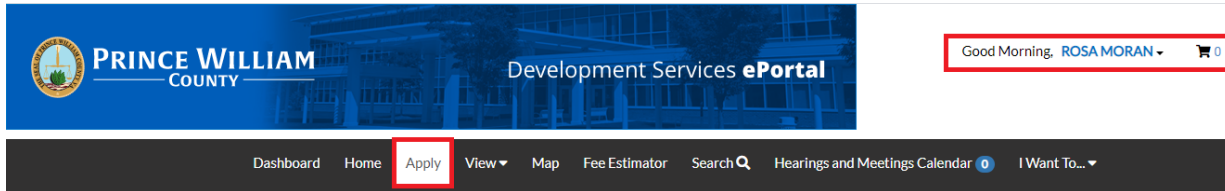


APPLYING FOR A LAND PLAN

Updated 08/25/2022

Submitting a Land Plan for Review/Approval

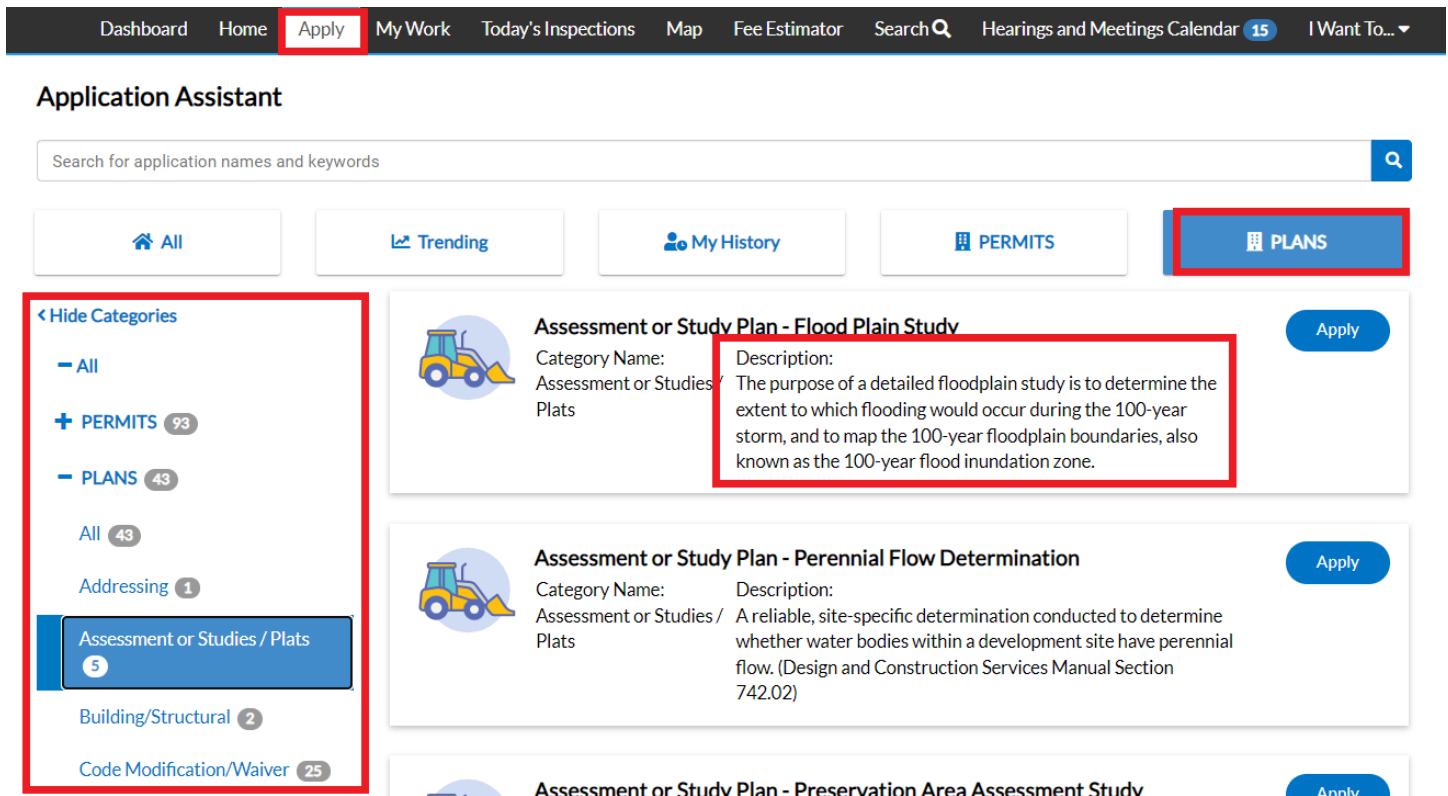
1. Please log into your ePortal account, and click on the APPLY menu item.



