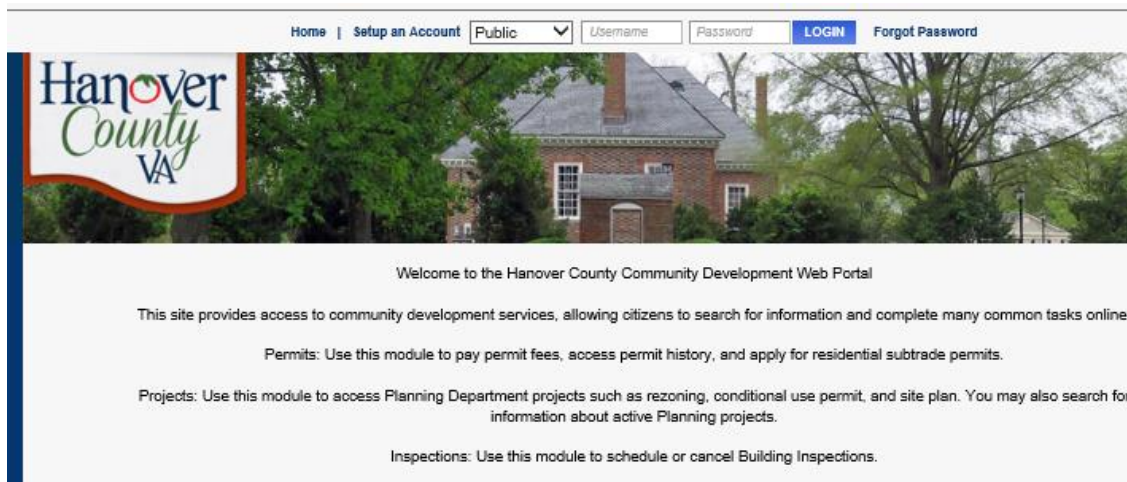


Online Application Submittal Help Document

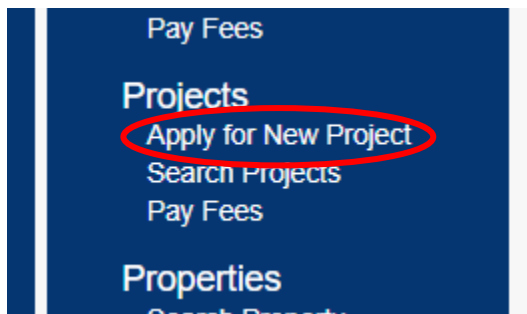
**Before starting your online application, please review the [Administrative Application Packet](#), complete the appropriate application, obtain necessary signatures, and prepare required attachments

Step 1: Go to : [Community Development Citizen Portal](#)

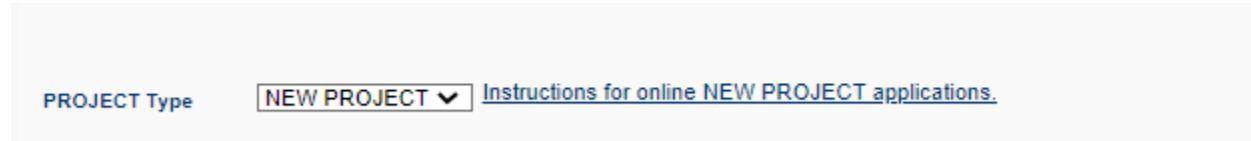
Step 2: Log into the Portal through the Public Login. (If this is your first time logging into the Portal, you will need to Setup an Account. See the help document titled “Setting up a Public User Account”.



Step 3: On the left hand navigation bar click “Apply for New Project”

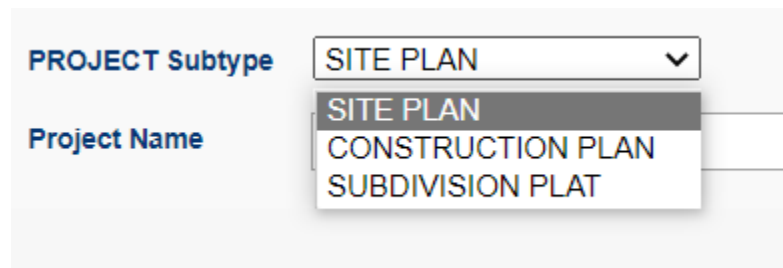


Step 4: For Project Type choose “New Project”. (NOTE: A link is provided to review all submission requirements and department checklist items)



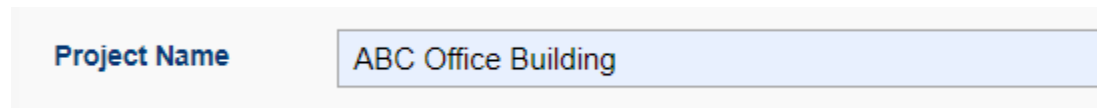
A screenshot of a web form showing the 'PROJECT Type' dropdown menu. The selected option is 'NEW PROJECT'. To the right of the dropdown is a blue hyperlink that reads 'Instructions for online NEW PROJECT applications.'

