

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.