2. Select **PLANS**. From the list of available plans you can apply for, you can filter from the category list to narrow the list or scroll down the full list until you find the plan you need. Once you have found the plan you need, click on the **APPLY** button to start the process.



Please note: Each plan has a detailed description listed. Please take a moment to read the description to make sure you have selected the appropriate application for the job.



3. The first step in the process is to add a location for the application. You'll note that at least one location is required. Click on **ADD LOCATION**.



Please note: There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar **15** I Want To...

Apply for Plan - Assessment or Study Plan - Flood Plain Study *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Site Address

Add Location

REQUIRED

Create Template Save Draft Next



Please note: You can save your application as a "draft" to come back to later if you need to.

You may either add a location using the parcel number or address. Under most circumstance the address is the way to go and the search section defaults to Address search.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.

Dashboard Apply View Map Reports Fee Estimator

[Back to Application](#)

Add Location

Address Parcel

Add Address As Site Address

Search

Address Information

Search 127 stone lined

From the results of the search, select the address you want to add to the application.

Address Information

Search 127 stone lined

Address	Action
12700 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12733 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12735 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12736 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12737 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12738 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12739 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12740 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12741 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12742 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>

Results per page 10 1 - 10 of 36 << < 1 2 3 4 > >>

Once you have verified the location information is correct, click on NEXT to go to the next step.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Q Hearings and Meetings Calendar 15 I Want To... ▾

Apply for Plan - Assessment or Study Plan - Flood Plain Study *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Type: Site Address
12740 STONE LINED CIR,
WOODBRIDGE, VA 22192

Main Address

Parcel Number
8193-22-0877

Main Parcel

Site Address

Add Location

+

4. After verifying the location, the next step is Type. You'll notice the "Plan Type" is already populated for you based on the plan you selected. The fields with an asterisk, such as Description are required. In some cases the square footage will be required as well. Enter a detailed description of the project... what is the scope of work... what is it that you are doing. If entering square footage, please do not use commas or decimal points, just whole numbers. When you are finished, click NEXT.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Q Hearings and Meetings Calendar 15 I Want To...

Apply for Plan - Assessment or Study Plan - Flood Plain Study *REQUIRED

Locations 2 3 4 5 6

PLAN DETAILS

Fill in all required fields marked with a "red" star. In the description field type in the scope of work.

* Plan Type Assessment or Study Plan - Flood Pl

* Description

Square Feet

Back Create Template Save Draft **Next**

- The next step is to verify and add any additional contacts related to your application. You as the person logged into the application are automatically added as the Applicant. You are the only person/contact that cannot be removed.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Q Hearings and Meetings Calendar 15 I Want To...

Apply for Plan - Assessment or Study Plan - Flood Plain Study *REQUIRED

Locations Type 3 4 5 6

CONTACTS

Please add a "Payment Contact" if the payment contact is NOT the applicant.

When searching for a contact to add to a case, if you do not find the contact you wish to add, please email DDS@pwcgov.org so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use.

