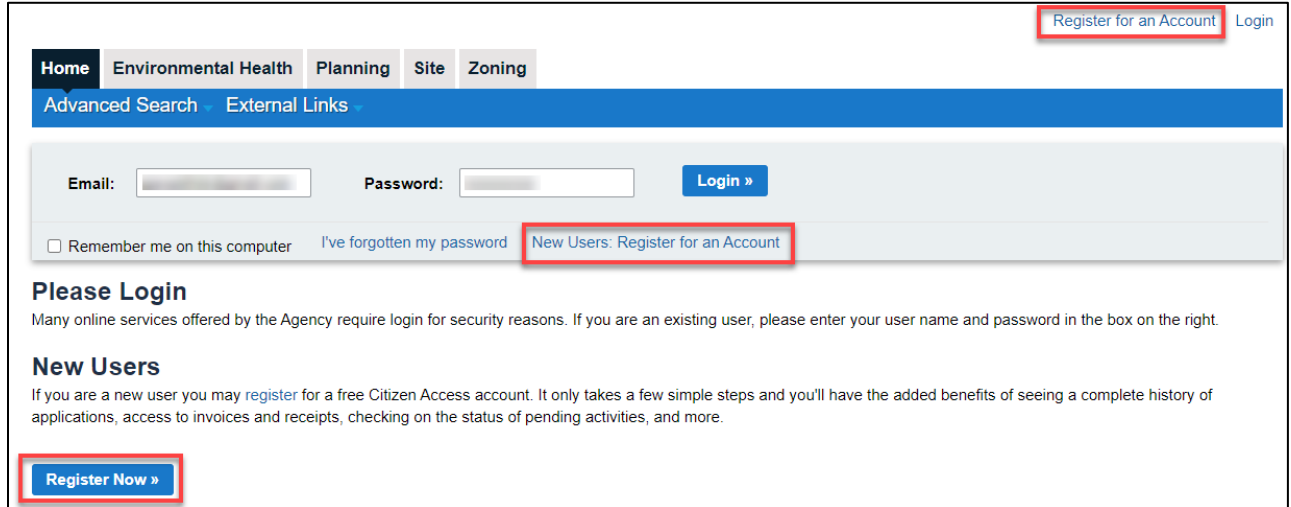# Planning and Land Use System (PLUS)
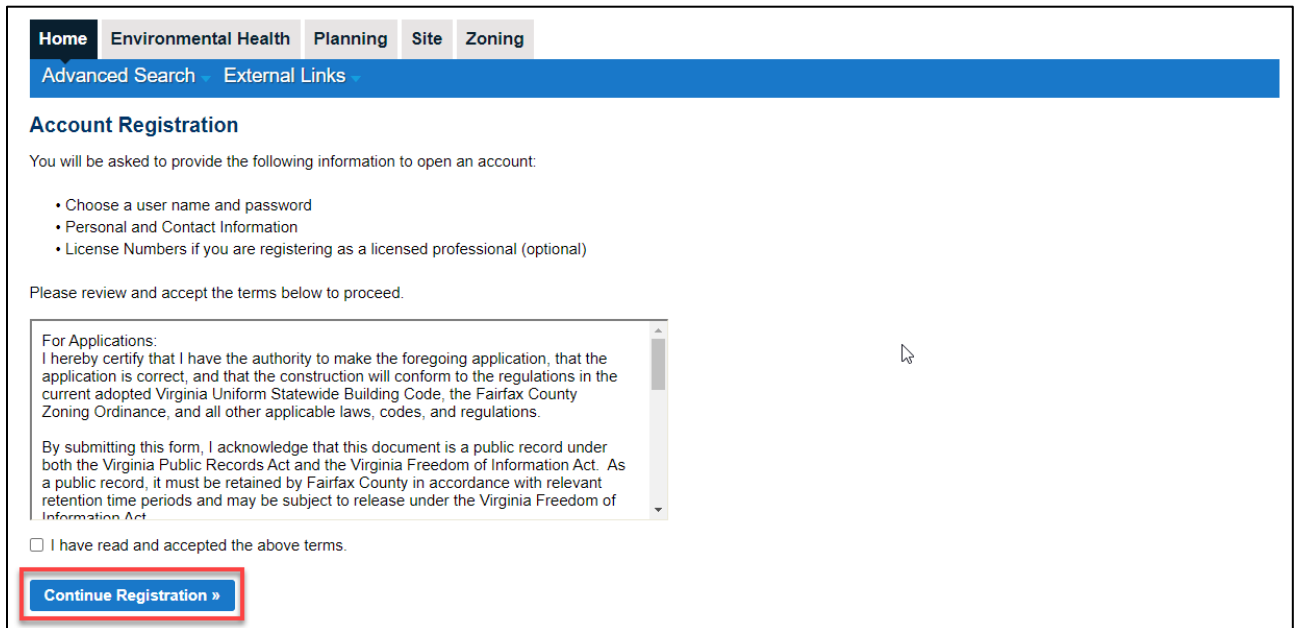# DPD Planning Division
User Guide

Table of Contents

1. Register For a New Account:

Step 1: You can register for a user account by clicking on one of the two links highlighted below.

Step 2: Read and accept the terms and conditions given by clicking the box at the bottom, then **Continue Registration.**

Step 3: Enter your email address, create a password, and create a security question and answer in the top section of the following screen.

Note: Any time you see the 🔵 icon, you can click on it to see more information regarding the field it is associated with.

Account Registration Step 2:
Enter/Confirm Your Account Information

indicates a required field.

Login Information

⚠*Email Address (Login): 🔵

*Re-enter Email Address:
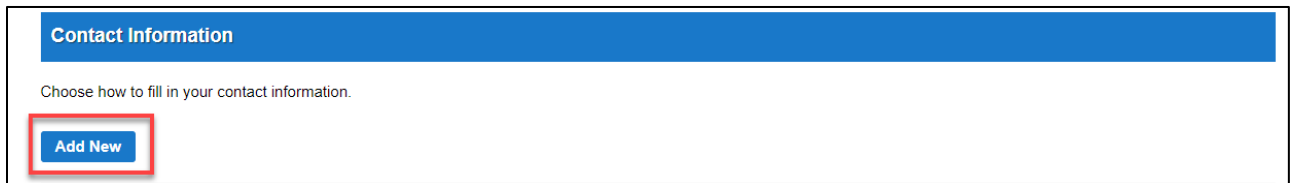
⚠*Password: 🔵

Password Strength   Requirements
*Type Password Again:

*Enter Security Question: 🔵

*Answer: 🔵

On the bottom half of the same page, enter your contact information by clicking **Add New**.
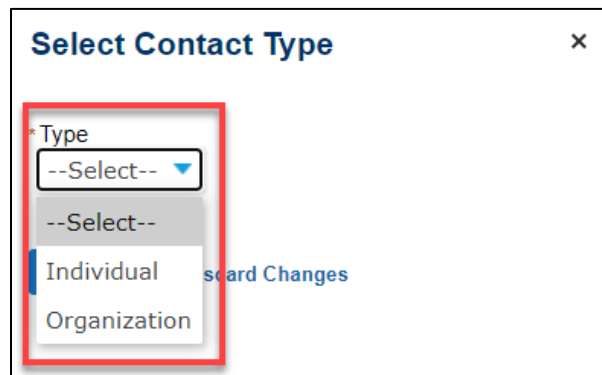
Contact Information

Choose how to fill in your contact information.

Add New

You will first be asked to choose the contact type. Select either **Individual** or **Organization** in the drop-down menu and then click **Continue**.

Select Contact Type   ✕

*Type
--Select-- ▼

--Select--

Individual   scard Changes

Organization

Next, you will be prompted to enter your first and last name, phone number, email, and country of residence. Fields with an asterisk (*) must be entered to continue.

Click on **Add Additional Contact Address** to enter a minimum of one mailing address. You may add another address by clicking on **Save and Add Another** or click **Save and Close** if you are done entering addresses. You cannot proceed with registration until at least one address is entered.

Contact Address Information

*Address Type

Mailing

*Address Line 1

Address Line 2

Address Line 3

*City   *State   *Zip Code

--Select

| Save and Close | Save and Add Another | Clear | Discard Changes |

You should now see "contact added successfully''. You can edit or remove the contact at this point. Please note that any change made to the account contact information will be reflected in every record associated with the account. Click **Continue Registration** to move forward.

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✓ Contact address added successfully.

