



Tutorial for County View Web:

A Guide for Users

Highlights...

- Page 2: Introduction
- Page 3: Getting Started with County View
- Page 4: View Property Information
- Page 6: View Selected Planning Application
- Page 9: View Selected Building Application
- Page 11: Schedule an Inspection
- Page 12: View Parcel Activity

Albemarle County
Dept. of Community Development
401 McIntire Road
Charlottesville, VA 22902
434-296-5832
Email: CountyViewFAQ@albemarle.org
Website: www.albemarle.org

Introduction

The *County View* system tracks all Albemarle County building permit applications, planning applications, and zoning applications, and provides general information about County properties. The system will also let you request and track inspections from time of submittal to project or plan completion. This tutorial is designed to introduce you to the basics of how to use County View to access this information.

You will learn how to:

- Access County View
- Navigate in County View
- View Property Information
- View a Planning Application (Including Status, Board/Planning Commission Activity, Permit Reviews, Documents and Images)
- View a Building Application (Including Application Status, Board/Planning Commission Activity, Permit Reviews, **Request Inspection**, Inspection Status)
- View Parcel Activity (All Building/Planning Applications for a Property)

Helpful Resources:

County View Web is designed for people with some knowledge of planning and building application/inspection processes and terms. If you need additional assistance, please go to www.albemarle.org/countyview to find *FAQ's*, *Navigation Tips*, a *Glossary*, *Troubleshooting Tips*, and other useful resources. You can also email CountyViewFAQ@albemarle.org or call Community Development at 434-296-5832.

Welcome

County View Application Home

Parcel ID Information

[View Property Information](#)

View information on a specific property. (e.g. 04600000001200 for Parcel ID)

NOTE: Use the "View Property Information" button if you wish to search information by street address, street name, owners name, parcel ID or Tax map & Parcel

[View Parcel Activity](#)

View both Planning and Building activity information on a specific property.

[Albemarle County GIS Web](#)

The County of Albemarle's GIS-Web provides access to County map and tabular data from various departments. Through this system, you can query for property information, view maps of selected properties, generate hard copy map products, and much more.

View Application Information

[View selected Planning Application](#)

View information on a specific Application. (e.g. SUB200700128 for Application Number)

[View selected Building Application](#)

View information on a specific Application. (e.g. B2007014655FC for Application Number)

Navigation

I would like to return to the Home Page of:

[Albemarle County](#)

If you have questions regarding County View please send an e-mail to: CountyViewFAQ@albemarle.org

Section 1: Getting Started with County View

Accessing County View

Step 1: Accessing the County View home page

Go to <http://www.albemarle.org/countyview>

Click on the link: **Go to County View**

The County View home page should appear.

Step 2: Getting to know the County View home page

The County View home page offers 5 search options:

- 1) View Property Information
- 2) View Selected Planning Application
- 3) View Selected Building Application
- 4) View Parcel Activity
- 5) Albemarle County GIS Web

Note: We'll be focusing this tutorial on Options 1-4. Option 5, GIS Web, is a separate feature you can use to view maps of selected properties, generate hard copy map products, query for property information, and much more. Although County View and GIS Web can both be used to search for property information, County View provides information about *Planning, Building and Inspection Activities/Applications*, and *Requesting Inspections online*.

County View Tips

Access County View

You can also access County View by going to the Albemarle County Website home page: www.albemarle.org, selecting the **eGOVERNMENT** drop-down menu, and clicking on County View Web.

Navigation

To move from page-to-page in County View, use the buttons in the Navigation section on the right side of the screen. For best results, do not use your browser's Back button or arrow.

The **Albemarle County** button takes you to the Albemarle County website home page: www.albemarle.org.

Browser Note: If you are using a browser other than Internet Explorer (IE), the appearance of County View pages may differ slightly from what is shown in this tutorial. However, the functions should still work the same with all browsers.

Welcome

County View

Application Home

Parcel ID Information

[View Property Information](#)

View information on a specific property. (e.g. 04600000001200 for Parcel ID)

NOTE: Use the "View Property Information" button if you wish to search information by street address, street name, owners name, parcel ID or Tax map & Parcel

[View Parcel Activity](#)

View both Planning and Building activity information on a specific property.

