

IDT User's Guide

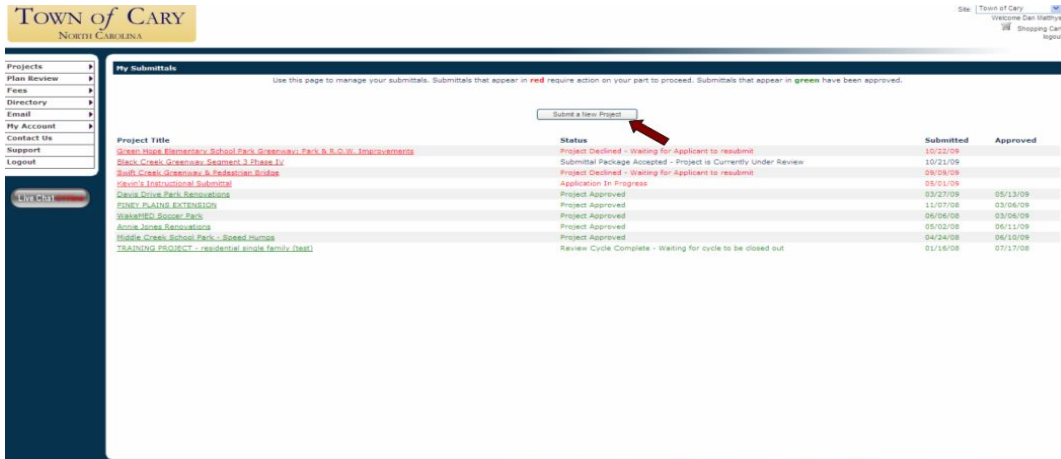
The Town of Cary Development Review Committee (DRC) has implemented an on-line development plan review system to increase the efficiency of the development review process and allow more convenient access to development plans under review for applicants and citizens. This system utilizes web-based software developed by a company known as Integrated Digital Technologies (IDT).

The Town of Cary is widely known for its conservation practices and efforts, and intends to reduce the overall amount of paper typically used in the development review process. In addition, the on-line development plan review system supports the Town of Cary's commitment to transparency, efficiency, and a high level of customer service. IDT was designed with citizens in mind, as the views of our citizens are a critical part of the Town of Cary's planning and development process, and citizen participation is encouraged.

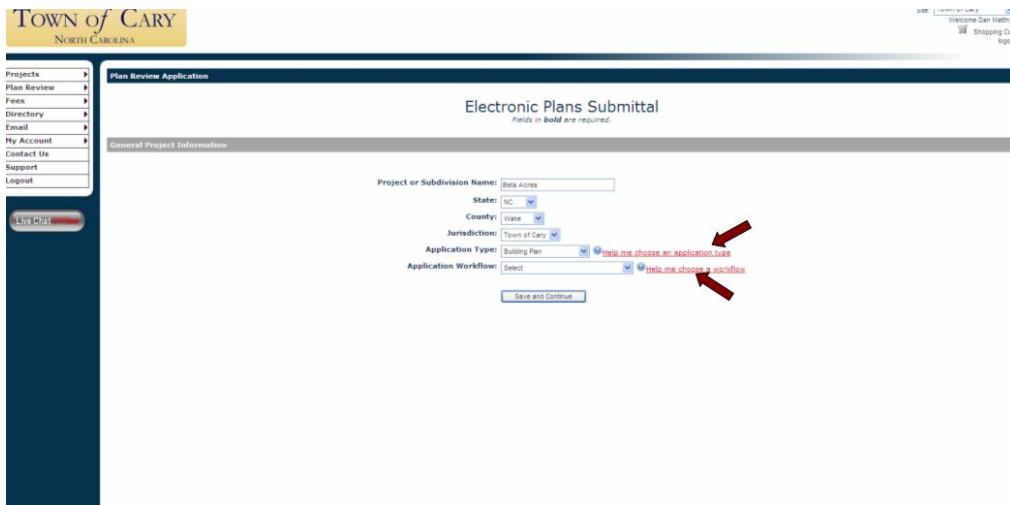
Table of Contents

Getting Started	2
Submitting a Development Plan	2
Viewing a Submitted Plan	3
Tracking Projects	5

After you click on “Submit a New Project”, you will be asked to click on “**Submit a New Project**” button to start a new project, or select an existing project that has already been started.



The application form has been designed to be very intuitive. It includes **links** to definitions and explanations to assist you in making the appropriate selections.



Follow all on-line instructions for filling out the application. Be sure you fill all required boxes. If the answer does not apply but is still required, simply put a “0” in the field.

Viewing a Project

After you have logged in (see getting started), you can look for **active projects** or you can **search projects**.

The screenshot shows the Town of Cary website interface. At the top, there is a navigation menu with options like Projects, Plan Review, Fees, Directory, Email, My Account, Contact Us, Support, and Logout. The main content area features a banner for 'TOWN of CARY NORTH CAROLINA' with a mission statement. Below the banner, there are quick links for 'Submit a project for plan review' and 'Search projects'. A section titled 'Bid Calendar for Town of Cary' indicates '0 Contracts Currently Bidding' and 'No bidding projects found'. Below this, a table lists '59 Active Projects for Town of Cary' with columns for Status, Project Title, City, and State. A red arrow points to the 'Search projects' link, and another red arrow points to the '59 Active Projects for Town of Cary' table header.