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field

Login Information

⚠*Email Address (Login):

*Re-enter Email Address:

⚠*Password:

Password Strength Requirements
*Type Password Again:

*Enter Security Question:

*Answer:

Contact Information

Choose how to fill in your contact information.

Add New

Continue Registration »

Step 4. Your account is now successfully registered. You will receive a **notification** email to any contact email addresses provided asking you to verify your email by clicking on the link embedded in the email message. After you have verified your account, you can login and begin using the system.
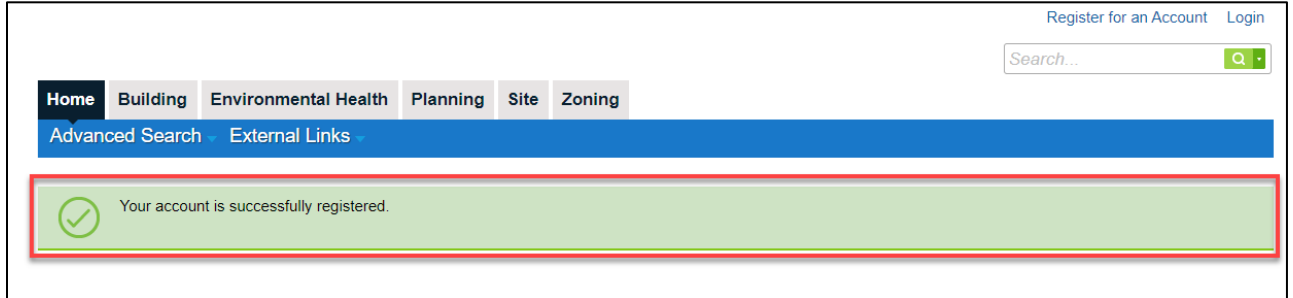
2. Login/Logout into PLUS:

Step 1: Enter your email address and password to login into PLUS.
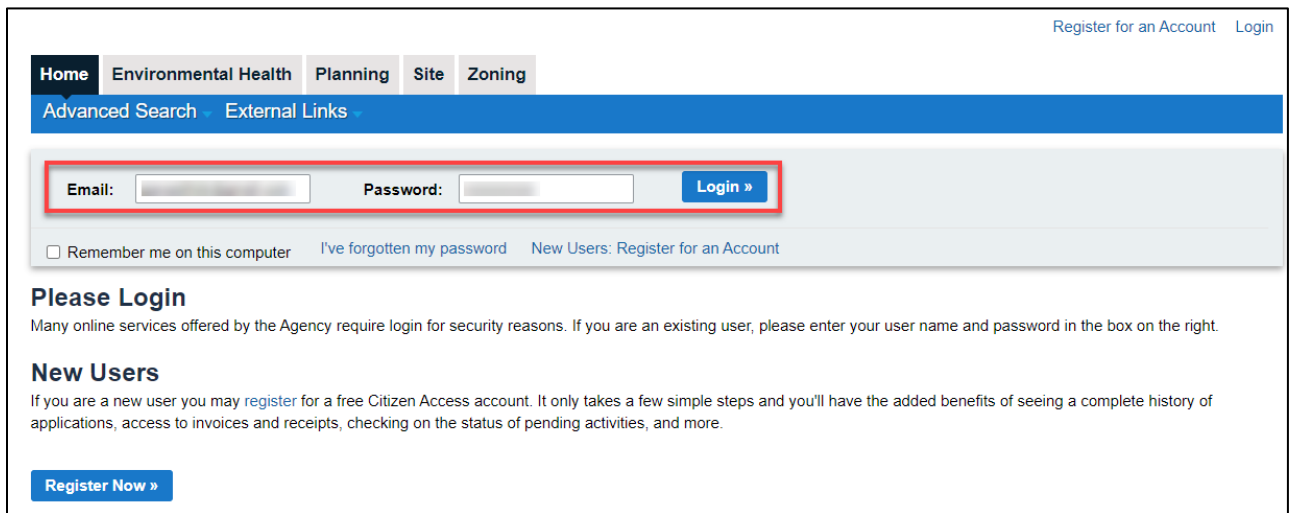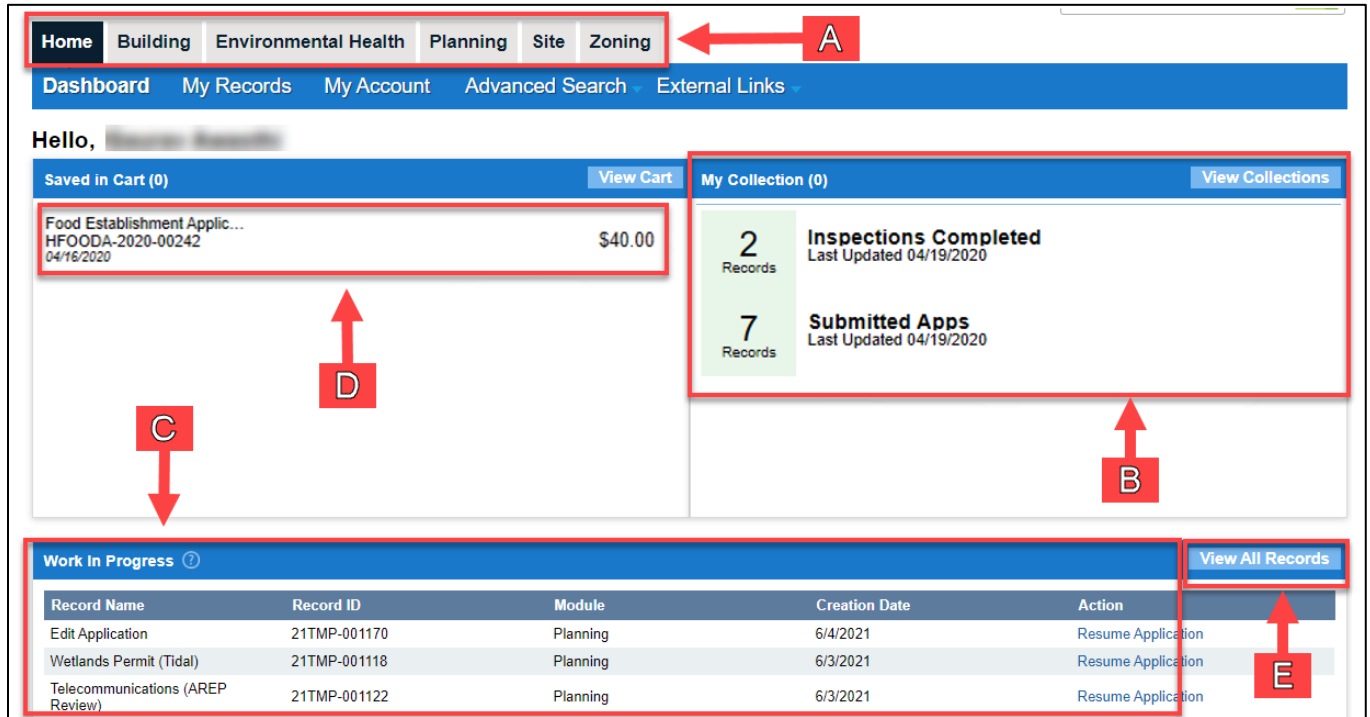
Step 2: Logout option will appear at the top right corner throughout the PLUS system.
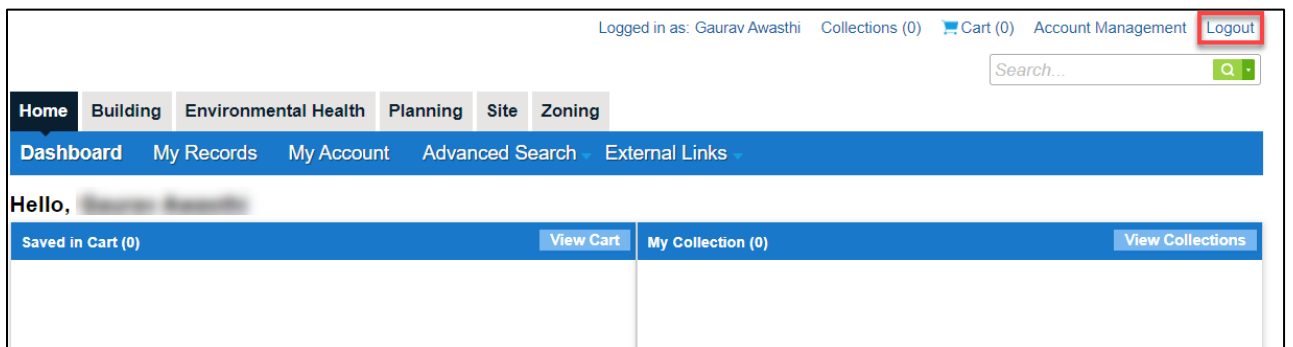
3. Managing your PLUS Account:

1. Dashboard

When you log in you will automatically be directed to your **Dashboard** or homepage, where you will see an overview of your shopping Cart of all your Records and any record Collections you have created and named. You can switch between different County agencies (modules) using the top Agency Module Menu Bar. Click on **Home** and then on Dashboard at any time to return to your Dashboard.
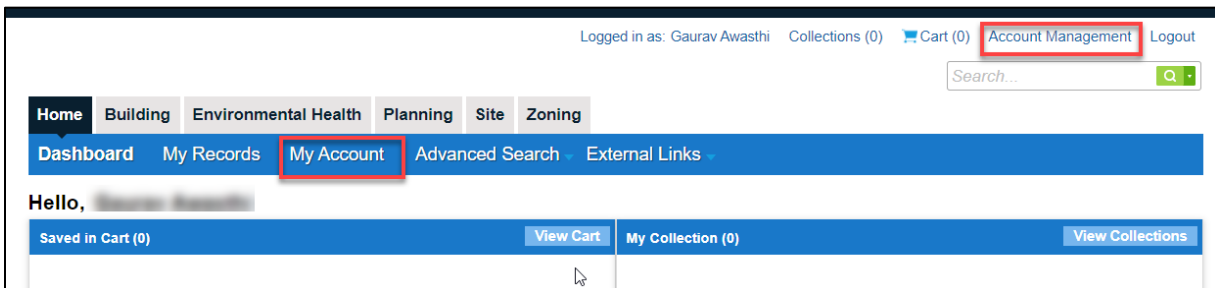
Letter	Name	Description
A	Menu Header	Ability to navigate between different agencies.
B	My Collection	Collection of records you create and name
C	Work in Progress	A list of up to the last 10 applications in progress (those that you saved to resume later prior to submission)
D	Invoiced Fees	
E	View All Records	A list of all the records you have in PLUS.

2. My Account Management

Your account detail can be editing by clicking **My Account** or **Account Management**.

You can click on **Edit** to change password and/or security questions.

You can click on **Action View** to edit contact information (Note: Any change to account contact information will apply to every record associated with the account).

4. Submitting Agricultural and Forestal Record:

1. Start an Application:
   i. Go to the Citizen Portal. Create a username and password. Login.
   ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.

| Home | Building | Environmental Health | **Planning** | Site | Zoning |
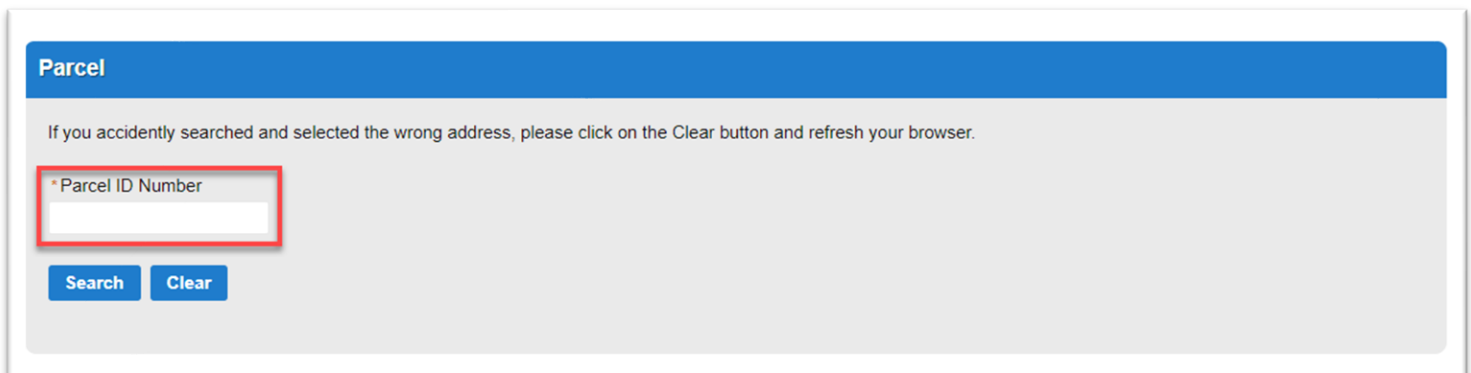
Create an Application   Search Applications   External Links

Records

2. Under Board Matters, select Agricultural and Forestal District. Continue Application.

▼ **Board Matters**
   ○ Agricultural and Forestal District

▶ **Environmental Planning**
▶ **Public Facilities**

Continue Application »

3. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 0711010068

Parcel

If you accidently searched and selected the wrong address, please click on the Clear button and refresh your browser.

*Parcel ID Number

Search   **Clear**

4. Multiple Parcels
   i. Answer multiple parcel questions. Note: If your original Parcel ID is not greater than 20 acers than ensure that you include multiple parcels that will equal greater than 20 acres.

Multiple Parcels

For the parcel you entered, is it entirely within the application area?: ○ Yes ○ No

Does the application area include more than one parcel, either in whole or in part?: ○ Yes ○ No

5. Address
    i. Auto populates based on the Parcel ID.

Address

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
	--Select-- ▼		--Select-- ▼	--Select-- ▼

Unit Type	Unit #	Floor Number	Building Number
--Select-- ▼			

City	State	*Zip Code
	--Select-- ▼	

Search   Clear

6. Owner
    i. Auto populates based on the Parcel ID.

Owner

*Owner Name ⓘ

Mailing Address 1

Mailing Address 2

Mailing Address 3

City	State	Zip Code	Country/Region
	--Select-- ▼		United States ▼

Search   Clear

7. Applicant

i. Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

[**Select from Account**] [**Add New**]

8. Licensed Professional
   i. Add an optional licensed professional.

Licensed Professional List

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

[**Add New**]
Showing 0-0 of 0

	License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.							

9. Record Detail
   i. Enter the Project Name and Project Description (required) information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

Detailed Description

*Project Name

*Project Description

10. General Information
    i. Provide information for the required fields. Note that for residential uses, the acreage cannot exceed 5.

General Information

*Proposed District Name:

*District Type: --Select--

*Forested or undeveloped area in proposed District: Acres

*Agricultural uses (includes livestock/equine pasture):   Acres

*Residential use area in proposed District: Acres

Total Area of Subject Parcel(s):   86.3952

Is this use adjacent to or visible from a Historic Overlay District?:   ○ Yes ○ No

List and describe any Historic Sites:

List and describe any improvements made in the past 10 years, including buildings, fencing, equipment, drainage projects, and conservation measures:

11. Forest Details
    i. Answer the required questions.

Forest Details

*Future timber or pulpwood harvesting: Acres

*Christmas tree production and harvesting: Acres

*Firewood production and harvesting: Acres

*Land in Conservation: Acres

*Other Uses: Acres

If tree harvesting is planned, what roads or rights-of-way will be used for access?:

12. Farm Details
    i. Answer the required questions.

Farm Details

* Ownership, select one: --Select-- ▼

* Does the farm operation require that tractors or other slow-moving vehicles use public roads?:   ○ Yes ○ No

* Number of cars, vans, and pickup trucks entering or leaving farm daily:

* Number of heavy trucks entering or leaving farm daily:

13. Products
    i. Optional table.

Products

Showing 0-0 of 0

Product	Past Year's Yield	Unit of Measurement	Average Yield for Previous 4 Years
No records found.			

Add a Row | ▼   Edit Selected   Delete Selected

14. Structure Details
    i. One row in this table is required.

Structure Details

Showing 0-0 of 0

Structure Type	Size (Sq. Ft)	Condition	Year Built	Current Use
No records found.				

Add a Row | ▼   Edit Selected   Delete Selected

15. Supporting Documents
    i. Identify any additional supporting documentation to be attached.

Supporting Documentation

* Is there any additional supporting documentation to be attached?:   ○ Yes ○ No

16. Required Documents
    i. Commitment to Farm/Forest Use
    ii. Proposed District Map
    iii. Statement of Justification with Owners' Signatures

Condition Document

The maximum file size allowed is **1000 MB**.

