

User Guide

Create Right of Way Permit Application

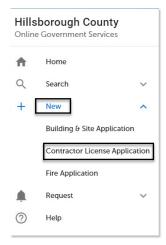


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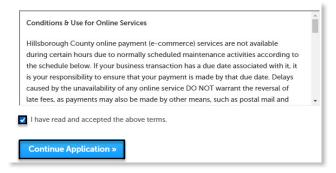
Create Right of Way or Driveway Permit Application

The steps listed below provide instructions to submit a Right of Way or Driveway Permit application.

- 1) Log in to the portal.
- 2) Select **New** from the left menu and select **Building & Site Application**.



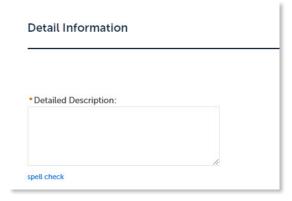
3) Review the **Conditions & Use for Online Services** and select the box next to 'I have read and accepted the above terms' to accept.



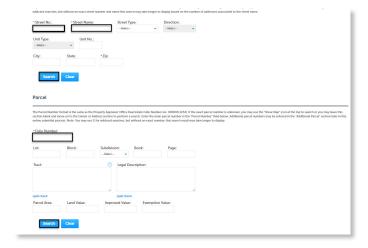
- 4) Select **Continue Application** to proceed to the **Select a Record Type** page.
- 5) Enter 'right' in the search box and select **Search** or select **Right of Way or Driveway Permit** from the **Right of Way** menu. Select the circle next to the application type and select **Continue Application** to proceed to **Application Information** page.



6) Enter the detailed description of the application in the **Detailed Information** section. In this space, please enter detailed information about the nature of the job to detail what the job will entail.



- 7) Complete the application and attestation fields. Required fields are marked with a red asterisk.
- 8) Complete the **Work Location** table with at least one row.
- Select Add a Row for the Work Location, complete all fields and select Submit. Repeat the steps to add additional rows as needed.
- Select **Add a Row** for the **Related Records** custom list if there are related records. A Related Record is any other record that may be associated with your current project. For instance, a prior rezoning record for which you are now seeking a building permit, or a building permit which now requires a tree removal permit. It is important to add any related records in order to give reviewing staff the best information about your project. To add a Related Record, select **Add a Row** and add the **Record ID**. Repeat the steps to add additional rows as needed.
- 9) Enter the Street No. and Street Name for the nearest location where the work is to be performed. Select Search or enter the Folio Number and select Search.



- 10) Select Continue Application.
- 11) Select the contact information for the **Applicant** by selecting from the account or adding a new contact.

Please Note: An Applicant and Emergency Contact must be added to submit the application

- a. **Select from Account** select a contact associated to the account.
- b. **Add New** add a new contact not associated to the account.



- 12) Add additional contacts to the application by selecting **Select from Account**, **Add New**, or **Look Up**. Multiple contacts can be added. Contacts on the record will have access to the record and will receive correspondence regarding the record. At least one **Emergency** contact is required. The **Look Up** option should be selected first.
 - a. **Select from Account** select a contact associated to the account.
 - b. **Add New** add a new contact not associated to the account.
 - c. **Look Up** select an existing contact in the system.

Select "Select from Account" to select th	contact tied to th	e login account.				
Select the Contact Type.						
Click on the 'Continue' button.						
Select "Lookup" to select a contact not a	sociated to the lo	gin account.				
Enter search criteria such as the email a	ddress.					
Click on the "Look Up" button.						
Select the Contact.						
Click on the "Continue" button.						
Select the Contact Type.						
Click on the "Continue" button.						
Select from Account Showing 0-0 of 0	Add New Contact Type	Look Up Work Phone	Fax	[-mail	Action	
		Work Phone	PAK	L-mail	Action	
Full Name Business Name No records found.						

13) Select **Look Up** to search and add Licensed Professional(s) to the application. It is necessary to have either the name or license number of the Licensed Professional(s).

