



CITIZEN ACCESS

Users Guide

For

Land Development

Record Types

To access the Citizen Portal, go to the link <https://aca-prod.accela.com/WASHCOMD/>

This screen gives you the option to Login, Register for an Account or Lookup information. A user must be registered in order to submit a Land Development Record or pay fees.

The screenshot shows the Accela Citizen Access Portal home page. At the top right is a search bar. The main content area is divided into two columns. The left column contains a welcome message, contact information for permit and land development applications, and a section for getting started. The right column features a login form with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and links for 'Remember me', 'Forgot password', and 'Register for an Account'. Below the login form is a 'PLEASE NOTE' section with additional instructions. At the bottom, there are links for 'General Information' and 'Comprehensive Planning'.

Welcome to the Accela Citizen Access Portal!

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

We are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Need help with a permit application or inspection?
Contact the Division of Permits and Inspections at 240-313-2460 or permsupport@washco-md.net. *NOTICE: This email address is for questions and support only - applications should be submitted through the Citizen Access portal and will no longer be accepted via email.*

Need help with a land development or forest application?
Contact the Department of Planning and Zoning at 240-313-2430 or askplanning@washco-md.net

What would you like to do today?
To get started, select one of the services listed below.

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

PLEASE NOTE: To apply for permits, all users must register for a Login to the Citizen Access portal.

Trade permits require a signed authorization form from the license holder before any license will be enabled for online use. Most land development records require application by a licensed professional.

Please click "Register for an Account" to continue.

[General Information](#) [Comprehensive Planning](#)

Users who are not registered will get this message when trying to submit a Land Development Record or pay fees.

The screenshot shows the Accela Citizen Access Portal with a red arrow pointing to a notice box. The notice box contains the text: 'Notice: This feature requires registration and/or login, please login to continue.' Below the notice box is a 'Please Login' section with a message about security and a link to the login form. To the right of the 'Please Login' section is a 'New Users' section with a message about registering for a free account. At the top right, there is a search bar with the value '2017-02131' and a 'Return to Washington County>>' link. Below the search bar are links for 'Announcements', 'Accessibility Support', 'Register for an Account', and 'Login'.

[Home](#) [Search](#) [New](#) [Schedule](#) [Return to Washington County>>](#)

[Announcements](#) ☐ Accessibility Support [Register for an Account](#) [Login](#)

Notice:
This feature requires registration and/or login, please login to continue.

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of

Login

User Name or E-mail:

To lookup information without logging in, you can click on the **Search** tab at the top of the screen or any of the blue links below.

Washington County
MARYLAND

Home **Q Search** + New Schedule [Return to Washington County>>](#)

Announcements ☐ Accessibility Support [Register for an Account](#) [Login](#)

Search...

Welcome to the Accela Citizen Access Portal!

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We are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

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Need help with a land development or forest application?
Contact the Department of Planning and Zoning at 240-313-2430 or askplanning@washco-md.net

What would you like to do today?
To get started, select one of the services listed below.

General Information
[Lookup Property Information](#)
[Create an Application](#)

Comprehensive Planning
[Search Applications](#)

Infrastructure
[Search Applications](#)

Land Development
[Search Applications](#)

Permits and Construction
[Search Applications](#)
[Schedule an Inspection](#)

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

PLEASE NOTE: To apply for permits, all users must register for a Login to the Citizen Access portal.

Trade permits require a signed authorization form from the license holder before any license will be enabled for online use. Most land development records require application by a licensed professional.

Please click "Register for an Account" to continue.

If you know the number of the record you are wanting to search, you can enter that number in the search field and hit enter. A new screen will open that gives you all the information pertaining to that record such as the status, attachments and people associated with the record.

To view the details, status, or attachments, click on the blue arrow beside **Record Info** and select the appropriate category.

Home Search + New Schedule Return to Washington County>>

Announcements Logged in as: Kinzer Jennifer Collections (0) Account Management Logout

S-22-023 Q

Record S-22-023: Add to collection
Preliminary-Final Plat
Record Status: In Review