Applicant

ROSA MORAN (You)
PRINCE WILLIAM COUNTY
5 COUNTY COMPLEX,
WOODBIDGE, VA, United States, 22192

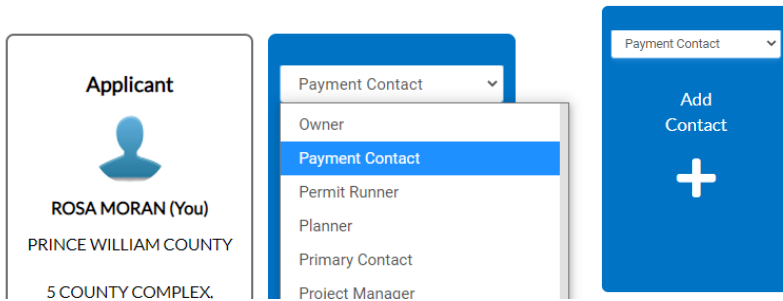
Select Type

Add Contact

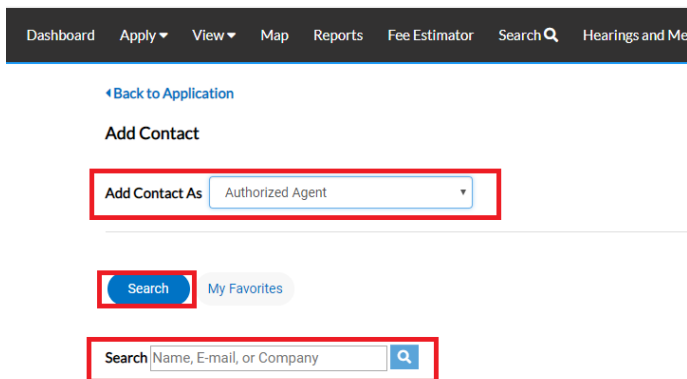
Back Create Template Save Draft **Next**

If you need to add an additional contact, first select the contact type from the dropdown list, then click on the "card" to ADD CONTACT.

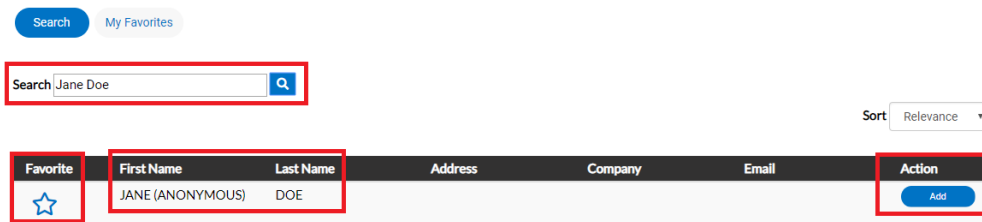
 **Please note:** For co-workers within the same company or organization, please select *Authorized Agent*. If you are adding a payment contact that is not you, select *Payment Contact*.





The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.

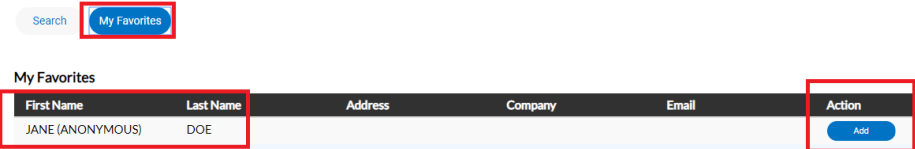


You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.





Pro Tip! If you add the contact to your favorites , then the next time you need to add that contact to an application, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.



Once you are finished adding in your contacts, select NEXT to move on.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar 15 I Want To... ▾

Apply for Plan - Assessment or Study Plan - Flood Plain Study *REQUIRED

✓ Locations
 ✓ Type
 3 Contacts
 4 More Info
 5 Attachments
 6 Review and Submit

CONTACTS

Please add a "Payment Contact" if the payment contact is NOT the applicant.

When searching for a contact to add to a case, if you do not find the contact you wish to add, please email DDS@pwcgov.org so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use.

Applicant

ROSA MORAN (You)
PRINCE WILLIAM COUNTY
5 COUNTY COMPLEX,
WOODBIDGE, VA, United
States, 22192

Payment Contact

JOHN DOE
JOHN DOE TESTER
5 COUNTY COMPLEX, WO...

Remove

Select Type ▾

Add
Contact

+

Back
 Create Template
 Save Draft
 Next

6. The next step is to update the application with the details of what you are applying for. You do that by populating the appropriate fields on the application. Scroll down the list of custom fields and update those that are appropriate for the type of work you are submitting.