[Albemarle County GIS Web](#)

The County of Albemarle's GIS-Web provides access to County map and tabular data from various departments. Through this system, you can query for property information, view maps of selected properties, generate hard copy map products, and much more.

View Application Information

[View selected Planning Application](#)

View information on a specific Application. (e.g. SUB200700128 for Application Number)

[View selected Building Application](#)

View information on a specific Application. (e.g. B200701465SFC for Application Number)

Navigation

I would like to return to the Home Page of:

[Albemarle County](#)

If you have questions regarding County View please send an e-mail to: [County View FAQ](#)

Section 2: View Property Information

View Property Information

The *View Property Information* button gives you access to all of the information the County has about a property, including basic parcel information such as parcel ID, tax map, address, owner, watershed, water/sewer, school/magisterial districts, building/planning applications, land use, historical zoning/significance.

Step 1: Go to the View Property Information page

From the County View home page, press **View Property Information**.

The blue *Search and Navigation* area should appear.

Step 2: Select Search Criteria

Go to *Search By* and click on the drop-down menu to view the options for search criteria

- Address
- Street Name
- Parcel ID
- Tax Map Parcel
- Owner Name

To select a search option, point to your choice and **click** to display the white search boxes. (*Choose your search criteria based on the information you have about the property*)

Step 3: Enter Search Criteria

Enter the appropriate information in the white search boxes. (*Please see the County View Tips box for assistance with entering search criteria*)

Step 4: Start your Search

Click on the **GO** button to start your search. (*If you change your search criteria, you must press the GO button again.*)

The screenshot shows a 'Search & Navigation' panel. At the top, there is a 'Search By:' dropdown menu currently set to 'Address'. Below this is a 'Criteria' section with a list of options: 'Address', 'Street Name', 'Parcel ID', 'Tax Map and Parcel', and 'Owner Name'. To the right of these options are three input fields. Below the input fields is a 'GO' button. At the bottom of the panel, there is a label 'Apartment / Suite Number Contains:' followed by an input field and another 'GO' button.

County View Tips

Property Information Search Criteria

Address:

Street Name Contains: (name only, i.e. Huntington; or as it appears in tax records, i.e. Huntington Rd, not Huntington Road)

Street Name:

Street Name Contains: (name only, i.e. Huntington; or as it appears in tax records, i.e. Huntington Rd, not Huntington Road)

Parcel ID: 14-digit #: 0610000013100
(do not use dashes)

Tax Map and Parcel:

*starts with: 06100 (do not use dashes)
ends with: 13100 (do not use dashes)*

Owner Name:

*Name Contains: (format exactly as name appears in tax records.)
Full or partial can be used, as long as format is same as tax record, for example:*

Doe, Susie L. and John H.
Doe, Susie
John H.
Doe
Susie

*Examples that won't work:
Susie Doe*

The Property Information Page

The Property Information Page is the first page of information displayed after a successful search. The right-hand Navigation bar will show buttons for Page 2 and Page 3 when this page (Page 1) is on the screen. If you select another page, you can return to this page by selecting **Page 1** from the right-hand Navigation.

The Property Information Page includes:

- Basic Parcel Information – Parcel ID, Tax Map, Subdivision, Legal Description
- E-911 Address Information
- Owner Information—Name and Address

Page 2

The Additional Property Information Page

Select **Page 2** from the right-hand **Navigation** bar to display the Additional Property Information page, which includes:

- General Area Information – Comprehensive Plan Area, Traffic Zone, Census Information, Water/Sewer, Watershed, Water Supply Protection Area, Development Area
- District Information – School, Magisterial and Voter districts
- Parcel Activity Information – Planning Activities (View Planning Application), Building Activities (View Building Activities)

Page 3

The Land Use Information Page

Select **Page 3** from the right-hand **Navigation** bar to display the Land Use Information page, which includes:

- Land Use Information – Agricultural/Forestal District, Primary Land Use, Secondary Land Use, Minor Land Use, Number of Structures and Dwelling Units
- Overlay Districts – Scenic Stream, Entrance Corridor, Flood Hazard, Natural Resource Extraction, Airport Import Area
- Historical Zoning Information
- Historical Significance

Application Home

Parcel Activity

The **Application Home** button returns you to the County View home page.

The **Parcel Activity** button displays building and/or planning applications for the parcel, including building and planning application numbers. See Section 5 for more information.

