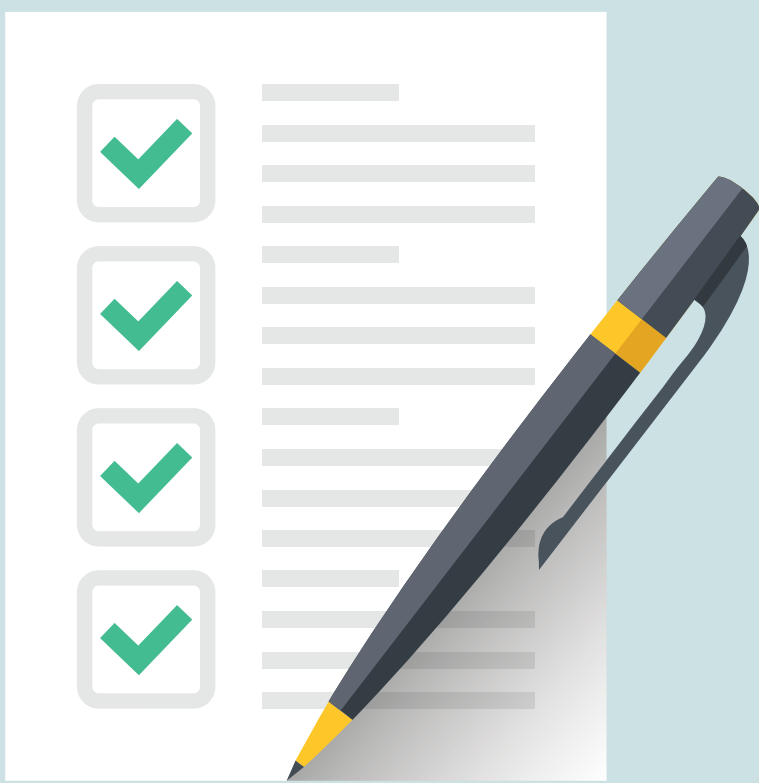
- Minimum submittal requirements not met
- Documents with file names or descriptions that do not meet the required EDR Naming Convention
- Incomplete application form
- Comments and layers on documents
- Incorrect document orientation
- Wrong application type

SLOW

Top 3 Tips to Achieve Submittal Acceptance

Most applications will require customers to re-apply if their documents don't meet minimum submittal requirements. Technical review of your submittal cannot begin until documents have been accepted by the Digital Counter. Skip the headaches — follow these quick and easy tips.
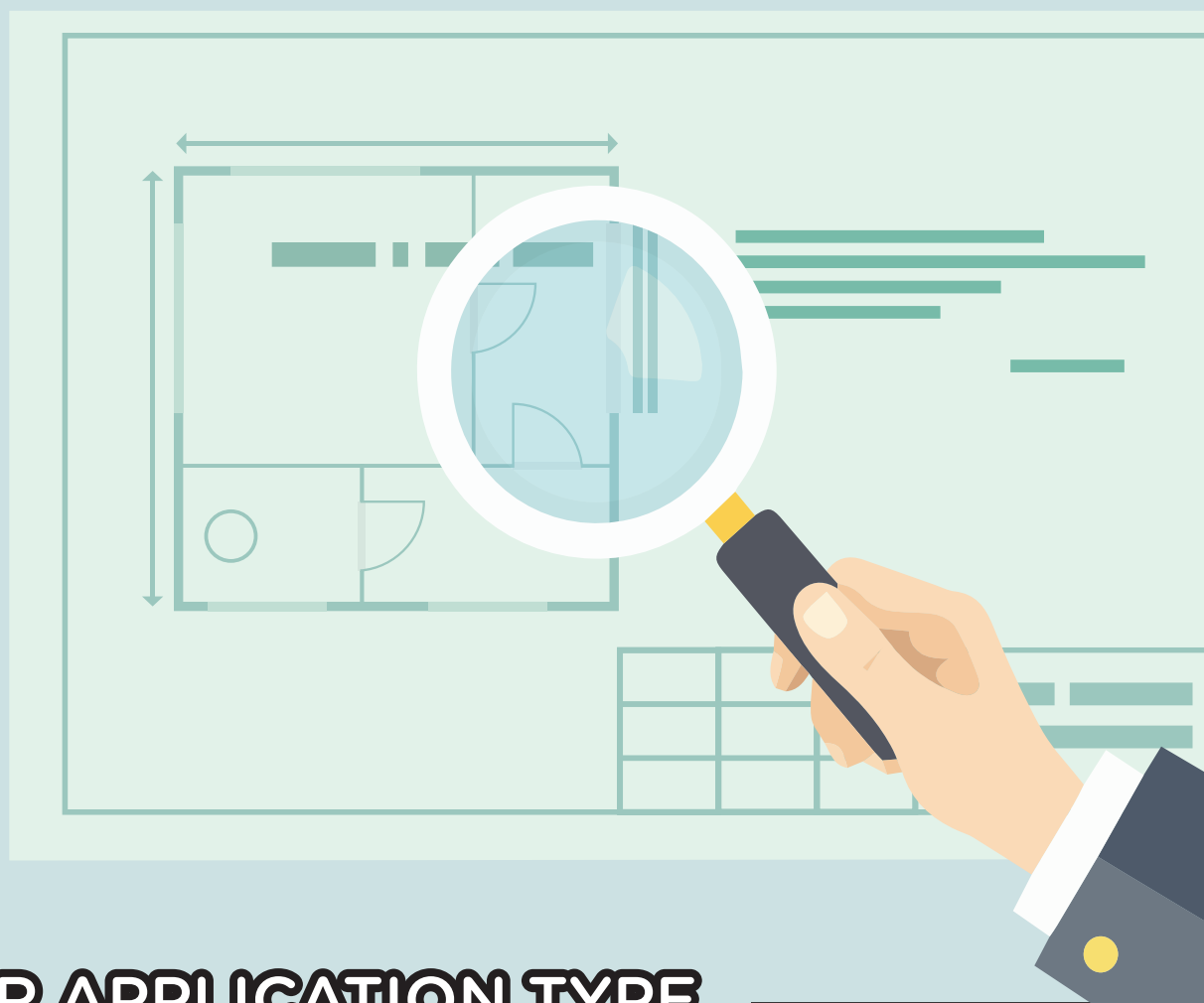
BE PREPARED

