

Upon logging in (using Chrome browser is recommended) #1 Accept the Upload and Submit task by clicking on the Upload and Submit link. If you do not see the task, verify that you are in the #2 Tasks (PF) Tab or #3 Tasks (PD) tab. Tasks (PF) will be used for projects created after 12.06.2020, while Tasks (PD) will be used for projects created before 12.06.2020.

The screenshot shows the ProjectDox web application interface. At the top, there is a navigation bar with the ProjectDox logo and the City of Burbank logo. Below the navigation bar, there are tabs for 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. The 'Tasks (PF)' tab is selected. A table of tasks is displayed with columns: TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, CREATED, ADDRESS, and DESCRIPTI... The first row of the table is highlighted, and the 'Upload and Submit' link in the TASK column is circled in red. The table contains one record with the following details:

TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	ADDRESS	DESCRIPTI...
<a href="#">Upload and Submit</a>	<a href="#">BS2023202</a>	Applicant	Pending	Medium	12/11/2020 3:45:11 PM	12/6/2020 3:45:11 PM	150 N THIRD ST	150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE

At the bottom of the table, it shows '1 - 1 of 1 records' and navigation buttons for 'prev', '1', and 'next'.

To upload plans #1 click on Submitted Plans folder. To upload calculations, applications, reports, etc., #2 click on Supporting Documents folder

Upload and Submit - Google Chrome

eplans.burbankca.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=208

## UPLOAD AND SUBMIT

ProjectFlow BUILDING avolve software

Review Information Permit Information Invite Others

**Project Name:** BS2023202  
**Project Description:** 150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE  
**Coordinator:** Burbank Building  
**Workflow/Activity Name:** Building Workflow/Upload and Submit  
**Current User Login:** MARVELOUS CHESTER

### Task Instructions

1. Upload files into the appropriate folders below
2. Confirm completion by selecting the checkbox at the bottom
3. Click 'Submit' to submit your files

**Project: BS2023202**

Select destination folder for files:

- BS2023202
  - 1** Submitted Plans
  - 2** Supporting Documents
  - Reviewer Attachments

All files for this project have been uploaded

Submit

#1 click on Select Files button

Upload and Submit - Google Chrome

eplans.burbankca.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=208

## UPLOAD AND SUBMIT

ProjectFlow BUILDING avolve software

Review Information Permit Information Invite Others

**Project Name:** BS2023202  
**Project Description:** 150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE  
**Coordinator:** Burbank Building  
**Workflow/Activity Name:** Building Workflow/Upload and Submit  
**Current User Login:** MARVELOUS CHESTER

### Task Instructions

1. Upload files into the appropriate folders below
2. Confirm completion by selecting the checkbox at the bottom
3. Click 'Submit' to submit your files

**Project: BS2023202**

Select your files to upload to this folder:

**1** Select Files to Upload View Folders

BS2023202\Submitted Plans

All files for this project have been uploaded

Submit

Convention for file naming

- Preferred File types PDF (no urls or hyperlinks)
- Each page of the drawings shall be uploaded as an individual file
- Drawings files to be uploaded in landscape orientation.
- **The files shall be named in the following format:**
  - **"Sheet number-Sheet description" (maximum 32 characters)**  
**(ex. AS1-Site Plan) exclude extraneous information in the file names such as dates, version numbers, etc.**

