

Department of Commerce PlanView System

Local Government Manual



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Introduction

Welcome to the PlanView data system. This system connects local government planners with state agency staff who help them with our shared responsibility to implement Washington's Growth Management Act(GMA) This manual will guide you through the features in this system so you can make the best use of it.

If you are new to this system, start by going through the Getting Setup steps to create a Secure Access Washington (SAW) account and add the PlanView Service to your new account.

The rest of the manual serves as a reference tool for the use of PlanView. You can also use the [Table of Contents](#) to navigate through this document. When you are using PlanView, please keep these points in mind:

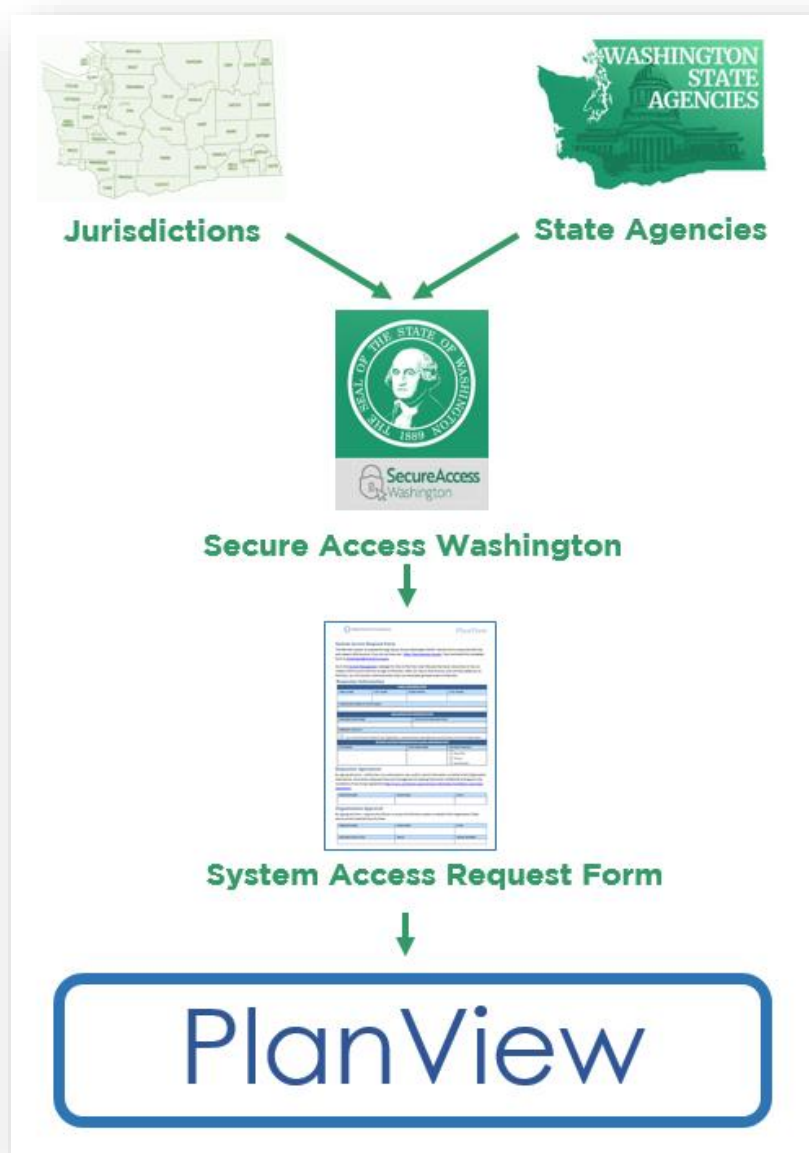
- The PlanView Data System is for official use only. Do not use PlanView anything other than state agency business. Do not loan your account or pass your credentials out to anyone but you.
- The PlanView system is a hub connecting state your agency with other agencies and local governments. As such, the comments you enter and the draft information in PlanView are viewable by any user with access. Please choose your words with this in mind.
- Although there is no public access function in PlanView, all of the material in PlanView is a public document subject to the public records act.

If you have any questions, contact your agency lead, or contact Dave Andersen at Commerce (509) 434-4491.

Getting Setup

In order to gain access to system you must first complete a few initial steps:

1. [Create a Secure Access Washington \(SAW\) account.](#)
2. [Submit a PlanView System Access Request form.](#)
3. [Receive a New User Registration Email.](#)
4. [Add the PlanView System service to your SAW Account.](#)

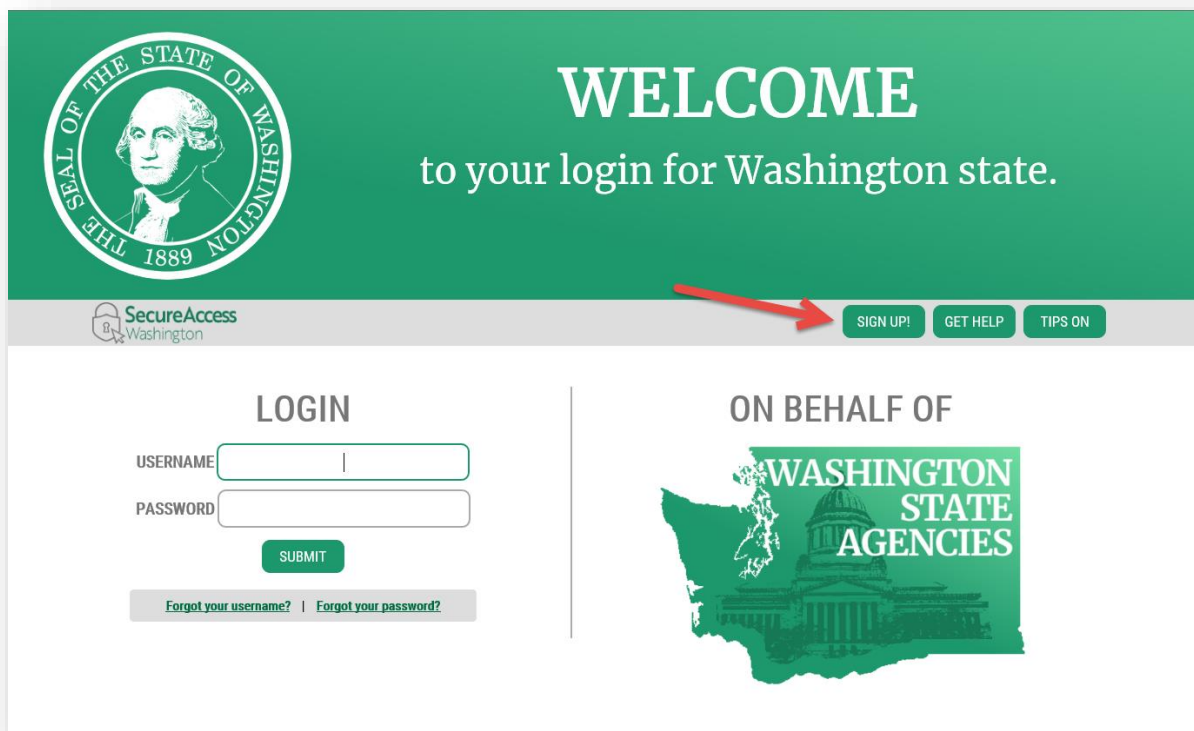


Step 1 – Create your Secure Access Washington (SAW) account (one-time only)

In order to access Commerce applications, you will need to create a Secure Access Washington (SAW) account. If you already have a SAW account, go to [Step 2](#).


Go to the Secure Access Washington site at <https://secureaccess.wa.gov/>

Click the “Sign Up!” button to begin.





Enter your name, email and create a Username. Note the requirements for a secure password. You will also need to verify that you are not a “Not a robot”.



SIGN UP!

×

Not sure if you already have an account? [CHECK NOW](#)

FIRST NAME

LAST NAME

EMAIL

USERNAME

PASSWORD REQUIREMENTS


Add at least 10 more characters

Add a special character or a lower case letter or an uppercase letter or a number

PASSWORD

CONFIRM PASSWORD

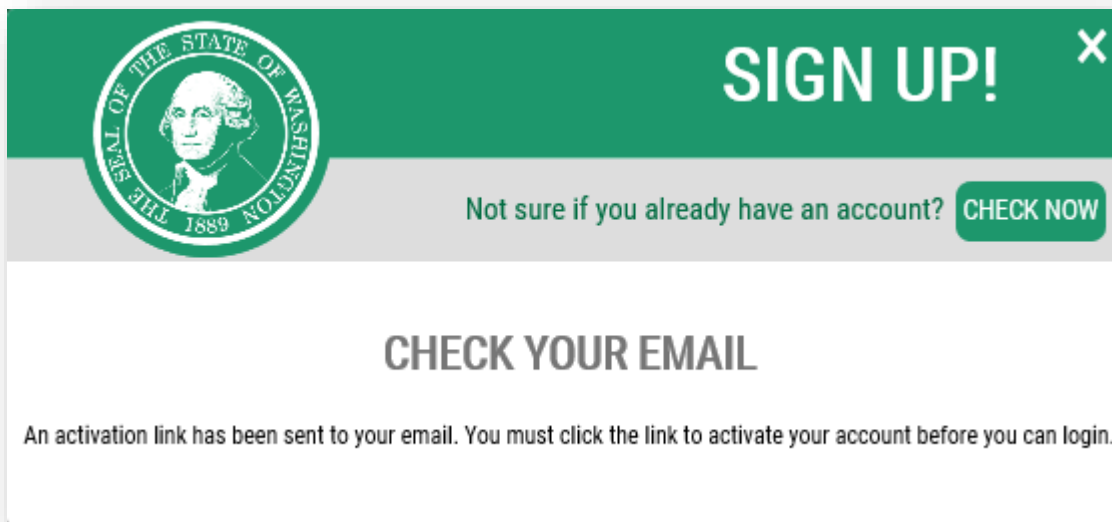
☐ I'm not a robot


reCAPTCHA
[Privacy](#) [Terms](#)

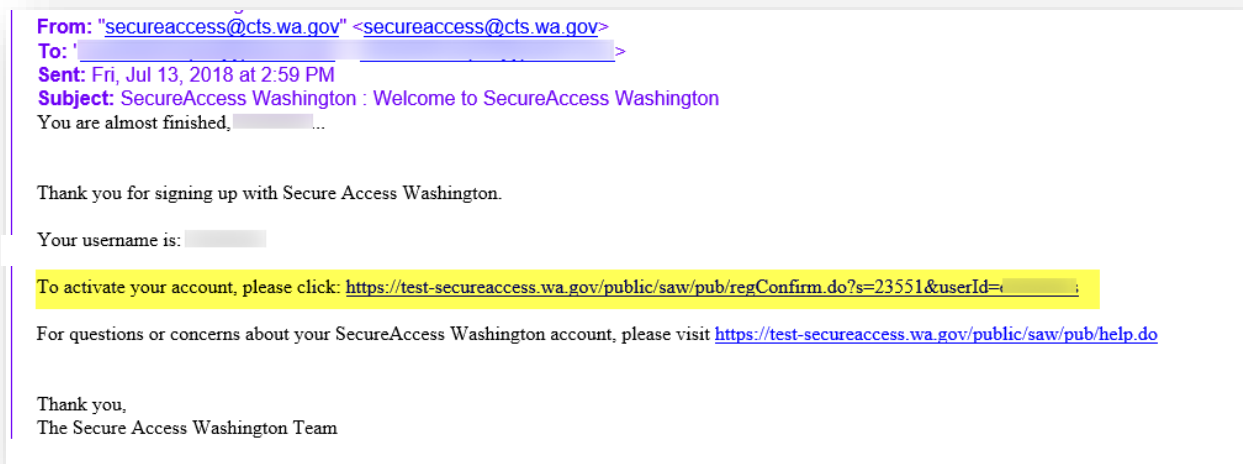
SUBMIT



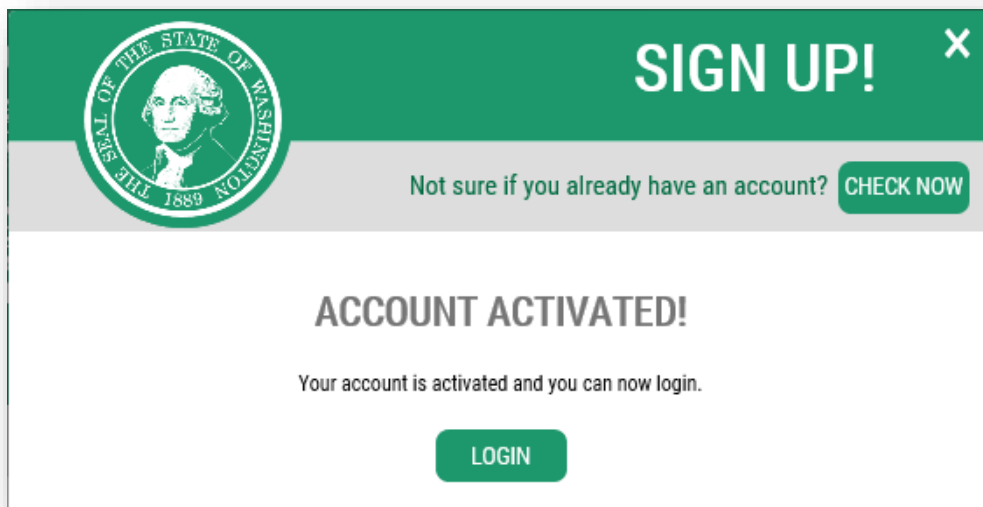
You will be sent an email to activate your account.



Go to your email account and click the link provided on your email. The email will be titled → SecureAccess Washington: Welcome to SecureAccess Washington. Click the link to activate your account.




You will get an Account Activated message when you have successfully activated your SAW account.





Step 2 – Submit a PlanView System Access Request Form

After establishing a SAW account, you will need to submit a [PlanView System Access Request Form](#), scan and email to reviewteam@commerce.wa.gov.



Department of Commerce

PlanView

System Access Request Form

System Access Request Form

The PlanView System is accessed through Secure Access Washington (SAW). Use this link to access the SAW site and create a SAW account, if you do not have one: <https://secureaccess.wa.gov/>. Scan and email this completed form to reviewteam@commerce.wa.gov.

Go to the [Growth Management](#) webpage for links to PlanView User Manuals that have instructions on how to create a SAW account and how to login to PlanView. After you have a SAW account, and we have added you to PlanView, you will receive a welcome email when you have been granted access to PlanView.

Requestor Information

USER INFORMATION			
FIRST NAME	LAST NAME	WORK PHONE	CELL PHONE
CONSULTING FIRM (IF APPLICABLE)			
This is required for Consultants working on behalf of a Jurisdiction.			
ORGANIZATION INFORMATION			
ORGANIZATION NAME		TITLE WITH ORGANIZATION	
Name of the Organization you are requesting access to.		Consultants, provide your title with your Consulting Firm.	
PRIMARY CONTACT			
<input type="checkbox"/> Yes, I am the Primary Contact for this Organization. I understand that I will replace the current Primary User for this Organization.			
SECURE ACCESS WASHINGTON (SAW) INFORMATION			
SAW EMAIL	SAW USER NAME	SECURITY ROLE(S)	
User accounts will be set up with this email address.		<input type="checkbox"/> Read Only <input type="checkbox"/> Planner <input type="checkbox"/> Administrator	

See descriptions below

Requestor Agreement

By signing this form, I certify that I am authorized to view and/or submit information on behalf of the Organization listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement <http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/>.

PRINTED NAME	SIGNATURE	DATE

Organization Approval

By signing this form, I approve this Person to access the PlanView system on behalf of the Organization listed above and the selected Security Roles.

PRINTED NAME	SIGNATURE	DATE
This must be an AUTHORIZED OFFICIAL for	the Organization above.	
ORGANIZATION TITLE	EMAIL	PHONE NUMBER

Security Roles

Below is a summary of the permissions by role and contact type. You may request multiple security roles. ***Administration will only be granted to users who have an email address with the requested Organization.***

		Administrator	Planner	Read Only
JURISDICTIONS AND CONSULTANTS	Online Submittals		X	
	View and Track Submittal Progress		X	X
	View and Track Periodic Update Progress		X	X
	View and Track Hearings Board Cases		X	X
	Update Contact Information for your Organization	X		
STATE AGENCIES ONLY	Personalize Submittal Notifications		X	
	Create Workflows to track Comment Letters		X	
	Create and update Contacts for your Organization	X		

Consultants

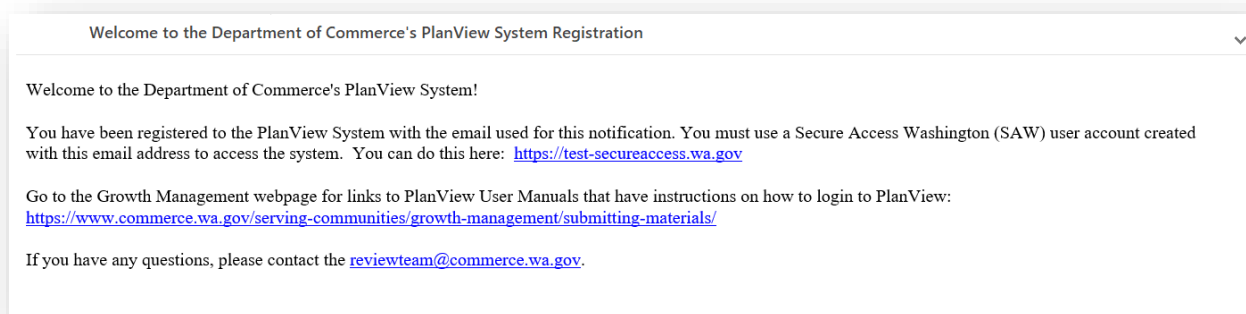
If you are a Consultant and need access to multiple Organizations, please submit a separate form for each Organization.