Navigation

I would like to view:

Page 2

Page 3

I would like to return to:

Application Home

Parcel Activity

If you have questions regarding County View please send an e-mail to: [COUNTY VIEW FAQ](#)

Navigation

I would like to view:

Page 1

Page 3

I would like to return to:

Application Home

Section 3: View Selected Planning Application

View Selected Planning Application

The *View Selected Planning Application* button gives you access to the information the County has about a planning application, such as: type of application, project name, received date, status/status date, legal address, fees, sub-application information (permits, etc), owner/applicant contact information.

Step 1: Go to the *View Selected Planning Application* page

From the County View home page, press **View Selected Planning Application**.

The blue *Search and Navigation* area should appear.

Step 2: Select Search Criteria

Go to *Search By* and click on the drop-down menu to view the options for search criteria:

- *Planning Application Number*
- *Planning Project Name*
- *Parcel ID*

To select a search option, point to your choice and **click** to display the white search box. (Choose your search criteria based on the information you have about the property)

Step 3: Enter Search Criteria

Enter the appropriate information in the white search box. (Please see the *County View Tips* box for assistance with entering search criteria)

Step 4: Start Search

Click on the **GO** button to start your search. (If you change your search criteria, you must press the **GO** button again.)

Search & Navigation

Search By: Planning Application Number

Criteria: Planning Application Number

Parcel ID

Application number is exactly: GO

Results

County View Tips

Planning Application Search Criteria

Planning Application Number:

Include full number, including prefix:
SPI98200074

You can find the **planning application number** on your County application paperwork or by using the **Parcel Activity** feature on the County View Home Page or Project Information Page. See tutorial Section 5 for details.

Planning Project Name:

Specify all or part of project name. (If whole project name is used, format exactly as name appears on the application, for example, Hollymead Town Center is correct, Hollymead Center is incorrect)

Note: If the search returns a list of applications, you can click directly on an item in the list to display information for the specific application.

Parcel ID: 14-digit #: 0610000013100
(do not use dashes)

The Planning Application Information Page

The Planning Application Information page is the first page of information displayed after a successful search. The right-hand Navigation bar will show buttons for several options when this page (*Application*) is on the screen. If you select another Navigation option, you can return to the Planning Application Information page by pressing the **Application** button on the right-hand Navigation Bar.

The Planning Application Information page includes the following information:

- Application Type, Project Name, Application Dates, Application Status/Dates
- Sub-Applications—Permits, etc.
- Status Tracking—Under Review, Approved, Withdrawn, etc.
- Applicant/Owner Contact Information
- E-911 Address Information

Site Plan/Subdivision Info

The Planning - Site Plan/Subdivision Info Page

Select **Site Plan/Subdivision Info** from the right-hand **Navigation** bar to display the site Plan/Subdivision Info page. Information includes:

- Application Information
- Additional Information—Use Type (Commercial, etc), Building Size, Units, Lots, Acreage, Land Use (Office, etc.), Intended Use, Business Type
- Bonding and Surety Information

PC/BOS Activity

The Planning – PC/BOS Activity Page

Select **PC/BOS** from the right-hand **Navigation** bar to display the site Planning-PC/BOS Activity page. Information includes:

- Application Information and Project Description
- Planning Commission Activity—Planning Commission Meetings and Actions
- Board of Supervisors Activity—Board of Supervisors Meetings and Actions

Navigation

I would like to view:

Site Plan/Subdivision Info

PC/BOS Activity

Project Information

Review Details

I would like to go to:

View Property Info

Application Home

Parcel Activity

If you have questions regarding County View please send an e-mail to: [County View FAQ](#)

Navigation

I would like to view:

Application

PC/BOS Activity

Project Information

Review Details

I would like to return to:

Application Home

Project Information

The Planning—Project Information Page

Select **Project Information** to display the Project Information page. Information includes:

- Application Information
- Associated Documents or Images—View staff reports and comments, photos, applicant submittal of additional information (links could be .pdf documents, photos, etc.) *Some information such as large site plans or other documents may not be available in digital form. Complete hard copies of applications can be viewed by appointment in Community Development by calling 434-296-5832.*

Review Details

The Planning – Review Details Page

Select **Review Details** from the right-hand **Navigation** bar to display the Review Details page. Information includes:

- Application Information and Project Description
- Reviews—Reviewer, Submittal Type, Group or Agency, Status, Received, Due, Completed
- Document Review—notation or .pdf file of actual comments from the reviewer

View Property Info

Select **View Property Info** to display the information from Page 1 of the Property Information search.