Note following file naming convention

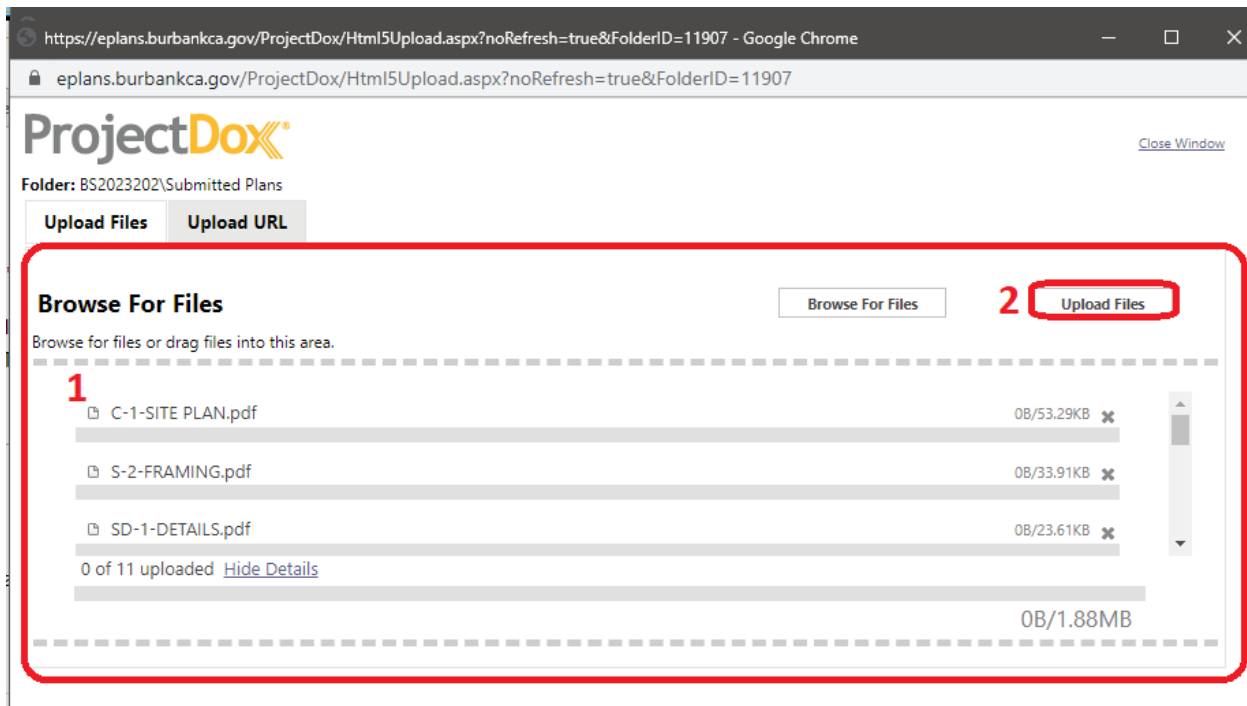
### **Submitted Plans**

- Preferred File types PDF (no urls or hyperlinks)
- Each page of the drawings shall be uploaded as an individual file
- Drawings files to be uploaded in landscape orientation.
- **The files shall be named in the following format:**
  - **"Sheet number-Sheet description" (maximum 32 characters)**  
**(ex. AS1-Site Plan) exclude extraneous information in the file names such as dates, version numbers, etc.**