* **Required Documents**

1. Commitment to Farm/Forest Use | | Add

2. Proposed District Map | | Add

3. Statement of Justification with Owners' Signatures | | Add

17. Click View Summary to return to the newly created record details screen, application status is "Submitted".

Step 4 : Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Agricultural and Forestal District

Parcel   Edit

Parcel ID Number 0561150014

Multiple Parcels   Edit

For the parcel you entered, is it entirely within the application area?:   No

Does the application area include more than one parcel, either in whole or in part?:   No

Address   Edit

18. Check Out and pay the fee.
19. Record appears in your queue in 'Home' section.

5. Submitting Wetland Record:

1. Start an Application:
    i. Go to the Citizen Portal. Create a username and password. Login.
    ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the term and click Continue Application.
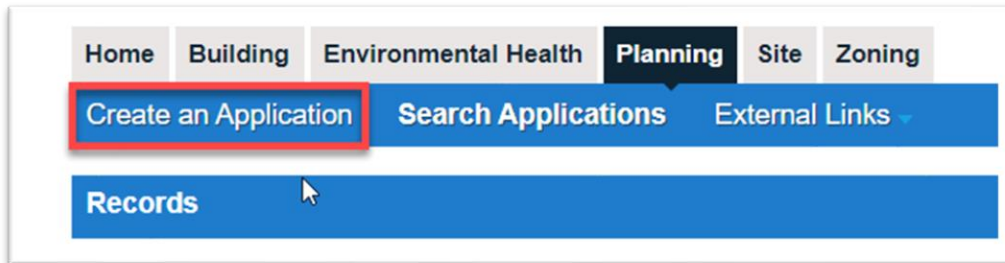
2. Under Environmental Planning, select Wetlands Permit (Tidal). Continue Application.

3. Parcel:
    i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
    ii. Click Search to auto populate Address and Owner information.

4. Multiple Parcels:
    i. Answer multiple parcel questions. Note: If your original Parcel ID is not greater than 20 acers than ensure that you include multiple parcels that will equal greater than 20 acres.

Multiple Parcels

For the parcel you entered, is it entirely within the application area?: ○ Yes ○ No

Does the application area include more than one parcel, either in whole or in part?: ○ Yes ○ No

5. Address:
    i. Auto populates based on the Parcel ID.

Address

* Street Number	Street Prefix	* Street Name	Street Type	Street Suffix
	--Select--▼		--Select--▼	--Select--▼

Unit Type	Unit #	Floor Number	Building Number
--Select--			

City	State	* Zip Code
	--Select-- ▼	

Search **Clear**

6. Owner:
    i. Auto populates based on the Parcel ID.

Owner

* Owner Name

Mailing Address 1

Mailing Address 2

Mailing Address 3

City	State	Zip Code	Country/Region
	--Select-- ▼		United States ▼

Search **Clear**

7. Applicant:

i. Select from account or enter the Application First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account | Add New

8. Property Owner:
    i. Identify if the applicant is the property owner.

Custom Fields

* Is the Applicant also the Property Owner?:   ○ Yes ○ No

9. Licensed Professional
    i. Add an optional licensed professional.

Licensed Professional List

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

Add New
Showing 0-0 of 0

	License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.							

10. Property Owner:
    i. Not Required if you have answered 'Yes' in the previous property owner question. You may select from the account or add a new property owner.

Property Owner

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account | Add New

11. Detailed Description:
    i. Enter Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

Detailed Description

* Project Name

* Project Description

12. Custom Fields:
    i. Provide information for the required fields.

Custom Fields

* Provide the VMRC Application Number:

* What is the area of the footprint of the proposed impact within the inter-tidal zone? (Mean Low Water to Mean High Water or Mean Low Water to 1.5X Mean High Water in S.F.):

* What public benefit will be derived from the proposed project:

* Is the subject shoreline exposed or active, detrimental erosion or rapid sedimentation?:   ○ Yes ○ No

* Are any structures or trees at risk?:   ○ Yes ○ No

* Does this application propose stabilization or alteration of the shoreline using a living shoreline design?:   ○ Yes ○ No

13. Required Documents:
    i. Identify if additional supporting documents will be attached and select how many.

Custom Fields

* Is there any additional supporting documentation to be attached?:   ○ Yes ○ No

14. Upload these required documents:
    i. Cross-Section
    ii. Joint Permit Application
    iii. Owner's Consent Form
    iv. Parcel Map
    v. Plans

Condition Document

The maximum file size allowed is **1000 MB**.

* Required Documents

1. Cross-Section   [_____] **Add**

2. Joint Permit Application   [_____] **Add**

3. Owner's Consent Form   [_____] **Add**

4. Parcel Map   [_____] **Add**

5. Photographs of Site   [_____] **Add**

6. Plans   [_____] **Add**

15. Click Continue Application
16. Review Page:
    i.   Review your application.
    ii. If changes are needed, click Edit next to the section you want to change.
    iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

Step 4 : Review

Save and resume later   **Continue Application »**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Wetlands Permit (Tidal)

Parcel   **Edit**

Parcel ID Number 0554170215

Multiple Parcels   **Edit**

For the parcel you entered, is it entirely within the application area?:

Does the application area include more than one parcel, either in whole or in part?:

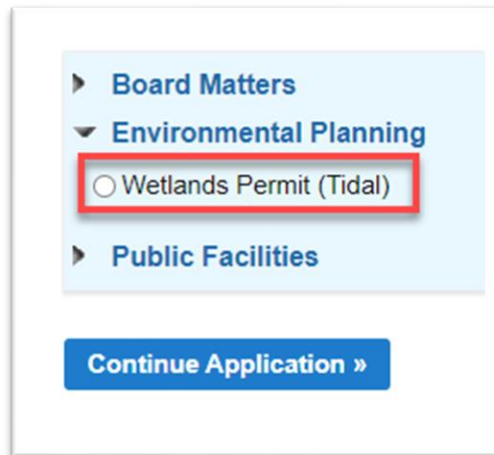**Address**   **Edit**

17. Check out and pay the fee.
    i. Pay with Credit Card
    ii. Pay with Bank Account

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Wetland (Tidal) Permit Fee	1	$300.00

TOTAL FEES: $300.00
Note: This does not include additional fees which may be assessed later.

Check Out »

18. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
19. Click View Record Receipt

6. Submitting Public Facility Record:
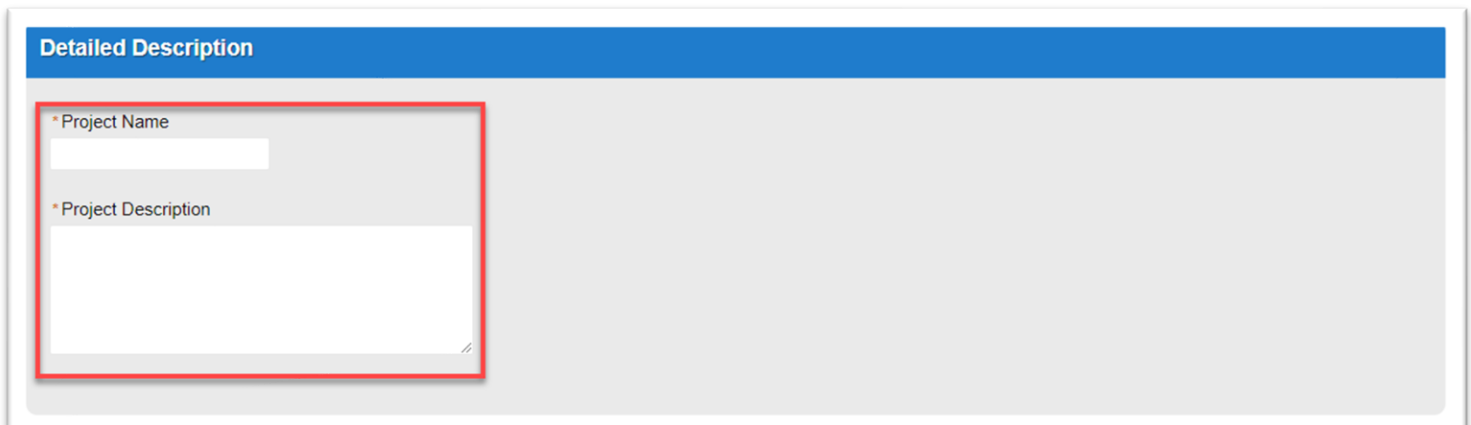
1. Start an Application:
    i. Go to the Citizen Portal. Create a username and password. Login.
    ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.
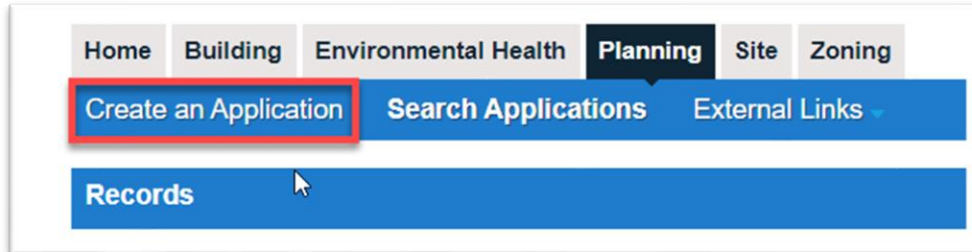
2. Under Public Facilities, select Public Facility (2232 Review). Continue Application.

