Submitting a Land Plan for Review/Approval

1. Please log into your ePortal account, and click on the APPLY menu item.
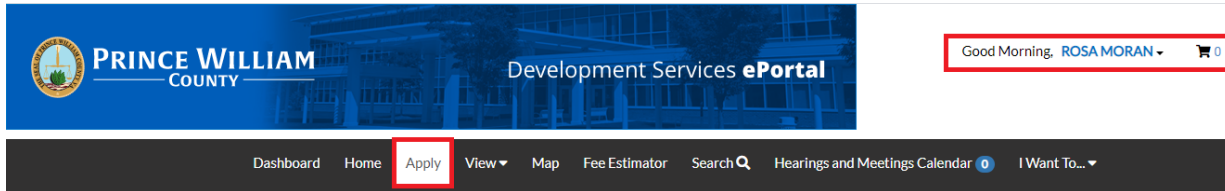
2. Select **PLANS**. From the list of available plans you can apply for, you can filter from the category list to narrow the list or scroll down the full list until you find the plan you need. Once you have found the plan you need, click on the **APPLY** button to start the process.

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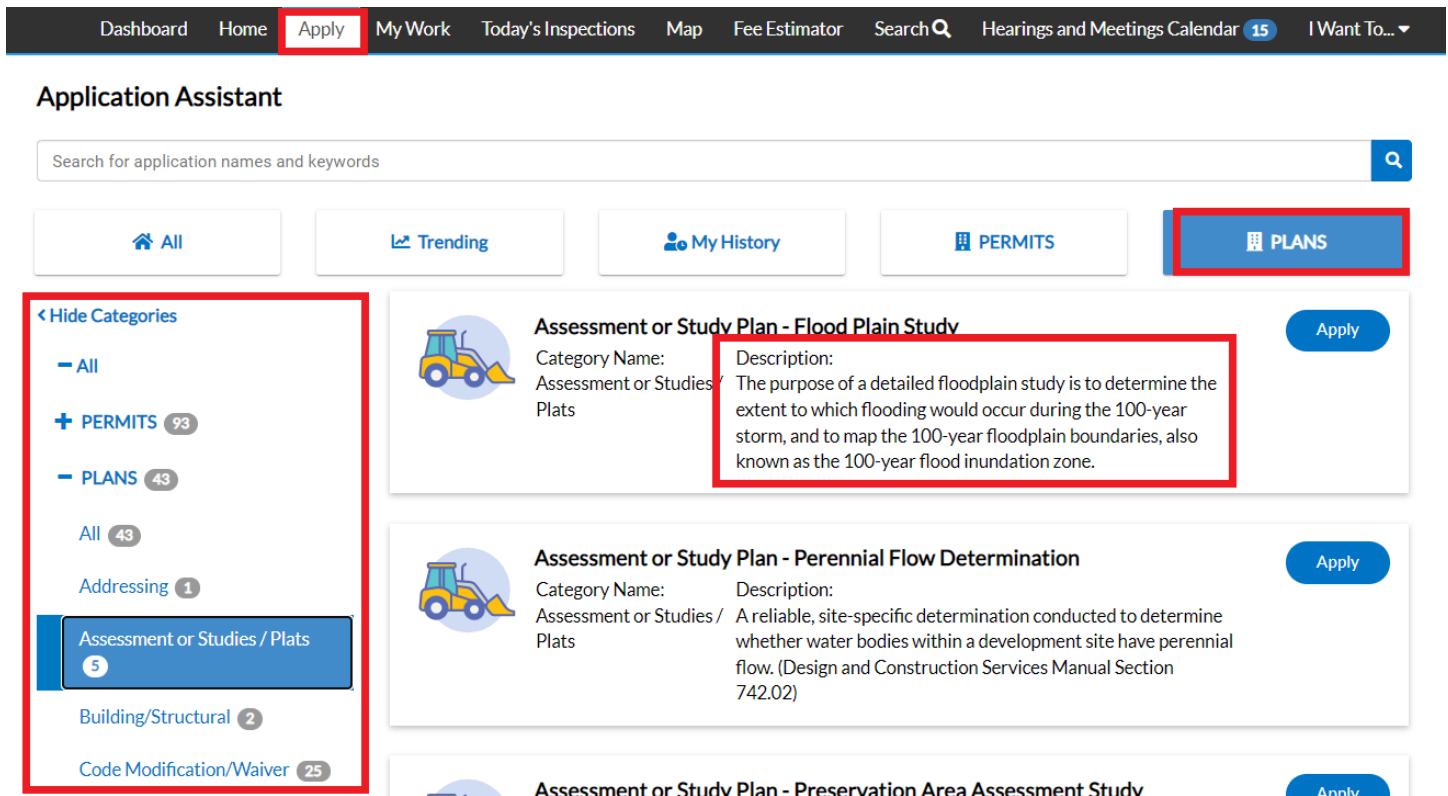
3. The first step in the process is to add a location for the application. You'll note that at least one location is required. Click on **ADD LOCATION**.