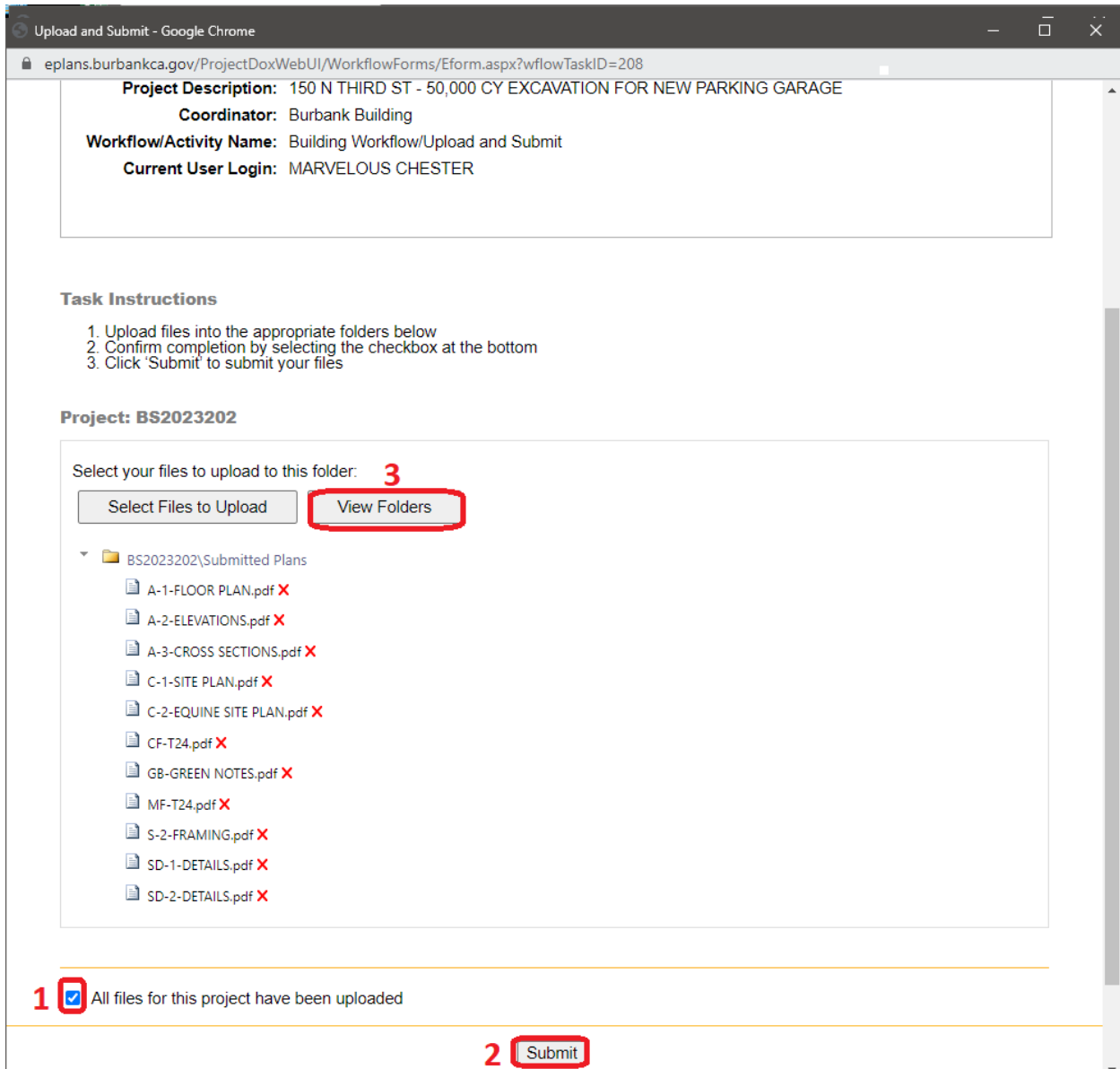
### **Supporting Documents Files**

- Preferred File types PDF
- Support files that are required for project shall be uploaded in the supporting documents as multipage documents.

#1 Drag files to be uploaded into upload window. #2 Click Upload files button



If all files have been uploaded, #1 check box #2 click Submit button. If more files need to be uploaded #3 click View Folders button



Submit button must be clicked. Clicking Submit button will complete the Upload and Submit task. Building Division will not be able to start review process unless the Upload and Submit task is completed.

If the submittal is not accepted #1 Accept the Prescreen Corrections task by clicking on the Prescreen Corrections link. If you do not see the task, verify that you are in the #2 Tasks (PF) Tab or #3 Tasks (PD) tab. Tasks (PF) will be used for projects created after 12.06.2020, while Tasks (PD) will be used for projects created before 12.06.2020.