3. Project Information:
    i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

4. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

Parcel

If you accidently searched and selected the wrong address, please click on the Clear button and refresh your browser.

* Parcel ID Number

[Search] [Clear]

5. Custom Field:
   i. Identify if the parcel entered is in withing the application area.
   ii. Identify if the application area includes more than one parcel.

Custom Fields

For the parcel you entered, is it entirely within the application area?:   ○ Yes ○ No

Does the application area include more than one parcel, either in whole or in part?:   ○ Yes ○ No

6. Address:
   i. Auto populates based on the Parcel ID.

Address

* Street Number	Street Prefix	* Street Name	Street Type	Street Suffix
	--Select--		--Select--	--Select--

Unit Type	Unit #	Floor Number	Building Number
--Select--			

City	State	* Zip Code
	--Select--	

[Search] [Clear]

7. Owner:
   i. Auto populates based on the Parcel ID.

Owner

* Owner Name

Mailing Address 1

Mailing Address 2

Mailing Address 3

City   State   Zip Code   Country/Region

--Select--   United States

Search   Clear

8. Applicant:
    i. Select from an account or enter the Applicant's First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account   Add New

9. Secondary Contact
    i. Select from an account or enter secondary contact First and Last Name with Primary Phone number and Email.

Secondary Contact

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account   Add New

10. Licensed Professional:
    i. Add an optional licensed professional.

Licensed Professional List

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

Add New

Showing 0-0 of 0

	License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.							

11. Proposed Use:
    i. Provide information for the required fields.

Location of Proposed Use

* Facility Longitude (Decimal Degrees):

* Facility Latitude (Decimal Degrees):

* Is this a County Facility? :   ○ Yes ○ No

* Is this use adjacent to a Historic Overlay District or a property on the Inventory of Historic Sites?:   ○ Yes ○ No

* Is this use visible from a Historic Overlay District or a property on the Inventory of Historic Sites?:   ○ Yes ○ No

12. Description of Proposed Use:
    i. Provide information for the required fields.

Description of Proposed Facility

* Description of Proposed Use:

Facility Category: *   --Select--

Facility Type: *   --Select--

1. Previously Approved Telecommunication Applications:
    ii. Add, if any previously approved applications.

Previously Approved Telecommunication Applications

Showing 0-0 of 0

Previous Telecommunications Application	Validated?
No records found.	

Add a Row ▾   Edit Selected   Delete Selected

2. Previous Approved Zoning Applications:
     iii. Add, if any previous zoning applications.

Previously Approved Zoning Applications

Showing 0-0 of 0

Previous Zoning Case Number	Validated?
No records found.	

Add a Row ▾   Edit Selected   Delete Selected

3. Required Documents:
     iv. Identify if additional supporting documents will be attached and select how many.

Custom Fields

* Is there any additional supporting documentation to be attached?:   ○ Yes ○ No

4. Upload these required documents:
     i. Building Plan
     ii. Photographs of Site
     iii. Property Identification Map
     iv. Site Plan/Conceptual Plan
     v. Statement of Justification

Condition Document

The maximum file size allowed is **1000 MB**.

* Required Documents

1. Photographs of Site [   ] Add

2. Property Identification Map [   ] Add

3. Site Plan/Conceptual Plan [   ] Add

4. Statement of Justification [   ] Add

    b. Click Continue Application

    c. Review Page:

        i. Review your application.

        ii. If changes are needed, click Edit next to the section you want to change.

        iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

Step 4: Review

Save and resume later   **Continue Application »**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Public Facility (2232 Review)

Project Information   Edit

Project Name Test
Project Description Test

Parcel   Edit

Parcel ID Number 0554170215

Custom Fields   Edit

    d. Click View Summary to return to newly created record details screen, application status is 'Submitted'.

    e. Click View Record Receipt

7. Submitting Public School Record:
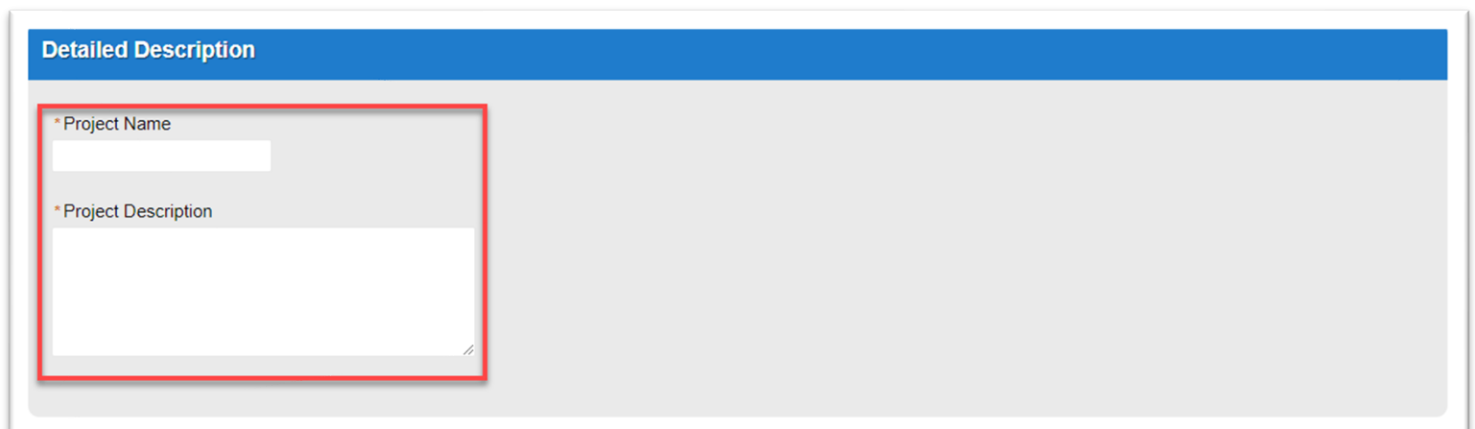
1. Start an Application:
    i. Go to the Citizen Portal. Create a username and password. Login.
    ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the term and click Continue Application.
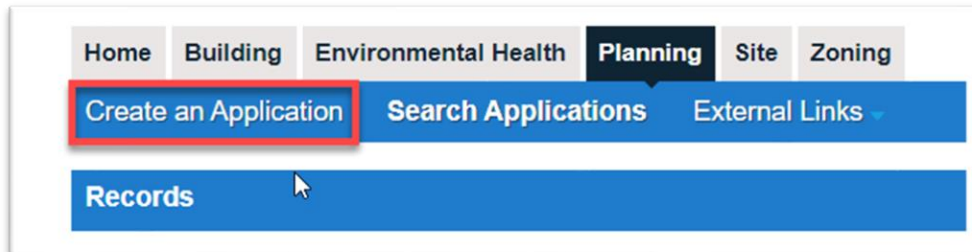
2. Under Public Facilities, select Public School Modification (2232 Review). Continue Application.

3. Project Information:
    i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

4. Address:
   i. Auto populates based on the Parcel ID.

5. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

6. Owner:
   i. Auto populates based on the Parcel ID.

Owner

*Owner Name ⓘ

Mailing Address 1

Mailing Address 2

Mailing Address 3

City   State   Zip Code   Country/Region

--Select--   United States

[Search] [Clear]

7. Custom Field:
    i.   Identify if the parcel entered is in withing the application area.
    ii. Identify if the application area includes more than one parcel.