Please note: There will be messages or instructions at the top of some sections within the list of custom fields. Please take a moment to read the notes/messages as some will provide instructions on what we expect you to enter within some custom fields. You will also see messages as you "hover" over the custom fields which may also provide guidance.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar 15 I Want To... ▾

Apply for Plan - Assessment or Study Plan - Flood Plain Study *REQUIRED

✓ Locations
 ✓ Type
 ✓ Contacts
 4 More Info
 5 Attachments
 6 Review and Submit

MORE INFO

Any "RED" field you see is a required field and must be populated before you can continue. If you hover over a field, some have more information about the field. Custom fields are listed in one large column, make sure to scroll down the whole list as you may not find the field where you expect it.

[Next Section | Top | Main Menu](#)

General Information

Plan Name:

*Site or Subd?: Indicate if this plan is related to a site or subdivision plan.

Floodplain Studies Information [Previous Section | Top | Main Menu](#)

Bridge or Culvert (no channelization):

Channel or Floodplain Modifications:

Levees, Berms, Dams, or Other Structural Measures:



Please note: In some cases, depending on the plan case you selected, you will see fields which are highlighted in "red"... those are required custom fields and need to be populated prior to proceeding to the next step. Below is an example of what one might look like.

*Site or Subd?

Site or Subd? is required.

Once you are finished updating the fields, select NEXT to move on.

- The next section are for your attachments. It is **VERY IMPORTANT** that you review the note/message at the top of the section. This note will list the documents you will need to attach to the application in order pass quality control and not delay the review of your application. Some of the documents are links to the actual copy of the document online. Select **NEXT** to continue after you have attached your documents.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar 15 I Want To...

Apply for Plan - Assessment or Study Plan - Flood Plain Study *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (5) 6. Review and Submit (6)

Attachments

All required forms must be submitted as fillable PDFs. PDFs that are locked or otherwise not fillable are not acceptable for Prince William County Electronic Plan Review purposes and will cause delays in processing of your plans. All Fillable Prince William County forms can be found at [Land Development Documents](#). Please attach the following:

- (1) Development Control Form;
- (2) Applicable Plan Fee Calculation Form ([Residential](#) or [Commercial](#));
- (3) Study with narrative and associated plan sheets

<p>Uploaded via CSS</p> <p>Flood Plain Study.pdf Size: 9.96 MB</p> <p>Remove</p>	<p>Uploaded via CSS</p> <p>Residential Fee Calculation Form.pdf Size: 283.02 KB</p> <p>Remove</p>	<p>Uploaded via CSS</p> <p>Development Control Application Form.pdf Size: 407.34 KB</p> <p>Remove</p>	<p>click or drag files</p> <p>Add Attachment</p> <p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt</p>
--	---	---	--

Back Create Template Save Draft **Next**

- The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changes you can go "BACK" by clicking on the BACK button at the bottom of the page. ()



Please note: DO NOT click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the screen.

Apply for Plan - Assessment or Study Plan - Flood Plain Study

*REQUIRED



Submit

Locations

Site Address 12740 STONE LINED CIR, WOODBRIDGE, VA 22192

Parcel Number 8193-22-0877

Basic Info

Type Assessment or Study Plan - Flood Plain Study

Description Enter Scope of work in this area.

Square Feet

Applied Date 12/02/2021

Contacts

Applicant ROSA MORAN
PRINCE WILLIAM COUNTY



Please note: The system does display "estimated fees". These are just "estimated" and may be subject to change once the application has been reviewed.

Payment Contact JOHN DOE
JOHN DOE TESTER
5 COUNTY COMPLEX CT, WOODBRIDGE, VA, , 22192

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Floodplain Study-Hydra Channel/Modifications Subd	\$1,872.12
Floodplain Study-Hydro/Hydra Appl/Base Fee Subd	\$793.34
Floodplain Study-Hydrologic Additional Review Subd	\$1,774.40
Quality Control Review Fee (Studies/Reports)	\$82.42

Total: \$4,522.28

More Info

General Information

Plan Name MORAN PROPERTY FLOODPLAIN STUDY

Site or Subd? Subdivision Plan

[Next Section](#) | [Top](#) | [Main Menu](#)

Floodplain Studies Information

Bridge or Culvert (no channelization)

Channel or Floodplain Modifications 2

[Previous Section](#) | [Top](#) | [Main Menu](#)

Once you are satisfied with the application, click on the SUBMIT button.