Record Info Payments

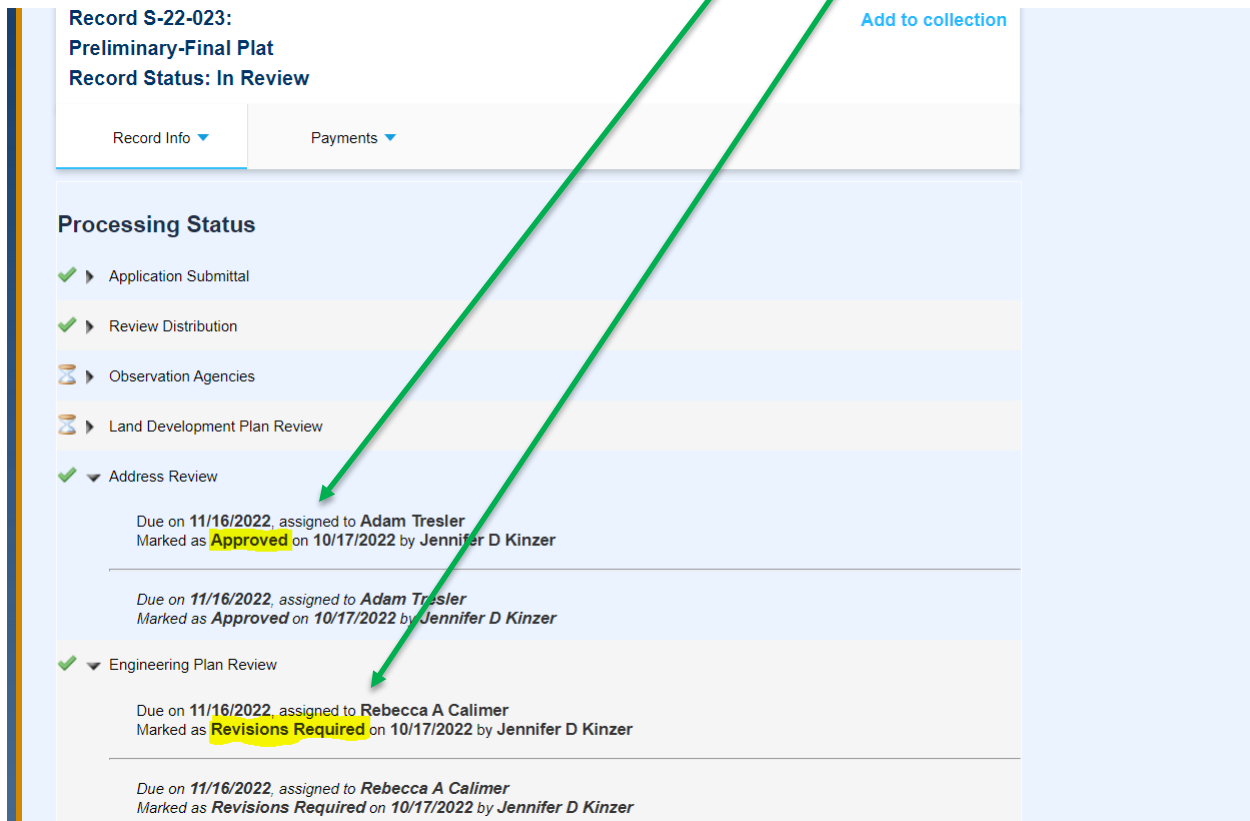
- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections

HAGERSTOWN, MD 21742

Licensed Professional:
info@fsa-md.com
FREDERICK SEIBERT & ASSOCIATES
128 SOUTH POTOMAC STREET
HAGERSTOWN, MD, 21740
Main Phone: 3017913650
Engineer S01

Project Description:
Subdivision Test Record

Processing Status will show what folders have been approved or are still pending. A **green check** means the folder has been **reviewed** (which could result in either Approval **or** Revisions Required, see below). The hourglass icon means the folder is still pending.



Record S-22-023:
Preliminary-Final Plat
Record Status: In Review

[Add to collection](#)

Record Info ▾ Payments ▾

Processing Status

- ✓ ▶ Application Submittal
- ✓ ▶ Review Distribution
- ⌚ ▶ Observation Agencies
- ⌚ ▶ Land Development Plan Review
- ✓ ▼ Address Review
 - Due on 11/16/2022, assigned to Adam Tresler
Marked as **Approved** on 10/17/2022 by Jennifer D Kinzer
 - Due on 11/16/2022, assigned to Adam Tresler
Marked as **Approved** on 10/17/2022 by Jennifer D Kinzer
- ✓ ▼ Engineering Plan Review
 - Due on 11/16/2022, assigned to Rebecca A Calimer
Marked as **Revisions Required** on 10/17/2022 by Jennifer D Kinzer
 - Due on 11/16/2022, assigned to Rebecca A Calimer
Marked as **Revisions Required** on 10/17/2022 by Jennifer D Kinzer

To view the list of documents attached to the record, click on the blue arrow next to Record Info and select Attachments. This is also where you will go to [Resubmit](#) documents if Revision are Required.