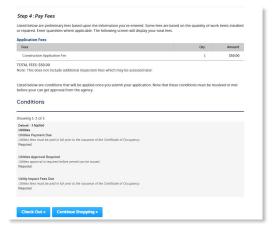
O ADD MULTIPLE LICENSED PROFESSIONALS:	
Click on the "Look Up" button.	
Enter search criteria such as the license number.	
Click on the "Look Up" button.	
Select one or more Licensed Professionals by placing	a checkmark in the box next to Licensed Professional of Interest.
Click on the "Continue" button.	
Click on the "Look Up" button to add additional Licer	nsed Professionals of a different License Type OR click on the "Continue Application" button to continue with the application.

Please Note: A License Professional is not required If the work is related to Paver installation, Work is performed by a Communication company or if the application will be completed by the homeowner.

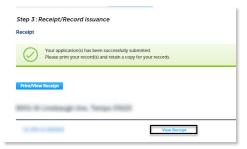
14) Select **Continue Application** and review the application. If changes are needed, select **Edit** to edit the applicable section of the application.



15) Select **Continue Application** to proceed to the **Pay Fees** page. Review the fees and select **Check Out**.



16) Select **Check Out** to proceed to **Payment Information** page. Complete the payment information fields and select **Submit Payment** to submit the application and payment. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application. Select **View Receipt** to open the receipt.



Please note: Credit cards are the only payment method currently accepted online.

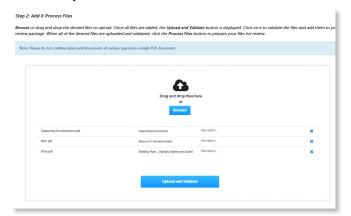
17) Select **Upload Plans and Documents**.

Step 3: Rec	ceipt/Record issuance
Receipt	
	our application(s) has been successfully submitted. lease print your record(s) and retain a copy for your records.
Print/View Re	eccipt
-	seap Spice Inc. Reprises 19578
==	View Receipt
-	O. Sarga Steat
	Upload Plans and Documents View Receipt

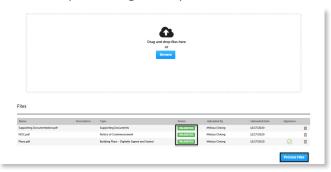
18) Enter a summary of the plans and documents to be uploaded in the Description field and select **Continue**.

1 information	2 File Processing	3 Sheet Versioning	4 Review	
Step 1: Information				
Review packages are a set of plans	and documents submitted for a review	cycle.		
General				
Plan/Document Submittal # 1				
Description: (*)				
Linear a disconposer of the plans or documents you t	Ne uptooding .			

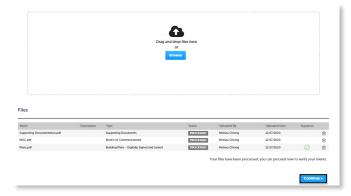
- 19) Drag and drop file(s) or browse to select file(s). Please remember to include a table of contents using appropriate sheet numbers in your files to significantly streamline the upload process.
- 20) Select the document type for each document and select **Upload and Validate**.



21) Select **Process Files** after the file validation is complete. The document status will update to **VALIDATED** once complete. The processing step may take some time depending the size of the files. It is ok to close the window as an email will be sent once the processing is complete.



22) Select **Continue** once processing is complete.



23) Enter the sheet numbers for any pages missing a sheet number. It is important to create a Table of Contents when creating the plans to avoid this step. Title blocks must follow the County's placement and naming standards.



24) Select **Continue** to proceed to the **Review** page. Select **Edit** if changes are needed. If no changes are needed, select **Finish**. The system will display a message and send an email confirmation that the review package was received.

or to upload any remaining do	cuments.	you have uploaded all of the plans and doc in and additional documents cannot be upl				eded chang
						Finish
General						Edit
Plan/Document Submitted & 1						
Files						Edit
Files						Edit
	ed with this package.	Tron	Status	Useded by	Uploaded Date	Spanner
Files These are all the files that will be submitted.		Type Supporting Documents	Steam PROCESSED	Uploaded By Moltos Chiong	Uploaded Date 12/07/2020	
Files These are all the files that will be submit!						