Application Home

Select **Application Home** to return to the County View Home Page.

Parcel Activity

Select **Parcel Activity** to list building and planning applications for the parcel, including building and planning application numbers. See Section 5 for more information.

Questions? Click on the [County View FAQ](#) link to send an email to a Community Development County staff person.

Navigation

I would like to view:

- Site Plan/Subdivision Info
- PC/BOS Activity
- Project Information
- Review Details

I would like to go to:

- View Property Info
- Application Home
- Parcel Activity

If you have questions regarding County View please send an e-mail to: [County View FAQ](#)

Section 4: View Selected Building Application

Step 1: Go to the View Selected Building Application page

From the County View home page, press **View Selected Building Application**.

The blue *Search and Navigation area* should appear.

Step 2: Select Search Criteria

Go to *Search By* and click on the drop-down menu to view the options for search criteria:

- *Building Application Number*
- *Parcel ID*

To select a search option, point to your choice and click to display the white search box. (Choose your search criteria based on the information you have about the property)

Step 3: Enter Search Criteria

Enter the appropriate information in the white search box. (Please see the *County View Tips* box for assistance with entering search criteria)

Step 4: Start Search

Click on the **GO** button to start your search. (If you change your search criteria, you must press the **GO** button again.)

County View Tips

Building Application Search Criteria

Building Application Number:

Include full number including prefix:
B200800426NC

You can find the building application number on your County application paperwork or by using the **Parcel Activity** feature from the County View Home Page or Project Information Page. See Tutorial Section 5 for details.

Parcel ID: 14-digit #: 06100000013100
(do not use dashes)

The screenshot shows a web interface titled "Search & Navigation". It features a "Search By:" dropdown menu currently set to "Parcel ID". Below this, a "Criteria:" section is expanded, showing "Building Application Number" and "Parcel ID" as options. A text input field labeled "Tax Map Parcel Is exactly:" is present, followed by a green "GO" button. A "Results" section is also visible at the bottom of the interface.

The Building Application Information Page

The Building Application Information page is the first page of information displayed after a successful search. The right-hand Navigation bar will show buttons for several options when this page (*Building Application*) is on the screen. If you select another Navigation option, you can return to the Building Application Information Page by selecting the **View Application** button on the right-hand Navigation Bar.

The Building Application Information page includes the following information:

- Application Information—Application Number, Type, Application Dates, Application Status, Sub-Application Type
- Building Work Information—Work Class, Frame Type, Water Supply Type, Sewage Disposal Type, Footing/Foundation Type, Work Description
- Application Contact Information
- View All Inspections
- **Schedule Inspections**

Sub-Contractor Info

The Sub-Contractor/Work Information Page

Select **Sub-Contractor Info** from the right-hand **Navigation** bar to display the Subcontractor/Work Information Info page. Information includes:

- Subcontractors for Electrical, Mechanical and Plumbing Systems

Inspections and Reviews

The Inspections and Review Information Page

Select **Inspections and Reviews** from the right-hand **Navigation** bar to display the Inspections and Review Information page. Information includes:

- Current Status of Inspections—Inspection Type, Status, Date Scheduled, Date Inspected
- Current Status of Reviews—Review Type, Status, Date Completed

Navigation

I would like to view:

Sub-Contractor Info

Inspections & Reviews

I would like to schedule an Inspection for this Building Application:

Schedule Inspection

Property Information

I would like to return to:

Application Home

Parcel Activity

If you have questions regarding County View please send an e-mail to: [COUNTY VIEW FAQ](#)

Navigation

I would like to view:

View Application

Inspections & Reviews

I would like to schedule an Inspection for this Building Application:

Schedule Inspection

Property Information

I would like to return to:

Application Home

Parcel Activity

Schedule Inspection

Once you are issued a building permit, you can schedule an inspection online after you have an active *building application* displayed on your screen (see beginning of Section 4 for steps to **View Selected Building Application**).