Record SP-22-014:

Site Plan

Record Status: Revisions Required

[Add to collection](#)

Record Info ▼

Payments ▼

Attachments

Instructions for saving a file (if permitted by user level):

"Add" --> "Add" -->navigate to your file-->"Open"-->"Continue"-->Enter a brief description of the file (ex. CAD file for S-18-xxx)-->"Save".

NOTE: Only users associated with the record, as an individual, will be able to upload files. If you cannot upload please contact our office.

[Email for Assistance](#)

The maximum file size allowed is 400 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Type	Document Status	Size	Latest Update	Description	Status Date	Upload Date	Action
Site Plan Test Application.pdf	SP-22-014	App Docs	Uploaded	282.83 KB	09/20/2022	SP test Application	09/20/2022	09/20/2022	Actions ▼
Comment Letter.pdf	SP-22-014	Plan Review Letter	Uploaded	218.98 KB	10/17/2022		10/17/2022	10/17/2022	Actions ▼
6469 National Pike Logistics Site Plan20221017135632[8].pdf	SP-22-014	Plan	Returned for Revision	8.16 MB	10/17/2022	Site Plan submittal for EPR	10/17/2022	10/17/2022	Resubmit Actions ▼
6469 National Pike Logistics Site Plan.pdf	SP-22-014	Plan	Review Complete	5.18 MB	10/17/2022	Site Plan submittal for EPR	10/17/2022	09/20/2022	Actions ▼

Submitting a Land Development Record

Before submitting a Land Development Record, you must register for an account. Record requirements vary depending on the type of application being submitted. You will be required to upload certain documents and fill in certain fields on the screen for the submission to go through. The screens will prompt you for this information. Once your submission has been successfully completed, the system will automatically generate a “record number” for your reference.

You will need to know whether the address is in the county or within town/city limits. We do not process Land Development records within town/city limits except for Forest Stand Delineations, Forest Conservation Plans and Stormwater Management and grading plans. If you are interested in subdivision or development of a parcel located in the incorporated boundaries of the City of Hagerstown or in the Towns of Boonsboro, Clear Spring, Funkstown, Hancock, Keedysville, Sharpsburg, Smithsburg or Williamsport, you will need to contact the respective City/Town for more information.

The list of possible record types under +NEW, Land Development Application are:

Select a Record Type
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

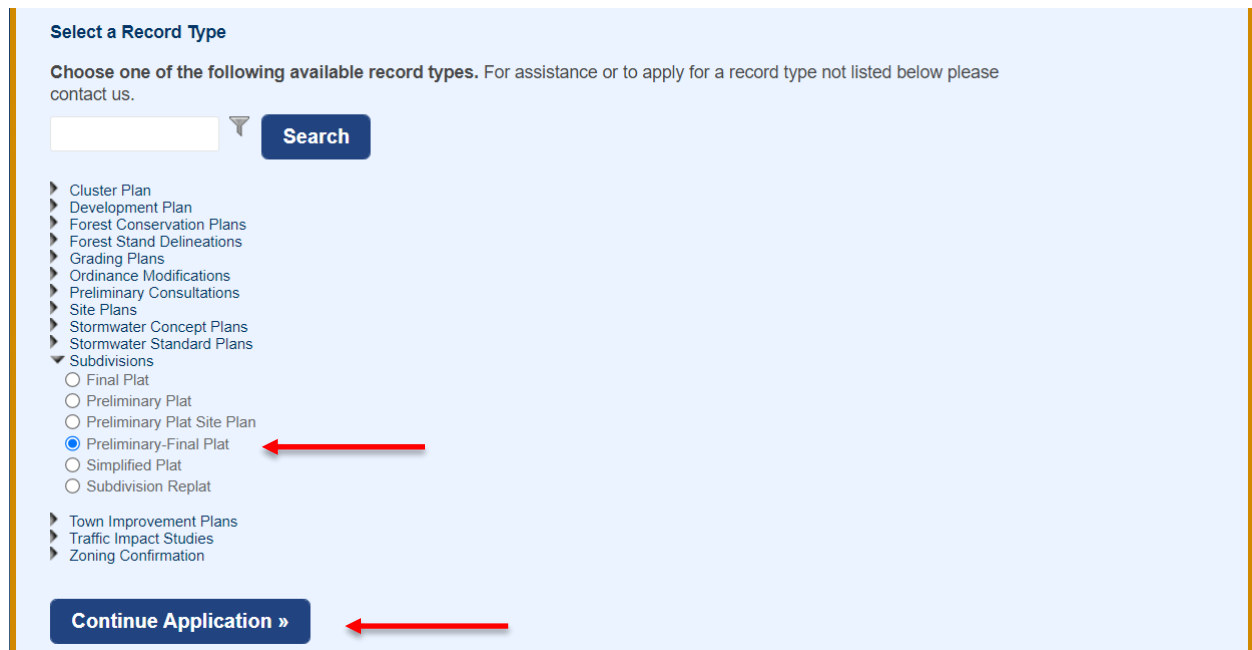
- ▶ Cluster Plan
- ▶ Development Plan
- ▶ Forest Conservation Plans
- ▶ Forest Stand Delineations
- ▼ Grading Plans
 - ☐ Site Specific Grading Plan
 - ☐ Standard Grading Plan
 - ☐ Type 2 Grading Plan
- ▶ Ordinance Modifications
- ▶ Preliminary Consultations
- ▶ Site Plans
- ▶ Stormwater Concept Plans
- ▶ Stormwater Standard Plans
- ▼ Subdivisions
 - ☐ Final Plat
 - ☐ Preliminary Plat
 - ☐ Preliminary Plat Site Plan
 - ☐ Preliminary-Final Plat
 - ☐ Simplified Plat
 - ☐ Subdivision Replat
- ▶ Town Improvement Plans
- ▶ Traffic Impact Studies
- ▶ Zoning Confirmation

