

ELECTRONIC SUBMITTAL POLICY

1. Applications and documents should be sent to comdev@miamicountyks.org
2. Plan format only pdf. Any jpg, bitmap, cad or similar formats will not be accepted and application and plans will be returned to applicant.
3. Site plans and plans or documents that are required to be prepared at a precise scale shall be formatted to retain the scale prior to submittal. Plans not retaining the required scale will be not be accepted.
4. Maximum file size that can be received is approximately 20 mb. Applicants may utilize third party file sharing services such as Dropbox that will send a link to the above email for us to download files exceeding email limits.
5. Fees: Print and copy fees will be assessed in accordance with Miami County Code Section 9-301 Table 1-B, item 12 as follows:

| Page Size | Per Page Charge |
|------------------|------------------------|
| 8.5X11 | \$0.50 |
| 8.5X14 | \$0.75 |
| 11X17 | \$1.00 |
| 24 Wide..... | \$3.00 |
| 36 Wide..... | \$5.00 |

6. Electronic submittal of applications and plans does not imply acceptance by the Miami County Community Development Department. Incomplete applications or plans will be returned to the sender for correction.