Attachments

Attachment	Flood Plain Study.pdf
Attachment	Residential Fee Calculation Form.pdf
Attachment	Development Control Application Form.pdf

[Back](#)
[Create Template](#)
[Save Draft](#)
[Submit](#)

9. After a short wait, the application screen will re-appear with a plan number and all the information that was submitted. Note that the application Status is shown as Draft.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar 15 I Want To... ▾

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕

Plan Number: ASP2022-00001

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Assessment or Study Plan - Flood Plain Study	Status:	Draft	Project Name:	
IVR Number:	694600	Applied Date:	12/02/2021	Expiration Date:	
District:	05 - Brentsville	Assigned To:		Completion Date:	
Square Feet:	0.00				
Description:	Enter Scope of work in this area.				

At this point, the application has been submitted to the county to be processed. It may take 1-3 or 3-5 business days for quality control to be completed depending on the application type applied for. You will be contacted to make arrangements for payment. **Any delay in payment of the fees could delay the processing of your application.**

Please note: If you review your case online after submitting it and do not see any of your attachments, don't worry. They were received but they need to be reviewed by staff and made available to the customer before you'll be able to see them on your case.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar 15 I Want To... ▾

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕

Plan Number: ASP2022-00001

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Assessment or Study Plan - Flood Plain Study	Status:	Draft	Project Name:	
IVR Number:	694600	Applied Date:	12/02/2021	Expiration Date:	
District:	05 - Brentsville	Assigned To:		Completion Date:	
Square Feet:	0.00				
Description:	Enter Scope of work in this area.				

[Summary](#)
[Locations](#)
[Fees](#)
[Inspections](#)
[Attachments](#)
[Contacts](#)
[Sub-Records](#)
[More Info](#)

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments

click or drag files

Add Attachment

How to Pay for Land Plan fees (or any other fee related to any case)

When your fee is ready for payment, you will receive an email to let you know that payment can now be made. To do so, log into ePortal and go to your DASHBOARD.



Please note: If for some reason you do not receive an email after a couple of days, but notice your plan case is in **Awaiting Fees** status, then that is an indicator that the fees are ready to be paid. In addition, if you go to your DASHBOARD and see items in the **My Invoices** area, that is also a clue that your fees are ready for payment.

1. Scroll down to MY INVOICES on the DASHBOARD. You can add all due fees at the same time by adding the total to the cart. Or if you wish to view the invoices first, click on VIEW MY INVOICES.

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 2	\$369.15	Add To Cart
Total 2	\$369.15	Add To Cart

[View My Invoices](#)

2. From the list of invoiced fees, you may select all you wish to pay for. From this screen you can select to pay for more than one invoice at a time.

My Invoices

[Unpaid](#) [Paid](#) [Voided](#)

Search for invoice number, case number, or address

Exact Match

Display [Due In 7 Days](#) [Export](#) Sort [Amount Due](#)

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input type="checkbox"/>
20190000032	\$171.87	Due	LTD2019-00001	12740 STONE LINED CIR WOODBIDGE, VA 22192	<input checked="" type="checkbox"/>
20190000031	\$358.40	Due	ELE2019-00001	12783 STONE LINED CIR WOODBIDGE, VA 22192	<input checked="" type="checkbox"/>

Results per page [10](#) 1 - 2 of 2 << < 1 > >>

[Add To Cart](#)

3. Once you have added fees to your cart, you'll notice that the cart icon next to your name appears with the number of invoices in the cart. If you click on that cart, the list of what is in your cart displays. From this list you can remove invoices from the cart or proceed with check out.