Primary Contacts

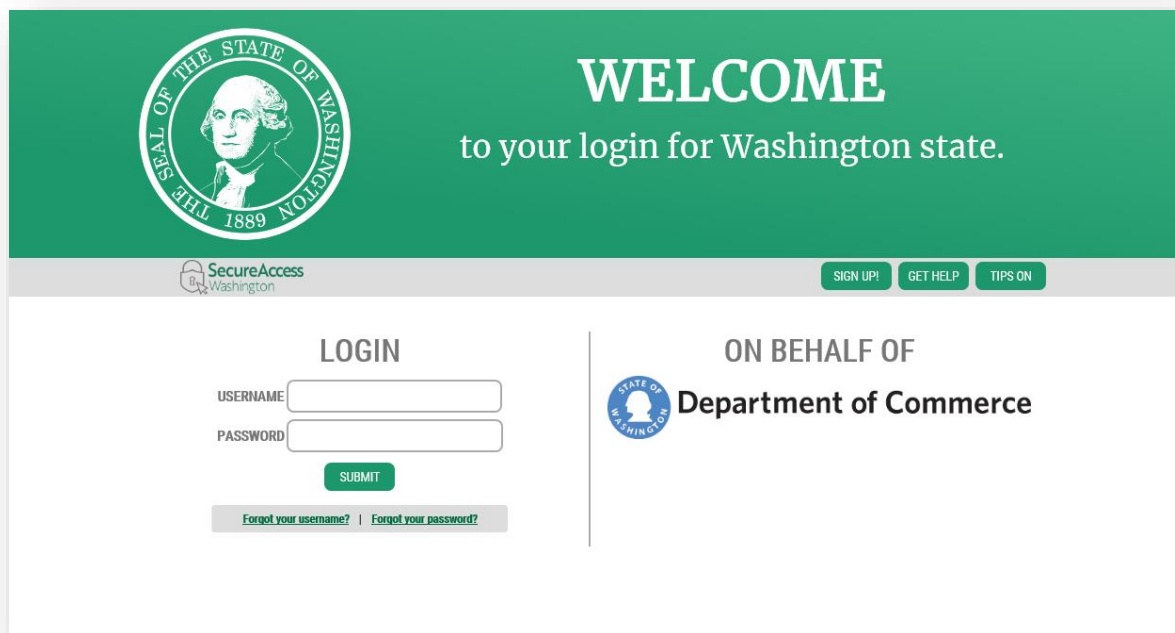
Primary Contacts are considered the lead user for an organization, will receive all Submittal notifications and will be contacted first when there are questions.

Step 3 – New User Registration Email

Once your Growth Management Planner registers you as a PlanView user, you will receive an email like the one pictured below.

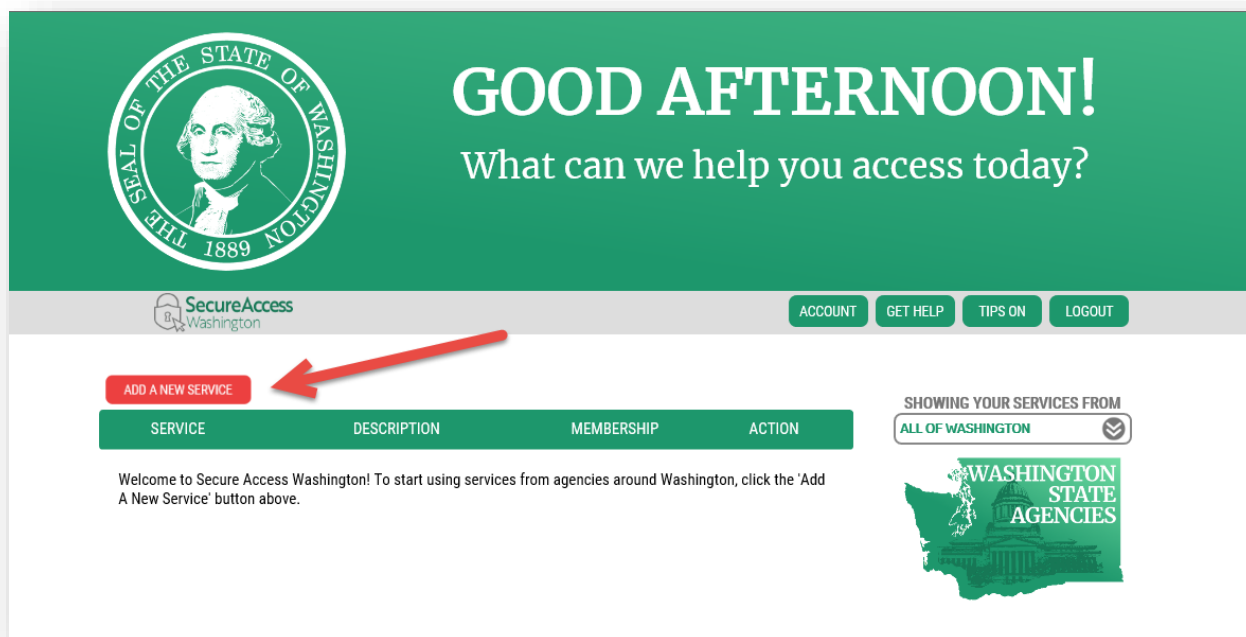


Next log into SAW using your new username and password.

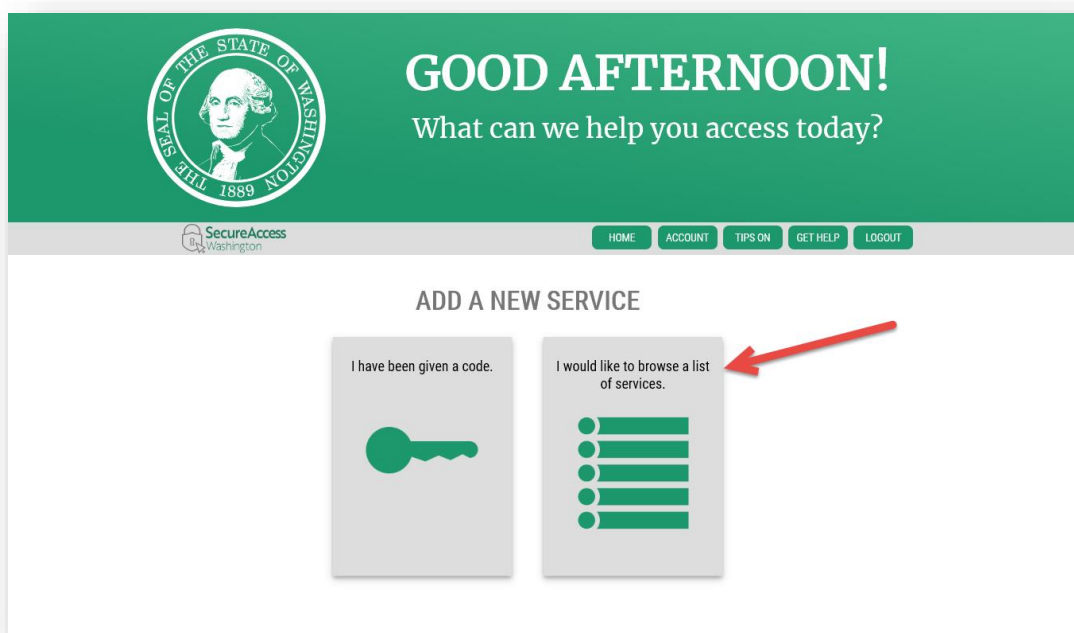


Step 4 – Add the PlanView System service

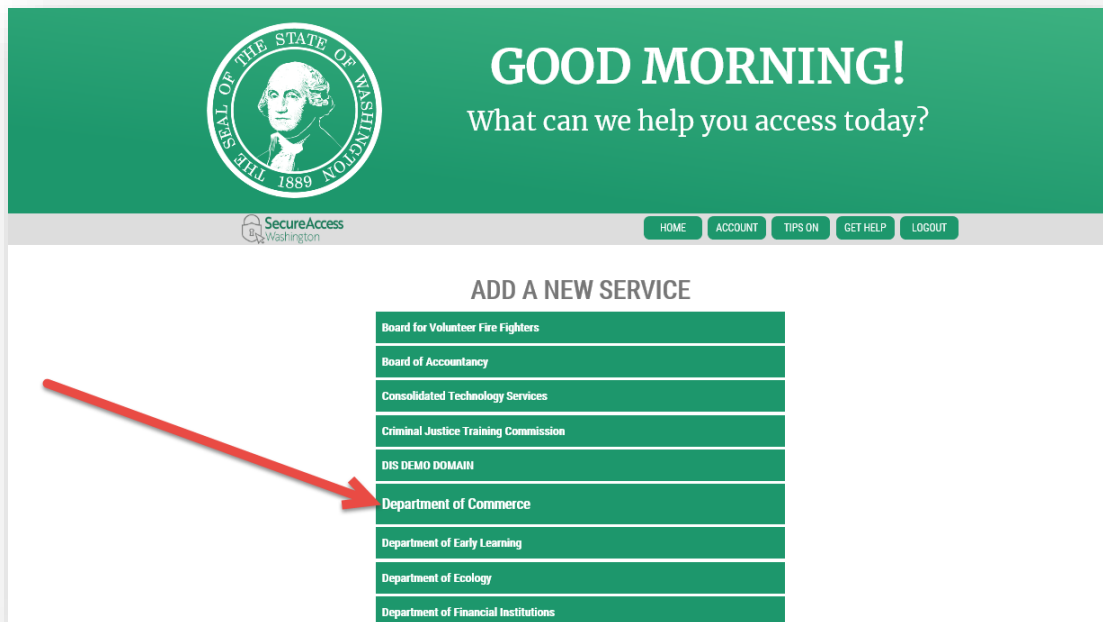
Once you’ve logged into SAW, you can add your selected services by clicking on the “Add a New Service” button.



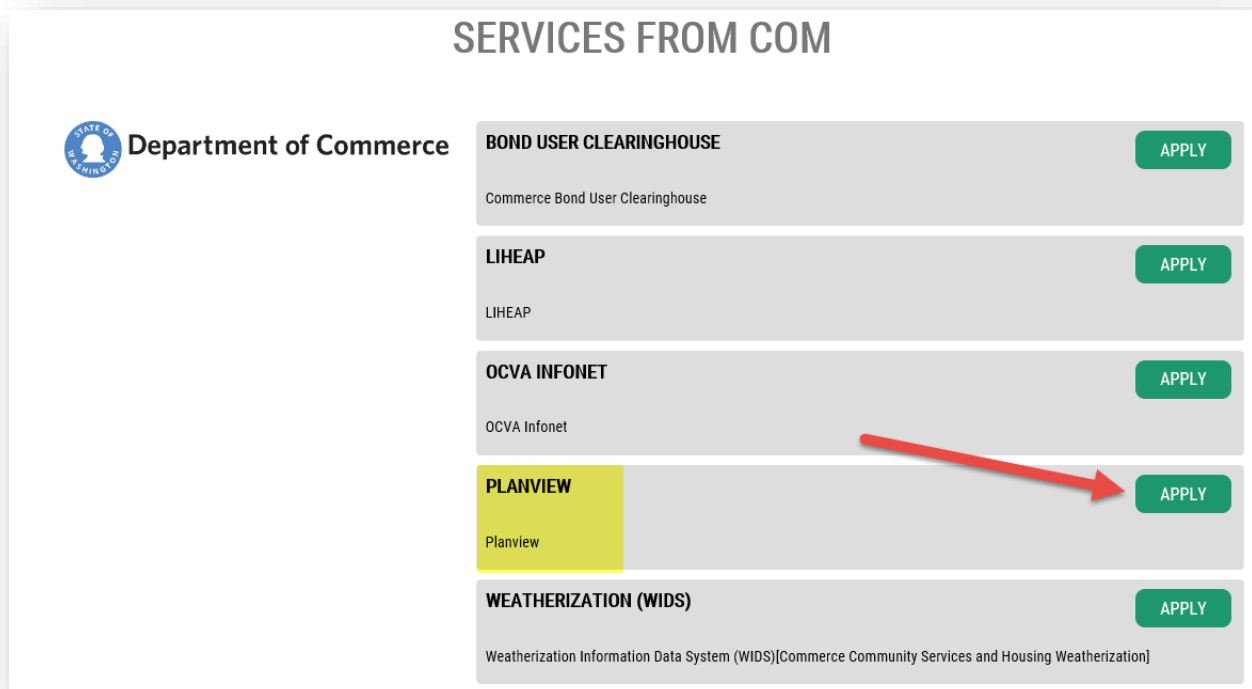
Next, select the “I would like to browse a list of services” option.



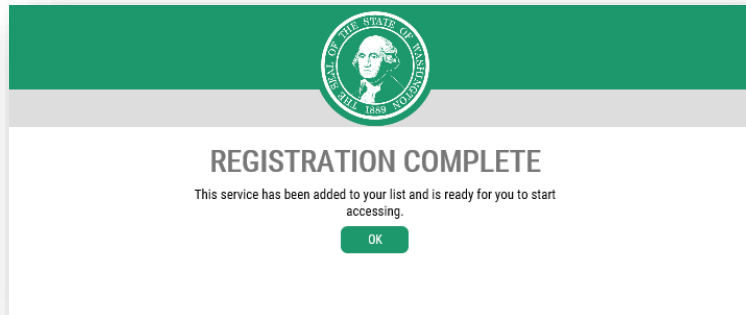
This will take you to a list of state agencies. Click on Department of Commerce to see the list of available Commerce services.



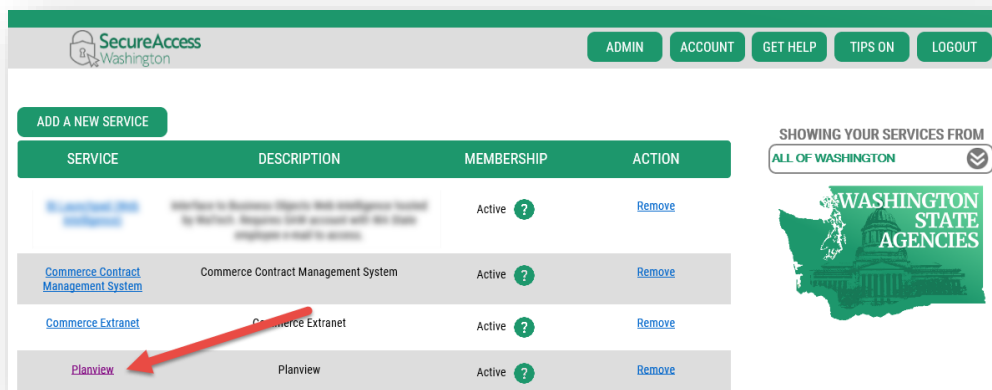
Click Apply for the PlanView System.



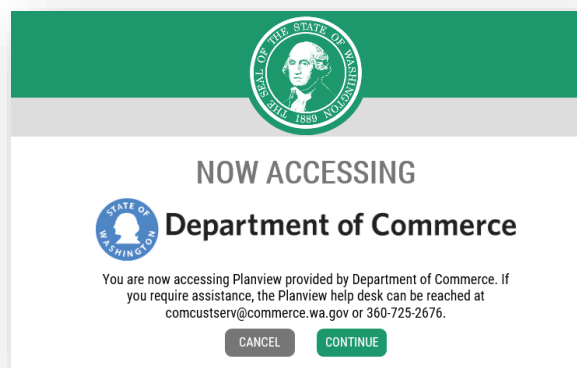
You will get a Registration Complete message. You will also get two emails, a User Registered for Service email and an Access Approved email. They are informational only and you do not need them to continue.



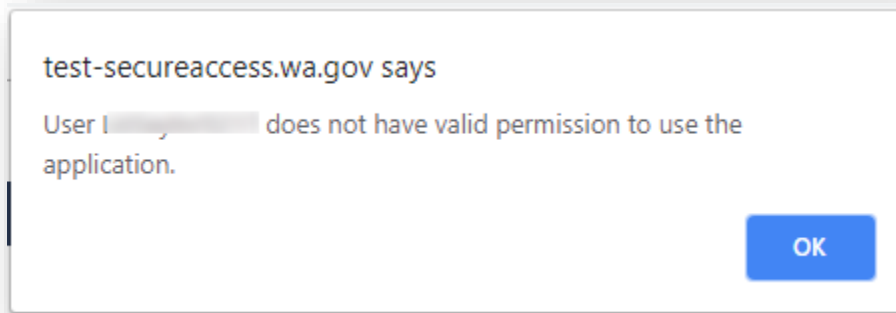
You will be redirected to the Service Screen. Click on the PlanView link to access the system.



You will get an assistance notice, click Continue. The PlanView system should now be displayed.

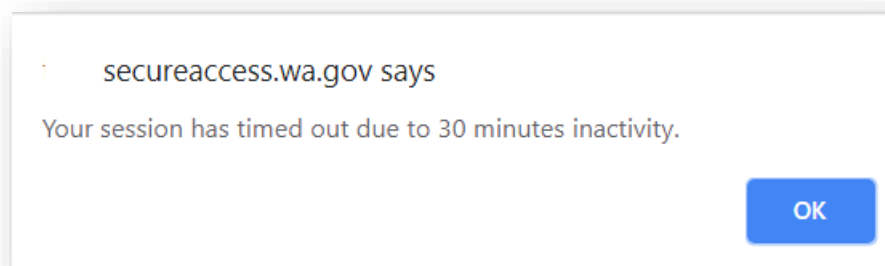


If you have not been set up you will get the following error message. Please note the display may be slightly different, depending on the internet browser you are using. Please contact reviewteam@commerce.wa.gov if you have not received a New User Registration email.



SAW Time Out

SAW automatically times users out after 30 minutes of inactivity. You will see the following message if you are timed out. Please note the display may be slightly different, depending on the internet browser you are using.

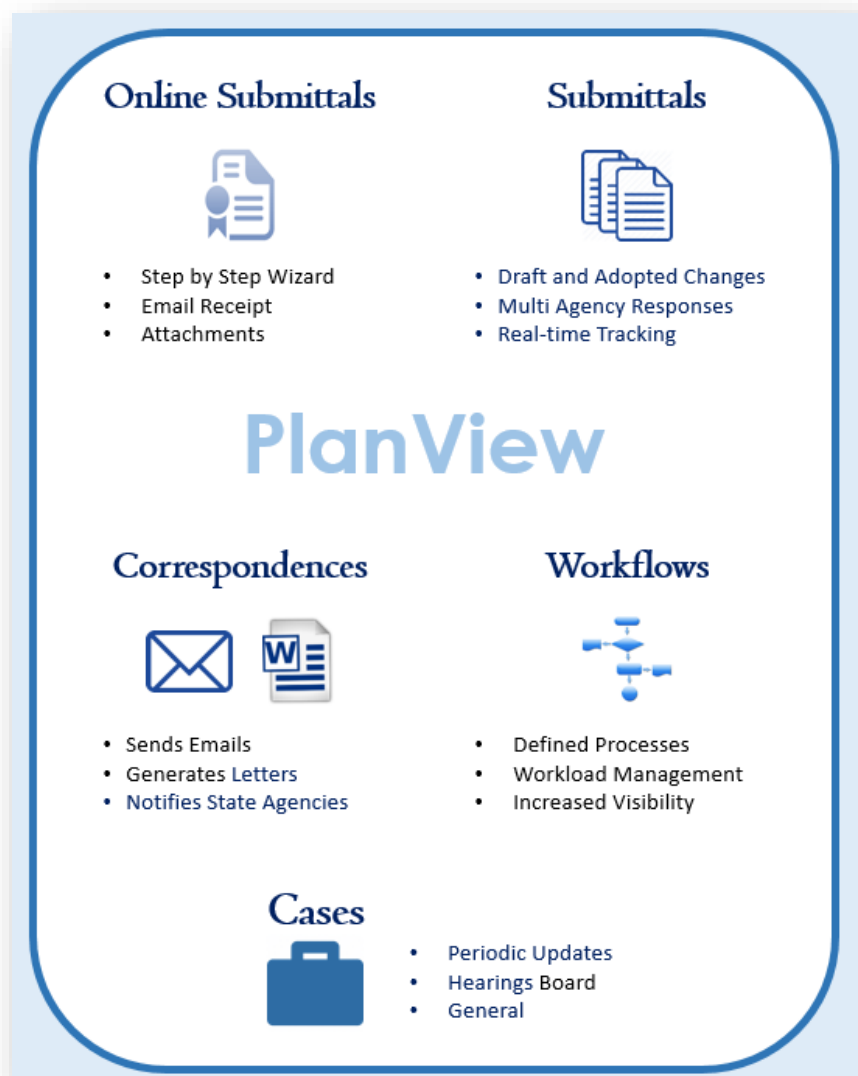


PlanView

PlanView is a tracking system to connect local government planners to the state agency review and technical assistance professionals. It allows users to see the progress and responses of documents submitted by local Jurisdictions.