Continue Application »

With the Electronic Plan Review enhancement, Stand-Alone Forest Exemption Applications will also be accepted electronically (directly under the +NEW button)



Once you have determined which record type you will be applying for, click on the circle beside the plan name and then click on **Continue Application** at the bottom of the page.



Step 1: Parcel Identification

Enter the eight-digit Tax Acct ID number (preferred method) or the property address to identify where your project is located. When entering the address, you only need to put the street number and the street name. Do not put road, drive, etc. in the street name field or it will not populate the address. Once one of the two criteria have been filled in, select the **Search** button for the respective entry.

Preliminary-Final Plat

1 Location

2 Contacts

3 Work Details

4 Documents

5 Review

6

Step 1: Location > Location

* Indicates a required field.

Address

* Street No.:

Direction:
--Select--

* Street Name:

Street Type:
--Select--

Unit No.:

City:

State:

Zip:

Search

Clear

Tax Acct ID

* Tax Acct ID Number:

Election District:

Planning Sector:

Liber:

Folio:

CAMA Plat Number:

Map:

Grid:

Parcel:

Lot:

Search

Clear

Once you select Search, the primary address (if there is one assigned), Tax Acct ID and Owner information should all populate. If you get zero results, check your Tax Acct ID or Address to make sure it is entered correctly.

Preliminary-Final Plat

1 Location	2 Contacts	3 Work Details	4 Documents	5 Review	6
------------	------------	----------------	-------------	----------	---

Step 1: Location > Location * Indicates a required field.

Address

* Street No.: Direction: * Street Name: Street Type: Unit No.:

City: State: Zip:

Tax Acct ID

* Tax Acct ID Number:

Election District: Planning Sector: Liber: Folio: CAMA Plat Number:

Map: Grid: Parcel: Lot:

At this step, you have the option to **Continue Application** or **Save and resume later**.

Tax Acct ID

* Tax Acct ID Number:

Election District: Planning Sector: Liber: Folio: CAMA Plat Number:

Map: Grid: Parcel: Lot:

Step 2: Contacts

Enter the applicant information. This is the individual who is submitting the Plan information, not the person or company that the application is for. Applicants other than the property owner will be required to submit a separate Owner's Affidavit if it is not included on the Plan itself.

Preliminary-Final Plat

1 Location

2 Contacts

3 Work Details

4 Documents

5 Review

6

Step 2: Contacts > Contacts

* indicates a required field.

Applicant

*This is a required field. Please enter valid Applicant contact information and be sure to include your email address.

Select from Account

Add New

You may either Select the Applicant from the Registered Account you are using or add a New Applicant. When Selecting from Account, you may see multiple options depending on how your account is set up. Please be sure that there is an email associated with your Registered Account as this is how you will receive project notifications. Select the one you want and then click Continue.

Select Contact from Account ×

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

	Category	Type	Name
☒	Associated Contact	Attorney	Kinzer Jennifer
☐	Associated License	Contractor	BECKY GANDER Contractor EL-M-1551

Continue

Discard Changes

If you choose to Add a New contact, you will need the contact information for that person, including email if available. Anything with a red asterisk is a required field and must be filled in before continuing.

