SUBMITTING MAP APPLICATIONS ELECTRONICALLY

GENERAL: This is an instruction guide to submit subdivision maps for electronic plan review.

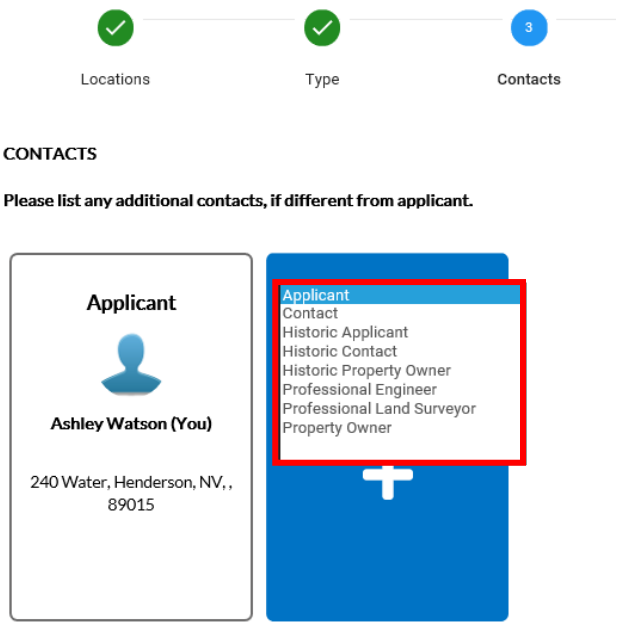
These procedures apply to the following plan work classes:

- Final Maps
- Parcel Maps

INSTRUCTIONS FOR INITIAL SUBMITTAL: To submit one of the above applications electronically, please follow the steps below:

1. Go to DSC Online at dsconline.cityofhenderson.com and log in. If this is your first visit, please register and create an account.
    a. For instructions on how to create an account, please see page 2 of our DSC Online Instruction Guide.
2. Click on the **Apply** tab and select the appropriate application type under the **PLANS** heading (e.g. "Final Map").

3. Enter the appropriate information on each screen per the instructions in the header. This information will be used to populate the fields in the online application. Please be aware that fields on each screen marked REQUIRED, outlined in red or marked with an asterisk (*) are required.
    a. **Locations:** Click on **Add Location**, click on the **Parcel** button, enter the Assessor's Parcel Number(s) without dashes in the **Search** field, and click the magnifying glass icon to search for the parcel to be mapped.
        i. When the parcel appears, check the box under **Action**, click **Search Associated Addresses**, and click **Add Selected** at the bottom of the screen.
        ii. Repeat for each parcel to be mapped as part of the application.
    b. **Type:** The **Plan Type** will default in the dropdown box based on the work class initially selected (i.e., Final Map or Parcel Map). In the **Description** box, enter the name of the map.
        i. **E.g. "Green Valley Square One-Lot Commercial Subdivision," "Amended Final Map of Destiny Estates," "Drake Parcel Map," etc.**
    c. **Contacts:** The default contact is the applicant who is signed in, but others can be added such as the property owner or surveyor.

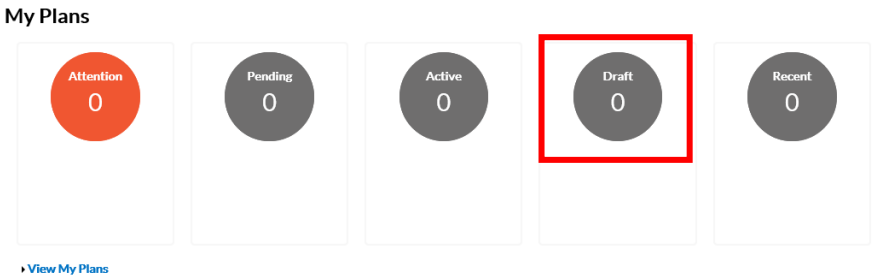


i. To add additional contacts, you will need to select the appropriate contact type in the dropdown and then click on the **Add Contact** box.
   1. **NOTE:** You can only search for a Business/Company from this search inside the application. To add a contact that is not a company, they must be in your favorites. To add a Company or Contact to your favorites, see page 11 of the DSC Online Instruction Guide.

d. **More Info:** This page is used to collect all the necessary information for the map (e.g., gross acreage, number of lots, and a contact person to whom all inquiries can be directed concerning this application).

