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 ad text, 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*
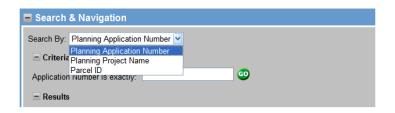> - *Planning Project Name*
> - *Parcel ID*
>
> To select a search option, point to your choice and ***click*** to display the white search box. (*Choose your search criteria based on the information you have about the property*)

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.*)

📄 **County View Tips**

Planning Application Search Criteria

Planning Application Number:
> *Include full number, including prefix: SP198200074*
>
> ***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 #: 06100000013100 (do not use dashes)*

Search & Navigation

Search By: Planning Application Number ▾
> Planning Application Number
> Planning Project Name
> Parcel ID

☐ Criteria

Application Number is exactly: [   ] GO

☐ Results

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

> ### *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.