Contact Information

* First:

* Last:

Name of Business:

* Address Line 1:

* City:

* State:

* Zip:

Main Phone:

Mobile Phone:

Fax:

E-mail:

Continue

Clear

Discard Changes

Once the applicant information is complete, you will see a green check that the contact has been added successfully.

Licensed Professional – A surveyor, engineering, architect or landscape architect, licensed in the State of Maryland, is required for almost all Land Development Applications. You may Select from Account, Add New or Look Up a Licensed Professional.

When finished entering this Contact Information, select Continue Application or Save and resume later.

Home Search + New Schedule Return to Washington County>>

Announcements Logged in as: Kinzer Jennifer Collections (0) Account Management Logout

Preliminary-Final Plat

1 Location 2 Contacts 3 Work Details 4 Documents 5 Review 6

Step 2: Contacts > Contacts

* indicates a required field.

Applicant

*This is a required field. Please enter valid Applicant contact information and be sure to include your email address.

✓ Contact added successfully.

\$\$ContractType\$\$
Edit Remove

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Select from Account Look Up

Continue Application » Save and resume later

Step 3: Work Details

Application Name: Should be a short, yet descriptive name for the project

Detailed Description: Should accurately reflect the entire scope of the application being applied for. Incomplete descriptions may delay the processing of your submission.

Home Search + New Schedule Return to Washington County>>

Announcements Logged in as: Kinzer Jennifer Collections (0) Account Management Logout

Search...

Preliminary-Final Plat

1 Location 2 Contacts 3 Work Details 4 Documents 5 Review 6

Step 3: Work Details > Work Details

* indicates a required field.

Detail Information

* Application Name:

* Detailed Description:

Custom Fields: Will vary depending on the type of record you are applying for. Any field marked with a red * is a required field. We would appreciate the applicant filling in as many fields as possible.

Custom Fields

GENERAL INFORMATION

Subdivision Type: --Select--

Total Building Lots:

Existing Building Lots:

Vacant Building Lots: 0

Not For Development Lots:

Total Dwelling Units:

Existing Dwelling Units:

Vacant Dwelling Units: 0

* Gross Acreage:

Net Acreage:

Remaining Lands Acreage:

Step 4: Documents

Your Land Development submission **WILL** require documents to be attached as part of your submittal. The required document type(s) will be shown in **RED** for each record type. You will upload them at this step by clicking on **Add** and selecting the documents from your device. Once it uploads at 100%, click on Continue (**note - file size maximum is 400 MB**). Only Users associated with a record will be able to upload files and pay fees later in the process.

Preliminary-Final Plat

1	2 Contacts	3 Work Details	4 Documents	5 Review	6 Record Received
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Step 4: Documents > Documents

* indicates a required field.

Attachment

Instructions for saving a file (if permitted by user level):

"Add" --> "Add" --> navigate to your file --> "Open" --> "Continue" --> Enter a brief description of the file (ex. CAD file for S-18-xxx) --> "Save".

NOTE: Only users associated with the record, as an individual, will be able to upload files. If you cannot upload please contact our office.

Email for Assistance

The maximum file size allowed is 400 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval. **Plat, App Docs**

Name	Type	Document Status	Status Date	Size	Description	Upload Date	Action	Latest Update
No records found.								

Add

Continue Application »

Save and resume later

After the document uploads, you will need to select the **Document Type** by clicking the drop-down arrow. After making your selection, click **SAVE**. Repeat this process for as many documents as you need to attach.

NOTE: Only users associated with the record, as an individual, will be able to upload files. If you cannot upload please contact our office.

Email for Assistance

The maximum file size allowed is 400 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;set;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval. **Flat, App Docs**

Name	Type	Document Status	Status Date	Size	Description	Upload Date	Action	Latest Update
------	------	-----------------	-------------	------	-------------	-------------	--------	---------------

No records found.

* Type:

--Select--

Remove

File:

C-3709-01-Sht 1.pdf

100%

* Description:

Short, descriptive label

Save

Add

Remove All

Continue Application »

Save and resume later

You should see a green bar at the top of the screen after each attachment is added that says the attachment has been successfully uploaded. Your document will be listed under Attachments. Once, at a minimum, all required document types have been uploaded, you can select **Continue Application** to continue.

[Home](#) [Search](#) [+ New](#) [Schedule](#) [Return to Washington County>>](#)

Announcements Logged in as: Kinzer Jennifer Collections (0) Account Management Logout

SP-22-014 

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected. 

Preliminary-Final Plat

1	2 Contacts	3 Work Details	4 Documents	5 Review	6 Record Received
---	------------	----------------	-------------	----------	-------------------

Step 4: Documents>Documents * Indicates a required field.