e. **Attachments:** Upload the completed, signed, and notarized application from https://www.cityofhenderson.com/government/departments/community-development-and-services/development-process/application-forms, as well as any required backup documentation shown on the application checklist.
   i. **PLEASE NOTE:** All files must be in PDF format, and only one copy of each of the required items on the checklist is necessary for electronic plan review.
   ii. **FILE NAMING:** Please name the files using the following format: DOCUMENT TYPE - PROJECT NAME
      1. **E.g. Application - Destiny Ridge, Deed - Destiny Ridge, Final Map - Destiny Ridge, etc.**

f. **Review and Submit:** Review the provided information for accuracy. When you are satisfied with your completed application, select **Submit**.
   i. If any changes need to be made, click the **Back** button in the lower left corner of the screen.
   ii. You can also **Save Draft** if you would like to finish the application at another time. The draft will be saved in your **Draft** folder on your **Dashboard**.



COMPLETENESS CHECK

1. Community Development and Services staff will review the application to ensure it is complete and that all prerequisites for submittal have been met. Staff will e-mail the contact person if any additional information is required.
2. If the application is complete, staff will generate an invoice for the application fee and email it to the applicant.
3. The applicant pays the invoice via dsconline.cityofhenderson.com (the application will not be processed further if the application fee is not paid).
    a. To view instructions on how to pay an invoice online, view page 8 of our instruction guide.

DISTRIBUTION AND REVIEW

1. Staff will notify Records staff to create a Bluebeam project that will be sent to the various City departments for review.
2. Staff will review the map in Bluebeam and add comments to the file directly, similar to redlining paper plans.
3. When all department reviews are complete, Records staff will invite the contact person to the Bluebeam project to download the marked-up plans.

RESUBMITTALS FOR E-PLAN MAPS SUBMITTED THROUGH DSC ONLINE

1. Please email the resubmittal to eplanrecords@cityofhenderson.com using the following naming convention: MAP#_PLAN_VERSION#.
    a. **E.g. CMAP2020005030_Plan_v2**.
2. Records staff will upload the files in Bluebeam for staff to review.

RESUBMITTALS FOR MAPS PREVIOUSLY SUBMITTED ON PAPER

For each review after the first review, except for the Mylars, the applicant must email the following to eplanrecords@cityofhenderson.com:

1. One file for each department with a resubmit comment on the previous review containing a scan of the redlined copy of the map and transmittal sheet.
    a. The file must be named as follows: The map number followed by an underscore followed by the word "Plan" followed by an underscore followed by the version of the redlines followed by an underscore followed by the department name.
        i. **E.g. CMAP2020005030_Plan_v1redlines_Survey**
    b. For resubmittals of items other than the map such as revised closure calculations, substitute a brief name of the item instead of the word "plan."
        i. **E.g. CMAP2020005030_RevClosureCalcs_v1redlines_Survey**
2. One file of the revised map.
    a. Utilize a similar naming convention as above but insert the new the new version number and the word "new" instead of the department name, since it will be shared by the reviewing departments.
        i. **E.g. CMAP2020005030_Plan_v2**

MYLAR SUBMITTALS FOR E-PLAN MAPS REVIEWED IN BLUEBEAM

1. When all departments have approved the map as "complete" or "complete with corrections," the applicant will be directed to submit the map on Mylar. PLEASE NOTE THAT MAP MYLARS CANNOT BE SUBMITTED UNTIL ANY ASSOCIATED CIVILS ARE COMPLETE.
2. The applicant can upload the electronic version of the Mylars directly to Bluebeam or, if they don't have Bluebeam, e-mail the Mylars to eplanrecords@cityofhenderson.com using the following naming convention: MAP#_MYLARS_VERSION#.
    a. E.g. CMAP2020005030_Mylars_v1
3. The required AutoCAD information of the map must be emailed to LandDivisionMaps@cityofhenderson.com.
4. Staff will review the e-Mylar for conformance with the approved map and any additional necessary corrections.
5. After staff has deemed the Mylars complete, the applicant will be directed to drop off a physical copy of the Mylars signed by all required external agencies (the County Recorder's Office still requires that a physically-signed hard copy must be submitted for recordation).
    a. Staff will schedule a date and time for the Mylars to be dropped off.
6. City of Henderson signatories will sign the Mylars and staff will arrange an appointment for the applicant to pick up the signed Mylars.

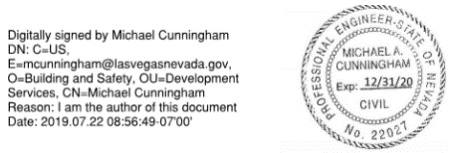
MYLAR SUBMITTALS FOR MAPS THAT HAVE BEEN REVIEWED AND APPROVED TO MYLAR ON PAPER.