Good Afternoon, [REDACTED] [Cart 2](#)

[Back](#)

Shopping Cart

Total \$530.27

[Check Out](#)

Invoice: 201900000032 Description: NONE
Due Date: 12/27/2018 Billing Contact: RAINBOW GENERAL CONTRACTORS (MORAN, ROSA)

Case Number	Project	Case Address	Amount Due
LTD2019-00001		12740 STONE LINED CIR WOODBRIDGE VA 22192	\$171.87

\$171.87
[Remove](#)
[Top | Main Menu](#)

Invoice: 201900000031 Description: NONE
Due Date: 12/27/2018 Billing Contact: RAINBOW GENERAL CONTRACTORS (MORAN, ROSA)

Case Number	Project	Case Address	Amount Due
ELE2019-00001		12783 STONE LINED CIR WOODBRIDGE VA 22192	\$358.40

\$358.40
[Remove](#)
[Top | Main Menu](#)

Total \$530.27

[Check Out](#)

- Click on "Check Out" button... the MyGovPay screen will open. Fill in the required fields, then select Process Payment.



Happy News! We now accept both Credit Card and eCheck payments! It defaults to Credit Card so make sure to change it to eChecks if that's the method you wish to use.

MyGovPay™

[Contact Us](#)

Thursday, July 28, 2022

Order Summary

Agency Name: Prince William Upgrade
Order Number: 194

Invoice #	Item Description	Quantity	Unit Price	Total Price
202300000012	ZNA2023-00009	1	\$51.84	\$51.84

Item Total: \$51.84
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$51.84

Payment Details

Pay via checking or savings account (eCheck) *
 Pay via credit or debit card
 Pay via checking or savings account (eCheck) *

Billing Street: * Billing Zipcode: *

Account Type: * Bank Routing Number: * Bank Account Number: *

Email Address: *

[Process Payment](#) [Cancel](#)

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Order Summary

Agency Name: Prince William Upgrade
Order Number: 194

Invoice #	Item Description	Quantity	Unit Price	Total Price
202300000012	ZNA2023-00009	1	\$51.84	\$51.84

Item Total: \$51.84
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$51.84

Payment Details

Pay via credit or debit card

Cardholder Name: John Smith * Billing Street: 123 Anywhere Dr * Billing Zipcode: 55555 *

Card Type: Visa * Card Number: 4 [REDACTED] * Expiration Date: 04 / 2028 * CWV Code: 444

Email Address: JSmith@yahoo.com *

Process Payment Cancel

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A confirmation page will appear. Select Return to Citizen Access Portal to return to ePortal.

Congratulations! Your order has been processed successfully!

Please print this page for your records.

Agency Name: Prince William Upgrade
Order Number: 9

Invoice #	Item Description	Quantity	Unit Price	Total Price
201900000031	NONE	1	\$358.40	\$358.40
201900000032	NONE	1	\$171.87	\$171.87

Item Total: \$530.27
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$530.27

Return to Citizen Access Portal

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You should receive a copy of your receipt in your email.

Dashboard Apply ▾ View ▾ Map Reports Fee Estimator Search 🔍 Hearings and Meetings Calendar 📅 Help 🗉 I Want To... ▾

Thank You!

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.



Please note: There is anywhere from 30 seconds to a two minute delay from the time the payment is completed and it displays as "paid" on your case(s) and Dashboard. Please be patient and refresh your browser screen after a couple of minutes and you'll see that the screen updates.

How to Submit a Subsequent Submission

When a review is completed, you'll receive a summary letter and/or notification that the summary letter is available on ePortal within the Attachment tab. When ready, all subsequent submissions should be uploaded to the plan within the Attachment tab. Staff will receive notification that an attachment to the plan was submitted.

Step 1: To attach your subsequent submission, you first need to query up the plan case either by searching for it, or by finding it within pending (not yet approved plan) cases on your dashboard.

Option 1: Search Bar

The screenshot shows the top navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Fee Estimator, Search (highlighted with a red box), Hearings and Meetings Calendar 15, and I Want To... Below the navigation bar is the 'Public Information' section. It features a search bar with a dropdown menu set to 'All' and a search input field containing 'ASP2022-00001' (highlighted with a red box). To the right of the search bar are buttons for 'Search', 'Reset', and 'Export'. Below the search bar, it says 'Found 1 result'. Underneath is a 'Filter Results' section with a blue 'All 1' button and a 'Plan 1' button. The main results area shows details for the search: Plan Number ASP2022-00001 (highlighted with a red box), Type Assessment or Study Plan - Flood Plain Study, Applied Date 12/02/2021, Completion Date, Expiration Date, Main Parcel 8193-22-0877, Status Review Completed, Project Name, and Address 12740 STONE LINED CIR WOODBRIDGE VA 22192. At the bottom, there is a pagination control showing 'Results per page 10' and '1 - 1 of 1'.