Custom Fields

For the parcel you entered, is it entirely within the application area?:   ○ Yes ○ No

Does the application area include more than one parcel, either in whole or in part?:   ○ Yes ○ No

8. Applicant:
    i.   Select from an account or enter the Application First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

[Select from Account] [Add New]

9. Secondary Contact
    i.   Select from account or enter secondary contact First and Last Name with Primary Phone number and Email.

Secondary Contact

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

[Select from Account] [Add New]

10. Licensed Professional:
    i. Add an optional licensed professional.

Licensed Professional List

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

[Add New]
Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.						

11. Proposed Use:
    i. Provide information for the required fields.

Proposed Use

* Facility Longitude (Decimal Degrees):

* Facility Latitude (Decimal Degrees):

* Total Square Footage of Addition or Modification:

12. Previously Approved Telecommunication Applications:
    i. Add, if any previously approved telecommunication applications.

Previously Approved Telecommunication Applications

Showing 0-0 of 0

Previous Telecommunications Application	Validated?
No records found.	

[Add a Row] [▼] [Edit Selected] [Delete Selected]

13. Previous Approved Zoning Applications:

i. Add, if any previous zoning applications.

Previously Approved Zoning Applications

Showing 0-0 of 0

Previous Zoning Case Number	Validated?
No records found.	

Add a Row ▾   Edit Selected   Delete Selected

14. Required Documents:
   i. Identify if additional supporting documents will be attached and select how many.

Custom Fields

* Is there any additional supporting documentation to be attached?:   ○ Yes ○ No

15. Upload these required documents:
   i. Building Elevation Plan
   ii. Capital Improvements Plan
   iii. Landscape Plan
   iv. Project Summary Letter
   v. Property Identification Map
   vi. Site Plan

Condition Document

The maximum file size allowed is **1000 MB**.

* **Required Documents**

1. Building Elevation Plan		Add
2. Capital Improvements Plan		Add
3. Landscape Plan		Add
4. Project Summary Letter		Add
5. Property Identification Map		Add
6. Site Plan		Add

16. Click Continue Application
17. Review Page:
   i. Review your application.
   ii. If changes are needed, click Edit next to the section you want to change.
   iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

Step 4 : Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Public School Modification (2232 Review)

Project Information   Edit

Project Name   Test
Project DescriptionTest

Address   Edit

12755 HERON RIDGE DR FAIRFAX, VA 22030

Parcel   Edit

Parcel ID Number 0554170215

18. Click View Summary to return to newly created record details screen, application status is 'Submitted'.

19. Click View Record Receipt

8. Submitting Telecommunication Record:
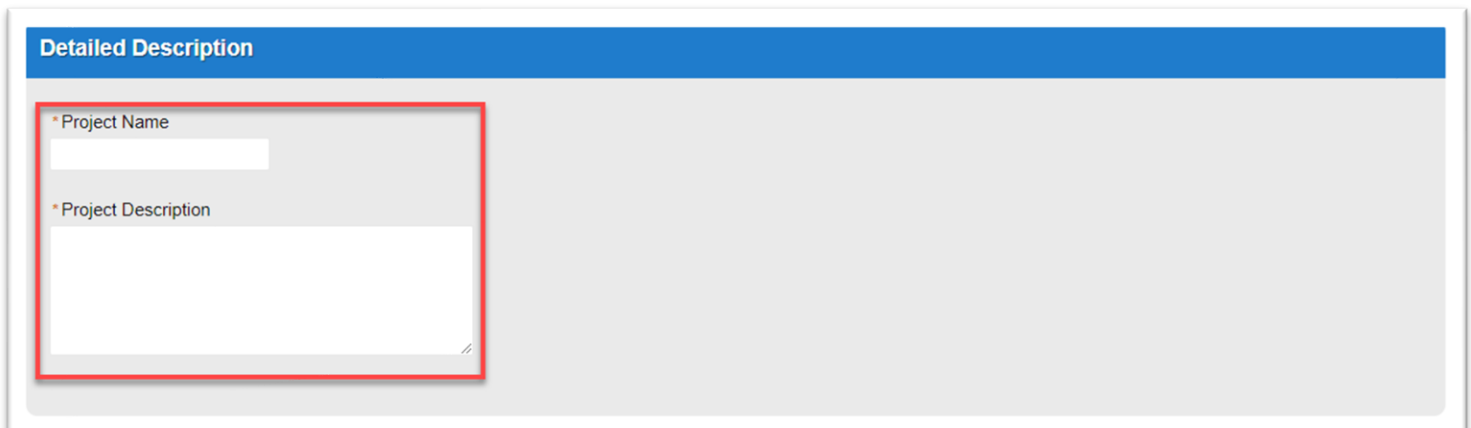
1. Start an Application:
   i. Go to the Citizen Portal. Create a username and password. Login.
   ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.

Home	Building	Environmental Health	Planning	Site	Zoning

Create an Application   Search Applications   External Links

Records

2. Under Public Facilities, select Telecommunications (2232 Review). Continue Application.

▶ **Board Matters**

▶ **Environmental Planning**

▼ **Public Facilities**

○ Public Facility (2232 Review)

○ Public School Modification (2232 Review)

○ Telecommunications (2232 Review)

○ Telecommunications (AREP Review)

Continue Application »

3. Project Information:
   i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

Detailed Description
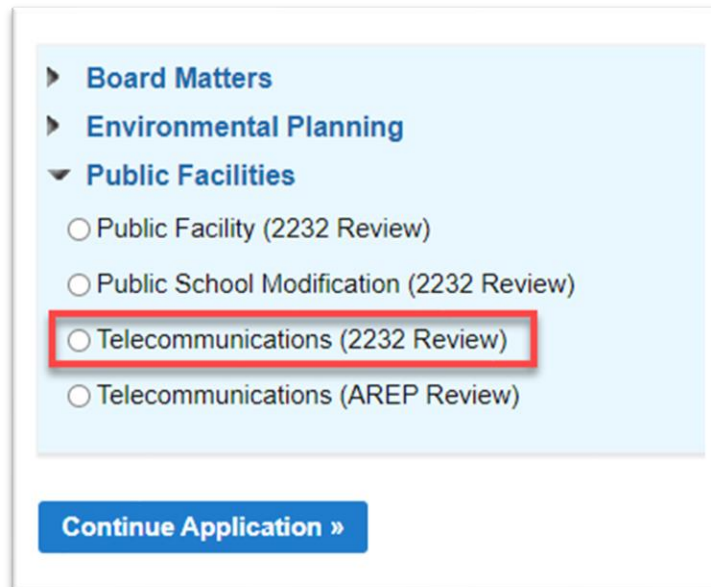
* Project Name

* Project Description

4. Location Information
   i. Identify if the facility location is in a utility or transportation easement.

Location Information

* The Facility is located in utility or transportation easement and/or right-of-way: ○ Yes ○ No

5. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

Parcel

If you accidently searched and selected the wrong address, please click on the Clear button and refresh your browser.

* Parcel ID Number

[Search] [Clear]

6. Address:
   i. Auto populates based on the Parcel ID.

Address

* Street Number   Street Prefix   * Street Name   Street Type   Street Suffix
                     --Select--▼   --Select--▼   --Select--▼

Unit Type   Unit #   Floor Number   Building Number
--Select--▼

City   State   * Zip Code
                                        --Select--▼

[Search] [Clear]

7. Owner:
   i. Auto populates based on the Parcel ID.

Owner

*Owner Name ⓘ

Mailing Address 1

Mailing Address 2

Mailing Address 3

City   State   Zip Code   Country/Region
--Select-- ▼   United States ▼

Search   Clear

8. Location Information:
   i. Identify if the parcel entered is in withing the application area.
   ii. Identify if the application area includes more than one parcel.

Location Information

For the parcel you entered, is it entirely within the application area?:   ○ Yes ○ No

Does the application area include more than one parcel, either in whole or in part?:   ○ Yes ○ No

9. Applicant:
   i. Select from account or enter the Applicant First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account   Add New

10. Secondary Contact
    i. Select from account or enter secondary contact First and Last Name with Primary Phone number and Email.

Secondary Contact

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account   **Add New**

11. Licensed Professional:
    i. Add an optional licensed professional.

Licensed Professional List

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

Add New
Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.						

12. New Antenna:
    i. Add new antenna information.

New Antennas

Showing 0-0 of 0

Model # or Name	Type	Describe Type	Quantity	Height (inches)	Width (inches)	Depth (inches)	Cubic Feet	RAD Center (feet)
No records found.								