Attachment

Instructions for saving a file (if permitted by user level):
"Add" --> "Add" --> navigate to your file--> "Open" --> "Continue" --> Enter a brief description of the file (ex. CAD file for S-18-xxx)--> "Save".
NOTE: Only users associated with the record, as an individual, will be able to upload files. If you cannot upload please contact our office.

[Email for Assistance](#)

The maximum file size allowed is 400 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msh;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval. Plat, App Docs

Name	Type	Document Status	Status Date	Size	Description	Upload Date	Action	Latest Update
C-3709-01-Sht 1.pdf	Plat	Uploaded	10/26/2022	480.80 KB	Short, descriptive label	10/26/2022	Actions ▼	10/26/2022
SI TestPlan Review-Application Form.pdf	App Docs	Uploaded	10/26/2022	215.31 KB	Test Application Form	10/26/2022	Actions ▼	10/26/2022

[Add](#)

[Continue Application »](#)

[Save and resume later](#)

Step 5: Review

This step gives you the opportunity to review all the information you have entered and the option to “**Edit**” any of those fields. Select **Continue Application** to move forward.

Home Search + New Schedule Return to Washington County>>

Announcements Logged in as: Kinzer Jennifer Collections (0) Account Management Logout

SP-22-014

Preliminary-Final Plat

1 2 Contacts 3 Work Details 4 Documents 5 Review 6 Record Received

Step 5: Review

Continue Application » **Save and resume later**

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

Record Type

Preliminary-Final Plat

Address

17939 MASON DIXON Road, Hagerstown, MD 21740

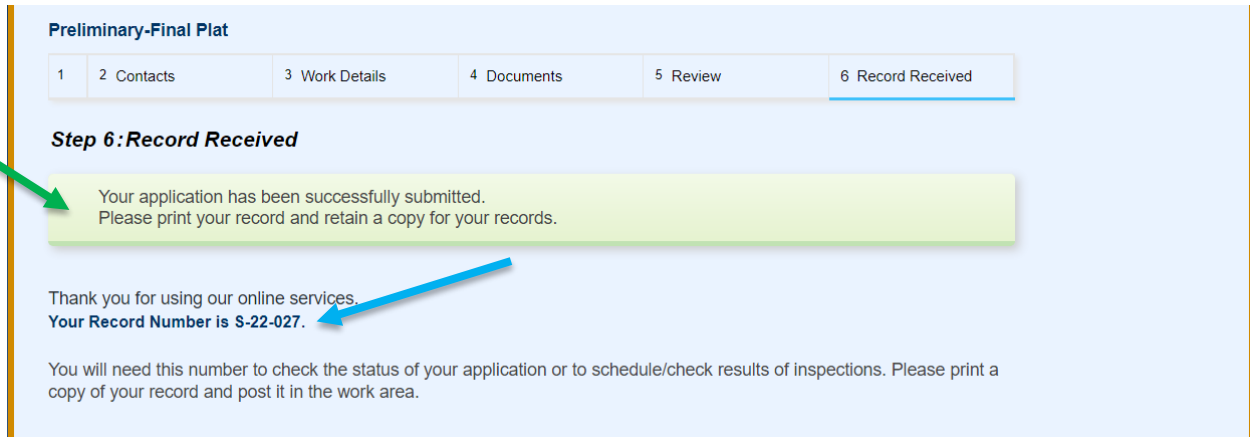
Tax Acct ID

Tax Acct ID Number: 13000239
Election District: 13
Planning Sector: 1
Liber: 2173
Folio: 676
Map: 10

Edit **Edit**

Step 6: Record Received

Upon successful submission of a Land Development Record, a screen with a green header should appear letting you know that your application has been submitted. The screen will also display a **Record Number** for your submission.



The screenshot shows a web interface for a 'Preliminary-Final Plat' application. At the top, a progress bar contains six steps: 1, 2 Contacts, 3 Work Details, 4 Documents, 5 Review, and 6 Record Received. Step 6 is highlighted with a blue underline. Below the progress bar, the heading 'Step 6: Record Received' is displayed. A green arrow points to a light green message box that reads: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' Below this, a blue arrow points to the text: 'Thank you for using our online services. Your Record Number is S-22-027.' At the bottom, a smaller line of text states: 'You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.'

