



HISTORIC
FRANKLIN
TENNESSEE

FMPC/ADMINISTRATIVE ELECTRONIC PLAN REVIEW PROCESS

TO SUBMIT A REZONING, DEVELOPMENT PLAN, PRELIMINARY PLAT, FINAL PLAT, OR SITE PLAT FOR **FMPC** OR **ADMINISTRATIVE REVIEW**:

- **LOGIN TO THE IDT SYSTEM** [HTTP://FRANKLIN.CONTRACTORSPLANROOM.ORG/SECURE/](http://franklin.contractorsplanroom.org/secure/)
 - **IF YOU DO NOT HAVE AN ACCOUNT** → **REGISTER** (ORANGE LINK IN CENTER OF WEBPAGE) OR **SIGN UP** (ORANGE LINK IN UPPER RIGHT CORNER OF WEBPAGE)
 - **IF YOU DO HAVE AN ACCOUNT** → **SIGN IN**
- **BEGIN APPLICATION AND PDF UPLOAD PROCESS BY 1) CLICKING ON THE QUICK LINK FOR “SUBMIT A PROJECT FOR REVIEW”** (BLUE LINK IN CENTER OF WEBPAGE) **AND THEN FOLLOW THE ON-SCREEN PROMPTS** (THIS PROCESS FUNCTIONS AS BOTH YOUR FMPC/ADMINISTRATIVE APPLICATION, AS THE MEANS TO UPLOAD YOUR ELECTRONIC PLAN/PLAT FOR REVIEW, & AS A MEANS TO PAY THE PLAN REVIEW FEES VIA CREDIT CARD)

>>>THINGS TO KEEP IN MIND<<<

- **ENSURE YOU HAVE THE LATEST VERSION OF ADOBE ACROBAT PRO:** [HTTP://WWW.ADOBE.COM/](http://www.adobe.com/)
- **UPLOADED PLANS/PLATS ARE REQUIRED TO BE A MULTIPAGE PDF**
- **10 FOLDED PAPER COPIES ARE STILL REQUIRED TO BE SUBMITTED TO THE PLANNING DEPARTMENT (SUITE 133 IN CITY HALL) BY 5PM ON THE INITIAL SUBMITTAL OR RESUBMITTAL DATE** (PLANS- 1 FULL SIZE COPY, 9 HALF SIZE COPIES; PLATS- 10 COPIES ALL 18 X 24 INCHES)
- **HAVE ALL SITE/PROJECT INFORMATION AT THE READY WHEN UPLOADING ITEMS:** ZONING DISTRICT & OVERLAYS, SECTION & REVISION NUMBER, TOTAL BUILDING SQUARE FOOTAGE OR NUMBER OF DWELLING UNITS, AMOUNT OF OPEN SPACE, INFRASTRUCTURE INFO, TRANSPORTATION INFO, ETC
- **THE IDT SYSTEM WILL HOLD THE APPLICATION UNTIL STAFF PROCESSES IT. PLATS AND PLANS ARE PROCESSED ACCORDING TO THE FMPC/ADMINISTRATIVE MEETINGS AND DEADLINES SCHEDULE.** ITEMS MAY BE SUBMITTED PRIOR TO THE APPLICATION DEADLINE, BUT WILL NOT BE PROCESSED EARLY. ITEMS SUBMITTED AFTER 5PM ON THE INITIAL/RESUBMITTAL SUBMITTAL DEADLINE SHALL NOT BE PROCESSED UNTIL THE NEXT INITIAL/RESUBMITTAL SUBMITTAL DEADLINE.
- **YOU WILL RECEIVE E-MAILS AT EVERY STAGE OF REVIEW FOR YOUR ITEM FROM “CONTRACTORS PLAN ROOM”** [[INFO@CONTRACTORSPLANROOM.COM](mailto:info@contractorsplanroom.com)] —PLEASE ADD THIS TO YOUR “SAFE EMAIL ADDRESS LIST”
- **YOU MAY STILL PAY BY CHECK: CHECKS MADE OUT TO THE CITY OF FRANKLIN, TN. FEE MUST BE RECEIVED BY 5PM ON THE INITIAL SUBMITTAL DATE.**
- **IF YOU EXPERIENCE PROBLEMS OR ISSUES WITH YOUR SUBMITTAL, CLICK “SUPPORT” ON THE TOP OR BOTTOM MENU AND THEN CLICK THE “LIVE CHAT ONLINE” BUTTON ON THE LEFT SIDE OF THE IDT WEBPAGE OR CONTACT MICAH WOOD** (micah.wood@franklintn.gov) **OR SUSAN COLEMAN** (susan.coleman@franklintn.gov)