The screenshot shows the ProjectDox web application interface. At the top, there is a navigation bar with the ProjectDox logo and 'CITY OF BURBANK'. Below this, there are tabs for 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. The 'Tasks (PF)' tab is selected. A table of tasks is displayed with columns for TASK, PROJECT, DESCRIPTION, ADDRESS, STATUS, PRIORITY, DUE DATE, and CREATED. A single task is listed: 'Prescreen Corrections' (highlighted with a red box and a red '1' next to it), associated with project 'BS2023202'. The task description is '150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE'. The status is 'Pending', priority is 'Medium', and the due date is '12/11/2020 5:18:47 PM'. The created date is '12/6/2020 5:18:47 PM'. The interface also includes a search bar, a refresh button, and a 'Save Settings' button.

TASK	PROJECT	DESCRIPTION	ADDRESS	STATUS	PRIORITY	DUE DATE	CREATED
1 Prescreen Corrections	BS2023202	150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE	150 N THIRD ST	Pending	Medium	12/11/2020 5:18:47 PM	12/6/2020 5:18:47 PM

Scroll down to view #1 Discussion Comment for general reason/instruction for submittal rejection. #2 upload plans or supporting documents addressing reason for submittal rejection. After updated plans/documents have been uploaded, #3 check box then #4 click Submit button.

Prescreen Corrections - Google Chrome  
eplans.burbankca.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=210  
4. Click 'Submit' to submit your files

View/Edit Checklist Items (0)

**Project: BS2023202**

Select destination folder for files:

- BS2023202
  - 2** Submitted Plans (11 Files - 11 New)
  - Supporting Documents
  - Reviewer Attachments

**Discussion Comments**

Add Comment

DISCUSSION COMMENT	PARTICIPANT	DATE/TIME
<b>1</b> STRUCTURAL PLANS NOT UPLOADED, COMPLETE SUBMITTAL REQUIRED BEFORE PLAN REVIEW PROCESS CAN BEGIN.	Mario Osuna	12/6/2020 5:18:40 PM

1 - 1 of 1 records

**3**  I have completed all Prescreen requests

**4** Submit

During plan check process, status can be viewed via the Project Reports function. From the project page, #1 click on Project Reports button

The screenshot shows the ProjectDox web application interface for project BS2023202. The browser address bar shows the URL: [eplans.burbankca.gov/ProjectDox/Frame.aspx?ProjectID=2757](http://eplans.burbankca.gov/ProjectDox/Frame.aspx?ProjectID=2757). The page header includes the ProjectDox logo and the City of Burbank logo. The main contact is MARVELOUS CHESTER. The project location is 150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE. The navigation menu includes Home, All Tasks, Profile, Logout, and Project Reports (highlighted with a red box and a red '1'). The Project Reports button is also highlighted with a red box. The ProjectFlow Task List table shows 0 records. The Workflow Instances table shows 1 record.

**ProjectFlow Task List**

TA...	PR...	IN...	GR...	AS...	ST...	PR...	DU...	CR...	AD...	DE...
Contain	Contain	Contain	Contain	Contain	Contain	Contain	On...	On...	Contain	Contain

0 - 0 of 0 records

**Workflow Instances**

NAME	COORDIN...	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLET...
BS2023202 - Projectflow Building Template - 12/6/2020 3:45:08 PM	PROJECT ENGINEER	Active	Production	Initial Version (Version 1)	12/6/2020 3:45:10 PM	

1 - 1 of 1 records



After review cycle is completed, #1 Accept the Respond and Resubmit task by clicking on the Respond and Resubmit link. If you do not see the task, verify that you are in the #2 Tasks (PF) Tab or #3 Tasks (PD) tab. Tasks (PF) will be used for projects created after 12.06.2020, while Tasks (PD) will be used for projects created before 12.06.2020.