Taking 10 minutes to understand the document requirements can save you days of delayed time: the time it takes to identify document deficiencies, time to communicate those items to the customer, and lost time waiting to get your project back in the review queue.
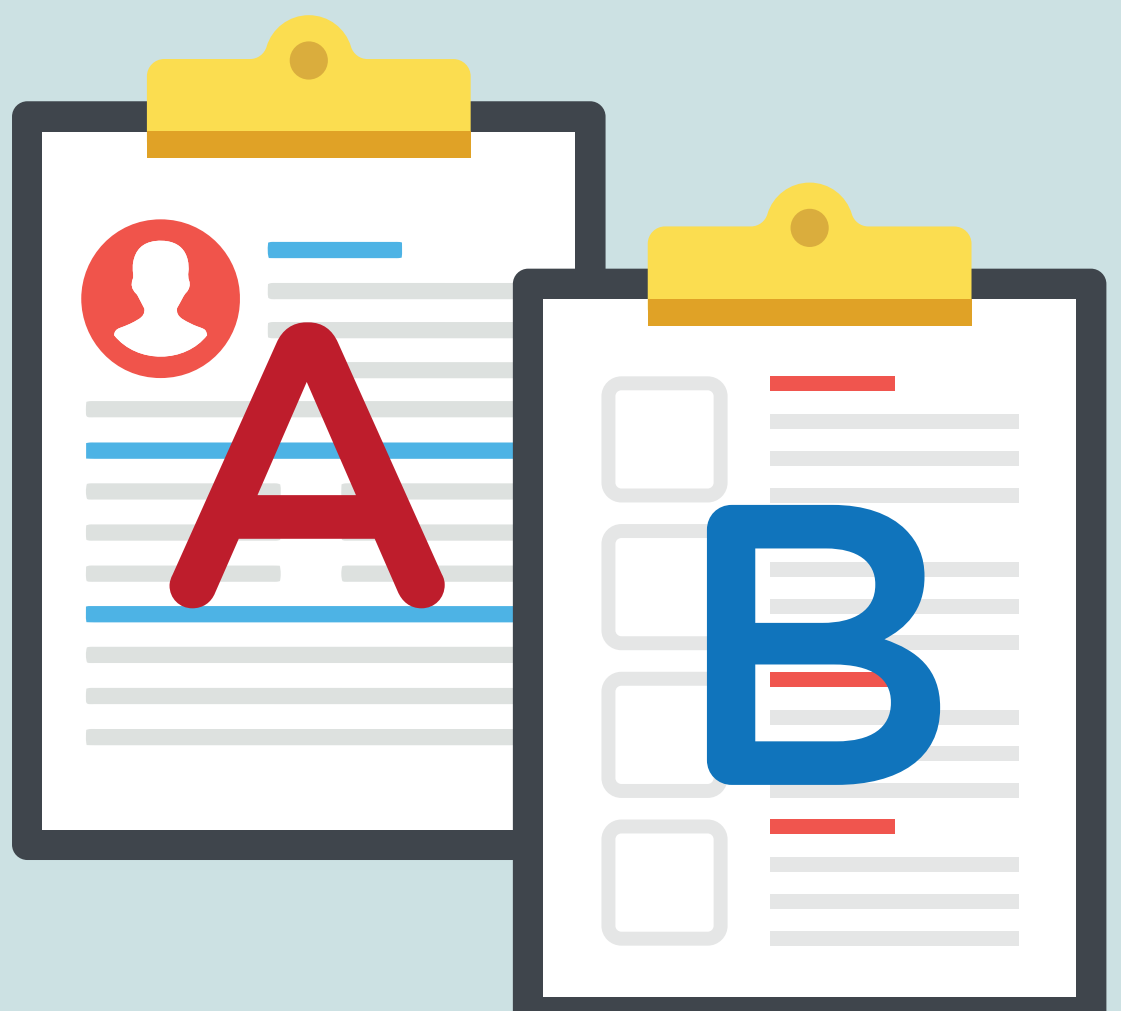
PRE-SCREEN YOUR DOCUMENTS

A one minute spot check of each PDF before uploading them for review can save you from having documents rejected. Don't assume that the documents from your drafter/architect/engineer will be acceptable.

KNOW YOUR APPLICATION TYPE

Take a moment to review the application types before starting your online submittal. Different applications are reviewed by different staff, and choosing the wrong application type will require you to re-apply for your application.

A **B**

NEED HELP?

Don't hesitate to call our main line at 602-506-3301 or email our customer service staff at pdcustomerservice@mail.maricopa.gov

Maricopa County
Planning & Development Department