To understand how to make the most of PlanView, it is important to understand how the system organizes information and work. PlanView uses three main areas to organize work:

- A [Submittal](#) represents a change to a plan or regulation, in either draft or adopted form. Most comment letters and testimony in PlanView will be related to a specific submittal.
- A [Workflow](#) represents something a state agency person needs to do in response. It could be as simple as making a call to the local government and noting a comment, or it could be the process of drafting and sending a comment letter.
- [Cases](#) represent something Commerce is working on. It could be as simple as a question to you or another staff member, or as complex as a multiyear projects such as a periodic update to the plans and regulations.



System Highlights

Commerce has worked hard to provide a modern, transparent experience. Below are some of the new features that are available with the new system.

- Ability to [Return to Incomplete Online Submittals](#)
- View [Submittal Documents and Track Responses](#) by all State Agencies.
- Submit a [Supplemental Submittal](#) to update
- Manage your user profile by [selecting the subject areas](#) you want to receive notifications.
- [Add and Update Contacts](#) for your jurisdiction, if you are an Administrator.
- View [Hearings Board Cases and track the Periodic Update](#) progress.

This guide will review all the screens and their functionality. Use the links provided for you throughout the guide to go directly to the section. If you have any questions or need assistance, contact the reviewteam@commerce.wa.gov.

1. [Home Page](#) → Return to Incomplete Online Submittals and View active Submittals
2. [Jurisdiction Information](#) → View Contacts, Addresses, Submittals and Cases
3. [Contacts](#) → Update Profile Information and Categories
4. [Submittals](#) → View Submitted Documents and track State Agencies responses
5. [Cases](#) → View progress of Jurisdiction Periodic Updates and Hearings Board Cases
6. [System Access Request Form](#) → Use the form to request system access for a new person or update the security for an existing user.



ATTENTION: Be advised that most information displayed in the following screen shots are fictitious and for demonstration purposes only.

Home Page

Once you are granted Access, logged into SAW and selected the PlanView Service. You will be in the PlanView System.

The Home Page is the first page you will see when PlanView opens. It provides a list of Incomplete submittals and a list of active Submittals.

See a description of the numbered areas below.



The screenshot shows the PlanView Home Page. At the top, there is a navigation bar with the Department of Commerce logo, the PlanView title, and a user profile link (Welcome Elizabeth Saylor) with a Logout button. Below the navigation bar, there is a main content area. On the left, there is a sidebar with links: Home, Intake, Jurisdictions, Contacts, Submittals, Cases, and Admin. The main content area has a welcome message and a link to the PlanView User Manual. Below this, there are two main sections: 'Incomplete Online Submittals' and 'Active Submittals'. The 'Incomplete Online Submittals' section has a table with columns: Jurisdiction, Submittal Type, Amendment Type, Description, Created By, and Created Date. The 'Active Submittals' section has a table with columns: ID, Jurisdiction, Submittal Type, Amendment Type, Description, Periodic Update?, and Submission Date. There are numbered callouts 1 through 6 pointing to specific elements: 1 points to the 'Incomplete Online Submittals' section header, 2 points to the 'Active Submittals' section header, 3 points to the 'New Submittal' button, 4 points to the 'Print a Planner Contact List' button, 5 points to the 'Submittals' link in the sidebar, and 6 points to the user profile link in the top navigation bar.

1. Incomplete Online Submittals → Clicking on the row opens the Online Submittal wizard and allows you to complete and submit.
2. Active Submittals → This is a list for the active Submittals for your Jurisdiction. Click on the row to open the Submittal Details.
3. New Submittal → Select this button to start a new Submittal.
4. Print a Planner Contact List → This is a report of all the state agency Primary contacts for your jurisdiction.

Note: Notification of the pdf document download will depend on the internet browser. The file may also be blocked, depending on your settings.

5. Use the Main Menu to navigate through the system. Each option has a detailed explanation of the available functionality throughout this document.
6. Use the Name Link to go to your profile. Use the logout link to log out of the system.

Online Submittals

The new Online Submittal is a wizard like process where you are stepped through each section. When you are logged in, you can return to your online submittal via the Home page in the Incomplete Online Submittal section.

If you have any questions about the Growth Management Act requirements, please visit our [Growth Management](#) webpage for links to guidebooks and resources.

Create a New Submittal

Once you are logged into PlanView you can create new submittals from you Home page.



Welcome to the Department of Commerce's **PlanView** system!

If you have any questions about Growth Management, visit the [Growth Management](#) web page. Go to the [PlanView User Manual](#) for assistance using the **PlanView** system.

Click on the **Incomplete Online Submittal** row.

Jurisdiction	Submittal Type	Amendment Type	Description	Created By	Created Date
Almira Town (201)	Notice of Final Adoption of Amendment	Comprehensive Plan Amendment	a 10 add's after 4th a	Commerce Guest	02/25/2019 10:54 AM
Almira Town (201)	60-day Notice of Intent to Adopt Amendment	Development Regulation Amendment	Draft Submittal	Elizabeth Saylor	02/21/2019 10:57 AM

Select a submittal to view the details. Select the **Submittals** Menu Option to review all past Submittals.

ID	Jurisdiction	Submittal Type	Amendment Type	Description	Periodic Update?	Submission Date
2019-S-20	Almira Town (201)	60-day Notice of Intent to Adopt Amendment	Comprehensive Plan Amendment	Periodic update	No	03/05/2019 03:56 PM
2019-S-14	Almira Town (201)	60-day Notice of Intent to Adopt Amendment	Combined Comprehensive Plan and Development Regulation Amendment	Completed - 2019-03-05 10:54 AM	No	02/22/2019 02:59 PM
2019-S-1	Almira Town (201)	60-day Notice of Intent to Adopt Amendment	Comprehensive Plan Amendment	Completed - 2019-03-05 10:54 AM	No	02/21/2019 10:42 AM

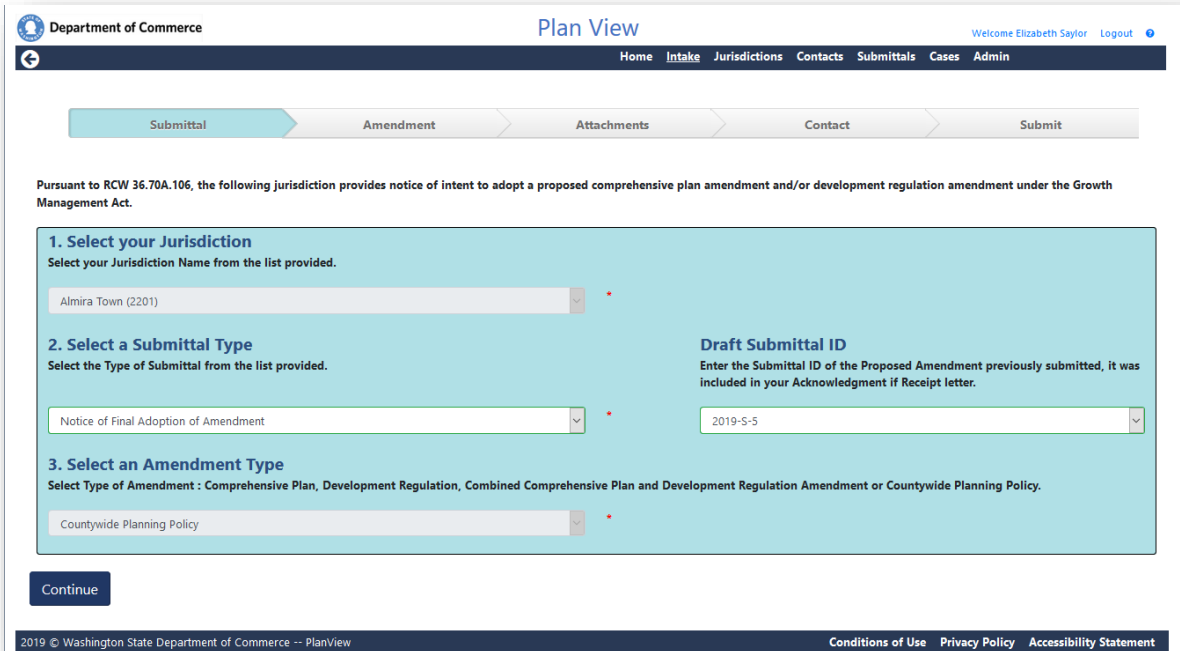
2019 © Washington State Department of Commerce -- PlanView

[Conditions of Use](#) [Privacy Policy](#) [Accessibility Statement](#)

1. Click the New Submittal button
2. Select the Intake Main Menu option
3. Click of the row to open and complete your Online Submittal.

Online Submittal

1. The first step lets us know the type of document you are submitting for review. **Note: the Continue button will be disabled until the required information is selected.**



Department of Commerce Plan View Welcome Elizabeth Saylor Logout

Home Intake Jurisdictions Contacts Submittals Cases Admin

Submittal Amendment Attachments Contact Submit

Pursuant to RCW 36.70A.106, the following jurisdiction provides notice of intent to adopt a proposed comprehensive plan amendment and/or development regulation amendment under the Growth Management Act.

1. Select your Jurisdiction
Select your Jurisdiction Name from the list provided.

Almira Town (2201)

2. Select a Submittal Type
Select the Type of Submittal from the list provided.

Notice of Final Adoption of Amendment

Draft Submittal ID
Enter the Submittal ID of the Proposed Amendment previously submitted, it was included in your Acknowledgment if Receipt letter.

2019-S-5

3. Select an Amendment Type
Select Type of Amendment : Comprehensive Plan, Development Regulation, Combined Comprehensive Plan and Development Regulation Amendment or Countywide Planning Policy.

Countywide Planning Policy

Continue

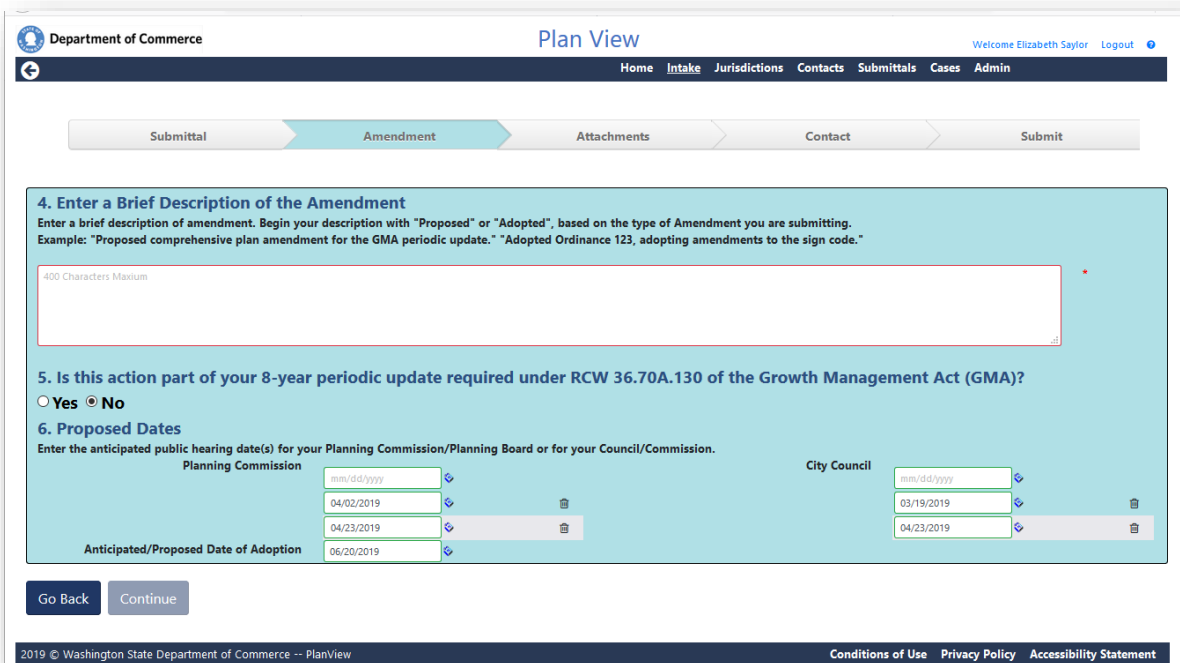
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1. Select your Jurisdiction → This is filled in for you if you are logged into the PlanView system. If you are a Consultant, you will get a dropdown of the Jurisdictions you have been authorized to submit documents on their behalf.
2. Select a Submittal Types
 - **60-day Notice of Intent to Adopt Amendments** → Use this type to submit your drafts on any type of amendment.
 - **Request for Expedited Review / Notice of Intent to Adopt Amendments** → This type is just for Development Regulations. The Amendment Type (Question #3) will default to Development Regulations if this is selected.
 - **Supplemental Amendment for existing Notice of Intent to Adopt Amendments** → Use this type if you have to update an existing 60-day Notice or an Expedited Review. You will need the Draft Submittal ID to let us know which one you want to update.
 - **Notice of Final Adoption of Amendment** → When your documents have been finalized and officially adopted, use this type to notify Commerce that it is complete.
 - **Draft Submittal ID** → If you are submitting a Supplemental or Adopted amendment you will be asked for the ID of the Draft Submittal you initially submitted for review. A list of active Submittals will be in the dropdown for your convenience.

3. Select an Amendment Type → We encourage you to submit your plans and regulations separately. That way we can direct your submittal to interested parties easily. Below is a list of Amendment Types.
 - a. Comprehensive Plan
 - b. Development Regulations
 - c. Combined Comprehensive Plan and Development Regulations
 - d. Countywide Planning Policies
 - e. Critical Areas Ordinances

Amendment

In this section you will describe the document you are submitting for review, let us know if it is a part of your 8-year periodic update and the key dates for the document.



Department of Commerce Plan View Welcome Elizabeth Saylor Logout

Home Intake Jurisdictions Contacts Submittals Cases Admin

Submittal Amendment Attachments Contact Submit

4. Enter a Brief Description of the Amendment
 Enter a brief description of amendment. Begin your description with "Proposed" or "Adopted", based on the type of Amendment you are submitting.
 Example: "Proposed comprehensive plan amendment for the GMA periodic update." "Adopted Ordinance 123, adopting amendments to the sign code."
 400 Characters Maximum

5. Is this action part of your 8-year periodic update required under RCW 36.70A.130 of the Growth Management Act (GMA)?
☐ Yes ☒ No

6. Proposed Dates
 Enter the anticipated public hearing date(s) for your Planning Commission/Planning Board or for your Council/Commission.



Planning Commission	City Council
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
<input type="text" value="04/02/2019"/>	<input type="text" value="03/19/2019"/>
<input type="text" value="04/23/2019"/>	<input type="text" value="04/23/2019"/>
Anticipated/Proposed Date of Adoption <input type="text" value="06/20/2019"/>	

Go Back Continue

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4. Enter a Brief Description → The Submittal's brief description should describe your Amendment as Proposed or Adopted, if it is a part of your periodic update, etc. There is a 400 character maximum for the Brief Description. This field also has some spellcheck capabilities. You will see a red line under words that may have an error. Right click on it to get a list of corrections.
5. Is this action a part of your 8-year periodic update? → Select "Yes" if your Amendment is a part of your periodic update. Go to our [Growth Management](#) webpage for formation information on the Growth Management Act.

6. Proposed Dates → Dates requested by Commerce depend on the type of Amendment you are submitting. You can manually enter a date using the mm/dd/yyyy format or click on the calendar

Icon  to select a date. Use the trash can icon  to delete dates.

Draft amendments request dates for the following:

- a. Planning Commissions
- b. County Commissioners / City Councils
- c. Anticipated / Proposed Dates of Adoptions

Adopted Amendments only request one date:

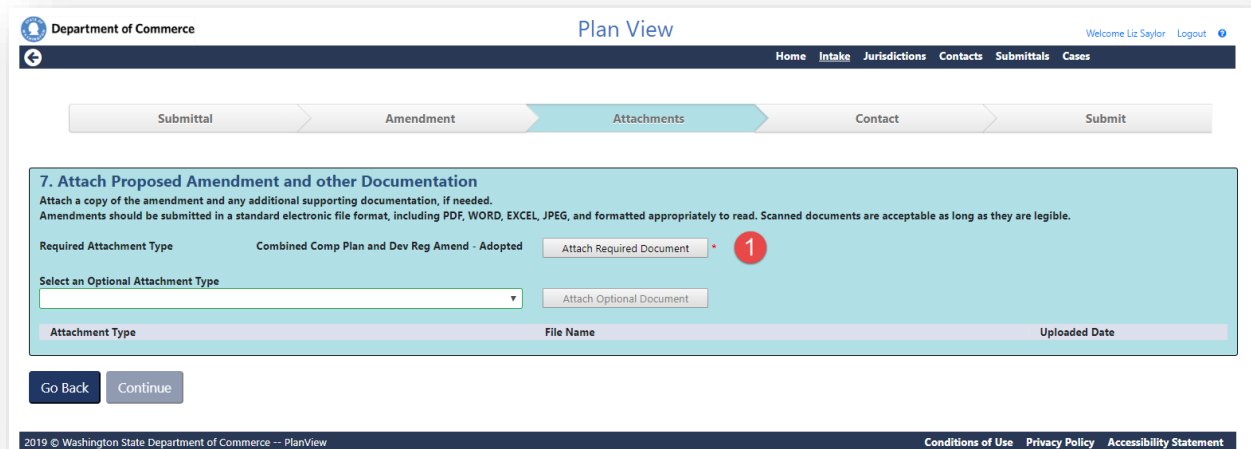
- a. Adoption Date

Attachments

An Attachment of the Amendment type is required for each submittal. The maximum file size is 50 MB. File types are limited to the list below:

- .doc
- .gif
- .jpg
- .pdf
- .xls
- .docx
- .jpeg
- .msg
- .png
- .xlsx

See below for instructions on adding attachments.