Preliminary-Final Plat

1	2 Contacts	3 Work Details	4 Documents	5 Review	6 Record Received
---	------------	----------------	-------------	----------	-------------------

Step 6: Record Received

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is S-22-027.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Once a Land Development Application has been submitted, it will be reviewed by staff and either deemed Acceptable or Unacceptable. For Unacceptable Submissions, the Applicant will receive an email with instructions on what is needed before the project can be re-submitted. For Acceptable Submissions, the Applicant will receive an email notice that the submission has been accepted and that Fees are Now Due. Those fees can be paid online through the ACA portal, provided that the payee is linked to the record. Payment can also be made via check made payable to Washington County Treasurer and can be dropped off at 747 Northern Avenue, Hagerstown, MD 21742, M-F between 7:30a-4:30p. Record/reference number should be shown on the check. DO NOT send payment directly to the Washington County Treasurer's Office.

To **Pay Fees** online, log in to the ACA Portal and search for your record number. Click on the **Payments** tab and select **Fees**.

The screenshot shows the top navigation bar with links: Home, Search, New, Schedule, and a link to Return to Washington County. Below the navigation bar, there's a user status bar showing 'Logged in as: Kinzer Jennifer', 'Collections (0)', 'Account Management', and 'Logout'. A search bar contains the record number 'S-22-027'. Below the search bar, a card displays 'Record S-22-027: Preliminary-Final Plat' and 'Record Status: Pending'. To the right of this card is a link 'Add to collection'. Below the card, there's a 'Work Location' section with the address '17939 MASON DIXON Road, Hagerstown, MD 21740'. Below that is a 'Record Details' section with 'Applicant:' and 'Licensed Professional:'. A dropdown menu is open over the 'Record Info' tab, showing 'Payments' and 'Fees' options. Red arrows point to the search bar, the 'Payments' tab, and the 'Fees' option.

Total outstanding fees due are shown at the bottom of the page. Click **Pay Fees** to pay online.

The screenshot shows the 'Fees' section of the record S-22-027. It includes a table with the following data:

Date	Invoice Number	Amount
10/26/2022	225065	\$25.00
10/26/2022	225065	\$15.00
10/26/2022	225065	\$50.00
10/26/2022	225065	\$200.00
10/26/2022	225065	\$150.00

Below the table, it says 'Total outstanding fees: \$440.00'. A 'Pay Fees' button is located to the right of the first row of the table. Red arrows point to the 'Pay Fees' button and the 'Total outstanding fees' line.

Additional fees may be assessed at a later time, if needed.

You will be asked to enter your credit card information by using either a Visa or Mastercard, then click **Submit Payment**.

Credit Card Information:
* Card Type: * Card Number: * Security Code: 

--Select--

* Name on Card: * Exp. Date:

01

2022

Credit Card Holder Information:
☐ Auto-fill with

Jennifer Kinzer

Country:

--Select--

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »

Upon successful payment, you should see a green banner indicating that fees have been paid.

You have paid a fee associated to this Record.
Please print a copy of this receipt and retain a copy your records. 

Thank you for using our online services.
Your Record Number is OM-22-008.

If Revisions are Required for your plan submission:

Step 1: The Applicant will receive an email notification indicating that Revisions are Required for the project. The applicant should log into the ACA Portal, search on the record number and click on the [blue arrow](#) next to Record Info, select Attachments and look for a **Comment Letter.pdf** and a separate .pdf of the submitted plan that has Document Status of '**Returned for Revision**'. The applicant (or anyone associated with the record) should download these documents for reference in order to make changes/corrections to the original submission.

Preliminary-Final Plat
Record Status: Revisions Required

Record Info ▾ Payments ▾

Record Details

Processing Status

Related Records

Attachments

Inspections

Upload a file (if permitted by user level):

Navigate to your file-->"Open"-->"Continue"-->Enter a brief description of the file (ex. CAD file for

associated with the record, as an individual, will be able to upload files. If you cannot upload please

[Email for Assistance](#)

The maximum file size allowed is 400 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;set;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
are disallowed file types to upload.

Name	Record ID	Type	Document Status	Size	Latest Update	Description	Status Date	Upload Date	Action
SI TestPlan Review-Application Form.pdf	S-22-027	App Docs	Uploaded	215.31 KB	10/26/2022	Test Application Form	10/26/2022	10/26/2022	Actions ▾
Comment Letter.pdf	S-22-027	Plan Review Letter	Uploaded	222.94 KB	10/27/2022		10/27/2022	10/27/2022	Actions ▾
C-3709-01-Sht 120221027085123[3].pdf	S-22-027	Plat	Returned for Revision	519.13 KB	10/27/2022	Short, descriptive label	10/27/2022	10/27/2022	Resubmit Actions ▾
C-3709-01-Sht 1.pdf	S-22-027	Plat	Review Complete	480.80 KB	10/27/2022	Short, descriptive label	10/27/2022	10/26/2022	Actions ▾

Step 2: After plans have been corrected (addressing all comments and concerns from the first review process) the applicant should log into the ACA Portal, search for the record number and click on the blue arrow next to Record Info, Select Attachments. Upload any supplementary materials, such as revised stormwater reports, geotechnical reports, etc, and then Click on the Blue **Resubmit** button to unload revised plans for review.