Option 2: Dashboard (which will open My Work or you can click on My Work directly)

My Plans

The screenshot shows the 'My Plans' dashboard with five main categories: Attention (7), Pending (26, highlighted with a red box), Active (7), Draft (0), and Recent (5). Each category has a list of sub-categories and their respective counts. Below the dashboard is a link to 'View My Plans'.

Category	Count
Attention	7
Pending	26
Active	7
Draft	0
Recent	5

Category	Sub-category	Count
Attention	Building Residential...	2
	Site Plan - Final	2
	Other	3
Pending	Building Residential...	5
	Site Plan - Final	5
	Other	16
Active	Building Commercl...	3
	Master Building Pla...	1
	Other	3
Draft		0
Recent	Building Residential...	2
	Assessment or Stud...	1
	Other	2

My Work

MY INVOICES MY PERMITS **MY PLANS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS PROJECTS

Search...						
Plan Number	Project	Address	Plan Type	Status	Attention Reason	
ASP2022-00001		12740 STONE LINED CIR WOODBRIDGE, VA 22192	Assessment or Study Plan - Flood Plain Study	Recent, Pending		
BPR2022-00010		10420 STEEPLECHASE RUN LN MANASSAS, VA 20110	Building Residential New Residential Plan	Attention, Recent, Pending	On Hold Failed Reviews	
BPR2022-00007		12735 STONE LINED CIR WOODBRIDGE, VA 22192	Building Residential New Residential Plan	Recent, Pending		
BPR2022-00009	RAINBOW CONNECTIONS	12400 CAPE COD CT WOODBRIDGE, VA 22192	Building Commercial New Structure Plan	Attention, Recent, Pending	On Hold	

Step 2: Open the plan case and click on the Attachments tab. You'll see any summary or comments there for your review.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar **15** I Want To...

Plan Number: ASP2022-00001

Plan Details | Tab Elements | Main Menu

Type:	Assessment or Study Plan - Flood Plain Study	Status:	Review Completed	Project Name:	
IVR Number:	694600	Applied Date:	12/02/2021	Expiration Date:	
District:	05 - Brentsville	Assigned To:		Completion Date:	
Square Feet:	0.00				
Description:	Enter Scope of work in this area.				

Summary Locations Fees Inspections **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort Needs Action

Attachment

ASP2022-00001 1st Submission Summary Letter.pdf
 Uploaded: 12/02/2021

click or drag files

Add Attachment

Step 3: When ready to re-submit, add your attachment by clicking on the ADD ATTACHMENT card on the screen. You can find and select the files you want to attach or drag and drop the files onto the card.

Step 4: Once you have finished attaching the subsequent submission to the plan case (along with any other required documents), select **SUBMIT** to upload the document(s).

Attachments

Sort Needs Action



Uploaded via CSS

Flood Plain Study 2nd Submission.pdf
Size: 9.96 MB

Remove



Attachment

ASP2022-00001 1st Submission Summary Letter.pdf
Uploaded: 12/02/2021

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt

Submit

At this point, the plan has been submitted to the county to be processed. It may take 1-3 business days for quality control to be completed. You will receive notification if anything else is needed from you such as any kind of additional fee or paperwork.

Plan Number: ASP2022-00001

Type: Assessment or Study Plan - Flood Plain Study	Status: Review Completed	Project Name:
IVR Number: 694600	Applied Date: 12/02/2021	Expiration Date:
District: 05 - Brentsville	Assigned To:	Completion Date:
Square Feet: 0.00		
Description: Enter Scope of work in this area.		