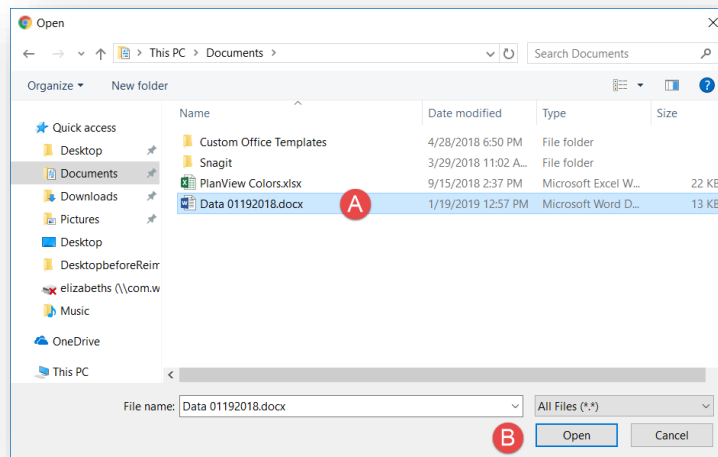
The screenshot shows the 'Plan View' interface for the 'Attachments' step. The breadcrumb trail at the top indicates the sequence: Submittal → Amendment → Attachments → Contact → Submit. The main section is titled '7. Attach Proposed Amendment and other Documentation' and includes instructions: 'Attach a copy of the amendment and any additional supporting documentation, if needed. Amendments should be submitted in a standard electronic file format, including PDF, WORD, EXCEL, JPEG, and formatted appropriately to read. Scanned documents are acceptable as long as they are legible.'

Under 'Required Attachment Type', the dropdown is set to 'Combined Comp Plan and Dev Reg Amend - Adopted'. The 'Attach Required Document' button is highlighted with a red circle and the number '1'. Below this, the 'Select an Optional Attachment Type' dropdown is empty, and the 'Attach Optional Document' button is visible. At the bottom of the form is a table with headers 'Attachment Type', 'File Name', and 'Uploaded Date'. Navigation buttons 'Go Back' and 'Continue' are at the bottom left. The footer contains copyright information and links to 'Conditions of Use', 'Privacy Policy', and 'Accessibility Statement'.

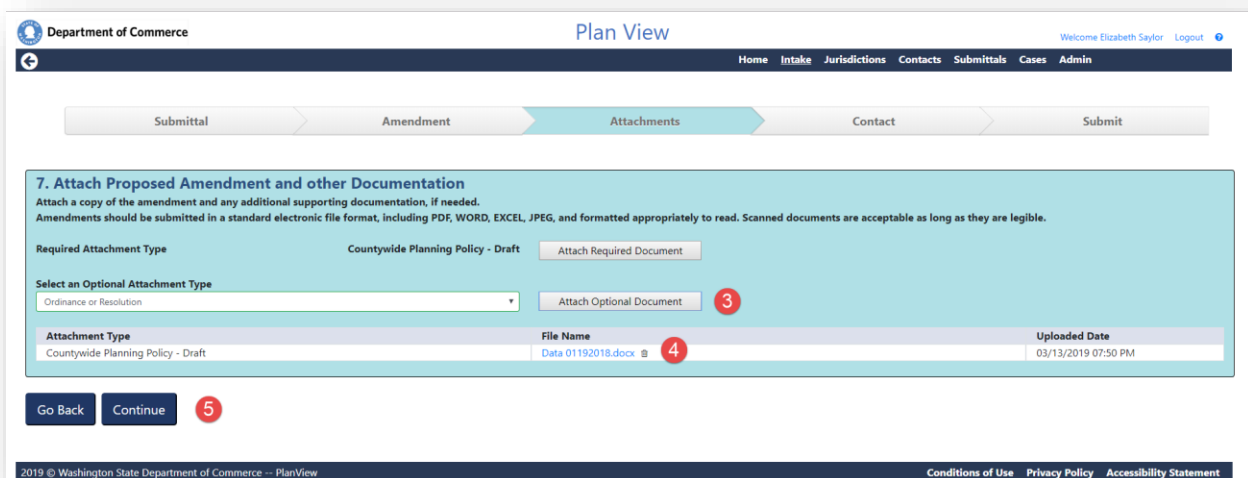
Required Attachment

1. Select the Attach Required Document button. ***Note: the Continue button will be disabled until the required document is attached.***

2. Navigate to the file location
 - a. Select the desired file.
 - b. Click the Open button.



Additional Documents



Department of Commerce Plan View

Welcome Elizabeth Saylor Logout

Home Intake Jurisdictions Contacts Submittals Cases Admin

Submittal Amendment Attachments Contact Submit

7. Attach Proposed Amendment and other Documentation
 Attach a copy of the amendment and any additional supporting documentation, if needed.
 Amendments should be submitted in a standard electronic file format, including PDF, WORD, EXCEL, JPEG, and formatted appropriately to read. Scanned documents are acceptable as long as they are legible.


Required Attachment Type Countywide Planning Policy - Draft Attach Required Document

Select an Optional Attachment Type Ordinance or Resolution Attach Optional Document **3**

Attachment Type	File Name	Uploaded Date
Countywide Planning Policy - Draft	Data 01192018.docx 4	03/13/2019 07:50 PM

Go Back Continue **5**

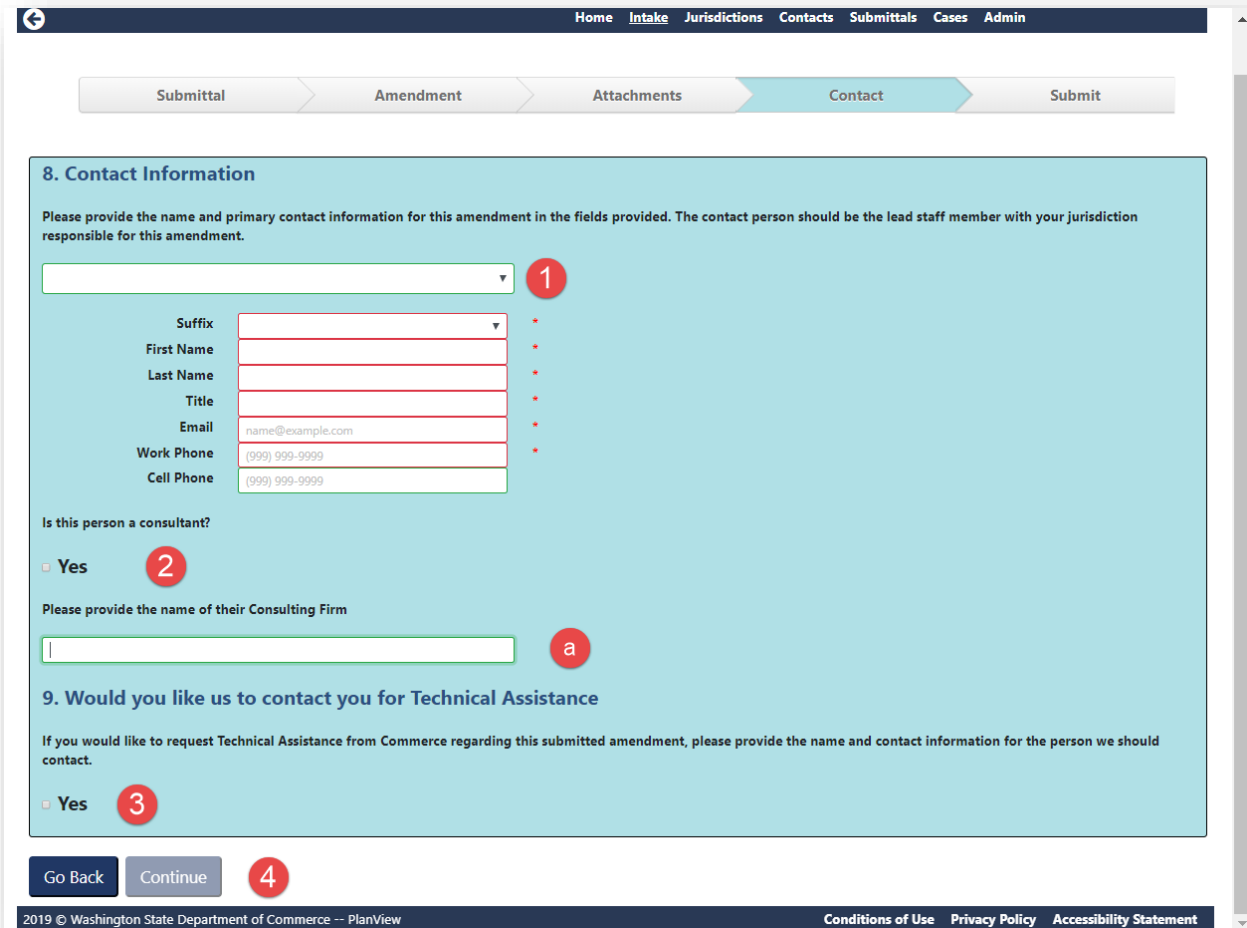
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3. Select an Optional Attachment type from the dropdown and click the Attach Optional Document button and attach as many documents as you need to complete your Submittal.
4. If you need to see the file you just added, select the File Name link or to delete the file, select the trash can icon .
5. The Continue button will become enabled after the required attachment is entered. If you are done adding attachments, click Continue to save your information and move to the next step.

Contact

A primary contact is required for all Submittals. This person will receive all correspondence associated with this Submittal.

See a description of the numbered areas below.



The screenshot shows the 'Contact' step in the PlanView submission process. The navigation bar at the top includes links for Home, Intake, Jurisdictions, Contacts, Submittals, Cases, and Admin. Below the navigation bar is a progress bar with steps: Submittal, Amendment, Attachments, Contact (highlighted), and Submit. The main form area is titled '8. Contact Information' and contains the following elements:

- A dropdown menu for selecting an existing contact, marked with a red circle '1'.
- Fields for entering new contact information, each marked with a red asterisk (*): Suffix, First Name, Last Name, Title, Email (pre-filled with 'name@example.com'), Work Phone (pre-filled with '(999) 999-9999'), and Cell Phone (pre-filled with '(999) 999-9999').
- A checkbox labeled 'Is this person a consultant?' with the 'Yes' option selected, marked with a red circle '2'.
- A text field for 'Please provide the name of their Consulting Firm', marked with a red circle 'a'.
- A section titled '9. Would you like us to contact you for Technical Assistance' with a 'Yes' checkbox selected, marked with a red circle '3'.
- At the bottom, 'Go Back' and 'Continue' buttons, with the 'Continue' button marked with a red circle '4'.

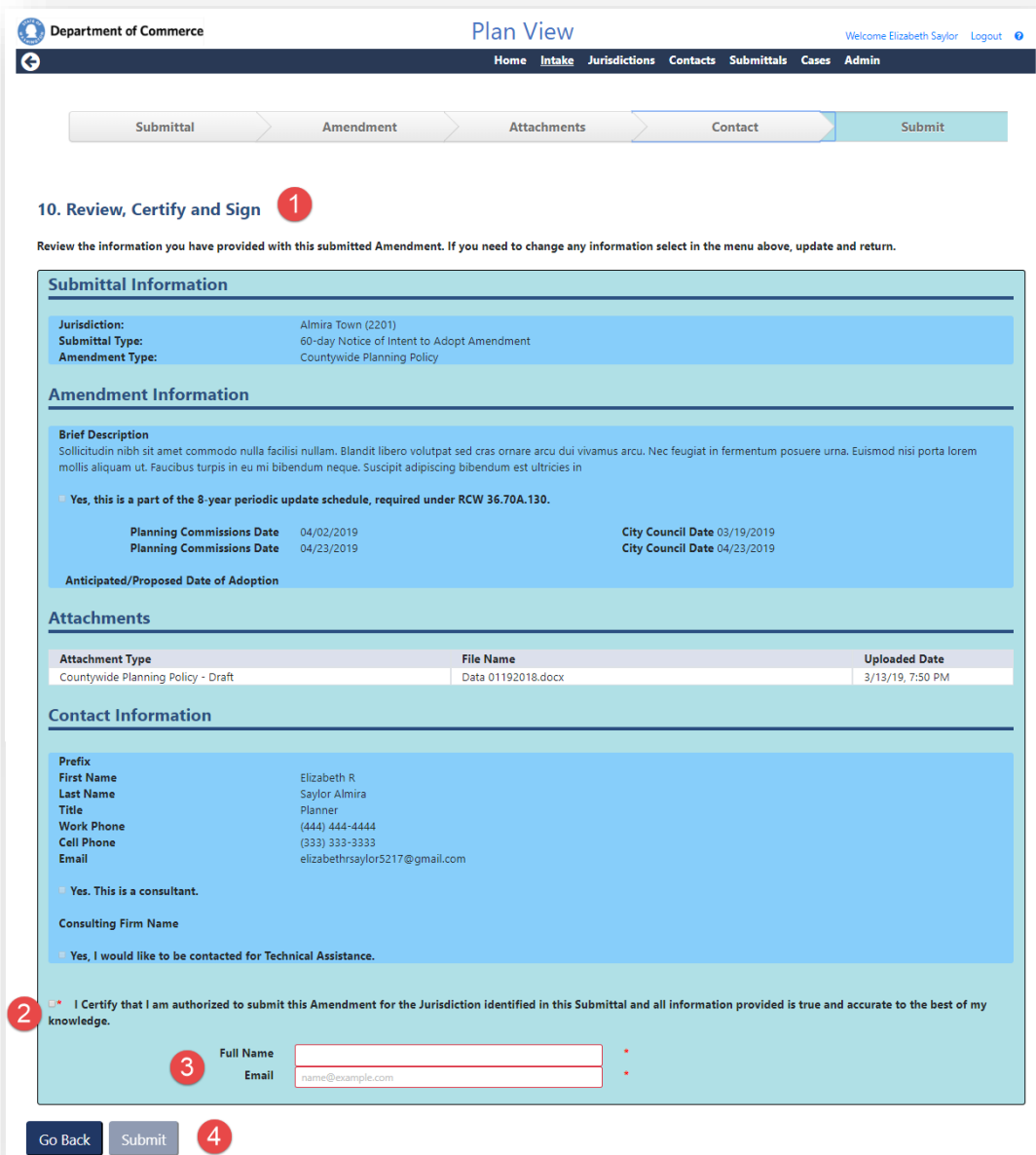
The footer of the page includes the copyright notice '2019 © Washington State Department of Commerce -- PlanView' and links for 'Conditions of Use', 'Privacy Policy', and 'Accessibility Statement'.

1. Because you are logged into PlanView, you can select from a list of existing contacts to use as the primary or enter a new contact by completing the required fields marked with a *.
2. If the contact is a consultant, select the Yes checkbox and enter their Consulting Firm.
3. If you would like to be contacted for some Technical Assistance, select the Yes checkbox. A Commerce Planner will contact you shortly after you complete the Online Submittal.
4. The Continue button will become enabled after all of the required fields are entered. Click Continue to save your information and move to the next step.

Review, Certify and Sign

1. Review the entered information. If you find an error, use the Back buttons or select the area on the menu bar.

See a description of the rest of the numbered areas below.



Department of Commerce Plan View Welcome Elizabeth Saylor Logout

Home Intake Jurisdictions Contacts Submittals Cases Admin

Submittal Amendment Attachments **Contact** Submit

10. Review, Certify and Sign 1

Review the information you have provided with this submitted Amendment. If you need to change any information select in the menu above, update and return.

Submittal Information

Jurisdiction: Almira Town (2201)
 Submittal Type: 60-day Notice of Intent to Adopt Amendment
 Amendment Type: Countywide Planning Policy

Amendment Information

Brief Description
 Sollicitudin nibh sit amet commodo nulla facilisi nullam. Blandit libero volutpat sed cras ornare arcu dui vivamus arcu. Nec feugiat in fermentum posuere urna. Euismod nisi porta lorem mollis aliquam ut. Faucibus turpis in eu mi bibendum neque. Suspendisse adipiscing bibendum est ultricies in

☒ Yes, this is a part of the 8-year periodic update schedule, required under RCW 36.70A.130.

Planning Commissions Date	04/02/2019	City Council Date	03/19/2019
Planning Commissions Date	04/23/2019	City Council Date	04/23/2019

Anticipated/Proposed Date of Adoption

Attachments

Attachment Type	File Name	Uploaded Date
Countywide Planning Policy - Draft	Data 01192018.docx	3/13/19, 7:50 PM

Contact Information

Prefix
 First Name Elizabeth R
 Last Name Saylor Almira
 Title Planner
 Work Phone (444) 444-4444
 Cell Phone (333) 333-3333
 Email elizabethsaylor5217@gmail.com

☒ Yes. This is a consultant.

Consulting Firm Name

☒ Yes, I would like to be contacted for Technical Assistance.

☒ I certify that I am authorized to submit this Amendment for the Jurisdiction identified in this Submittal and all information provided is true and accurate to the best of my knowledge.

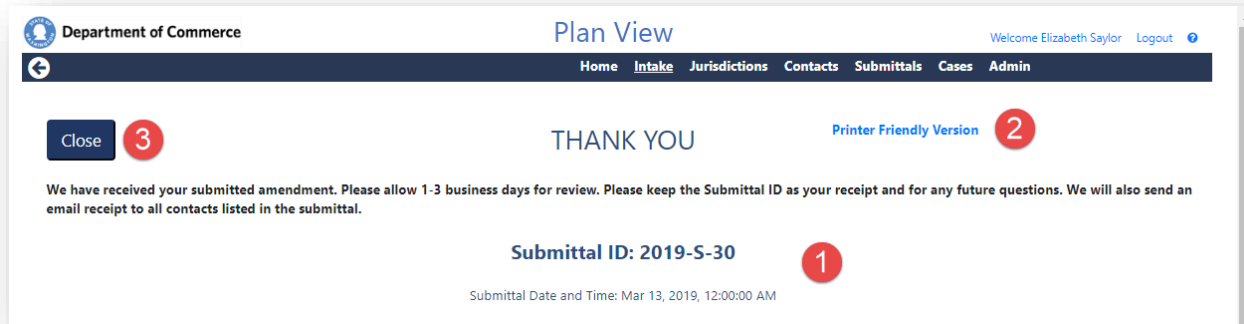
3 Full Name
 Email name@example.com

Go Back Submit 4

2. Click the checkbox to certify that you are authorized to submit the documents on behalf of the Jurisdiction
3. Enter your full name and email address. You and the person on the Contact screen will receive a receipt email.
4. When you have finished reviewing the entered information click the Submit button.