Status	Project Title	City	State
Abandoned	2009 Street Improvements	Cary	NC
Plan Review	American Tower Telecommunication Facility	Town of Cary	NC
Plan Review	Antioch House Renovation	The Town of Cary	NC
Negotiating	Baldwin Branch Interceptor & Pump Station Renovation Project	Cary	NC
Plan Review	Best Western	Town of Cary	NC
Plan Review	Blind Creek Greenway Segment 3 Phase 2/1	Town of Cary	NC
Abandoned	Camelot Road Secondary Sewer Interceptor	Cary	NC
Plan Review	Carpenter Village Commerce (Formerly North State Storage)	Town of Cary	NC
Plan Review	Cary Depot Expansion	Town of Cary	NC
Plan Review	Cary Park Office Site Secondary Sewer Eject	The Town of Cary	NC
Plan Review	Cary Park Town Center Building A3	Town of Cary	NC
Negotiating	Cary Area Water Treatment Facility Phase II - Sandvial and Chemical Feed Facilities	Cary	NC
Plan Review	Carpenter Park Phase 1A Section Lot Addition	Town of Cary	NC
Plan Review	Chandler Village at the Park	Town of Cary	NC
Plan Review	Coliseum Park Baptist Church	Town of Cary	NC
Plan Review	Crane Drive Park Renovation	Town of Cary	NC
Plan Review	Del Webb Ave Recreational Waterline	The Town of Cary	NC
Plan Review	Del Webb Ave Recreational Waterline Extension	Town of Cary	NC
Plan Review	Dr. Lane Cary	Town of Cary	NC
Plan Review	Durham Station Interconnection Water Main	Town of Cary	NC

You can also **search projects** through the main menu button on the left side of the screen. If you know the name of the project you are looking for, simply type it in (or words to search by) the search box.

The screenshot shows the Town of Cary website interface with the search function highlighted. The 'Search' option in the main menu is selected. A search box is visible with the word 'Cary' entered. A red arrow points to the 'Search' button. Another red arrow points to the 'Search' option in the main menu.

A list of projects meeting the search criteria will be shown. You can **select the project** you were looking for to get more information on the proposed plan.

The screenshot shows the Town of Cary website interface displaying search results for 'Cary'. The search results table lists several projects with columns for Application type, Project Title, City, and State. A red arrow points to the 'Cary Depot Expansion' project in the list.

Application type	Project Title	City	State
Use Plan	CARL DAVIS LEASING	Town of Cary	NC
Use Plan	Cary Park Office Site Secondary Sewer Eject	The Town of Cary	NC
Use Plan	Cary Park Town Center Building A3	Town of Cary	NC
Use Plan	CLUBHOUSE	Town of Cary	NC
Use Plan	CRANE DRIVE PARK	The Town of Cary	NC
Use Plan	Durham Station Interconnection Water Main	Town of Cary	NC

After you have selected the project you want to view, a list of documents and plans associated with the submittal will appear. You can view any **documents** in the file.

The screenshot displays the Town of Cary website interface. The main content area shows project information for "Kelloggs Cary Bakery Expansion". Key details include:

- HTE Number:** 08-0649
- Town of Cary Project Number:** 08-SP-043
- Project Contact:** Michael Yellin (myellin@mac.com)
- Status:** Plan Review
- Type:** Building
- Value:** Undetermined
- Description:** building expansion
- County:** Wake
- Posted:** 4/21/08
- Bid Date:** (blank)

 The status is marked as "Project Approved". Below this, there are tabs for "Submittal Form Data" and "Submittal Activity Logs". A table titled "Manage Documents" lists various documents such as "Application Submittal 001", "Approved Plan Set", "Cover Sheet.TIF", "Elevation and Sections A-3.TIF", "Existing Conditions.TIF", "Floor Plan A-L.TIF", "Grading and Erosion Control Plan.TIF", "Site Details.TIF", and "Site Plan.TIF". To the right, a large architectural site plan is shown, detailing the layout of the bakery expansion with various rooms and site features. A red arrow points to the "Site Plan.TIF" entry in the document list.

You will also be able to view various aspects of the project, such as its **status**, **submittal activity**, **the application**, and you can even **track the project**.

This screenshot is similar to the previous one but includes annotations:

- A red arrow points to the "Submittal Form Data" tab.
- A blue arrow points to the "Project Approved" status.
- A green arrow points to the "Plan Holders" button.

 The "Manage Documents" table is also visible, showing the same list of documents as in the previous screenshot.

Tracking Projects

If you have elected to track one or more projects (as indicated above) you can review them by clicking on **"my projects"** under the "Projects" button on the right side of your screen.

Projects Search

Main Review **Submit a Project**

Directory **My Projects** Project Tracking provides a way to track projects that you are interested in. Tracking projects will register you to receive automatic email updates anytime a project changes whether it be the bid date, an addendum, or if the project documents are added. Project Tracking also creates a short list of projects that you are working on which provides a quick way to navigate to projects that you are trying to track. To return to this page at any time, simply go to "Projects > Projects I'm tracking" in the navigation menu. To remove projects just click the remove button next to the project that you no longer want to track.

My Account

Contact Us

Support

Logout

No projects found

43,452