



E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDFs** of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

- STEP 1:** Select project group: **ENTITLEMENT/PLANNING**
- STEP 2:** Select project type: **ALL APPLICATIONS**
- STEP 3:** Complete the required documents and questionnaire (if applicable) below.
- STEP 4:** Log in to the [Online Plan Submission Portal](#) and enter your project information to begin the pre-application process.
- STEP 5:** Upload your completed PDF documents.

ADDITIONAL INFORMATION

1. Review the [E-Plan Submittal Requirements for Entitlement Projects](#).
2. Visit www.cityofirvine.org/community-development/development-assistance-center to obtain the appropriate Information Sheet for your project. The Information Sheet includes a checklist that should be used to assemble the materials required for your application.
3. Verify that the appropriate person has signed all letters and forms.

If you have any questions about the items requested or if you wish to obtain additional information, call the Development Assistance Center at 949-724-6308.