Receipt

Thank you! When you see this message, you have successfully submitted your documents to Commerce. A receipt email will be immediately sent to the contact person and the submitter.



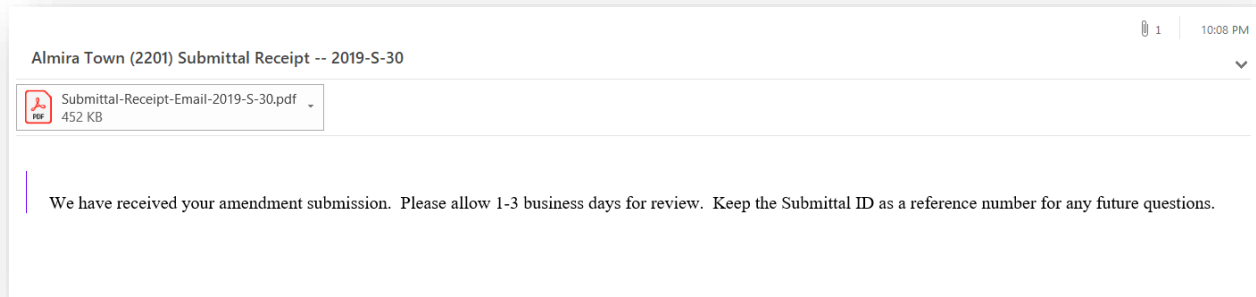
1. You will be issued a Submittal ID. This ID will be used to reference this submittal.
2. Use the Printer Friendly Version link to print a copy of your Submittal. It is also attached to your receipt email.

Note: Notification of the pdf document download will depend on the internet browser. The file may also be blocked from downloading, depending on your settings. Go to the [Download Troubleshooting](#) section to view common downloading issues.

3. Click the Close button when you are done. You will be returned to the Home page.

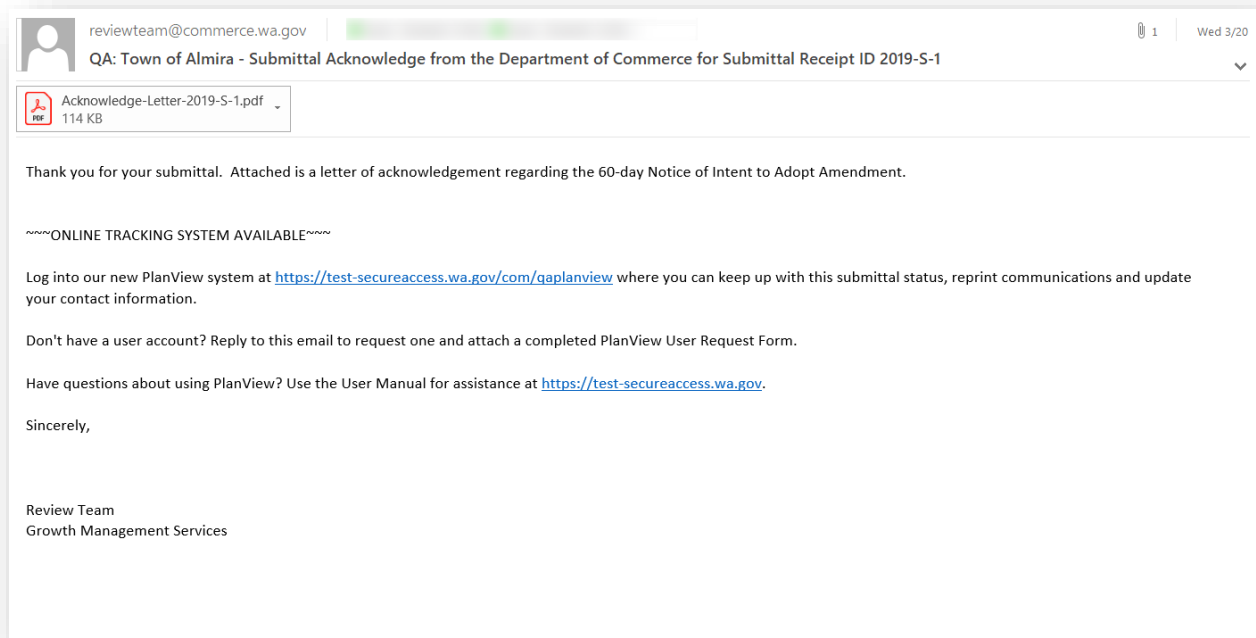
Submittal Email

The Submittal contact and submitter (if different) will receive a receipt email with a copy of the Online Submittal report.



Acknowledgement Letter

When Commerce has processed your submittal, you and the Submittal contact (if different) will receive an Acknowledgement Letter via email stating that Commerce has received your document(s) and has started the review process.



Submit a Supplemental Submittal

If you need to submit additional documentation, you can amend your submittal by creating a Supplemental Submittal for



1. Select your Jurisdiction
Select your Jurisdiction Name from the list provided.

Almira Town (2201)

2. Select a Submittal Type
Select the Type of Submittal from the list provided.

Supplemental Submittal for existing Notice of Intent to Adopt Amendme

Draft Submittal ID
Enter the Submittal ID of the Proposed Amendment previously submitted, it was included in your Acknowledgment if Receipt letter.

2019-S-23

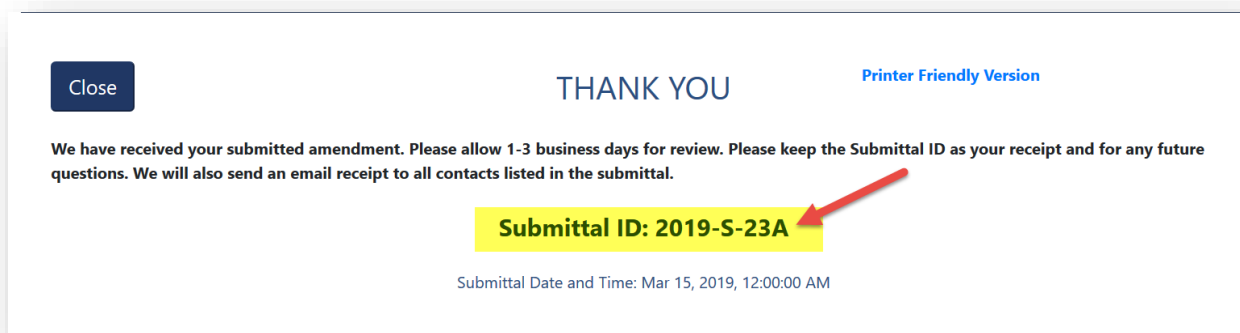
3. Select an Amendment Type
Select Type of Amendment : Comprehensive Plan, Development Regulation, Combined Comprehensive Plan and Development Regulation Amendment or Countywide Planning Policy.

Comprehensive Plan Amendment

1. Select the Supplemental Submittal for existing Notice of Intent to Adopt Amendment
2. The Draft Submittal ID field will display. Select the ID you want to update.
3. The Amendment Type will be fill out to the Amendment Type you selected in the original Submittal.

Continue completing the Submittal as describe above for the Amendment through Receipt sections.

When you are successful, your Submittal ID will be updated with a letter, it will be incremented with each supplemental. You will also get a Submittal receipt email and Acknowledgment Letter email.



Close

THANK YOU

[Printer Friendly Version](#)

We have received your submitted amendment. Please allow 1-3 business days for review. Please keep the Submittal ID as your receipt and for any future questions. We will also send an email receipt to all contacts listed in the submittal.

Submittal ID: 2019-S-23A

Submittal Date and Time: Mar 15, 2019, 12:00:00 AM

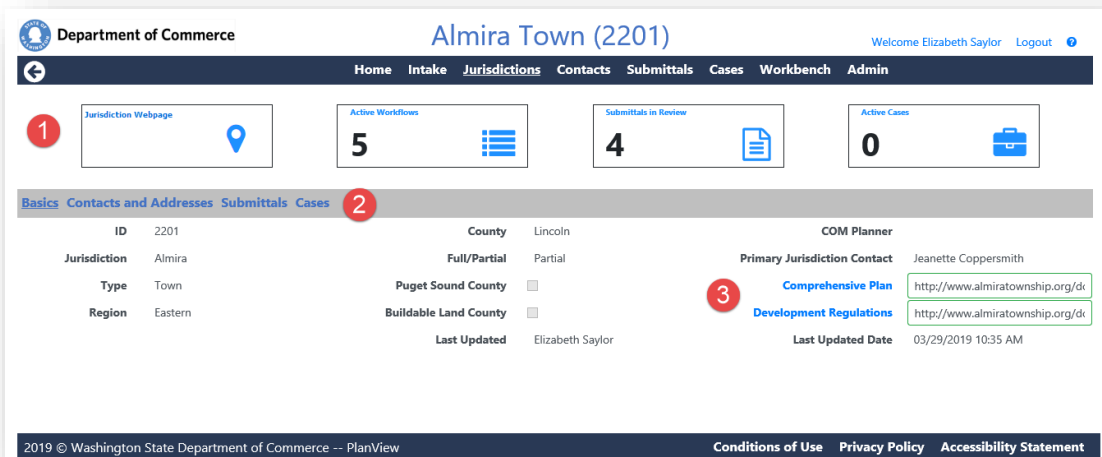
Jurisdiction

When you select the Jurisdictions option off the Main Menu the Jurisdiction Search screen opens, your Jurisdiction information will be displayed.

Jurisdiction Basics

The Jurisdiction Basics screen contains the general information for the Jurisdiction as well as a Dashboard that shows system-wide activities for the Jurisdiction.

See a description of the numbered areas below.



Department of Commerce

Almira Town (2201)

Welcome Elizabeth Saylor Logout

Home Intake Jurisdictions Contacts Submittals Cases Workbench Admin

1 Jurisdiction Webpage

5 Active Workflows

4 Submittals in Review

0 Active Cases

Basics Contacts and Addresses Submittals Cases

ID	2201	County	Lincoln	COM Planner	
Jurisdiction	Almira	Full/Partial	Partial	Primary Jurisdiction Contact	Jeanette Coppersmith
Type	Town	Puget Sound County	<input type="checkbox"/>	Comprehensive Plan	http://www.almiratownship.org/dk
Region	Eastern	Buildable Land County	<input type="checkbox"/>	Development Regulations	http://www.almiratownship.org/dk
		Last Updated	Elizabeth Saylor	Last Updated Date	03/29/2019 10:35 AM

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1. Jurisdiction Dashboard
 - a. Jurisdiction link -- under construction
 - b. Active Workflows— Displays a count of the active workflows for the Jurisdiction. Selecting this box takes the user to the Workbench with a list of the active workflows for this Jurisdiction.
 - c. Submittals in Review – Displays a count of the Active Submittals for the Jurisdiction. Selecting this box takes you to the Submittal Search with the list of active Submittals.
 - d. Active Cases – Displays a count of the Active Cases for the Jurisdiction. Selecting this box takes you to the Case Search screen with a list of active Cases for the Jurisdiction.
2. Use the Jurisdiction menu to view Contact and Address, a list of Submittals and Cases for the Jurisdiction.
3. Click on the Comprehensive Plan and Development Regulations link labels to view the selected document.





Jurisdiction Contacts and Addresses

The contacts and Addresses screen displays the contacts by contact type. Clicking on the contact row opens the Contact Details. Contact the ReviewTeam@commerce.wa.gov if you need any updates.

Contacts and Addresses

● Active ○ All

Commerce Contacts Add Contact

Pri...	ID	Title	Role	Prefix	First Name	Last Name	Work Ph...	Cell Phone	Email	Inactiv...	Tags	
<input checked="" type="checkbox"/>	259	Senior Planner	Growth Management...	Mr.	Benjamin	Serr	(509) 724-1...	(509) 724-1...	benjamin.serr@comme...			

Jurisdiction Contacts

Firm	Pri...	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Ph...	Email	Inactiv...	Tags	
	<input type="checkbox"/>	5645	Mayor	Elected Official	The Hono...	Gary	Cook	(509) 659-1930		mayor@ritzville-wa.gov			
	<input type="checkbox"/>	2720			Mr.	Rick	Hastings	(509) 835-3770		rhastings@studiocascade.com			
	<input checked="" type="checkbox"/>	4608	Public Works Director		Mr.	Larry	Swift	(509) 659-1930		Larry.Swift@ritzville-wa.us			

State Agency Contacts Add Contact

Agency	Pri...	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Ph...	Email	Inactiv...	Tags	
Ecology	<input checked="" type="checkbox"/>	809	CAO Review Coor...	Agency Lead	Ms.	Donna	Bunten	(360) 407-7172		dbun461@ecy.wa.gov		Critical Are...	
WCC	<input checked="" type="checkbox"/>	164		Agency Lead		Ron	Shultz			rshultz@scc.wa.gov			

Addresses

Primary	Type	Address 1	Address 2	City	State	Zip Code	
<input checked="" type="checkbox"/>	Physical	216 East Main Avenue		Ritzville	WA	99169	+

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Primary Contacts

Every Jurisdiction has a Primary Commerce, Jurisdiction and State Agency Contact for all participating state agencies. These are individuals who are the main point of contact for that Jurisdiction.

Jurisdiction Attachments

Attachments specific to the Jurisdiction can now be added by Commerce. This feature will be available to Jurisdiction Users in the future.

Basics Contacts and Addresses Capital Projects Attachments Submittals Cases

Attachments

Attachment Type	File Name	Title	Notes	Good...	Good E...	File Type	Fil...	Uploa...	Upload...
Correspondence	1286.docx			<input type="checkbox"/>		Word	63671	CTEDIEI...	07/15/2019
Map	772.docx			<input type="checkbox"/>		Word	59186	CTEDIEI...	07/15/2019

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Jurisdiction Submittals

The Submittals screen displays a list of active submittals for the Jurisdiction. Select the All radio button to see all of the Submittals for the Jurisdiction. Click on the Submittal row to display the Submittal details.

Basics Contacts and Addresses Submittals Cases										
● Active ○ All										
ID	Submittal Receipt ID	Submittal Description	Plan Type	Submission Date	Periodic Update?	Expedited?	COM Planner	Jurisdiction Contact	COM Workflow Step	# of Assoc Workflows
22563	2019-S-19	02/28/2019		02/28/2019	No	No	Elizabeth Taylor	Elizabeth Taylor		1
22560	2019-S-14	02/22/2019 02:59 PM		02/22/2019 02:59 PM	No	No	Elizabeth Taylor	Elizabeth Taylor		2
22559	2019-S-13	02/22/2019 02:56 PM		02/22/2019 02:56 PM	No	No	Elizabeth Taylor	Elizabeth Taylor		1
22558	2019-S-12	02/22/2019		02/22/2019	No	No	Elizabeth Taylor	Elizabeth Taylor		1
22552	2019-S-6	02/21/2019		02/21/2019	No	No	William Simpson	Elizabeth Taylor		1
22551	2019-S-5	02/21/2019 12:05 PM		02/21/2019 12:05 PM	No	No	Elizabeth Taylor	Elizabeth Taylor		3


Jurisdiction Cases

The Case screen displays a list of active Cases for the Jurisdiction. Click on the Case row to display the Case details.

Basics Contacts and Addresses Submittals Cases							
Case ID	Jurisdiction	Status	Case Type	# of Submittals	COM Planner	Jurisdiction Contact	
2019-C-1	Almira	Active	General	0	Elizabeth Taylor	Elizabeth Taylor	
2019-C-2	Almira	Active	General	0	Elizabeth Taylor	Elizabeth Taylor	
2019-C-6	Almira	Active	Hearings Board	0	Elizabeth Taylor	Elizabeth Taylor	


Jurisdiction Search (Consultants Only)


If you are a consultant for multiple Jurisdictions. You will see the Jurisdiction search screen to navigate to all of the Jurisdictions you have access to. .



Department of Commerce

Plan View


Welcome Elizabeth Saylor Logout 




3

Home Jurisdictions Contacts Submittals Cases Workbench

2 in



ID	Jurisdiction	Type	County	Region	COM Planner	Jurisdiction Contact
0100	Adams	County	Adams	Eastern	Paul Johnson	
0300	Benton	County	Benton	Eastern	William Simpson	
0301	Benton City	City	Benton	Eastern	William Simpson	
0302	Kennewick	City	Benton	Eastern	William Simpson	
0303	Prosser	City	Benton	Eastern	William Simpson	
0304	Richland	City	Benton	Eastern	William Simpson	
0305	West Richland	City	Benton	Eastern	William Simpson	
0400	Chelan	County	Chelan	Eastern	Scott Kuhta	
0401	Cashmere	City	Chelan	Eastern	Scott Kuhta	

1. Click on the row to open the Jurisdiction details, to view their Contacts, Addresses, Submittals and Cases.
2. Use the Search field to search for a specific Jurisdiction. You can search for text in any column.

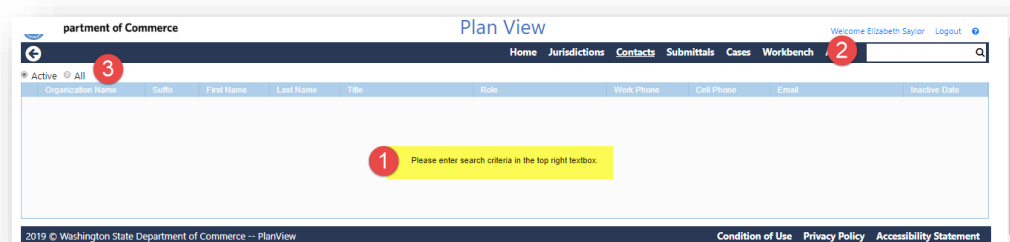
3. Use the Back button to return to your prior screen.
4. Click on the column headers to sort the column contents.

Contacts

Use the Contact search screen to find a contact. Click on the Contact row to open the Contact Details. Click on the column headers to sort the content.

Contact Search

Use the Contact search screen to view Contacts and navigate to the contact details.



1. Because there are so many contacts, the screen initially loads without results.
2. Enter search criteria in the search field and click the magnifying glass or the Enter key. You can search by name, Jurisdiction, etc.
3. Use the All radio button to view inactive Contacts.

Contact Details

The Contact Details screen allows a person to view and update their profile, allows users to manage the types of submittals they receive on the [Daily Report](#) by creating a list of categories and a list of Jurisdictions.