1. If a map reviewed on paper has already been approved to be submitted on Mylars, the applicant can submit an electronic version of the Mylars for review to eplanrecords@cityofhenderson.com with the following:
    a. One file for each department containing a scan of all the redlines and transmittals indicating the map has been approved to Mylar.
        i. The file shall be named as above.
            1. **E.g. CMAP2020005030_Plan_v3redlines_Utilities**
    b. One file containing the electronic version of the Mylars, which do not have to be signed by the dry utilities.
        i. The file shall be named as above, but "Mylars" will be substituted for the word "Plan," and the version of the Mylar will be substituted for the version of the redlines and no department name is necessary.
            1. **E.g. CMAP2020005030_Mylars_v1**
    c. The required AutoCAD information of the map must be emailed to LandDivisionMaps@cityofhenderson.com.
2. Staff will review the e-Mylar for conformance with the approved map and any additional necessary corrections.
3. After staff has deemed the Mylars complete, the applicant will be directed to drop off a physical copy of the Mylars signed by all required external agencies (the County Recorder's Office still requires that a physically-signed hard copy must be submitted for recordation).
    a. Staff will schedule a date and time for the Mylars to be dropped off.
4. City of Henderson signatories will sign the Mylars and staff will arrange an appointment for the applicant to pick up the signed Mylars.

ELECTRONIC SIGNATURES/STAMPS

INSTRUCTIONS FOR PROFESSIONAL ENGINEERS, AND LAND SURVEYORS

Examples of a valid signature/seal



Electronic documents must be digitally signed, but not certified. As with paper plans, apply a picture of your seal to each sheet. Compile sheets into a single file with seals on each page, and *then* apply your digital signature to the cover sheet. Any compiling done after sheets are signed will invalidate the signature.

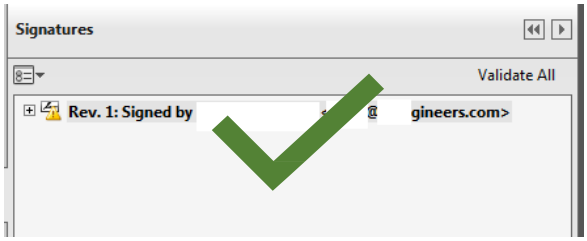
Some documents, like specification books, will require signatures from multiple signers. In this case, use one of the three options below:

1. Compile the document with the seals for each design professional on the cover page. Then have each design professional add their digital signature, one at a time, on that cover page, being careful not to make changes to the document that would invalidate previous signatures.

2. Have the lead applicant for the project sign and seal the full document. Have each additional design professional sign and seal a separate attachment that has the title and table of contents for the full document or for the pages they are responsible for. Send as multiple documents.

3. Divide the document into separate documents for each discipline/design professional and have each design professional seal and sign their section. Send as multiple documents.

NOTE: A common error that many applicants make is *certifying* instead of *signing*. Because certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.



HOW TO CREATE AND APPLY A DIGITAL SIGNATURE: TUTORIAL AND SCREENSHOTS

To sign documents using Adobe Acrobat or Bluebeam Revu, the first step is to create a "self-signed digital ID." The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

- Create a digital ID using Adobe Acrobat
- Create a digital ID using Bluebeam Revu

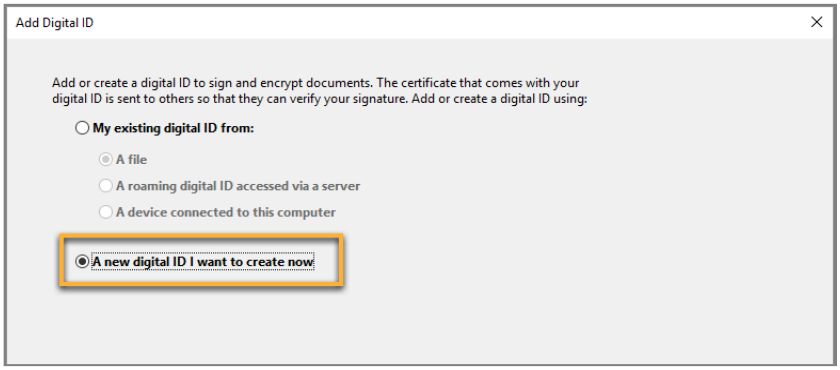
You do not need to create a digital ID each time. If your ID is already created, skip to...