The screenshot shows the ProjectDox web application interface. At the top, there is a navigation bar with the ProjectDox logo and the City of Burbank logo. Below the navigation bar, there are tabs for 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. The 'Tasks (PF)' tab is selected. The main content area displays a table of tasks. The table has columns for TASK, PROJECT, DESCRIPTION, ADDRESS, STATUS, PRIORITY, DUE DATE, and CREATED. A single task is listed with the following details: TASK: Respond and Resubmit (highlighted with a red box and a red '1'), PROJECT: BS2023202, DESCRIPTION: 150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE, ADDRESS: 150 N THIRD ST, STATUS: Pending, PRIORITY: Medium, DUE DATE: 12/11/2020 5:53:06 PM, and CREATED: 12/6/2020 5:53:06 PM. The table also includes search filters for each column and a pagination bar at the bottom showing '1 - 1 of 1 records'.

TASK	PROJECT	DESCRIPTION	ADDRESS	STATUS	PRIORITY	DUE DATE	CREATED
1 Respond and Resubmit	BS2023202	150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE	150 N THIRD ST	Pending	Medium	12/11/2020 5:53:06 PM	12/6/2020 5:53:06 PM

See #1 Reviewer Comments for general comments. Click on #2 Changemarks button to see list and status of changemarks.

Respond and Resubmit - Google Chrome  
eplans.burbankca.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=216

**Task Instructions**

1. Respond to all changemarks and checklist items
2. Upload new or revised files into the appropriate folders below (if requested)
  - o If uploading revised files, use the same name as the original
3. Confirm completion by selecting the checkboxes at the bottom
4. Click 'Submit' to complete your resubmission

**2** [View/Edit Changemark Items \(1\)](#) [View/Edit Checklist Items \(0\)](#)

**Project: BS2023202**

Select destination folder for files:

- BS2023202
  - Submitted Plans (11 Files - 11 New)
  - Supporting Documents
  - Reviewer Attachments

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
CDD-BUILDING LANDSCAPE	Mario Osuna mosuna@ci.burbank.ca.us	Corrections Required <b>1</b>	SEE REVIEWER ATTACHMENTS FOLDER FOR DETAILED CORRECTION LIST	

**Task Instructions**

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I have responded to all review comments

I have uploaded my revised files, if requested


Changemark Viewer will summarize all changemarks on plans. Most importantly #1 it will show whether a changemark is resolved or unresolved. You will be able to comment on changemark by scrolling to the right under Applicant Response.

https://eplans.burbankca.gov/ProjectDoxWebUI/User/WorkflowReview/WorkflowChangemarkInstancesViewer?wFlowFormletActivityID=521&wFlowReviewCycleID=&groupID=121076&wFlowTaskID=216 - Google Chrome  
eplans.burbankca.gov/ProjectDoxWebUI/User/WorkflowReview/WorkflowChangemarkInstancesViewer?wFlowFormletActivityID=521&wFlowReviewCycleID=&groupID=121076&wFlowTaskID=216

### Workflow Review Changemark Viewer

Refresh Save Settings Review Cycle: All Group: All

Show 5 records

REF #	STATUS	FILE IMAGE	DEPARTMENT	UPDATED ...	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVIEWER COMMENT
1	Unresolved		CDD-BUILDING LANDSCAPE	Mario Osuna	C-1-SITE PLAN.pdf	BUILDING DIVISION 01	LANDSCAPE PLAN	PROVIDE LANDSCAPE PLAN COMPLYING W/ WATER CONSERVATION REQUIREMENTS	12/6/2020 5:51:37 pm	