Department of Commerce Elizabeth Saylor ECY (5874) Welcome Elizabeth Saylor Logout

Organization

Organization (ID/Jurisdiction)	Organization/Jurisdiction
6	Department of Ecology

Personal Information

ID: 5874
 Prefix: Ms.
 First Name: Elizabeth
 Last Name: Saylor ECY
 Email:
 Work Phone: (206) 222-2222
 Cell Phone: (206) 333-3333

Contact Information

Contact Type: State Agency
 Title: Environmental Planner
 Role: Agency Lead
 Inactive Date:
 Created By: Elizabeth Saylor COM
 Created Date: 03/21/2019 10:28 AM
 Updated By: Elizabeth Saylor ECY
 Updated Date: 03/06/2019 08:11 AM

SAW User

SAW Email:
 Request Date: 03/21/2019 09:00 AM
 Status: Approved
 Last Login: 03/08/2019 09:00 AM
 Inactive Date:
 Save

Contact Categories for Daily Reports

Add Category

- Administrative/Procedural
- Adult Entertainment
- Airport Safety Zone
- Animal Control and Licensing
- Annual Docket
- Clearing and Grading
- Concurrency
- Critical Areas Ordinance
- Design Standards/Design Review
- Economic Development
- Emergency
- Essential Public Facilities
- Fully Contained Communities
- Historic Preservation

Categories Added to Contact

- Capital Facilities
- Environment
- Shoreline Master Program
- Stormwater Management
- Watershed Planning

User Security Roles

Roles Assigned

- State Agency Planner
- State Agency Admin

Associated Jurisdictions

Add Jurisdiction

PI	C	Jurisdiction	Type	Date
+	2201	Almira	Town	
+	0200	Asotin	County	
+	0100	Adams	County	
+	0101	Halton	Town	
+	0102	Lind	Town	
+	0103	Othello	City	
+	0104	Ritzville	City	
+	0105	Wahluke	Town	
+	0301	Benton City	City	

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Tag your Profile with Categories

You can customize your Daily Email Notification by tagging your profile with the types of submittals you are interested in receiving. See a complete list [here](#).

Click the Add and Remove buttons to manage your list.

Contact Categories for Daily Reports

Add Category

- Administrative/Procedural
- Adult Entertainment
- Airport Safety Zone
- Animal Control and Licensing
- Annual Docket
- Clearing and Grading
- Concurrency
- Critical Areas Ordinance
- Design Standards/Design Review
- Economic Development
- Emergency
- Essential Public Facilities
- Fully Contained Communities
- Historic Preservation

Categories Added to Contact

- Capital Facilities
- Environment
- Shoreline Master Program
- Stormwater Management
- Watershed Planning

Add Remove

Security Roles

Only users who have requested access to PlanView will have security roles. You can see a breakdown of the user roles in the [Submit a PlanView System Access Request Form](#) section.

Associated Jurisdictions (Consultants Only)

You can be associated to specific Jurisdictions to do work on their behalf. Submit a System Access Request form for each Jurisdiction.

Associated Jurisdictions

Add Jurisdiction

Pri...	C...	Jurisdiction	Type	Dele...
<input checked="" type="checkbox"/>	2201	Almira	Town	
<input checked="" type="checkbox"/>	0200	Asotin	County	
<input checked="" type="checkbox"/>	0100	Adams	County	
<input checked="" type="checkbox"/>	0101	Halton	Town	
<input checked="" type="checkbox"/>	0102	Lind	Town	
<input checked="" type="checkbox"/>	0103	Othello	City	
<input checked="" type="checkbox"/>	0104	Ritzville	City	
<input checked="" type="checkbox"/>	0105	Washucna	Town	
<input checked="" type="checkbox"/>	0301	Benton City	City	

Add New Contacts

If you have the Administrative role, you can add and update contacts for your Jurisdiction.

Department of Commerce

Almira Town (2201)

Welcome Elizabeth Saylor Logout

Home In **1** Jurisdictions Contacts Submittals Cases Admin

Compliance Status **0**

Active Workflows **16**

Submittals in Review **8**

Active Cases **2**

2 Contacts and Addresses Submittals Cases

Contacts and Addresses

Commerce Contacts

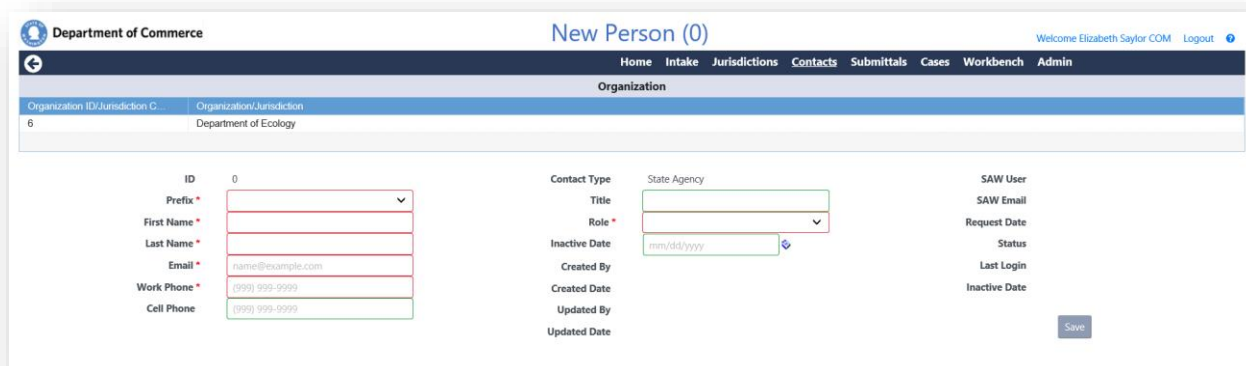
Prim...	ID	Title	Role	Prefix	First Name	Last Name	Work Ph...	Cell Phone	Email	Inactive...	Tags
<input type="checkbox"/>	3...	IS	Growth Managemen...	Mr.	Tin	Nguyen	(360) 725-...				
<input checked="" type="checkbox"/>	5...	Enterprise Architect	Growth Managemen...	Ms.	Elizabeth	Saylor COM	(360) 725-...				

Jurisdiction Contacts **3** Create New Contact

Firm	Pri...	IC	Title	Role	Prefix	First Name	Last Name	Work P...	Cell Ph...	Email	Inactiv...	Tags
	<input type="checkbox"/>	69				Planning Commis...	Chair					
	<input type="checkbox"/>	0	Town Clerk/Treasu...		Ms.							

1. Click the Jurisdiction option on the Main Menu
2. Click Contact and Addresses on the Jurisdiction Menu
3. Click Create New Contact

Complete the user information. Required fields are in Red. The Save button will be activated when all required information is entered.



Department of Commerce

New Person (0)

Welcome Elizabeth Saylor COM Logout

Home Intake Jurisdictions Contacts Submittals Cases Workbench Admin

Organization

Organization ID/Jurisdiction C... Organization/Jurisdiction

6 Department of Ecology

ID 0

Prefix *

First Name *

Last Name *

Email *

Work Phone *

Cell Phone

Contact Type State Agency

Title

Role *

Inactive Date mm/dd/yyyy

Created By

Created Date

Updated By

Updated Date

SAW User

SAW Email

Request Date

Status

Last Login

Inactive Date

Save

If this user needs access to the system, they need to complete the [Setup steps](#), including submitting a [System Access Request](#) Form at the end of this document.

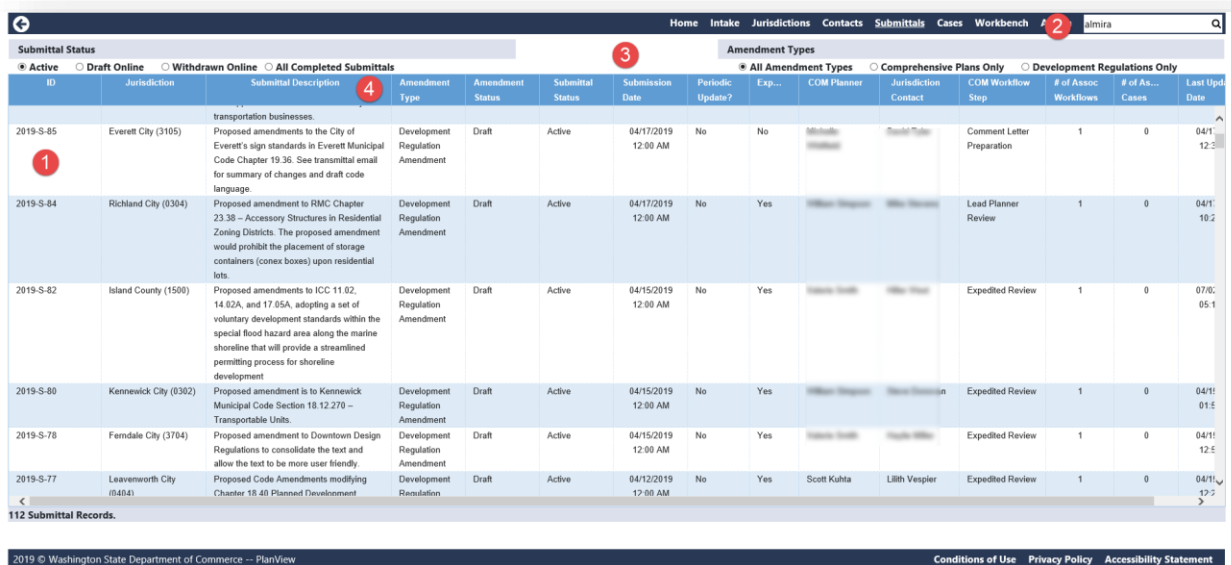
Submittals

When you select the Submittals option off the Main Menu the Submittal Search screen opens, displaying a list of all the Submittals currently active for your Jurisdiction.

Submittal Search

Use the Submittal Search screen to find a specific Submittal. Click on the Submittal row to open the Submittal Details. Click on the column headers to sort the content.

See a description of the numbered areas below.




ID	Jurisdiction	Submittal Description	Amendment Type	Amendment Status	Submittal Status	Submission Date	Periodic Update?	Exp...	COM Planner	Jurisdiction Contact	COM Workflow Step	# of Assoc Workflows	# of As... Cases	Last Upd Date
2019-S-85	Everett City (3105)	transportation businesses. Proposed amendments to the City of Everett's sign standards in Everett Municipal Code Chapter 19.36. See transmittal email for summary of changes and draft code language.	Development Regulation Amendment	Draft	Active	04/17/2019 12:00 AM	No	No	Misty...	David...	Comment Letter Preparation	1	0	04/12/2019
2019-S-84	Richland City (0304)	Proposed amendment to RMC Chapter 23.30 - Accessory Structures in Residential Zoning Districts. The proposed amendment would prohibit the placement of storage containers (conex boxes) upon residential lots.	Development Regulation Amendment	Draft	Active	04/17/2019 12:00 AM	No	Yes	William...	Mike...	Lead Planner Review	1	0	04/18/2019
2019-S-82	Island County (1500)	Proposed amendments to ICC 11.02, 14.02A, and 17.05A, adopting a set of voluntary development standards within the special flood hazard area along the marine shoreline that will provide a streamlined permitting process for shoreline development.	Development Regulation Amendment	Draft	Active	04/15/2019 12:00 AM	No	Yes	Thomas...	Mike...	Expedited Review	1	0	07/05/2019
2019-S-80	Kennewick City (0302)	Proposed amendment to Kennewick Municipal Code Section 18.12.270 - Transportable Units.	Development Regulation Amendment	Draft	Active	04/15/2019 12:00 AM	No	Yes	William...	David...	Expedited Review	1	0	04/18/2019
2019-S-78	Ferndale City (3704)	Proposed amendment to Downtown Design Regulations to consolidate the text and allow the text to be more user friendly.	Development Regulation Amendment	Draft	Active	04/15/2019 12:00 AM	No	Yes	Thomas...	David...	Expedited Review	1	0	04/18/2019
2019-S-77	Leavenworth City (0404)	Proposed Code Amendments modifying Chapter 18.40 Planned Development	Development Regulation	Draft	Active	04/12/2019 17:00 AM	No	Yes	Scott Kuhl...	Lith Vesp...	Expedited Review	1	0	04/18/2019

1. Submittal Results – you will see a list of all active Submittals. Click on the Submittal row to open the Submittal Details.
2. Use the Search field to search for a specific Jurisdiction. You can search for text in any column.
3. Use the filters to further refine the results. Select the Draft Online or Withdrawn Online to see incomplete submittals.
4. Click on the column headers to sort the column contents.

Submittal Basics

This screen provides a summary of the Submittal and a Dashboard that provides a snapshot of the key elements for the Submittal.



Department of Commerce Bainbridge Island City (2019-S-21) Welcome Elizabeth Saylor Logout

Home Jurisdictions Contacts Submittals Cases Workbench Admin

Basics Intake Categories Contacts and Addresses Attachments Comments Workflows

Submittal Receipt ID 2019-S-21 **Region** Central **Dept. of Commerce Contact** **Created By** Linda Weyl

Amendment Type Development Regulation Amendment **County** Kitsap **Jurisdiction Contact** Christy Carr **Created Date** 02/25/2019 12:17 PM

Amendment Status Draft **Periodic Update?** ☐ **Full/Partial** Full **Last Updated By** Linda Weyl

Submittal Status Active **Technical Assistance Requested** ☐ **Last Updated** 02/25/2019 12:17 PM

Description Proposed draft Ordinance 2019-03 relating to subdivision standards, revising Title 17, repealing Chapter 17.12, and adopting an updated Chapter 17.12, repealing Table 18.12.020-1, and revising Chapter 18.12.040, 18.15.010, 18.15.020, and 18.18.030 of the Bainbridge Island Municipal Code.

[Print Submittal Summary](#)

COM Workflow: Expedited Review Amendment [Details](#)

Workflow step	Lead Planner Review
Assigned to	David Andersen
Last Updated	Linda Weyl
Last Updated	02/26/2019

Action Assign for Review Process Expedited Review Save

Important Dates

Submitted Date	02/25/2019
Acknowledgement Letter	02/26/2019
Next Planning Board	
Next Commission Board	
60-Days End Date	04/26/2019

of Days Left 53

Associations

Type	ID
No Rows To Show	

Comment Letter TDB

Expedited Review

Exp Rev Requested	<input checked="" type="checkbox"/>
Due Date	03/11/2019
Req Processed By	<input type="radio"/> Approve <input type="radio"/> Deny
Processed Date	

of Days left 7

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Fields

- Amendment Types → There are five basic Amendment Types
 - Comprehensive Plan Amendment
 - Development Regulation Amendment
 - Combined Comprehensive Plan Amendment Development Regulation Amendment
 - Countywide Planning Policy
 - Critical Areas Ordinance
- Amendment Statuses
 - Draft
 - Adopted
- Submittal Status
 - Active status is when there are an active workflows
 - Completed status is when all workflows are complete AND
 - 60 days after submission date for 60-day Reviews and Expedited Reviews
 - 20 days after submission for Adopted Amendments
- Periodic Update? → This indicates that this submittal is a part of the Jurisdiction's Periodic Update.
- Submittal Dashboard
 - COM Workflow → The primary Commerce workflow is displayed here. Click the Details link to view the Workflow details to see all of the workflow steps.
 - Important Dates → A summary of key dates for the submittal.
 - Associations → Displays the associated Submittals and Cases.
 - Expedited Review → Displays the expedited review request and result.
- Print Submittal Summary → This is a summary report of the submittal.



Submittal Intake

The Submittal Intake screen displays the information submitted on-line. There is a Printer Friendly option on the top right of the screen.

[Home](#) [Intake](#) [Categories](#) [Contacts and Addresses](#) [Attachments](#) [Comments](#) [Workflows](#)

Submittal ID: 2019-S-21
Submittal Date and Time: Feb 25, 2019, 12:00:00 AM

[Printer Friendly Version](#)

Submittal Information

Jurisdiction Bainbridge Island City (1804)
Submittal Type Request for Expedited Review / Notice of Intent to Adopt Amendment
Amendment Type: Development Regulation Amendment

Amendment Information

Brief Description
Proposed draft Ordinance 2019-03 relating to subdivision standards, revising Title 17, repealing Chapter 17.12, and adopting an updated Chapter 17.12, repealing Table 18.12.020-1, and revising Chapter 18.12.040, 18.15.010, 18.15.020, and 18.18.030 of the Bainbridge Island Municipal Code.

☐ Yes, this is a part of the 8-year periodic update schedule, required under RCW 36.70A.130.

Enter the date for adoption for this amendment 04/02/2019

Attachments

Attachment Type	File Name	Uploaded Date
Development Regulation Amendment - Draft	20190225 Commerce Notice Expedited Request.docx	02/25/2019 12:15 PM
Development Regulation Amendment - Draft	City of Bainbridge Island Expedited Review Request -- Ordinance 2019-03 .htm	02/25/2019 12:15 PM
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit A.docx	02/25/2019 12:16 PM
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit B.docx	02/25/2019 12:16 PM
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit C.docx	02/25/2019 12:16 PM
Development Regulation Amendment - Draft	Ordinance_No_2019-03 Subdivision Update.docx	02/25/2019 12:16 PM

Contact Information

Prefix
First Name
Last Name
Title
Work Phone
Cell Phone
Email

☐ Yes. This is a consultant.

Consulting Firm Name

☐ Yes, I would like to be contacted for Technical Assistance.

Submit

☐ I Certify that I am authorized to submit this Amendment for the Jurisdiction identified in this Submittal and all information provided is true and accurate to the best of my knowledge.

Full Name
Email

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Submittal Categories

Submittals will be categorized to help explain the areas impacted by the Submittal. See a complete list [here](#).

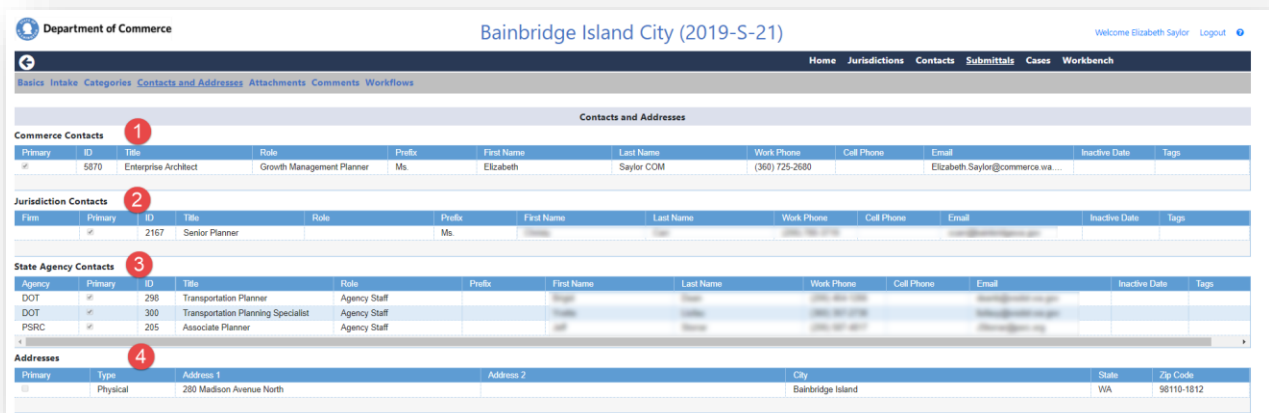


Category	Note
Land Use	Minor Changes

Submittal Contacts and Addresses

Each Submittal will have a Primary contact for all State Agencies and for the Jurisdiction. These contacts will automatically receive various correspondence throughout the review of the Submittal.

