



Bluebeam Document Management

Document Management for Development Projects

The City of Arvada has implemented an updated process to simplify and improve the management of Development Documents. Documents will be transmitted between the City and the Developer/Applicant/Contractor through the eTRAKiT portal found at www.arvadapermits.org. The review and markup of documents is done collaboratively among departments through Bluebeam, a PDF viewer and review system. A Bluebeam reader ([Bluebeam Vu](#)) is available for free to members of the public and development teams who would like to view and respond via this system. Other PDF management software, such as Adobe, can also be used but these software packages may not have as many tools as those available through Bluebeam. More sophisticated Bluebeam versions are also available for purchase by going to <https://www.bluebeam.com/> and clicking on "Solutions".

Preparing and Submitting the Initial Document for Development Projects

The following protocol should be followed when creating documents to be submitted for review by the City for various types of development projects. Please provide this information to your design team so they are able to include the appropriate bookmarks and format for easier document management.

1. All pages of documents submitted to the City must be bookmarked for ease of locating information within the plan sets. Bookmarks must include the page number and general title or description of the page contents.
2. The applicant must combine all pages into a single PDF document in the following order:
 - a. Plans
 - b. Reports
 - c. Legal Documents
 - d. Miscellaneous Documents

IMPORTANT: Please ensure that the bookmarks for each page are retained when combining documents.

- The single PDF document must be renamed in accordance with the following naming convention before being submitted to the City:

Naming Convention

Documents submitted by the applicant will be titled as Review Iteration_Submittal Documents and Review Iteration_Applicant Response. Documents returned from staff will be Review Iteration_Comments.

Example:

- 1st Submittal Documents
- 1st Review Staff Comments
- 2nd Submittal Documents
- 2nd Submittal Applicant Response
- 2nd Review Staff Comments
- 3rd Submittal Documents
- 3rd Submittal Applicant Response

- When uploading documents to your development case through the eTRAKiT portal, a single large document may take some time to load depending on your network configuration or internet connection speed. If you have difficulties, please check these items and retry the upload. If you've made multiple attempts to upload your document, the network and internet connections have been checked, and you still have not had success, please contact the Planning Department administrative staff for troubleshooting and assistance. The staff will review the program history, identify your upload attempts and assist you with the issue.

What Documents Will I Receive Back from the City?

All City departments reviewing your proposal will share a single copy of the PDF you have provided using our internal document sharing system. During the review period, the document will not be visible to you -- it is put in a private mode during the review and editing process by staff. After the review period, you will have access through the eTRAKiT portal to download a single response document that will contain all of the City markup, comments, and a helpful markup summary. The document will be formatted using the following format:

- A cover page with each City departments' standard comments will be located on the first page of the document. A color key will be provided so you can easily identify which department made each group of comments. This color key will also be used to differentiate between department redline comments throughout the document.
- The remainder of the submitted PDF plan set following the same order noted above - Plans, Reports, Legal, Documents, Miscellaneous Documents with specific comments/redlines noted on each page by each reviewer using the color key shown on the first page.

3. A PDF summary of all redlines and comments will be attached to the end of the miscellaneous documents. This summary has a snapshot of each markup with information about the reviewer, the notes made by the reviewer and any other specific identifying information about the markup. If you are using Bluebeam to view the document, each summary item includes a link to the page where the comment was made. Clicking on each of the summary items is a quick way to navigate through the document to view the redline in context with the entire plan page.
4. City response documents can be identified in eTRAKiT by looking at the attachments located in the project information tab for the following naming convention:

Example: 1st Review Staff Comments

Preparing and Submitting Document for any Second and Future Reviews

When creating documents addressing issues noted on the second and subsequent reviews, the following protocol is to be used. Note, two documents must be provided for these reviews, a written response document (text) and a revised plans document that follows the same protocol as the original submittal document.

Response Document

The applicant must provide a text response document that addresses each comment made by staff. If multiple consultants or designers are responding to comments, please combine all documents into a single PDF and follow the naming convention noted above using the word “Response” in the name (ex: 2nd Submittal Applicant Response)

Revised Plan Document

1. All pages of documents submitted to the City must be bookmarked for ease of locating information within the plan sets. Bookmarks must include the page number and general title or description of the page contents.
2. The applicant must combine all pages into a single PDF document in the following order:
 - a. Plans
 - b. Reports
 - c. Legal Documents
 - d. Miscellaneous Documents

IMPORTANT: Please ensure that the bookmarks for each page are retained when combining documents.

3. The single PDF document must follow the naming convention noted above (ex: 2nd Submittal Documents)