- Use your digital ID to sign a file in Adobe Acrobat
- Use your digital ID to sign a file in Bluebeam Revu

CREATE A SELF-SIGNED DIGITAL ID USING ADOBE ACROBAT

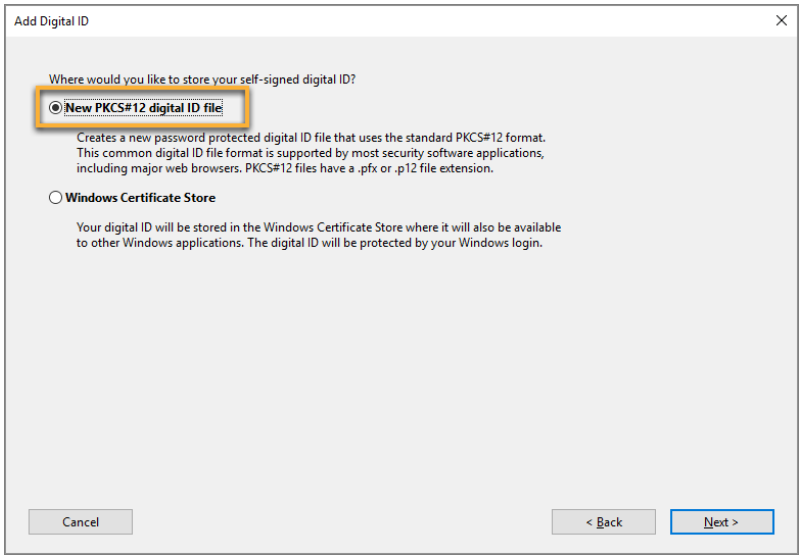
These instructions are from Acrobat's user guide available here: https://helpx.adobe.com/acrobat/using/digital-ids.html

1. In Acrobat, click the **Edit** menu and choose **Preferences**, then choose **Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.
3. Select **Digital IDs** on the left, and then click the **Add ID** button.

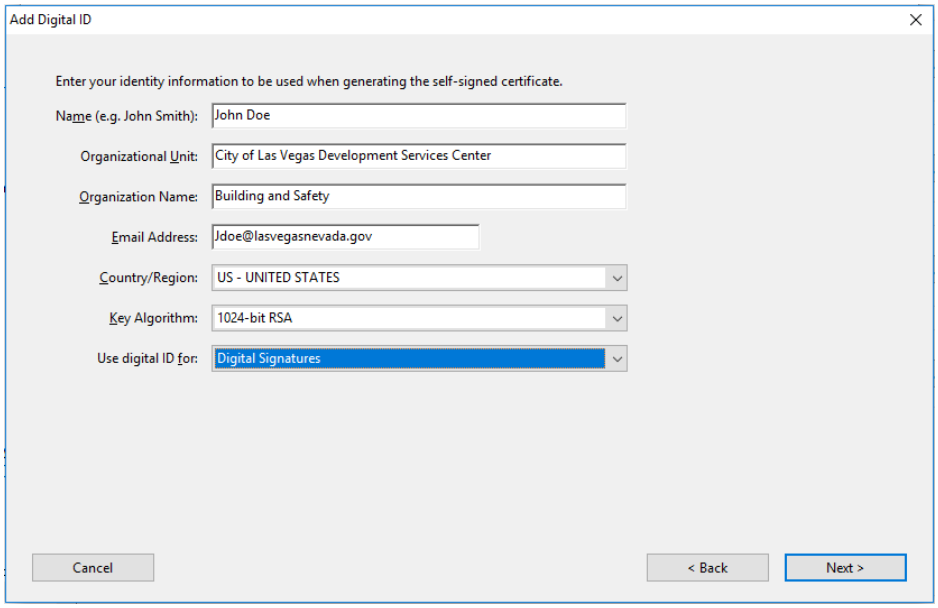


4. Select the option **A New Digital ID I Want to Create Now**, and click **Next**.

5. Specify where to store the digital ID and click **Next**. Use the option that best fits your needs.
   a. **New PKCS#12 Digital ID File**: Stores the digital ID in a file that can be used in both Windows and Mac OS.
   b. **Windows Certificate Store (Windows only)**: Stores the digital ID in a common location for Windows applications.