Add a Row ▼   **Edit Selected**   **Delete Selected**

13. New Equipment:
    i. Add new equipment information.

New Equipment

Showing 0-0 of 0

Model # or Name	Type	Describe Type	Quantity	Height (inches)	Width (inches)	Depth (inches)	Cubic Feet	Location	Describe Location
No records found.									

Add a Row ▼   **Edit Selected**   **Delete Selected**

14. Location of Proposed Use:

  i. Provide information for the required fields.

Location of Proposed Use

Facility Longitude (Decimal Degrees):	
Facility Latitude (Decimal Degrees):	
*Is this a DAS application?:	○ Yes ○ No
Number of Nodes:	--Select-- ▼
*Is this a County Facility? :	○ Yes ○ No
County Facility Name:	
*Is the facility to be located on public property?:	○ Yes ○ No
If yes, indicate the public entity:	
Is this use adjacent to a Historic Overlay District or a property on the Inventory of Historic Sites?:	○ Yes ○ No
Is the use visible from a Historic Overlay District or a property on the Inventory of Historic Sites?:	○ Yes ○ No

15. Proposed Facilities:
  i. Provide information for the required fields.

Proposed Facilities

*Is this a new tower or monopole (including treepoles and other freestanding structures)?:	○ Yes ○ No
*Describe how the equipment cabinet or shelter will be screened, including material, color (and, as applicable, fence height).:	
Co-location on existing monopole or tower:	☐
Co-location building facade or rooftop:	☐
Co-location on replacement light pole or utility pole:	☐
Modification to approved telecommunications facility:	☐
Co-location on other structure:	☐
*Description of Proposal:	

16. Carriers:
  i. Select one or more carrier.

Carriers

Please select at least 1 carrier to continue.

AT&T Wireless:	☐
Sprint:	☐
T-Mobile:	☐
Verizon Wireless:	☐
Other Carrier:	

17. Antennas
    i. Provide information for the required fields.

Antennas

* I acknowledge that all antennas and screening must be finished or painted to match structure: ☐

* Will the antennas be flush-mounted to the structure on which they are located?: ○ Yes ○ No

Additional antenna information:

18. Previously Approved Telecommunications Applications:
    i. Add, if any previously approved telecommunication applications.

Previously Approved Telecommunication Applications

Showing 0-0 of 0

Previous Telecommunications Application	Validated?
No records found.	

Add a Row ▼   Edit Selected   Delete Selected

19. Previous Zoning Cases Approved
    i. Add, if any previous zoning cases approved.

Previously Approved Zoning Applications

Showing 0-0 of 0

Previous Zoning Case Number	Validated?
No records found.	

Add a Row | ▼ | Edit Selected | Delete Selected

20. Required Documents:
    i. Identify if additional supporting documents will be attached and select how many.

Supporting Documentation

* Is there any additional supporting documentation to be attached?: ○ Yes ○ No

21. Upload these required documents:
    i. Balloon Height Test
    ii. Building Plan
    iii. Catalog Cut Sheets for new antennas and equipment
    iv. On-Site Height Test
    v. Photo Simulation/Survey of Installation
    vi. Photographs of Site
    vii. Property Identification Map
    viii. Site Plan
    ix. Statement of Justification

Condition Document

The maximum file size allowed is **1000 MB**.

* **Required Documents**

1. Balloon Height Test		Add
2. Building Plan		Add
3. Catalog Cut Sheets for new antennas and equipment		Add
4. On-Site Height Test		Add
5. Photo Simulation/Survey of Installation		Add
6. Photographs of Site		Add
7. Property Identification Map		Add
8. Site Plan		Add
9. Statement of Justification		Add

22. Click Continue Application

23. Review Page:
    i. Review your application.
    ii. If changes are needed, click Edit next to the section you want to change.
    iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

Step 4 : Review

Save and resume later　　　　　　　　　　　　　　　　　　　　　　　**Continue Application »**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Telecommunications (2232 Review)

Project Information　　　　　　　　　　　　　　　　　　　　　　　　　　Edit

Project Name　Test
Project DescriptionTest

Location Information　　　　　　　　　　　　　　　　　　　　　　　　　Edit

The Facility is located in utility or transportation easement and/or right-of-way:　　　　No

Parcel　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Edit

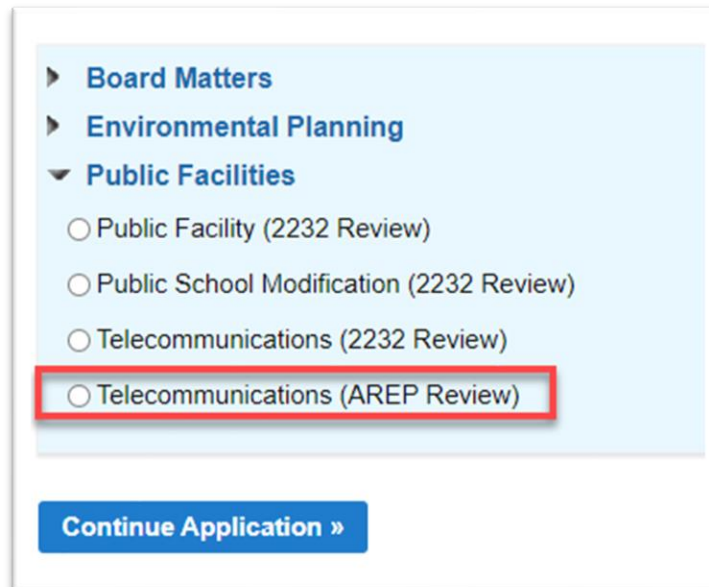24. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
25. Click View Record Receipt

9. Submitting Telecommunication - AREP Record:

1. Start an Application:
    i. Go to the Citizen Portal. Create a username and password. Login.
    ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.
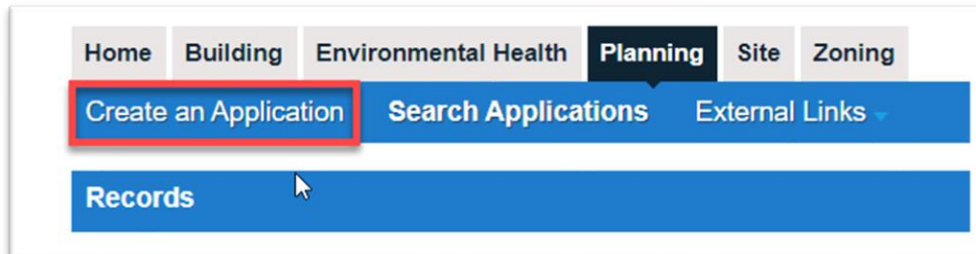
2. Under Public Facilities, select Telecommunications (AREP). Continue Application.

3. Project Information:
    i. Enter Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

4. Location Information
   i. Identify if the facility location is in a utility or transportation easement.

Location Information

* The Facility is located in utility or transportation easement and/or right-of-way: ○ Yes ○ No

5. Initial Location Questions:
   i. Identify project structure height, including any attached antennas/equipment/support structure.
   ii. Identify if the proposed structure designed to support small cell antennas or small cell telecommunication facilities.

Initial Location Questions

* What is the project structure height, including any attached antennas/equipment/support structure?:   Feet

* Is the proposed structure designed to support small cell antennas or small cell telecommunication facilities?:   ○ Yes ○ No

6. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

Parcel

If you accidently searched and selected the wrong address, please click on the Clear button and refresh your browser.

* Parcel ID Number

[Search] [Clear]

7. Address:
   i. Auto populates based on the Parcel ID.

Address

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
	--Select-- ▼		--Select-- ▼	--Select-- ▼

Unit Type	Unit #	Floor Number	Building Number
--Select-- ▼			

City	State	*Zip Code
	--Select-- ▼	

Search   **Clear**

8. Owner:
    i. Auto populates based on the Parcel ID.

Owner

*Owner Name ⓘ

Mailing Address 1

Mailing Address 2

Mailing Address 3

City	State	Zip Code	Country/Region
	--Select-- ▼		United States ▼

Search   **Clear**

9. Custom Field:
    i. Identify if the parcel entered is in withing the application area.
    ii. Identify if the application area includes more than one parcel.

Custom Fields

For the parcel you entered, is it entirely within the application area?:   ○ Yes ○ No

Does the application area include more than one parcel, either in whole or in part?:   ○ Yes ○ No

10. Applicant:

i. Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account   **Add New**

11. Secondary Contact
   i. Select from an account or enter secondary contact First and Last Name with Primary Phone number and Email.