The Primary contact for a Submittal does not need to be the same Primary contact that is assigned to the Jurisdiction, although that is the default for new submittals. If you need a Primary Contact updated, email the reveiwteam@commerce.wa.gov with the updated information.



Primary	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Phone	Email	Inactive Date	Tags
<input checked="" type="checkbox"/>	5870	Enterprise Architect	Growth Management Planner	Ms.	Elizabeth	Saylor COM	(360) 725-2600		Elizabeth.Saylor@commerce.wa...		

Primary	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Phone	Email	Inactive Date	Tags
<input checked="" type="checkbox"/>	2167	Senior Planner		Ms.							

Agency	Primary	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Phone	Email	Inactive Date	Tags
DOT	<input checked="" type="checkbox"/>	208	Transportation Planner	Agency Staff								
DOT	<input checked="" type="checkbox"/>	300	Transportation Planning Specialist	Agency Staff								
PSRC	<input checked="" type="checkbox"/>	205	Associate Planner	Agency Staff								

Primary	Type	Address 1	Address 2	City	State	Zip Code
<input checked="" type="checkbox"/>	Physical	280 Madison Avenue North		Bainbridge Island	WA	98110-1812

1. The Primary Commerce Contact is the person to contact if you have any questions relating to Commerce's response to the Submittal.
2. The Primary Jurisdiction Contact is the person to contact if you have any questions for the Jurisdiction and the contact for your responses.
3. All State Agencies will have a Primary Contact assigned to a Submittal. Please contact them if you have any questions.
4. Use the Address to mail any correspondence to the Jurisdiction.



Submittal Attachments

You will be able to view all of the attachments for a submittal. Click on the File name to open the document.

Department of Commerce

Bainbridge Island City (2019-S-21)

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Attachments									
Attachment Type	File Name	Title	Notes	Good ...	Good Ex...	File Type	File...	Upload...	Uploade...
Development Regulation Am...	20190225 Commerce			<input type="checkbox"/>		Word	652169	CTEDLI...	02/25/2019
Development Regulation Am...	City of Bainbridge Island			<input type="checkbox"/>			46220	CTEDLI...	02/25/2019
Development Regulation Am...	Ord 2019-03 Exhibit A.docx			<input type="checkbox"/>		Word	53688	CTEDLI...	02/25/2019
Development Regulation Am...	Ord 2019-03 Exhibit B.docx			<input type="checkbox"/>		Word	24620	CTEDLI...	02/25/2019
Development Regulation Am...	Ord 2019-03 Exhibit C.docx			<input type="checkbox"/>		Word	16846	CTEDLI...	02/25/2019
Development Regulation Am...	Ordinance_No_2019-03			<input type="checkbox"/>		Word	41051	CTEDLI...	02/25/2019
Correspondence	Submittal-Receipt-Email-	Submittal-Receipt-Email-2019...		<input type="checkbox"/>		Adobe PDF	468216	CTEDLI...	02/25/2019
Correspondence	Acknowledge-Letter-2019-	Acknowledge-Letter-2019-S-2...		<input type="checkbox"/>		Adobe PDF	120588	CTEDLI...	02/26/2019

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Submittal Comments

You can view the Comments for the Submittal. All State Agencies can add a comment.

Department of Commerce

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[Basics](#) [Intake](#) [Categories](#) [Contacts and Addresses](#) [Attachments](#) [Comments](#) [Workflows](#)


Comments		
Create Date	Created By	Comment
03/14/2019 08:07 AM	Elizabeth Saylor ECY	ontes nascetur ridiculus mus mauris vitae ultricies leo integer. Id volutpat lacus laoreet non. Diam maecenas ultricies mi eget mauris pharetra. Donec adipiscing tristique risus nec feugiat in fermentum posuere urna. Diam quis enim lobortis scelerisque fermentu
03/05/2019 10:54 AM	Elizabeth Saylor COM	af afd adf a
03/05/2019 10:54 AM	Elizabeth Saylor COM	a da da d
03/04/2019 03:54 PM	Elizabeth Saylor COM	Vestibulum sed hendrerit risus. Mauris finibus eros sagittis efficitur semper. Pellentesque facilisis nisi sit amet pharetra vestibulum. Proin suscipit dolor sit amet urna ullamcorper, sed elementum purus tempor. Vestibulum molestie mi at posuere ornare. Aliquam id diam mattis, pharetra risus at, mattis eros. Mauris sodales eleifend nulla id dictum. Duis consequat auctor mauris, vitae eleifend diam facilisis non. Morbi suscipit, tortor at facilisis faucibus, purus neque hendrerit turpis, et dignissim dui tellus nec sapien.
03/04/2019 03:54 PM	Elizabeth Saylor COM	Mauris faucibus mauris rhoncus odio aliquam sodales. Proin nibh ex, ornare quis facilisis eget, pulvinar vel ligula. Curabitur sed ante ullamcorper, hendrerit nibh eget, consequat mi. Pellentesque consequat a enim vitae egestas. Pellentesque aliquet condimentum mi, ut egestas elit. Duis ac tortor massa. In non sodales tellus.
03/04/2019 03:53 PM	Elizabeth Saylor COM	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum a massa mi. Morbi malesuada, sapien sed malesuada placerat, felis dolor sagittis sem, eu ornare libero odio ac tellus. Donec ligula metus, sagittis quis lectus molestie, luctus sodales risus. Vivamus nec libero eros. Donec urna arcu, gravida at scelerisque in, lacinia et lorem. Sed metus elit, rutrum nec posuere ac, feugiat nec nibh. Suspendisse potenti. Fusce elit ligula, posuere sit amet sagittis at, rhoncus eu ligula. Nunc eget tristique justo, id dictum nulla. Maecenas quis lacus consectetur, mattis

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Submittal Workflows

Track the progress of the work being completed for the Submittal. Click on the row to open the workflow details.

 Department of Commerce

Bainbridge Island City (2019-S-21)

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Workflows

Workflow	Step	Assigned To	Assigned Date	Last Step Completed By	Last Step Completed Date	Due Date	Status	Days to Due Date	Comments	Previous Comments
Expedited Review Amendment	Lead Planner Review	David Andersen	02/26/2019	Linda Weyl	02/26/2019 09:41	02/28/2019	<div><div></div></div>	-15		
Technical Assistance	Contact Jurisdiction	David Andersen	03/05/2019			03/15/2019	<div><div></div></div>	0		
General Correspondence	General Correspondence	David Andersen	03/09/2019			03/24/2019	<div><div></div></div>	9		

Workflows

Workflow	Step	Assigned To	Assigned Date	Last Step Completed By	Last Step Completed Date	Due Date	Status	Days to Due Date	Comments	Previous Comments
Ecology State Agency Submittal	State Agency Planner	Elizabeth Saylor ECY	03/14/2019			03/24/2019	<div><div></div></div>	10		

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Workflow Details

The Workflow Details displays the steps of a workflow, where it is in the process and the assignments by step.

Department of Commerce

Bainbridge Island City (2019-S-21)

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Workflow Details

Expedited Review Amendment--2019-S-21

Step	Assigned To	Assigned Date	Completed By	Completed Date	Due Date	Days to Due Date	Action 1	Action 2	Comment	
Intake Review	Linda Weyl	02/25/2019 1...	Linda Weyl	02/26/2019 0...	02/27/2019	1	Ready for Review	Close Submittal		
Lead Planner Review	David Andersen	02/26/2019 0...			02/28/2019	-15	Assign for Review	Process Expe...		
COM Planner Review	Elizabeth Saylor COM						Generate Comment Letter	Process Expe...		
Comment Letter Preparation	Elizabeth Saylor COM						Send for Review	Process Expe...		
Comment Letter Draft Review	David Andersen						Approve Draft	Return for Edits		
Jurisdiction Review	Elizabeth Saylor COM						Send for Final Approval	Process Expe...		
Comment Letter Final Review	David Andersen						Approve Final	Return for Edits		
Comment Letter Finalization	Linda Weyl						Approve Expedited Review	Deny Expedite...		
Expedited Review	Linda Weyl						Approve Expedited Review	Deny Expedite...		
Close Submittal	David Andersen						Submittal Complete			

Attachment Type	File Name	Title	Notes	File Type	File Size	Uploaded By	Uploaded Date	
Development Regulation Amendment - Draft	20190225 Commerce Notice Expedited			Word document (DOCX)	652169	CTED/Lindawe	02/25/2019 12:15 PM	
Development Regulation Amendment - Draft	City of Bainbridge Island				46220	CTED/Lindawe	02/25/2019 12:15 PM	
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit A.docx			Word document (DOCX)	53688	CTED/Lindawe	02/25/2019 12:16 PM	
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit B.docx			Word document (DOCX)	24620	CTED/Lindawe	02/25/2019 12:16 PM	
Development Regulation Amendment - Draft	Ord 2019-03 Exhibit C.docx			Word document (DOCX)	16846	CTED/Lindawe	02/25/2019 12:16 PM	
Development Regulation Amendment - Draft	Ordinance_No_2019-03 Subdivision Update.docx			Word document (DOCX)	41051	CTED/Lindawe	02/25/2019 12:16 PM	
Correspondence	Submittal-Receipt-Email-	Submittal-Receipt-Email-2019-S-21.pdf		Adobe PDF (PDF)	468216	CTED/Lindawe	02/25/2019 12:17	
Correspondence	Acknowledge-Letter-2019-	Acknowledge-Letter-2019-S-21.pdf		Adobe PDF (PDF)	120588	CTED/Lindawe	02/26/2019 09:41	
Correspondence	Acknowledge Letter			Adobe PDF (PDF)	146637	LizSaylor5217	03/15/2019 06:01	

Audit Log

Step	Assigned To	Assigned Date	Completed By	Completed Date	# of Days to Complete	Action
Intake Review	Linda Weyl	02/25/2019 12:17 PM	Linda Weyl	02/26/2019 09:41 AM	1	

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Cases

The Case area of the system is a Commerce tool to track long term action items. You have read-only access to this area. There are three types of cases:

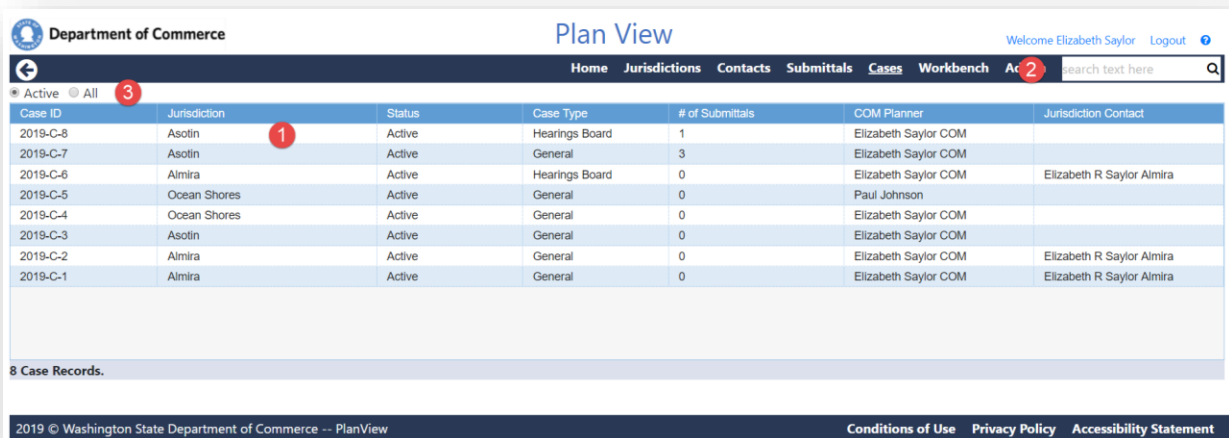
- The Periodic Update case
- Hearings Board case
- General Case

When you select the Case option off the Main Menu the Case Search screen opens, displaying a list of all the Cases currently active for your Jurisdiction.

Case Search

As with all search screens, click on the row to open the Case Details. Click on the column headers to sort the content.

See a description of the numbered areas below



The screenshot shows the 'Plan View' interface for the Department of Commerce. At the top, there's a navigation bar with 'Home', 'Jurisdictions', 'Contacts', 'Submittals', 'Cases' (highlighted), 'Workbench', and 'Active'. A search bar is on the right. Below the navigation bar, there's a table of active cases. The table has columns: Case ID, Jurisdiction, Status, Case Type, # of Submittals, COM Planner, and Jurisdiction Contact. There are 8 rows of data. A red circle with the number '1' points to the 'Jurisdiction' column header. A red circle with the number '2' points to the 'Active' tab. A red circle with the number '3' points to the 'All' radio button.

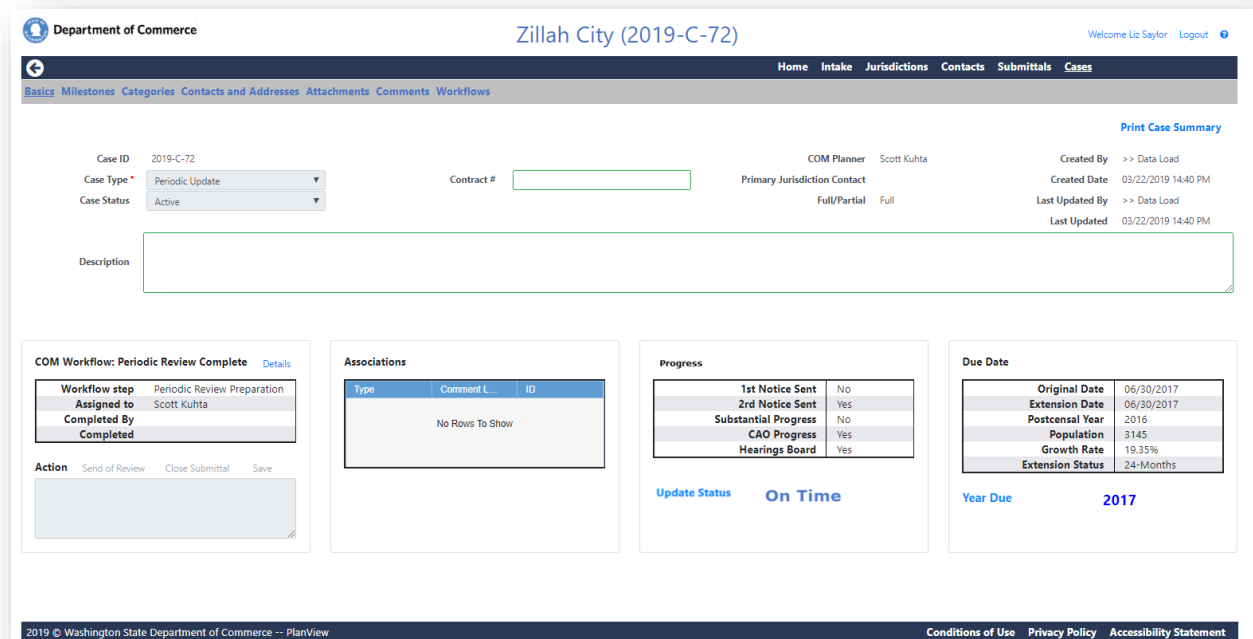
Case ID	Jurisdiction	Status	Case Type	# of Submittals	COM Planner	Jurisdiction Contact
2019-C-8	Asotin	Active	Hearings Board	1	Elizabeth Saylor COM	
2019-C-7	Asotin	Active	General	3	Elizabeth Saylor COM	
2019-C-6	Almira	Active	Hearings Board	0	Elizabeth Saylor COM	Elizabeth R Saylor Almira
2019-C-5	Ocean Shores	Active	General	0	Paul Johnson	
2019-C-4	Ocean Shores	Active	General	0	Elizabeth Saylor COM	
2019-C-3	Asotin	Active	General	0	Elizabeth Saylor COM	
2019-C-2	Almira	Active	General	0	Elizabeth Saylor COM	Elizabeth R Saylor Almira
2019-C-1	Almira	Active	General	0	Elizabeth Saylor COM	Elizabeth R Saylor Almira

8 Case Records.

1. A list of active cases are displayed when the screen initially loads. Click on the row to view the details.
2. Enter search criteria in the search field and click the magnifying glass or the Enter key. You can search for text in any column.
3. Use the All radio button to view inactive Cases.

Case Basics

This screen provides a summary of the Case and a Dashboard that provides a snapshot of the key elements for the Case.



Department of Commerce Zillah City (2019-C-72) Welcome Liz Saylor Logout

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[Print Case Summary](#)

Case ID: 2019-C-72
Case Type: Periodic Update
Case Status: Active
Contract #:
COM Planner: Scott Kuhta
Primary Jurisdiction Contact: Full/Partial Full
Created By: >> Data Load
Created Date: 03/22/2019 14:40 PM
Last Updated By: >> Data Load
Last Updated: 03/22/2019 14:40 PM

Description:

COM Workflow: Periodic Review Complete [Details](#)

Workflow step	Periodic Review Preparation
Assigned to	Scott Kuhta
Completed By	Completed

Action [Send of Review](#) [Close Submittal](#) [Save](#)

Associations

Type	Comment L...	ID
No Rows To Show		

Progress

1st Notice Sent	No
2nd Notice Sent	Yes
Substantial Progress	No
CAO Progress	Yes
Hearings Board	Yes

[Update Status](#) **On Time**

Due Date

Original Date	06/30/2017
Extension Date	06/30/2017
Postcensal Year	2016
Population	3145
Growth Rate	19.35%
Extension Status	24-Months

[Year Due](#) **2017**

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Fields

- Case Types → There are three Case Types
 - Periodic Update
 - Hearings Boards
 - General
- Case Status
- Contract # → This is used for the Jurisdictions who received funding to assist with their Periodic Update.


Dashboard

- COM Workflows → Displays the information about the current step for the Commerce workflow.
- Associations → A list of associated Submittals and Cases for this Case.
- Progress → This box is only for Periodic Update Cases and summarizes key milestones.
- Due Dates → This box is only for Periodic Update Cases and displays the calculation of a potential due date extension.




Case Milestones


Milestones are used to track the progress of the Case. The Periodic Update cases have multiple milestones over several years.