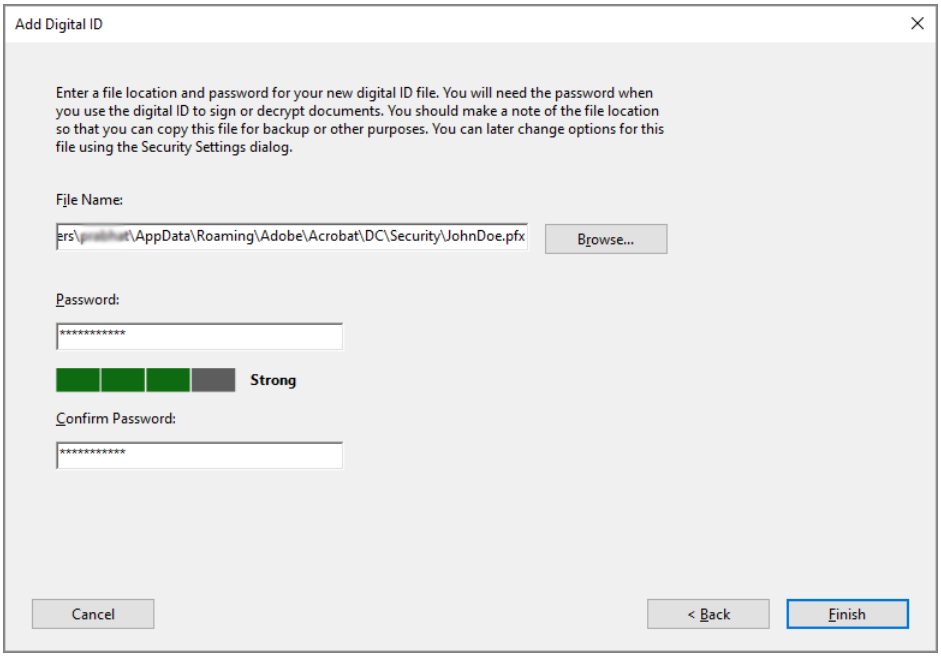
6. Do the following:
   a. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the **Signature** field.
   b. Choose the **1024-bit RSA** option from the **Key Algorithm** menu.
   c. From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both. For signing building plans/documents, you only need to choose "signatures."
   d. Click **Next**.



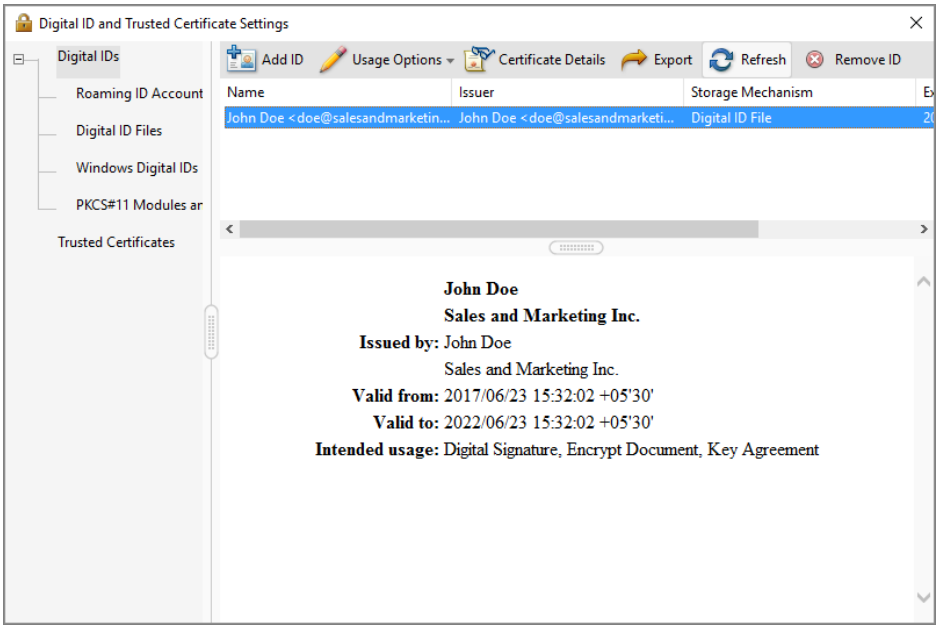
7. Do the following:
   a. Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
   b. The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location. Make a note of where your ID is stored.

c. Click **Finish**.

I. If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace or **Browse** and select a different location to store the file.



