

Site Compliance Plan Submittal Process

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Submitting a Preliminary Site Compliance Plan

Submittal Steps

1. Please go to the Citizens Access Portal: <https://ca.columbus.gov/ca/Default.aspx>
2. Make sure you are logged in (or create an account)
3. Click Engineering – Create an Application
4. Click – Preliminary Site Plan
5. Enter the meeting code provided by Staff
6. Continue the application, following the prompts

Submitting a Final Site Compliance Plan

Submittal Steps

1. Please go to the Citizens Access Portal: <https://ca.columbus.gov/ca/Default.aspx>
2. Make sure you are logged in (or create an account)
3. Click Engineering – Create an Application
4. Click – Final Site Plan – New Application
5. Continue the application, following the prompts

Note: The plan will not be routed until payment (\$600) is received.

The payment can be made via our portal after the plan has been submitted:

1. Go to <https://ca.columbus.gov/ca>
2. Select “Engineering” and “Search applications”
3. Type your plan number under “Record Number” and click “Search”
4. Click “Payments” then “Fees”

Note: The initial review window is 12 business days. Any subsequent reviews are 6 business days.

Submitting an updated plan in response to a comment letter

Submittal Steps

1. Please go to: <https://ca.columbus.gov/ca/Default.aspx>
2. Make sure you are logged in
3. Click Engineering – Create an Application
4. Click – Final Site Plan – Revision
 - Is this in response to a comment letter? Click ‘Yes’
 - Type in the application number that was generated after the initial plan submittal.

Submitting a Final Site Compliance Plan Revision after the Final Site Compliance Plan has been approved

Submittal Requirements

- Cloud and highlight the changes in red.
- Include an updated scope of work for the revision
- Flatten the PDF prior to submittal
- Include the whole plan set, not just the sheets that have been revised

Submittal Steps

1. Please go to: <https://ca.columbus.gov/ca/Default.aspx>
2. Make sure you are logged in
3. Click Engineering – Create an Application
4. Click – Final Site Plan – Revision
5. Is this in response to a comment letter? Click 'No'

Note: The plan will not be routed until payment (\$300) is received. The review window is 6 business days.