Secondary Contact

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account   **Add New**

12. Licensed Professional:
   i. Add an optional licensed professional.

Licensed Professional List

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

Add New
Showing 0-0 of 0

	License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.							

13. Location of Proposed Use:
   i. Provide information for the required fields.

Location of Proposed Use

Facility Longitude (Decimal Degrees):

Facility Latitude (Decimal Degrees):

*Is the proposed facility located on, adjacent to, or visible from a major thoroughfare, historic byway, road listed or determined to be eligible for listing in the National Register, or a contributing or historic property in a Historic Overlay District?:   ○ Yes ○ No

14. Carriers:
    i.   Select one or more carriers.

Carriers

Please select at least 1 carrier to continue.

AT&T Wireless: ☐
Sprint: ☐
T-Mobile: ☐
Verizon Wireless: ☐
Other Carrier:

15. New Antenna:
    i.   Add new antenna information.

New Antennas

Showing 0-0 of 0

Model # or Name	Type	Describe Type	Quantity	Height (inches)	Width (inches)	Depth (inches)	Cubic Feet	RAD Center (feet)
No records found.								

Add a Row ▼   Edit Selected   Delete Selected

16. New Equipment:
    i.   Add new equipment information.

New Equipment

Showing 0-0 of 0

Model # or Name	Type	Describe Type	Quantity	Height (inches)	Width (inches)	Depth (inches)	Cubic Feet	Location	Describe Location
No records found.									

Add a Row ▼ | Edit Selected | Delete Selected

17. Previously Approved Telecommunications Applications:
    i. Add, if any previously approved telecommunication applications.

Previously Approved Telecommunication Applications

Showing 0-0 of 0

Previous Telecommunications Application	Validated?
No records found.	

Add a Row ▼ | Edit Selected | Delete Selected

18. Previous Zoning Cases Approved
    i. Add, if any previous zoning cases approved.

Previously Approved Zoning Applications

Showing 0-0 of 0

Previous Zoning Case Number	Validated?
No records found.	

Add a Row ▼ | Edit Selected | Delete Selected

19. Required Documents:
    i. Identify if additional supporting documents will be attached and select how many.

Supporting Documentation

*Is there any additional supporting documentation to be attached?:   ○ Yes ○ No

20. Upload these required documents:
    i. Catalog Cut Sheets for equipment cabinet and generators
    ii. Photo of Utility Pole in Vicinity
    iii. Photo Simulation/Survey of Installation
    iv. Photographs of Site
    v. Property Identification Map

vi.   Property Owner of Structure Owner's Consent Letter
vii. Schematic Drawing
viii. Site Plan

Condition Document

The maximum file size allowed is **1000 MB**.

* **Required Documents**

1. Catalog Cut Sheets for Equipment Cabinets and Generators   [Add]

2. Photo of Utility Pole in Vicinity   [Add]

3. Photo Simulation/Survey of Installation   [Add]

4. Photographs of Site   [Add]

5. Property Identification Map   [Add]

6. Property Owner or Structure Owner's Consent Letter   [Add]

7. Schematic Drawings   [Add]

8. Site Plan   [Add]

21. Click Continue Application
22. Review Page:
    i.   Review your application.
    ii. If changes are needed, click Edit next to the section you want to change.
    iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

Step 4 : Review

[Save and resume later]   [Continue Application »]

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Telecommunications (AREP Review)

Project Information   Edit

Project Name   Test
Project DescriptionTest

Location Information   Edit

The Facility is located in utility or transportation easement and/or right-of-way: No

Initial Location Questions   Edit

23. Check out and pay the fee.

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
AREP Application Fee	1	$500.00

TOTAL FEES: $500.00
Note: This does not include additional fees which may be assessed later.

Check Out »

24. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
25. Click View Record Receipt

10. Submitting Intergovernmental Review Record:

Note: This is on AA

1. Start an Application:
    i. Login to the Staff Portal. Click on the launch pad, then Create New Record.
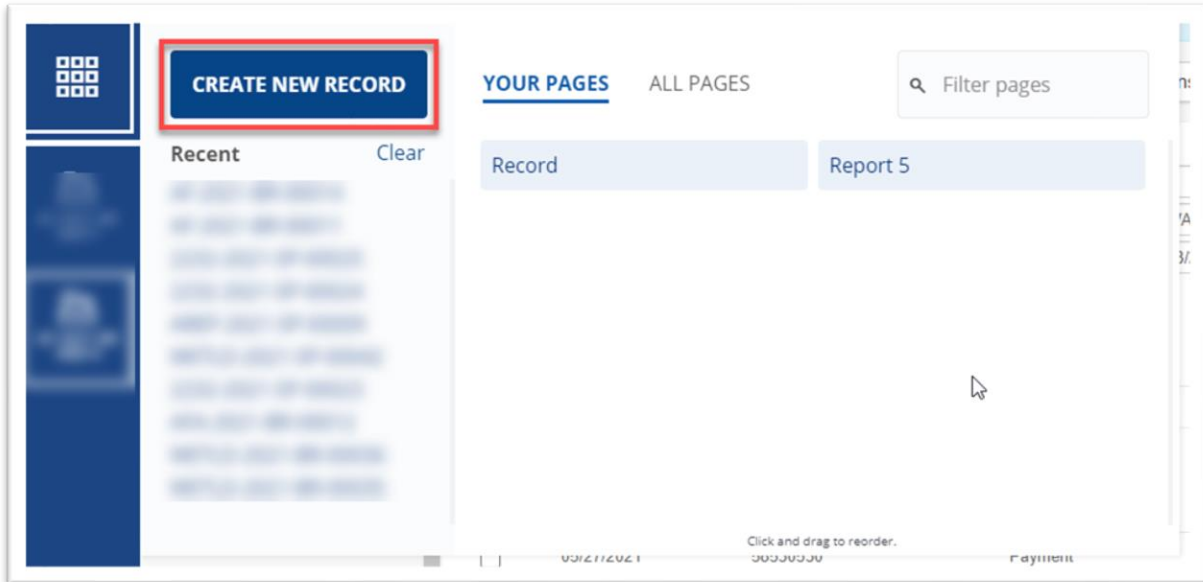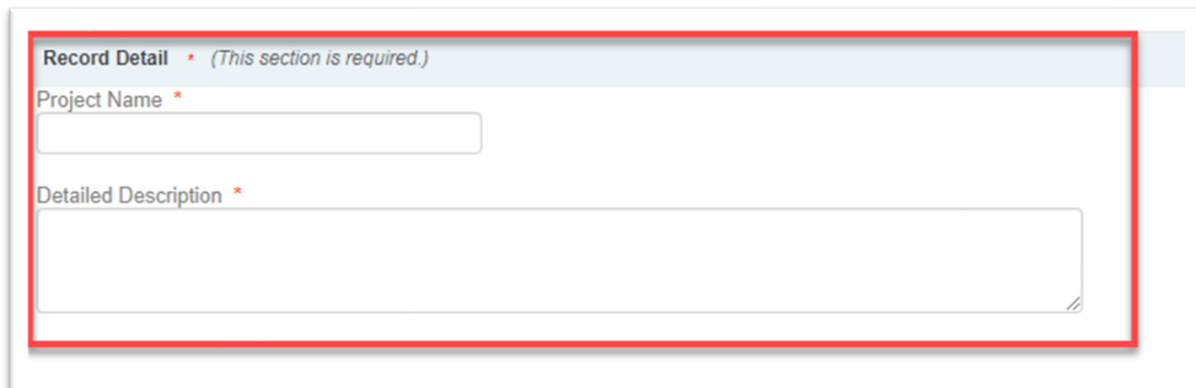
    ii. Under Planning, click Intergovernmental Review.

2. Record Detail:
    i. Enter the Project Name and Detailed Description.

3. Parcel:

i. Parcel ID Number (optional) – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 0711010068

4. Address (optional)
   i. Auto populates based on the Parcel ID.

5. Owner (optional)
   i. Auto populates based on the Parcel ID.

6. Click Submit, then View Summary to continue filling out the rest of the record.

11.   Links

Production Environment: Use these links to get to the live database.

1. **ACA PLUS:** PLUS - Accela Citizen Access(3) (fairfaxcounty.gov)
2. **GIS Dashboard:** PLUS Planning GIS History - Production (fairfax.va.us)