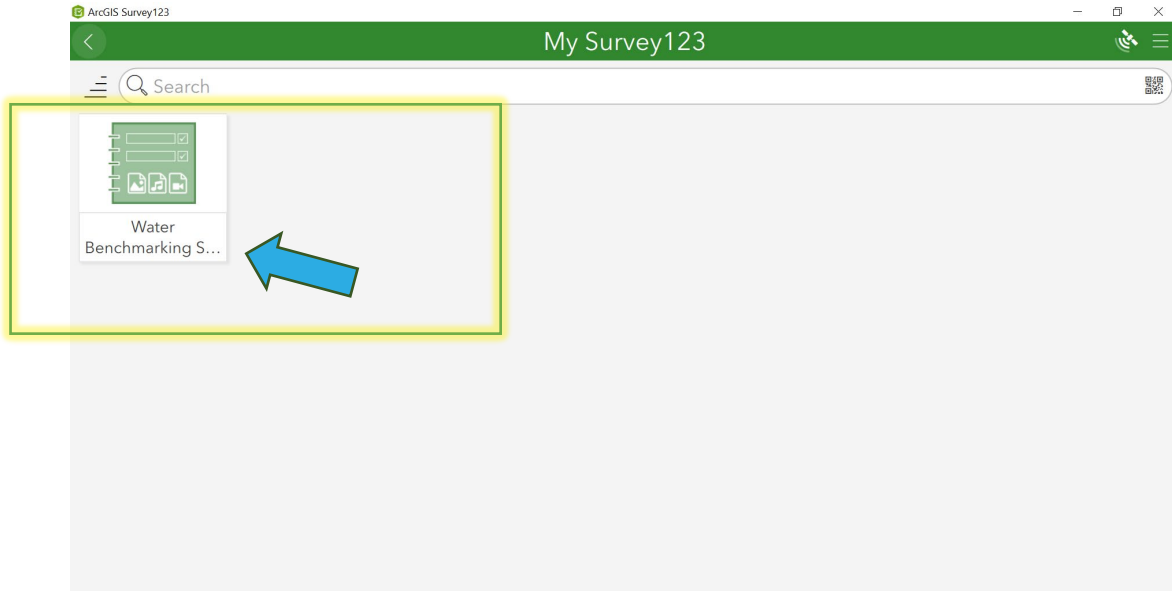


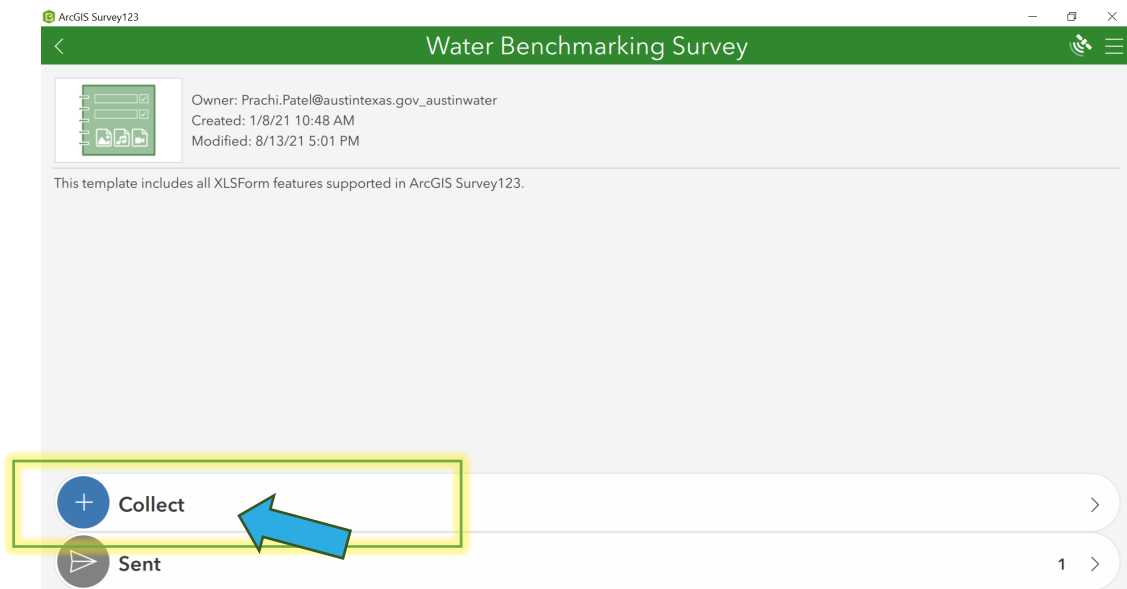
Instructions for submitting a new Application when you have already downloaded the Application on your device

If you are submitting Water Benchmarking Application for more than one Site Plan Application, or need to submit a new Water Benchmarking Application after already downloading the Application on your device you can follow the steps listed below

1. Open the Survey123 field app. Click on the already downloaded Water Benchmarking Survey



2. Click on 'Collect'



- A new application form will open. Fill the survey out.

- After filling the survey click on the **check mark at the bottom right** to submit. A pop up box will open where you can click on 'Send now'.

- Review the results of the application on a summary dashboard which will be sent via email to assess how water will be used within your development project.
- Complete a follow-up survey in the summary dashboard about the water efficiency measures that will be incorporated into your development project. The answers provided are for data collection purposes only, and projects will not be required to incorporate water efficiency measures that are above and beyond current City Code requirements.
- The Water Benchmarking Application is only complete after the submission of the follow up survey.**
- Please note, in the event that you need to update or edit the submitted application after receiving comments from a reviewer, it will be the easiest to do so from the same device that you use to submit the original application.