8. The ID is created. **NOTE:** Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.

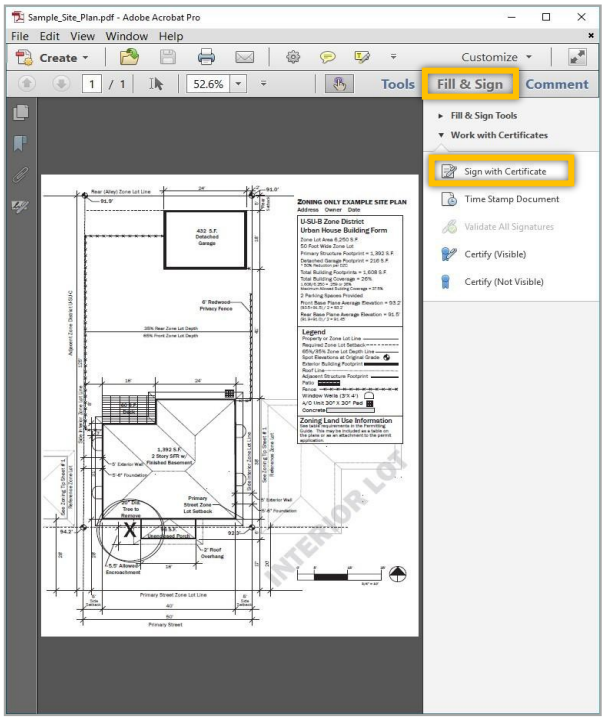


USE YOUR DIGITAL ID TO SIGN A PDF FILE IN ADOBE ACROBAT

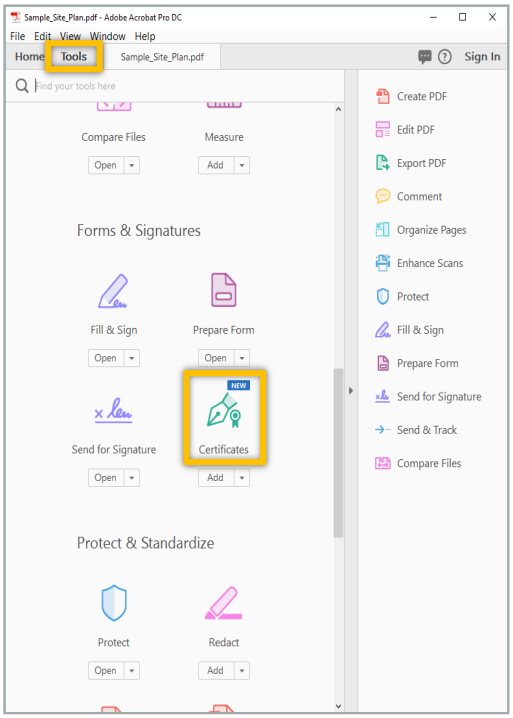
This process may vary slightly depending on which version of Acrobat you use.

1. Open the file to be signed.
2. In Acrobat XI, click **Fill & Sign** and then **Sign with Certificate.**
3. In Acrobat DC, click **Tools**, scroll down to **Forms & Signatures** and click the **Certificates** icon. This will open the Certificates toolbar. Click **Digitally Sign** on the toolbar.

Acrobat XI



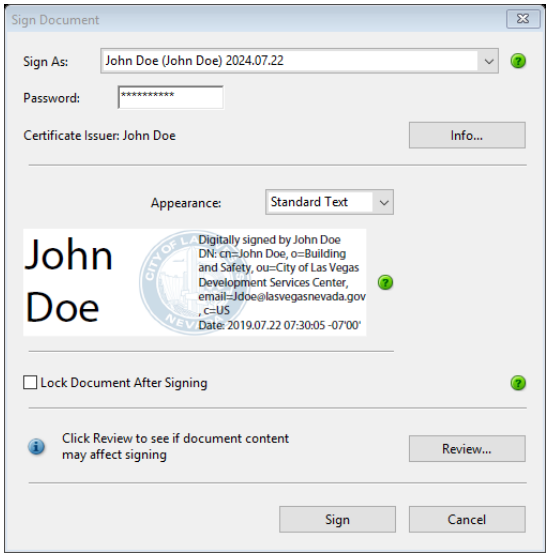
Acrobat DC



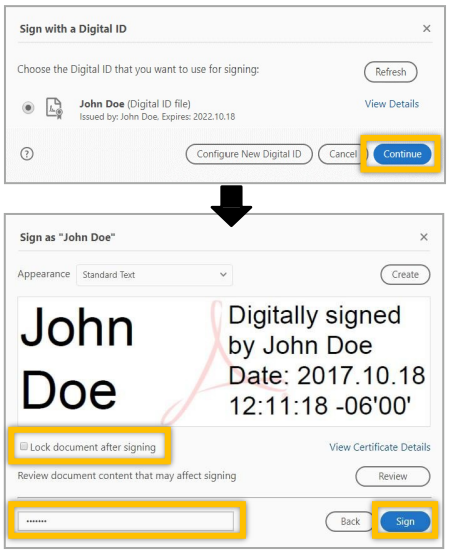
4. Click **Drag New Signature Rectangle** (or just OK if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.