1 - 1 of 1 records

prev 1 next

From #1 Home page, #2 click on Project link

The screenshot shows the ProjectDox web application interface. At the top, there is a navigation bar with the 'ProjectDox' logo on the left and the 'CITY OF BURBANK' logo on the right. Below the logos, there is a navigation menu with a search icon and several links: 'Home', 'All Tasks', 'Profile', and 'Logout'. The 'Home' link is circled in red and labeled with a red '1'. Below the navigation bar, there are tabs for 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. The 'Projects' tab is selected. Below the tabs, there are icons for 'Refresh', 'Save Settings', and 'Reset Settings'. The main content area displays a table with the following columns: TASK, PROJECT, DESCRIPTION, ADDRESS, STATUS, PRIORITY, DUE DATE, and CREATED. The table contains one record with the following data: TASK: Respond and Resubmit, PROJECT: BS2023202, DESCRIPTION: 150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE, ADDRESS: 150 N THIRD ST, STATUS: Accepted, PRIORITY: Medium, DUE DATE: 12/11/2020 5:53:06 PM, and CREATED: 12/6/2020 5:53:06 PM. The project ID 'BS2023202' is circled in red and labeled with a red '2'. At the bottom of the table, there is a pagination control showing '1 - 1 of 1 records' and navigation buttons for 'prev', '1', and 'next'.

TASK	PROJECT	DESCRIPTION	ADDRESS	STATUS	PRIORITY	DUE DATE	CREATED
Respond and Resubmit	BS2023202	150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE	150 N THIRD ST	Accepted	Medium	12/11/2020 5:53:06 PM	12/6/2020 5:53:06 PM

#1 click on Submitted Plans folder to view marked up plans or click on Reviewer Attachments to view documents such as corrections list or forms from the reviewers.

The screenshot shows the ProjectDox web application interface for project BS2023202. The browser address bar shows the URL: [eplans.burbankca.gov/ProjectDox/Frame.aspx?ProjectID=2757](http://eplans.burbankca.gov/ProjectDox/Frame.aspx?ProjectID=2757). The page header includes the ProjectDox logo and the City of Burbank logo. The main content area is divided into a sidebar and a main panel.

**Sidebar:** The sidebar shows the project name **BS2023202** and the main contact **MARVELOUS CHESTER**. Below this, there are three folders: **Submitted Plans** (11 Files - 1 New), **Supporting Documents**, and **Reviewer Attachments**. A red box highlights these three folders, with a red number '1' next to it.

**Main Panel:** The main panel displays the project name **BS2023202** and the project description **150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE**. Below this, there are two sections:

**ProjectFlow Task List:** This section shows a table of tasks. The table has columns for TA, PR, IN, GR, AS, ST, PRI, DU, CR, AD, and DE. The first row shows a task with the following details: **Respond and Resubmit**, **BS2023202 - Projectflow Building Template**, **Applicant**, **FirstInGr...**, **Accepted**, **Med...**, **12/11/2020 5:53:06 PM**, **12/6/2020 5:53:06 PM**, **150 N THIRD ST**, and **150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE**. The table also shows **1 - 1 of 1 records**.

**Workflow Instances:** This section shows a table of workflow instances. The table has columns for NAME, COORDIN..., STATE, INTEGRATION MODE, VERSION, STARTED, and COMPLET... The first row shows a workflow instance with the following details: **BS2023202 - Projectflow Building Template - 12/6/2020 3:45:08 PM**, **PROJECT ENGINEER**, **Active**, **Production**, **Initial Version (Version 1)**, **12/6/2020 3:45:10 PM**, and **COMPLET...**. The table also shows **1 - 1 of 1 records**.

Sheets with markups have a #1 pen w/ a red exclamation (!) mark icon. Click on the icon to open the mark up.

**ProjectDox**  
 eplans.burbankca.gov/ProjectDox/Frame.aspx?ProjectID=2757

myCC ePALS TEST ProjectDox

**ProjectDox** CITY OF BURBANK

BS2023202 Home All Tasks Profile Logout

Main Contact: MARVELOUS CHESTER Project Reports Project Tasks

Folder: BS2023202\Submitted Plans 150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE

**View Folders** **Upload Files**

11 of 11 files Current Sort: - Select -

- A-1-FLOOR PLAN.pdf 12/6/2020 4:28:23 PM, 50 KB
- A-2-ELEVATIONS.pdf 12/6/2020 4:28:23 PM, 19 KB
- A-3-CROSS SECTIONS.pdf 12/6/2020 4:28:23 PM, 17 KB
- C-1-SITE PLAN.pdf 12/6/2020 4:28:23 PM, 53 KB **1**
- C-2-EQUINE SITE PLAN.pdf 12/6/2020 4:28:23 PM, 90 KB
- CF-T24.pdf

**ProjectFlow Task List**

Refresh Save Settings

	TA...	PR...	IN...	GR...	AS...	ST...	PR...	DU...	CR...	AD...	DE...
	Contain	Contain	Contain	Contain	Contain	Contain	Contain	On...	On...	Contain	Contain
	Respond and Resubmit	BS20232...	Projectf... Building Template	Applicant	FirstInGr...	Accepted	Med...	12/11/2... 5:53:06 PM	12/6/2020 5:53:06 PM	150 N THIRD ST	150 N THIRD ST - 50,000 CY EXCAVA... FOR NEW PARKING GARAGE

1 - 1 of 1 records

**Workflow Instances**

	NAME	COORDIN...	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLET...
	BS2023202 - Projectflow Building Template - 12/6/2020 3:45:08 PM	PROJECT ENGINEER	Active	Production	Initial Version (Version 1)	12/6/2020 3:45:10 PM	

1 - 1 of 1 records

#1 check the View box. #2 click the View button

The screenshot shows a web browser window titled "ProjectDox - Google Chrome" with the URL "eplans.burbankca.gov/ProjectDox/Markups.aspx?FileID=101323". The page header includes the "ProjectDox" logo and a "Close Window" link. The main content area displays "Markups attached to C-1-SITE PLAN.pdf". Below this is a table with columns: "Delete", "View", "Markup Name", "Author", and "Date". A single row is visible with a checked checkbox in the "View" column, marked with a red "1". The "Markup Name" is "BUILDING DIVISION 01", "Author" is "Mario Osuna", and "Date" is "12/6/2020 5:51:37 PM". Below the table are three buttons: "View" (marked with a red "2"), "Clear All", and "Select All for View".

Delete	View	Markup Name	Author	Date
	<input checked="" type="checkbox"/>	BUILDING DIVISION 01	Mario Osuna	12/6/2020 5:51:37 PM

#1 markups will show up on plan. #2 changemarks will be listed in changemarks column.

The screenshot displays a web browser window with the ProjectDox interface. The main content is a site plan titled "C-1-SITE PLAN.pdf V1". The plan includes several labeled areas: (E) 456 SF CARPORT, (E) 570 SF DWELLING, (E) 264 SF COVERED PATIO, (E) 720 SF OPEN TRELLIS, (E) LANDSCAPE AND HARDSCAPE TO REMAIN (highlighted with a red box and a red number '1'), (E) HARDSCAPING/ BASKETBALL COURT, FUTURE POOL SEPARATE PERMIT, and PROPOSED 480 SF REC ROOM. A north arrow is located in the bottom right of the plan area. The browser's address bar shows the URL: eplans.burbankca.gov/ProjectDox/Integration/BravaPlugin/HTMLClient/HTMLViewer.aspx?FileID=101323&ViewList=9121&EditList=.

On the right side, there is a discussion panel titled "LANDSCAPE PLAN". It shows a comment by Mario Osuna dated 12/6/20 at 5:51 PM, with the text: "PROVIDE LANDSCAPE PLAN COMPLYING W/ WATER CONSERVATION REQUIREMENTS". Below the comment, it indicates "0 replies". At the bottom of the panel, there are buttons for "Action" and "For Discussion".