Step 5: Choose the Appropriate Project Subtype from the list.



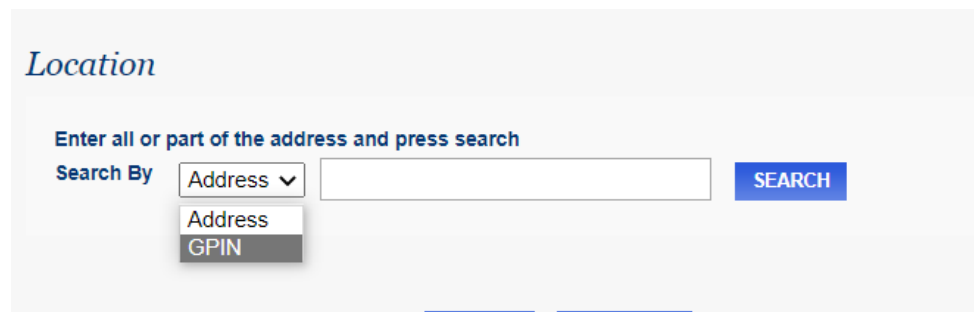
A screenshot of a web form showing the 'PROJECT Subtype' dropdown menu. The selected option is 'SITE PLAN'. A dropdown menu is open, showing three options: 'SITE PLAN', 'CONSTRUCTION PLAN', and 'SUBDIVISION PLAT'.

Step 6: Add the Project Name.



A screenshot of a web form showing the 'Project Name' text input field. The text 'ABC Office Building' is entered into the field.

Step 7: Enter the primary GPIN for the property and click “search”. Click on the correct parcel. Then click “Next Step”.



A screenshot of a web form titled 'Location'. Below the title is the instruction 'Enter all or part of the address and press search'. There is a 'Search By' dropdown menu with 'Address' selected. To the right of the dropdown is a text input field. To the right of the input field is a blue button labeled 'SEARCH'.

Location

Enter all or part of the GPIN and press search

Search By

GPIN

8810-14-6482

SEARCH

Select address below

8810-14-6482 - 7516 COUNTY COMPLEX RD - PARCEL

Step 8: Complete all Contact fields, including the Point of Contact (POC). Click Next Step

Application for a NEW PROJECT Project

Applicant Information

*Name	Mary Pennock	Phone	(804) 365-6171
*Address	PO Box 470	*Email Address	mbpennock@hanovercounty.gov
*City	Hanover		
*State	VA	*Zip	2306 -

Owner Information

*Name	HANOVER COUNTY	Phone	(804) 365-6171
*Address	PO BOX 470	Email Address	
*City	HANOVER		
*State	VA	*Zip	2306 -

Engineer Information

Name	John Smith	Phone	(804) 555-1212
Address	12 Survey Way	Email Address	jsmith@engineer.com
City	Hanover		
State	VA	Zip	2306 -

CLEAR

Poc Information

Name	Anna Jones	Phone	(804) 555-1313
Address	150 Development Road	Email Address	ajones@develop.com
City	Hanover		
State	VA	Zip	2306 -

CLEAR

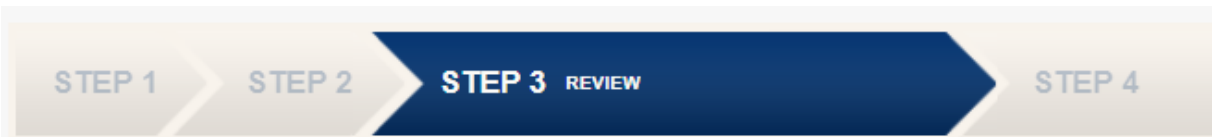
NOTE: All Poc (Point of Contact) information is REQUIRED. Do not proceed without filling in these fields.

CANCEL

PREVIOUS STEP

NEXT STEP

Step 9: Verify all information is correct, and make edits if needed. Click 'Next Step' at the bottom of the page.



Application for a NEW PROJECT Project

Review the information below prior to clicking submit.

Note that you must still attach application documents in the steps ahead before your application is complete.

Project Information

[EDIT](#)

Type NEW PROJECT
Subtype SITE PLAN
Description ABC Office Building

Location

[EDIT](#)

7516 COUNTY COMPLEX RD
Hanover, VA 23069

Contacts

[EDIT](#)

Applicant Information

Mary Pennock (804) 365-6171
PO Box 470 mbpennock@hanovercounty.gov
Hanover, VA 23069

Owner Information

HANOVER COUNTY (804) 365-6171
PO BOX 470
HANOVER, VA 23069

Engineer Information

John Smith (804) 555-1212
12 Survey Way jsmith@engineer.com
Hanover, VA 23069

Poc Information

Anna Jones (804) 555-1313
150 Development Road ajones@develop.com
Hanover, VA 23069

Fee Information

Type	Amount
Total Fees	\$0.00

[CANCEL](#)

[PREVIOUS STEP](#)

[NEXT STEP](#)

Step 10: On the Confirmation page, click ‘View Projects and Upload Attachments’

Project Application

STEP 1 STEP 2 STEP 3 **STEP 4 SUBMIT ATTACHMENTS**

Confirmation

Thank you for using the online portal to submit your project. You may now upload the application, plans, and any supplemental documents to the project by clicking below.