5. Choose the digital ID you want to use for signing:
   a. In Acrobat XI, enter your password and un-check **Lock Document After Signing**. Then click **Sign**.
   b. In Acrobat DC, select your ID and click **Continue**. Enter your password on the next screen and un-check **Lock Document After Signing**. Then click **Sign**.

Acrobat XI



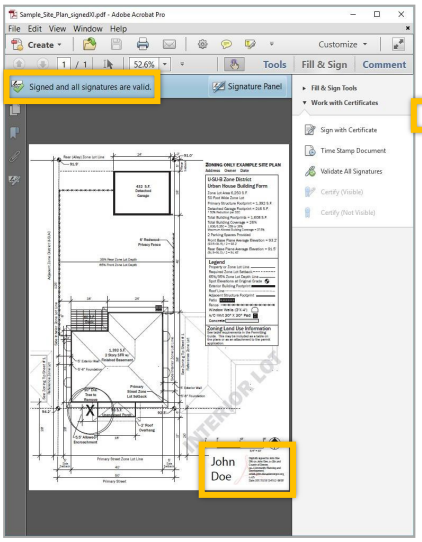
Acrobat DC



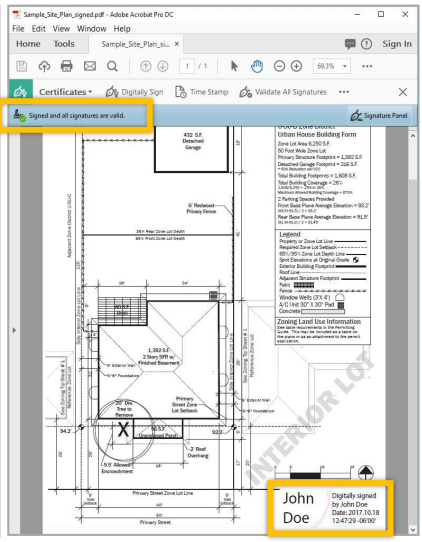
c. **NOTE:** If your digital ID information is not showing, you can browse your computer to find the ID file.
   i. In Acrobat XI, open the drop-down arrow next to the **Sign As** field and click **New ID**, then select **My existing digital ID from…a file**.
   ii. In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.

6. Once you click **Sign**, you will be prompted to save your file.
7. Your document is signed and is ready to be uploaded to the customer portal. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.
   a. Any changes made to the file from this point on will invalidate the signature.