To Schedule an Inspection:

Step 1: From the Building Application Information Page, select **Schedule Inspection** from the right-hand Navigation bar.

*A list of **Pending Inspections Available for Scheduling** will appear at the top of the screen. Note: If an inspection list is not shown, or if the particular inspection you want to schedule does not appear on the screen, please call 434-296-5832.*

*The **Schedule an Inspection** form will appear at the bottom of the screen.*

Step 2: Select the pending inspection you wish to schedule from the drop-down menu.

Step 3: Enter the requested inspection date and your contact information.

Step 4: Select the **Submit Request** button. (*Your request is complete*)

Property Information

Select **Property Information** to display the information from Page 1 of the Property Information search.

Application Home

Select **Application Home** to return to the County View Home Page.

Parcel Activity

Select **Parcel Activity** to list all of the building and planning applications for the parcel.

Questions? Click on the [County View FAQ](#) link to send an email to a Community Development staff person.

Navigation
I would like to view:

- Sub-Contractor Info
- Inspections & Reviews

I would like to schedule an inspection for this Building Application:

- Schedule Inspection
- Property Information

I would like to return to:

- Application Home
- Parcel Activity

If you have questions regarding County View please send an e-mail to: [COUNTY VIEW FAQ](#)

Section 5: View Parcel Activity

The Parcel Activity option will display a list the Building and/or Planning Applications for a project or property. This feature is the same as the Parcel Activity button found on the right-hand Navigation bar. Complete hard copies of all applications can be viewed by appointment in Community Development: 434-296-5832.

Step 1: Go to the Parcel Activity Page

From the County View home page, press *Parcel Activity*

The blue *Search and Navigation* area should appear.

Step 2: Select Search Criteria

Go to *Search By* and click on the drop-down menu to view the options for search criteria:

- *Parcel ID*
- *Planning Application Number*
- *Building Application Number*
- *Planning Project Name*

To select a search option, point to your choice and click to display the white search box. (*Choose your search criteria based on the information you have about the property*)

Step 3: Enter Search Criteria

Enter the appropriate information in the white search box. (*Please see the County View Tips box for assistance with entering search criteria*)

Step 4: Start Search

Click on the **GO** button to start your search. (*If you change your search criteria, you must press the **GO** button again.*)

Step 5: Select a Planning or Building Application to View

Scroll to the desired application and **click** to view the specific application information.

County View Tips

Parcel Activity Search Criteria

Parcel ID: (no dashes)

Planning Application Number:

Include full number, including prefix:
SPI98200074

You can find the planning application number on your County application paperwork or by using a different search criteria for Parcel Activity.

Building Application Number:

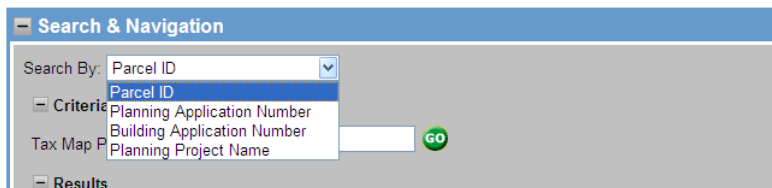
Include full number including prefix:
B200800426NC

You can find the building application number on your County application paperwork or by using a different search criteria for Parcel Activity.

Planning Project Name:

Specify all or part of project name. (If whole project name is used, format exactly as name appears on the application, for example, Hollymead Town Center is correct, Hollymead Center is incorrect)

Note: If the search returns a list of applications, you can click directly on an item in the list to display information for the specific application.



Additional Resources

The Community Development Department has many resources available on the Albemarle County Website to provide more in-depth information about Building and Planning processes:

Step 1: To access the Community Development web pages, go to www.albemarle.org

Step 2: Select the *Departments* drop-down menu

Step 3: Click on *Community Development*

For background information related to County View, you might want to click on each of the main Community Development areas, particularly: Planning, Zoning & Current Development and Inspections.

You may also find it helpful to look at the right- and left-hand Navigation bars for information about plans/policies/ordinances, master planning, development areas and urban/rural areas.

Questions? Please email CountyViewFAQ@albemarle.org or call Community Development at 434-296-5832.

To stay up-to-date on County happenings, you can also sign up for A-Mail, the County's e-news service: www.albemarle.org/amaill.