Department of Commerce


Franklin County (2019-C-9)


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Milestones

Milestones	Estimated Date	Completion Date	Comments	Last Updated by	Last Update Date
1st Notice	06/30/2016	05/01/2014	Sed aliquet risus a tortor. Integer id quam. Morbi mi. Quisque nisl felis, venenatis tristique, dignissim in, ultrices sit ame...	Elizabeth Saylor C...	03/09/2019 09:36 PM
2nd Notice	06/30/2016	05/01/2015	Dquam. Morbi mi. Quisque nisl felis, venenatis tristique, dignissim in, ultrices sit amet, augue. Proin sodales libero eget	Elizabeth Saylor C...	03/09/2019 10:43 PM
2nd Notice	06/30/2016	05/01/2015	Dquam. Morbi mi. Quisque nisl felis, venenatis tristique, dignissim in, ultrices sit amet, augue. Proin sodales libero eget	Elizabeth Saylor C...	03/09/2019 10:43 PM
Comprehensive Plan Draft	04/30/2018				
Comprehensive Plan Adopted	06/30/2018				
Development Regulation Draft	04/30/2018		magna libero ridiculus hac sollicitudin felis aenean justo quam. Pretium parturient volutpat magna in ridiculus sociosqu...	Elizabeth Saylor C...	03/14/2019 01:32 PM
Development Regulation Adopted	06/30/2018				
Phase 1 Complete	04/30/2018				
CAO Draft	04/30/2018				
CAO Adopted	06/30/2018				
Update Complete	06/30/2018				

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Case Contacts and Addresses

Just like Submittals, Cases have a Primary contact for all State Agencies and for the Jurisdiction. These contacts will automatically receive various correspondence throughout the review of the Submittal.

The Primary contact for a Submittal does not need to be the same Primary contact that is assigned to the Jurisdiction, although that is the default for new submittals. If you need a Primary Contact updated, email the reveiwteam@commerce.wa.gov with the updated information.

Department of Commerce

Franklin County (2019-C-11)

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Contacts and Addresses

Commerce Contacts

Primary	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Phone	Email	Inactive Date	Tags
<input checked="" type="checkbox"/>	4500	Senior Planner	Growth Management Planner	Mr.	William	Simpson	(509) 295-3652		william.simpson@commerce.wa.gov		

Jurisdiction Contacts

Fam	Primary	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Phone	Email	Inactive Date	Tags
<input checked="" type="checkbox"/>		4624	Senior Planner		Mr.	Michael	Corcoran	(509) 943-9185				

State Agency Contacts

Agency	Primary	ID	Title	Role	Prefix	First Name	Last Name	Work Phone	Cell Phone	Email	Inactive Date	Tags
Ecology	<input checked="" type="checkbox"/>	3683	Environmental Specialist 3		Mr.	Dave	Duncan	(509) 329-3554		dduncan451@dcy.wa.gov		
WDFW	<input checked="" type="checkbox"/>	4452	Regional Habitat Program Ma...		Mr.	Perry	Harvester	(509) 457-9314		Perry.Harvester@dfw.wa.gov		
Agriculture	<input checked="" type="checkbox"/>	196	Admin. Regs. Program Mgr.	Agency Staff		Elizabeth	McNaghy	(360) 902-1009		emcnaghy@agr.wa.gov		
Ecology	<input checked="" type="checkbox"/>	3749	GMA Reviewer		Mr.	Ted	Olson	(360) 456-2862		tolson451@dcy.wa.gov		
WDFW	<input checked="" type="checkbox"/>	207	Biologist	Agency Staff		Michael	Ritter	(509) 543-3319		Michael.Ritter@dfw.wa.gov		
DOT	<input checked="" type="checkbox"/>	4458	Regional Planning Engineer		Mr.	Tony	Sung	(509) 577-6530		tsung@wstatd.wa.gov		
WDFW	<input checked="" type="checkbox"/>	3095	PHS/GMA Biologist		Mr.	Mark	Testa	(509) 457-5321		testamatt@dfw.wa.gov		

Addresses


Primary	Type	Address 1		Address 2		City	State	Zip Code
<input checked="" type="checkbox"/>	Physical	1011 Plum Street SE				Olympia	WA	98501

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Cases are also categorized to help explain the areas impacted by the Case. See a complete list with descriptions [here](#).

Case Attachments


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Franklin County (2019-C-9)
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Attachments									
Attachment Type	File Name	Title	Notes	Good Exp?	Good Exp Desc	File Type	File Size	Uploaded By	Uploaded Date
Correspondence	160 docx		magna libero ridiculus hac sollicitudin fel...		magna libero ridi...	Word document	42697	CTED/Eilzab...	03/09/2019 09:35
Supporting Documentation or Analysis	158 docx		magna libero ridiculus hac sollicitudin fel...		magna libero ridi...	Word document	225291	CTED/Eilzab...	03/09/2019 09:35
Supporting Documentation or Analysis	158 docx		magna libero ridiculus hac sollicitudin fel...		magna libero ridi...	Word document	225291	CTED/Eilzab...	03/09/2019 09:35
Comment Letter	Draft Grant County					Word document	48128	COMTest1111...	03/14/2019 02:47

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Case Comments

You can view the Comments for the Case.

Department of Commerce

Franklin County (2019-C-9)

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Comments		
Create Date	Created By	Comment
03/14/2019 02:48 PM	William Ecology	Test 12222112112122211
03/14/2019 01:35 PM	Elizabeth Saylor COM	magna libero ridiculus hac sollicitudin feis aenean justo quam. Pretium parturient volutpat magna in ridiculus sociosco. Aliquet natoque lacus fermentum class per amet et interdum dolor vel vitae odio. Tortor utrices maecenas sit viverra libero tristique magna libero ridiculus hac sollicitudin feis aenean justo quam. Pretium parturient volutpat magna in ridiculus sociosco. Aliquet natoque lacus fermentum class per amet et interdum dolor vel vitae odio. Tortor utrices maecenas sit viverra libero tristique magna libero ridiculus hac sollicitudin feis aenean justo quam. Pretium parturient volutpat magna in ridiculus sociosco. Aliquet natoque lacus fermentum class per amet et interdum dolor vel vitae odio. Tortor utrices maecenas sit viverra libero trisque
03/14/2019 01:35 PM	Elizabeth Saylor COM	magna libero ridiculus hac sollicitudin feis aenean justo quam. Pretium parturient volutpat magna in ridiculus sociosco. Aliquet natoque lacus fermentum class per amet et interdum dolor vel vitae odio. Tortor utrices maecenas sit viverra libero tristique magna libero ridiculus hac sollicitudin feis aenean justo quam. Pretium parturient volutpat magna in ridiculus sociosco. Aliquet natoque lacus fermentum class per amet et interdum dolor vel vitae odio. Tortor utrices maecenas sit viverra libero trisque
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Case Workflows

Track the progress of the work being completed for the Case.


Department of Commerce

Franklin County (2019-C-9)

Welcome Elizabeth Saylor
Logout

⬅️
Home Jurisdictions Contacts Submittals Cases Workbench Admin

[Basics](#)
 [Milestones](#)
 [Categories](#)
 [Contacts and Addresses](#)
 [Attachments](#)
 [Comments](#)
 [Workflows](#)

Workflows

Commerce

Workflow	Step	Assigned To	Assigned Date	Last Step Completed By	Last Step Completed Date	Due Date	Status	Days to Due Date	Comments
Periodic Review Complete	Periodic Review Preparation	William Simpson	03/09/2019			03/24/2019	●	15	

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Definitions and Troubleshooting

Categories

Category	Comprehensive Plan	Development Regulation	CWPP	Critical Area Ordinance	Contact Tag	Cases
Administrative/Procedural		X			X	X
Adult Entertainment	X	X	X		X	X
Airport Safety Zone	X	X			X	X
Animal Control and Licensing		X			X	X
Annual Docket	X	X			X	X
Capital Facilities	X				X	X
Clearing and Grading	X		X		X	X
Concurrency	X	X	X		X	X
Critical Areas Ordinance	X	X		X	X	X
Design Standards/Design Review		X			X	X
Economic Development	X	X	X		X	X
Emergency	X		X		X	X
Environment	X	X			X	X
Essential Public Facilities	X	X	X		X	X
Fully Contained Communities	X	X	X		X	X
Historic Preservation	X	X			X	X
Housing	X	X	X		X	X
Impact Fee		X			X	X
Infrastructure Development Standards	X	X			X	X
Interim		X			X	X
Land Use	X	X			X	X
Marijuana		X			X	X
Mineral Lands	X	X	X		X	X
Moratorium		X			X	X
Open Space	X	X			X	X
Optional Plan Elements	X				X	X
Parks and Recreation Element	X				X	X
Periodic Update	X	X	X	X	X	X
Public Participation		X			X	X
Resource Lands	X	X			X	X

Category	Comprehensive Plan	Development Regulation	CWPP	Critical Area Ordinance	Contact Tag	Cases
Rural Lands	X	X	X		X	X
Schools	X	X			X	X
Shoreline Master Program	X	X			X	X
State Environmental Policy Act (SEPA)		X			X	X
Stormwater Management		X			X	X
Subarea Plans	X	X			X	X
Subdivision		X			X	X
Transfer of Development Rights	X	X	X		X	X
Transportation	X	X	X		X	X
Urban Centers	X	X	X		X	X
Urban Growth Areas	X		X		X	X
Utilities	X				X	X
Watershed Planning		X			X	X
Wireless Communication Facilities		X			X	X
Zoning Code		X			X	X

Download Troubleshooting

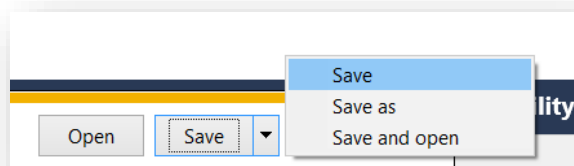
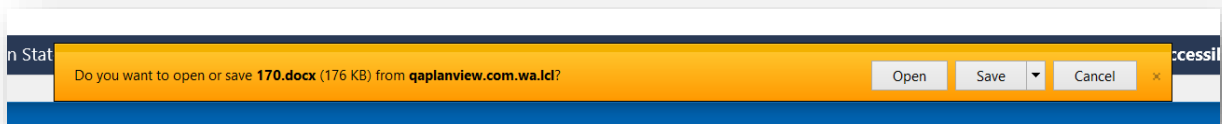
Commerce is dedicated to help their customers use our services easily and with the resources available to our customers. We strive to make all of our systems compatible with as many Internet browsers as we can, but there are simply too many of them. We recommend using one of the following three browsers for the PlanView system:

- Internet Explorer
- Chrome
- Firefox

When downloading a report or file, these three browsers have very different ways on displaying the downloaded file. We have some examples below, but your experience may be different depending on the version of the browser you are using.

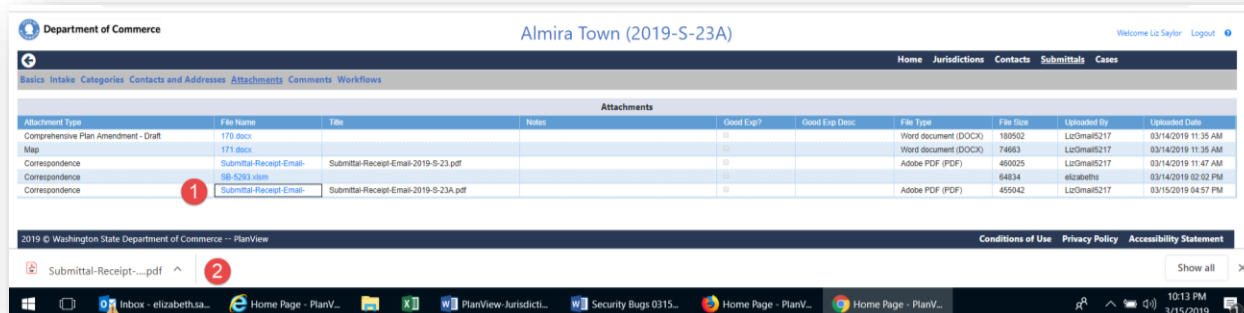
Internet Explorer

When a file is downloaded via Internet Explorer, a popup window is displayed in the bottom center of the screen. You can open the file by clicking the Open button, or you can save it to your PC by clicking the Save or clicking the arrow and Save As option. If you click the Save button, the file will be saved in the folder you select. If you are unsure of that location, click the arrow and Save As option to select the location yourself.

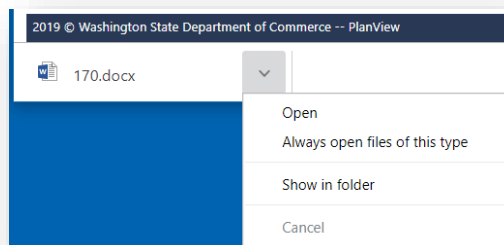


Chrome

Chrome displays the files on the bottom left of the screen.

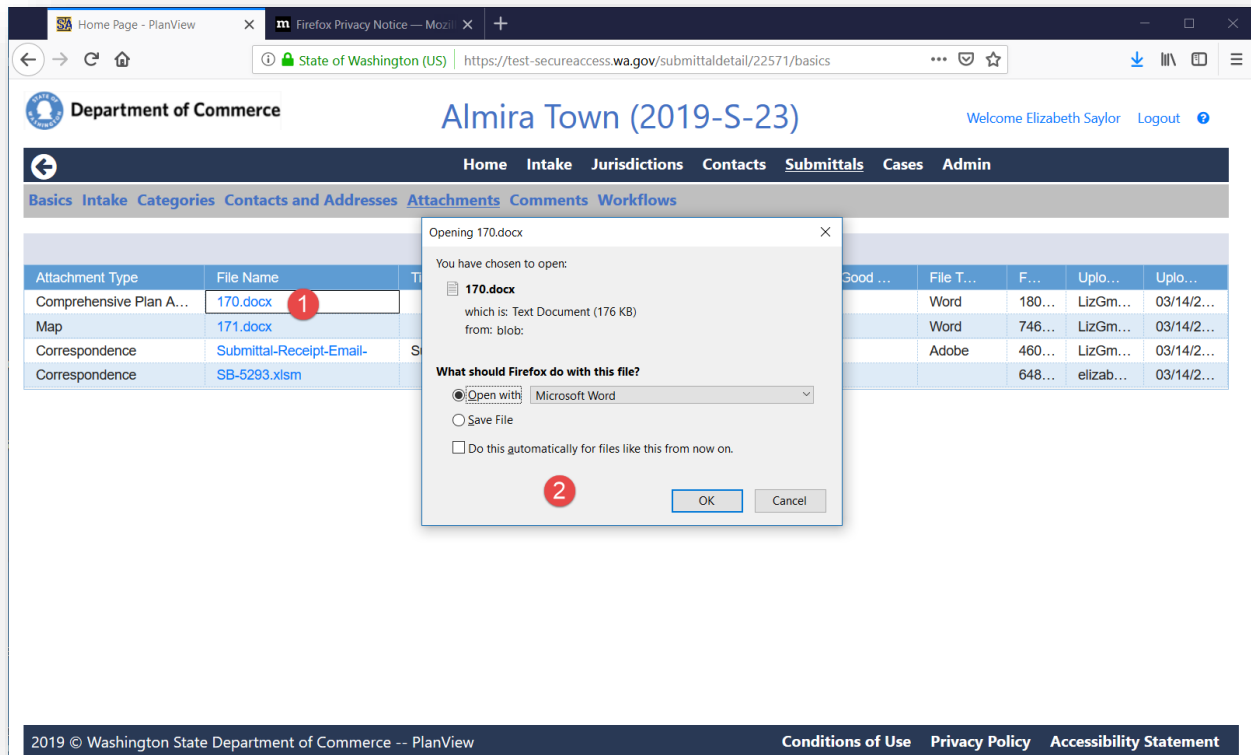


1. Click on a file.
2. Click on the box to open the file, or click on the arrow to select an option.



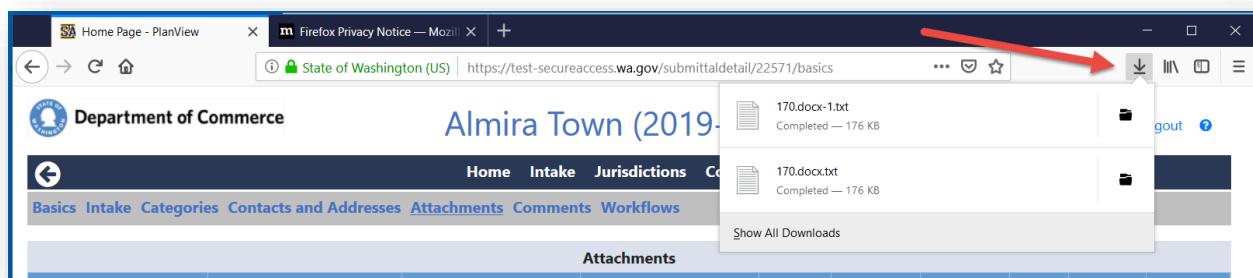
Firefox

Firefox displays downloads in the top right corner of the screen.



1. Click a file name
2. Select an option and click Ok.

Notice the down arrow. Clicking this displays a list of your recently downloaded files.



System Access Request Form

The PlanView System is accessed through Secure Access Washington (SAW). Use this link to access the SAW site and create a SAW account, if you do not have one: <https://secureaccess.wa.gov/>. Scan and email this completed form to reviewteam@commerce.wa.gov.

Go to the [Growth Management](#) webpage for links to PlanView User Manuals that have instructions on how to create a SAW account and how to login to PlanView. After you have a SAW account, and we have added you to PlanView, you will receive a welcome email when you have been granted access to PlanView.

Requestor Information

USER INFORMATION			
FIRST NAME	LAST NAME	WORK PHONE	CELL PHONE
CONSULTING FIRM (IF APPLICABLE)			
ORGANIZATON INFORMATION			
ORGANIZATION NAME		TITLE WITH ORGANIZATION	
PRIMARY CONTACT			
<input type="checkbox"/> Yes, I am the Primary Contact for this Organization. I understand that I will replace the current Primary User for this Organization.			
SECURE ACCESS WASHINGTON (SAW) INFORMATION			
SAW EMAIL	SAW USER NAME	SECURITY ROLE(S)	
		<input type="checkbox"/> Read Only <input type="checkbox"/> Planner <input type="checkbox"/> Administrator	

Requestor Agreement

By signing this form, I certify that I am authorized to view and/or submit information on behalf of the Organization listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement <http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/>.

PRINTED NAME	SIGNATURE	DATE

Organization Approval

By signing this form, I approve this Person to access the PlanView system on behalf of the Organization listed above and the selected Security Roles.

PRINTED NAME	SIGNATURE	DATE
ORGANIZATION TITLE	EMAIL	PHONE NUMBER