





AULCC Process Guidance

1. Before the AULCC Meeting

-  Check your email for the *Data Workbook*.
-  Record all utility responses in the *Data Workbook*.

2. During the AULCC Meeting

-  Continue recording utility responses in the *Data Workbook* as the committee reviews your project.
-  If a utility-owner does not respond, record “No Reply” for that utility.

Utility Response Key

No Reply	No response from a utility representative.
Clear	No facilities in the project area.
No Conflict	Facilities exist, but no conflict with the project.
In Project	Coordination with the utility is requested or ongoing.

3. After the Meeting

-  Upload the completed *Data Workbook* (PDF) to your case on the [AB+C Portal](#).

4. Based on Meeting Results




► WORK DIRECTLY

- Revise plans based on comments.
- Fill out the Resubmittal Request Form via the [AULCC Smartsheet Form](#).
- A new review cycle will open; no new meeting required.






► BACK ON AGENDA

- Revise plans based on comments.
- Fill out the Resubmittal Request Form via the [AULCC Smartsheet Form](#).
- A new meeting will be scheduled; attendance is required.

5. To Resubmit Your Case (only required if your result was WORK DIRECTLY or BACK ON AGENDA)

1.  Address all comments.
2.  Upload revised plan set through the [AB+C Portal](#).
3.  Submit Resubmittal Request Form via the [AULCC Smartsheet Form](#).

6. Requesting a Completeness Letter

-  Upload the latest plan set to your case via the [AB+C Portal](#).
-  Ensure all City Departments show “Approved” in the case folder.
-  Upload the completed minutes worksheet to your case.
-  Fill out all boxes on pages 4–6 of the *Data Workbook*.
-  Submit your Completeness Letter request via the [AULCC Smartsheet Form](#).