Preliminary-Final Plat

Record Status: Revisions Required

Record Info ▾
Payments ▾

- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections

Upload a file (if permitted by user level):

Navigate to your file-->"Open"-->"Continue"-->Enter a brief description of the file (ex. CAD file for [redacted])

[redacted] associated with the record, as an individual, will be able to upload files. If you cannot upload please contact the project manager.

[Email for Assistance](#)

The maximum file size allowed is 400 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;set;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
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C-3709-01-Sht 120221027085123[3].pdf	S-22-027	Plat	Returned for Revision	519.13 KB	10/27/2022	Short, descriptive label	10/27/2022	10/27/2022	Resubmit Actions ▾
C-3709-01-Sht 1.pdf	S-22-027	Plat	Review Complete	480.80 KB	10/27/2022	Short, descriptive label	10/27/2022	10/26/2022	Actions ▾

You will be prompted to select a file to upload as the revised submission, click open and then verify the File Type and Description and select **Save**.

Name	Record ID	Type	Document Status	Size	Latest Update	Description	Status Date	Upload Date	Action
SI TestPlan Review-Application Form.pdf	S-22-027	App Docs	Uploaded	215.31 KB	10/26/2022	Test Application Form	10/26/2022	10/26/2022	Actions ▼
Comment Letter.pdf	S-22-027	Plan Review Letter	Uploaded	222.94 KB	10/27/2022		10/27/2022	10/27/2022	Actions ▼
C-3709-01-Sht 120221027085123[3].pdf	S-22-027	Plat	Returned for Revision	519.13 KB	10/27/2022	Short, descriptive label	10/27/2022	10/27/2022	Resubmit Actions ▼
C-3709-01-Sht 1.pdf	S-22-027	Plat	Review Complete	480.80 KB	10/27/2022	Short, descriptive label	10/27/2022	10/26/2022	Actions ▼

Type:

Remove

File:

C-3709-01-Sht 1 Rev 1.pdf

100%

Description:

Short, descriptive label

Save

Add

Remove All

A green banner should show up on your screen indicating that your attachment has been successfully uploaded.

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[Collections \(0\)](#)
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[Logout](#)

The attachment(s) has/have been successfully uploaded.

It may take a few minutes before changes are reflected.

Record S-22-027:

Preliminary-Final Plat

Record Status: Revisions Required

[Add to collection](#)

Record Info ▼

Payments ▼

This process will repeat for as many revisions as it requires to get the Plan to an Approved status.

For Record Types that **DO** require Original Signatures (Final Plats, Preliminary/Final Plats, Replats and Simplified Plats) which are recorded with the Clerk of the Circuit Court at the Washington County Court House, follow these instructions:

Step 1: Following staff and agency review and approval within the Electronic Plan Review system the Applicant will provide two (2) paper copies of the plat to the Department of Planning and Zoning. One paper copy of the plat stamped “Approved (Not for Recordation)” will be returned to the Applicant as well as an approval letter from the Department of Planning and Zoning.

Step 2: The Applicant will create a Mylar suitable for recordation and obtain the appropriate original signatures on the Mylar, as in the past.

Step 3: Once all original signatures have been obtained, then the Mylar should be submitted to the Department of Planning & Zoning for final approval and signature.

Step 4: After the Mylar has been signed by the Director of Planning & Zoning, the Applicant/Owner has six (6) months to record the plat with the Clerk of the Circuit Court. Within five (5) days of the recordation of the plat, the surveyor must provide the Department of Planning and Zoning with one (1) reproducible and two (2) paper copies of the plat along with the digital CAD file as specified in the County Subdivision Digital Submission Policy.

For Record Types that do **NOT** get recorded with the Clerk of the Circuit Court at the Washington County Court House, follow these instructions:

Step 1: The Applicant will receive an Approval Letter via email that informs them that the most recent submission of their plan has been approved. It will also inform the Applicant if and additional information is required. The Approved Plan will be routed via Electronic Plan Review to all applicable agencies for signature.

Step 2: Once all other agencies have electronically signed the plan, the Department of Planning & Zoning director will sign the plans and that file will become the official record.

Step 3: You will receive another email when the signed document is available for review and download from the ACA portal.