Attachments

Sort Needs Action

✓ Upload Successful! After these attachments have been approved, they will be available in the attachments section. ×



Attachment

click or drag files

Add Attachment

How to Print or Download a Copy of Your Approved Plans/Paperwork

1. To print or download your approved plans, and obtain any other approval documents, you'll need to return to the **DASHBOARD** once notification of approval is received. You can either "search" for your approved plan if you have the case number or click on **ACTIVE** to see a full list and can search from there if it's not near the top.

My Plans

Attention 7	Pending 25	Active 8	Draft 0	Recent 5
Building Residential... 2	Building Residenti... 5	Building Commerci... 3		Building Residential... 2
Site Plan - Final 2	Site Plan - Final 5	Master Building Pla... 1		Assessment or Stud... 1
Other 3	Other 15	Other 4		Other 2

[View My Plans](#)

Dashboard	Home	Apply	My Work	Today's Inspections	Map	Fee Estimator	Search	Hearings and Meetings Calendar 15	I Want To...
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My Work

MY INVOICES	MY PERMITS	MY PLANS	MY EXISTING INSPECTIONS	REQUEST INSPECTIONS	PROJECTS
Search...					
Display Active					
Export to Excel					
Plan Number	Project	Address	Plan Type	Status	Attention Reason
ASP2022-00001		12740 STONE LINED CIR WOODBRIDGE, VA 22192	Assessment or Study Plan - Flood Plain Study	Active, Recent	
BPR2020-01948		13181 PUBLIC SAFETY DR Unit: UST001 NOKESVILLE, 20181	Building Commercial New Structure Plan	Active	
BPR2021-01008	Holladay Properties	11225 ASSETT LOOP	Building Commercial New	Active	On Hold

2. Click on the plan case you want to open. You'll notice the status of the case is now APPROVED, and there is a COMPLETION DATE.

Dashboard	Home	Apply	My Work	Today's Inspections	Map	Fee Estimator	Search	Hearings and Meetings Calendar 15	I Want To...
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Plan Number: ASP2022-00001



[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Assessment or Study Plan - Flood Plain Study	Status:	Approved	Project Name:	
IVR Number:	694600	Applied Date:	12/02/2021	Expiration Date:	
District:	05 - Brentsville	Assigned To:		Completion Date:	12/02/2021
Square Feet:	0.00	Approval Expiration Date:	12/01/2026		
Description:	Enter Scope of work in this area.				

[Summary](#) | [Locations](#) | [Fees](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

3. To get a copy of any other approval documents such as a copy of your stamped approved "plat/plan" and Approval Letter, proceed to the Attachment tab on the case, and you'll see any important documents that you might want to get copies of attached. Some of these documents may need to be provided to other agencies to proceed with your project.

The screenshot displays a web application interface for managing a plan. At the top, a navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Fee Estimator, Search, Hearings and Meetings Calendar (with a notification badge '15'), and I Want To... A search bar contains the Plan Number: ASP2022-00001. Below the search bar, there are links for Plan Details, Tab Elements, and Main Menu. A light blue box contains plan details:

Type:	Assessment or Study Plan - Flood Plain Study	Status:	Approved	Project Name:	
IVR Number:	694600	Applied Date:	12/02/2021	Expiration Date:	
District:	05 - Brentsville	Assigned To:		Completion Date:	12/02/2021
Square Feet:	0.00	Approval Expiration Date:	12/01/2026		
Description:	Enter Scope of work in this area.				

Below the details are navigation tabs: Summary, Locations, Fees, Inspections, Attachments (highlighted with a red box), Contacts, Sub-Records, and More Info. Under the Attachments tab, there are links for Attachments, Next Tab, Plan Details, and Main Menu. The Attachments section shows a list of files with a 'Sort' dropdown set to 'Needs Action':

Attachment	Attachment	Attachment	Add Attachment
Attachment ASP2022-00001 1st Submission Summary Letter.pdf Uploaded: 12/02/2021	Attachment Flood Plain Study Approved Stamped Plans.pdf Uploaded: 12/02/2021	Attachment ASP2022-00001 Approval Letter.pdf Uploaded: 12/02/2021	click or drag files Add Attachment + Supported: .pdf, .jpg, .png, .jpeg