#1 click Upload Files button to upload corrected plan files. **IMPORTANT: When uploading corrected/revised files, you must name the new files the EXACT same name as the file it is replacing. Do not add extraneous information such as dates, versions, etc. ProjectDox will automatically create and overlay a V2 that will enable reviewers to more quickly and accurately review revised plans.**

The screenshot shows the ProjectDox interface for project BS2023202. The 'Upload Files' button is highlighted with a red box. The interface includes a file list on the left, a ProjectFlow Task List on the right, and Workflow Instances at the bottom.

**ProjectFlow Task List**

TA...	PR...	IN...	GR...	AS...	ST...	PRI...	DU...	CR...	AD...	DE...
BS20232...	Projecti...	Building	Applicant	FirstInGr...	Accepted	Med...	12/11/2...	12/6/2020	150 N	THIRD ST
12/6/2020 3:45:08 PM							5:53:06 PM	5:53:06 PM	THIRD ST	EXCAVA... FOR NEW PARKING GARAGE

1 - 1 of 1 records

**Workflow Instances**

NAME	COORDIN...	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLET...
BS2023202 - Projectflow Building Template - 12/6/2020 3:45:08 PM	PROJECT ENGINEER	Active	Production	Initial Version (Version 1)	12/6/2020 3:45:10 PM	

1 - 1 of 1 records

After all corrections are addressed and new files uploaded, #1 Accept the Respond and Resubmit task by clicking on the Respond and Resubmit link. If you do not see the task, verify that you are in the #2 Tasks (PF) Tab or #3 Tasks (PD) tab. Tasks (PF) will be used for projects created after 12.06.2020, while Tasks (PD) will be used for projects created before 12.06.2020.

The screenshot shows the ProjectDox web application interface. At the top, there is a navigation bar with the ProjectDox logo and the City of Burbank logo. Below the navigation bar, there are tabs for 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. The 'Tasks (PF)' tab is selected. Below the tabs, there are options for 'Refresh', 'Save Settings', and 'Reset Settings'. A table displays a list of tasks with columns for TASK, PROJECT, DESCRIPTION, ADDRESS, STATUS, PRIORITY, DUE DATE, and CREATED. The table contains one record with the following details:

TASK	PROJECT	DESCRIPTION	ADDRESS	STATUS	PRIORITY	DUE DATE	CREATED
<a href="#">Respond and Resubmit</a>	BS2023202	150 N THIRD ST - 30,000 CY EXCAVATION FOR NEW PARKING GARAGE	150 N THIRD ST	Accepted	Medium	12/11/2020 5:53:06 PM	12/6/2020 5:53:06 PM

At the bottom of the table, it shows '1 - 1 of 1 records' and navigation buttons for 'prev', '1', and 'next'.

#1 check confirmation boxes. #2 click Submit button.

🔒 eplans.burbankca.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=216

**Project Description:** 150 N THIRD ST - 50,000 CY EXCAVATION FOR NEW PARKING GARAGE  
**Coordinator:** Mario Osuna  
**Review Cycle:** 1  
**Workflow/Activity Name:** Building Workflow/Respond and Resubmit  
**Current User Login:** MARVELOUS CHESTER (shogunwand@gmail.com)

**Task Instructions**

1. Respond to all changemarks and checklist items
2. Upload new or revised files into the appropriate folders below (if requested)
  - If uploading revised files, use the same name as the original
3. Confirm completion by selecting the checkboxes at the bottom
4. Click 'Submit' to complete your resubmission

[View/Edit Changemark Items \(1\)](#) [View/Edit Checklist Items \(0\)](#)

**Project: BS2023202**

Select destination folder for files:

- BS2023202
  - Submitted Plans (11 Files - 11 New)
  - Supporting Documents
  - Reviewer Attachments

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
CDD-BUILDING LANDSCAPE	Mario Osuna mosuna@ci.burbank.ca.us	Corrections Required	SEE REVIEWER ATTACHMENTS FOLDER FOR DETAILED CORRECTION LIST	

**Task Instructions**

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**1**  I have responded to all review comments  
 I have uploaded my revised files, if requested

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**2**