Acrobat XI



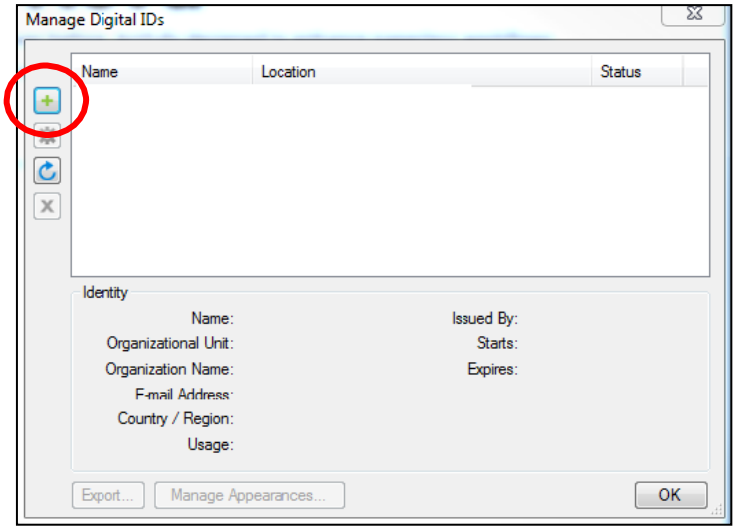
Acrobat DC



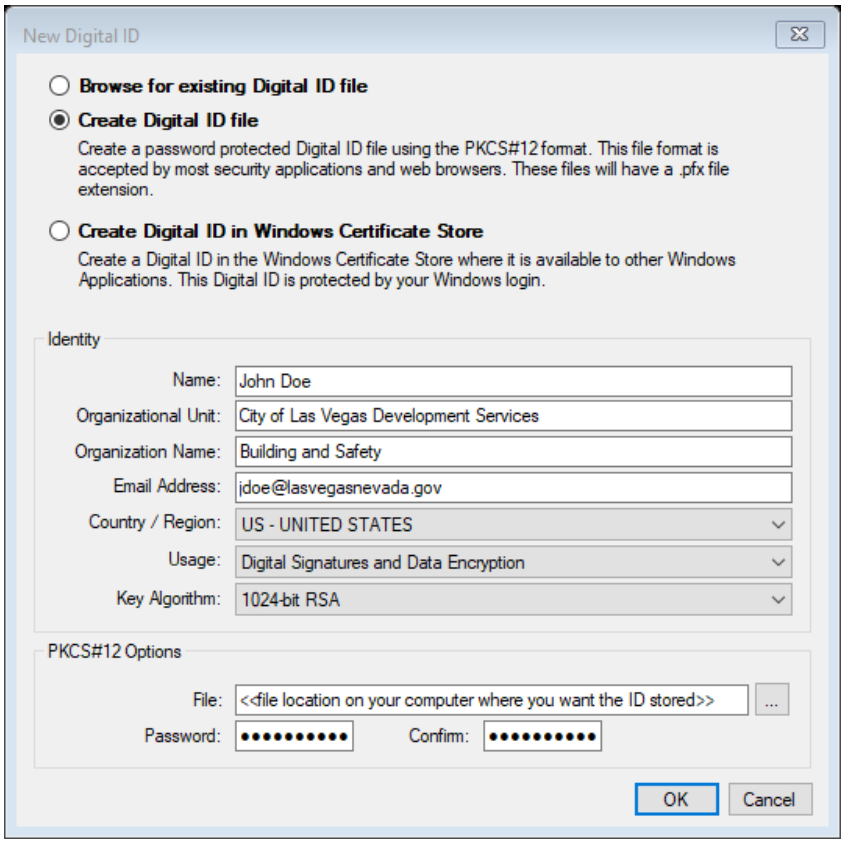
For additional help, consult the Acrobat User Guide available at https://helpx.adobe.com/acrobat/user-guide.html. You can also use Adobe's digital ID resources available at https://helpx.adobe.com/acrobat/using/digital-ids.html.

CREATE A DIGITAL ID USING BLUEBEAM REVU 2018

1. In Bluebeam, click the **Tools** menu, then select **Signatures**, and then **Digital IDs**…
2. On the window that appears, click the **green plus sign** to add a new signature.

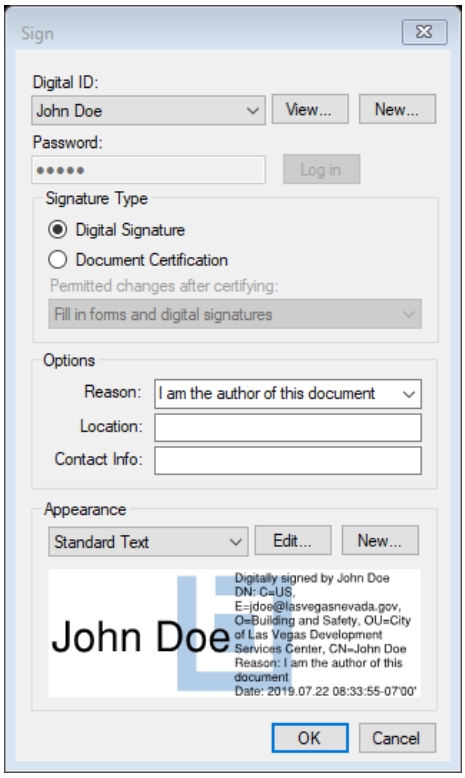


3. Select **Create Digital ID file** and in the **Usage** field, choose **Digital Signatures and Data Encryption**.
   a. Then fill in your personal information, enter a password for the ID file, and click **OK**.



USE YOUR DIGITAL ID TO SIGN A FILE USING BLUEBEAM REVU 2018

1. In Bluebeam, click the **Tools** menu, then select **Signatures**, then select **Sign Document**.
2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
3. Using the **Digital ID**: drop-down arrow, select the ID file you want to use.
    a. Then, enter your password.
    b. Under **Signature Type**, make sure to select **Digital Signature**.



4. Once you click **OK**, you will be prompted to save your file.