Once your attachments have been uploaded, the Planning Department staff will review your application and contact you for any additional required information.

Should you have any questions, contact the Planning Office at 804-365-6171. Please have your project number available for reference.

[VIEW PROJECT AND UPLOAD ATTACHMENTS](#)

Step 11: Under the project number, click on the word ‘Attachment’

Project #NEW2022-00036

[Attachment](#)

Project Info Site Info Fees \$0.00 Reviews (1)

Description:

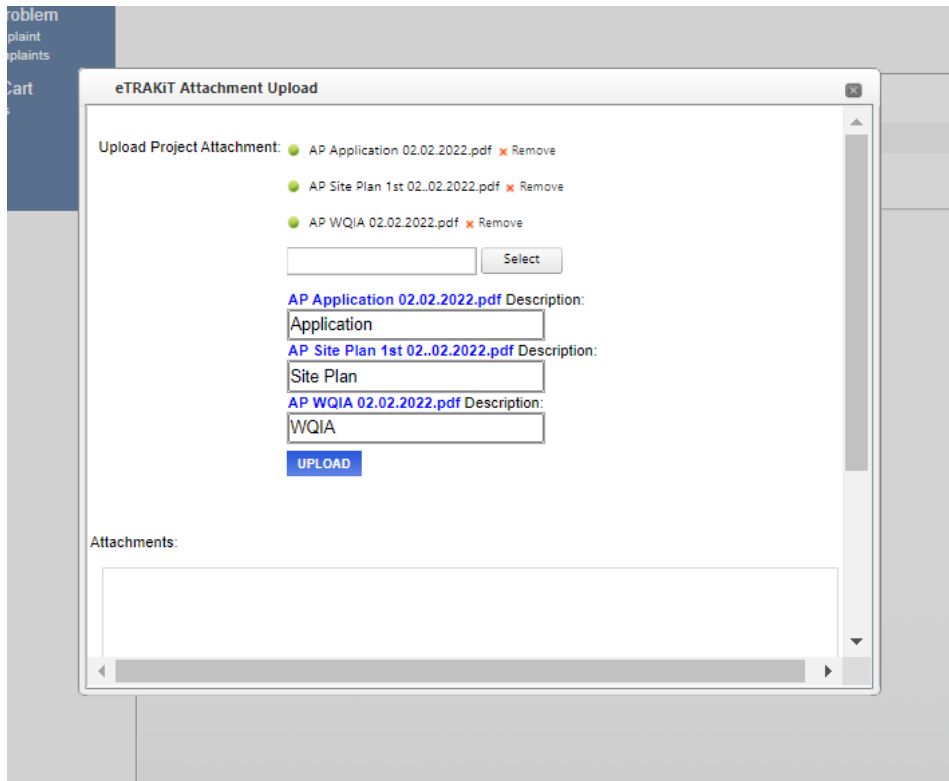
Type: NEW PROJECT

Subtype: SITE PLAN

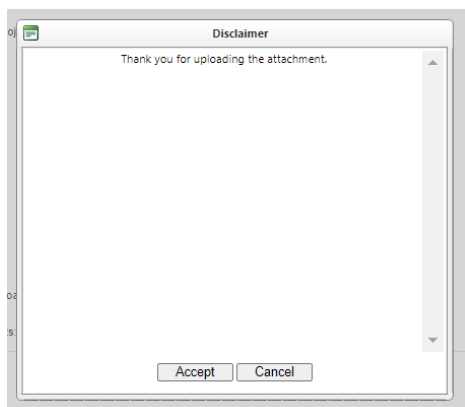
Step 12: Click ‘Select’ and choose the appropriate documents to upload. Only .pdf files will be accepted. Each file should be uploaded separately

- Application
- Civil Drawings
- Additional documents (WQIA, SWPPP, etc if required)

Click ‘Upload’



Click ‘Accept’



If all documents have been uploaded, you may now click 'Close'. Your application is now complete. Note: It may take a few minutes for the attachments to be available while they are scanned for viruses.

The screenshot shows a window titled "eTRAKIT Attachment Upload". It contains the following elements:

- Upload Project Attachment:** A text input field followed by a "Select" button.
- Description:** A text input field.
- UPLOAD:** A blue button.
- Status:** A message that reads "File uploaded successfully."
- Attachment(s):** A table listing the uploaded files.
- CLOSE:** A blue button at the bottom of the dialog.

Attachment(s):	File Name
Application	AP Application 02.02.2022.pdf not yet available.
Site Plan	AP Site Plan 1st 02..02.2022.pdf not yet available.
WQIA	AP WQIA 02.02.2022.pdf not yet available.