> **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.*

> **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.

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	Add
12733 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12735 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12736 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12737 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12738 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12739 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12740 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12741 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
12742 STONE LINED CIR, WOODBRIDGE, VA 22192	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 🔍 | 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 ☑

Remove

Site Address ▾

Add Location
➕

Create Template   Save Draft   Next

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.

5. 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.


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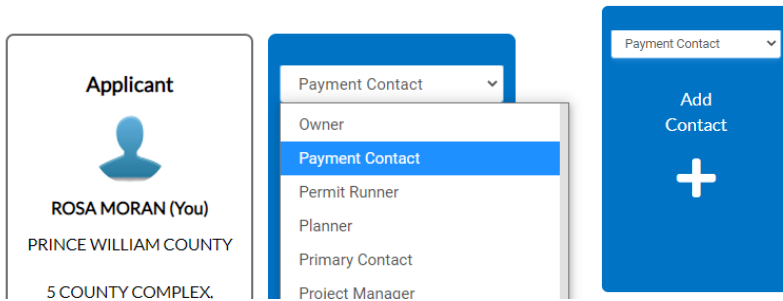
The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.
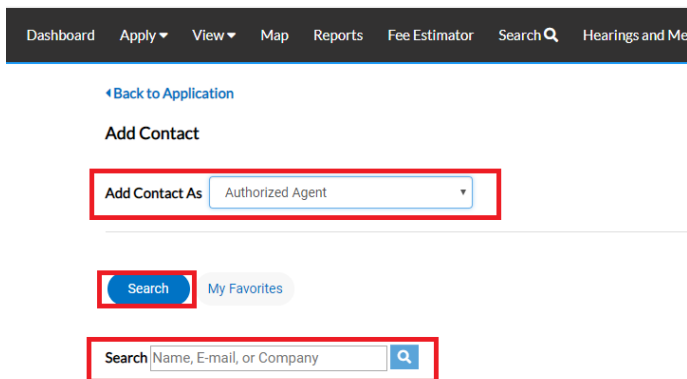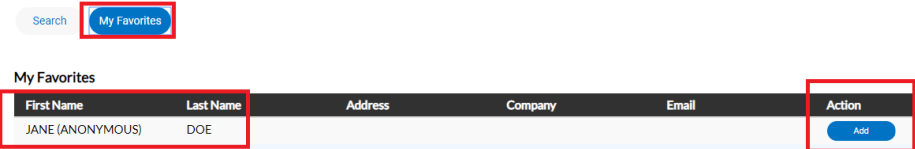

You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.
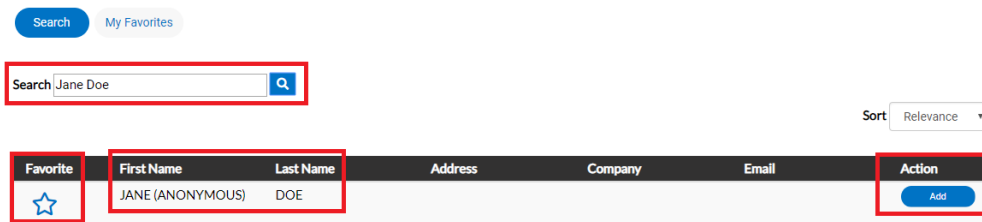
Pro Tip! *If you add the contact to your favorites* *, then the next time you need to add that contact to an application, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.*

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

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.*

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

7. 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

Locations — Type — Contacts — More Info — Attachments (5) — 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

Uploaded via CSS
Flood Plain Study.pdf
Size: 9.96 MB
Remove

Uploaded via CSS
Residential Fee Calculation Form.pdf
Size: 283.02 KB
Remove

Uploaded via CSS
Development Control Application Form.pdf
Size: 407.34 KB
Remove

click or drag files
Add Attachment
+
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt

Back   Create Template   Save Draft   Next

8. 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. (Back)

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

✓ Locations — ✓ Type — ✓ Contacts — ✓ More Info — ✓ Attachments — ⑥ Review and Submit

[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   Next Section | Top | Main Menu

Plan Name	MORAN PROPERTY FLOODPLAIN STUDY
Site or Subd?	Subdivision Plan

Floodplain Studies Information   Previous Section | Top | Main Menu

Bridge or Culvert (no channelization)	
Channel or Floodplain Modifications	2

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.

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.

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.

4. 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.*

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

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

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

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

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

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).

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.

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.

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.

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.