



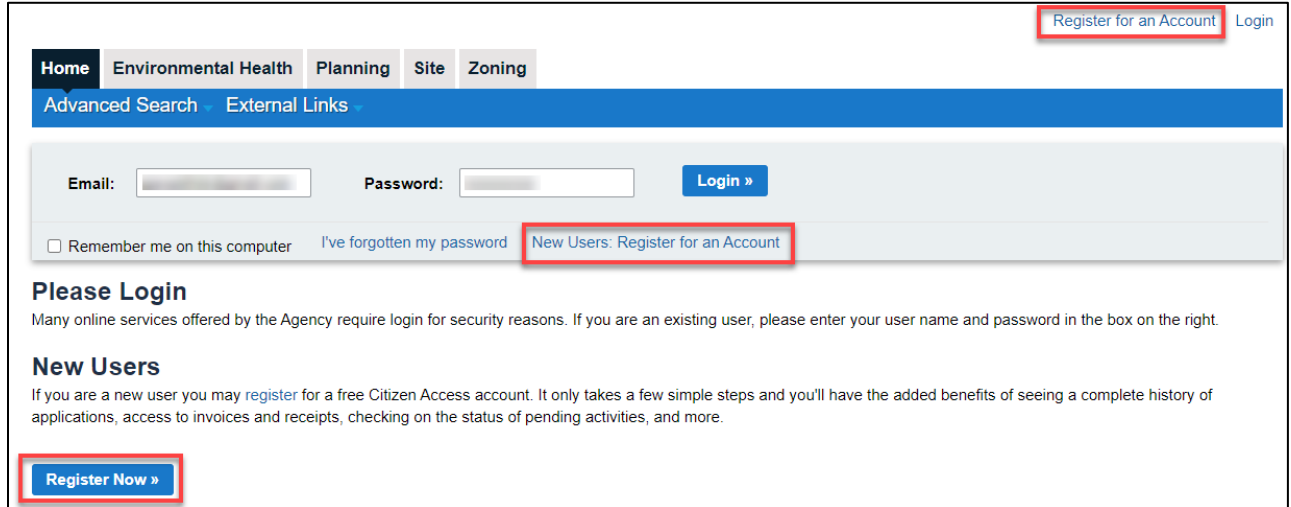
# **Planning and Land Use System (PLUS) DPD Planning Division User Guide**

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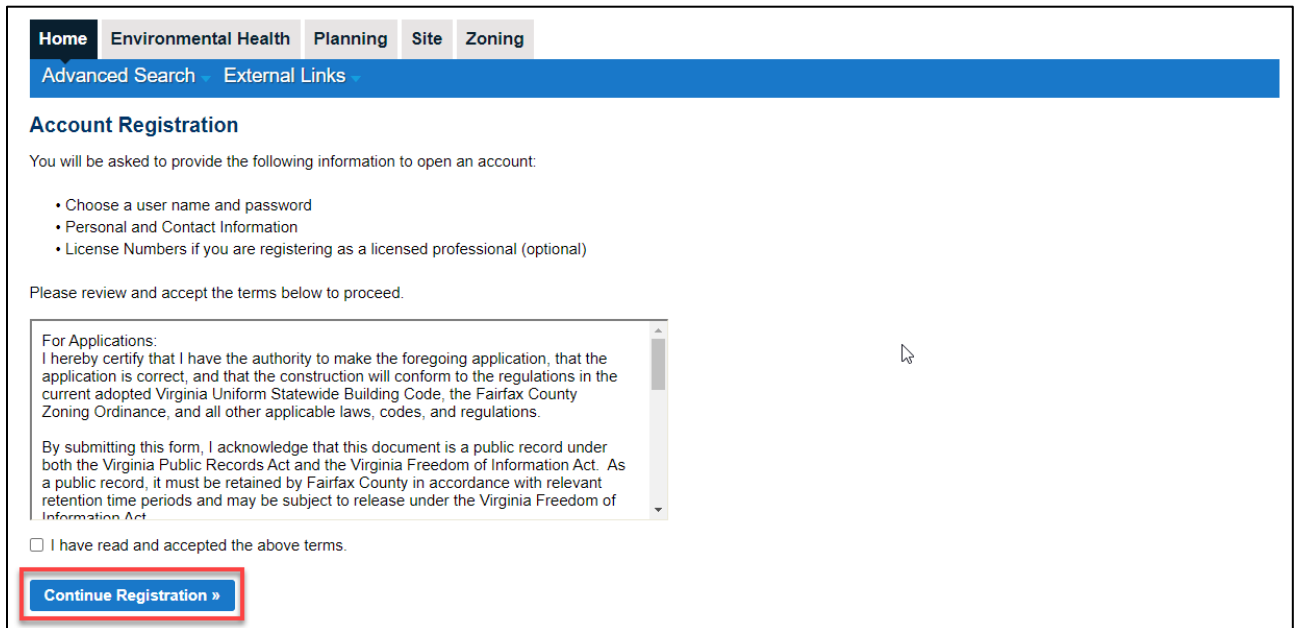
## 1. Register For a New Account:

**Step 1:** You can register for a user account by clicking on one of the two links highlighted below.




The screenshot shows the top navigation bar with links for Home, Environmental Health, Planning, Site, and Zoning. Below this is a blue bar with 'Advanced Search' and 'External Links'. A login section contains an 'Email' field, a 'Password' field, and a 'Login »' button. Below the login fields are checkboxes for 'Remember me on this computer' and 'I've forgotten my password', and a link for 'New Users: Register for an Account' which is highlighted with a red box. Below the login section is a 'Please Login' heading and a paragraph explaining that many services require login. Underneath is a 'New Users' heading and a paragraph explaining that new users can register for a free Citizen Access account. At the bottom left, there is a blue button labeled 'Register Now »' which is also highlighted with a red box. In the top right corner, there is a link for 'Register for an Account' which is highlighted with a red box.

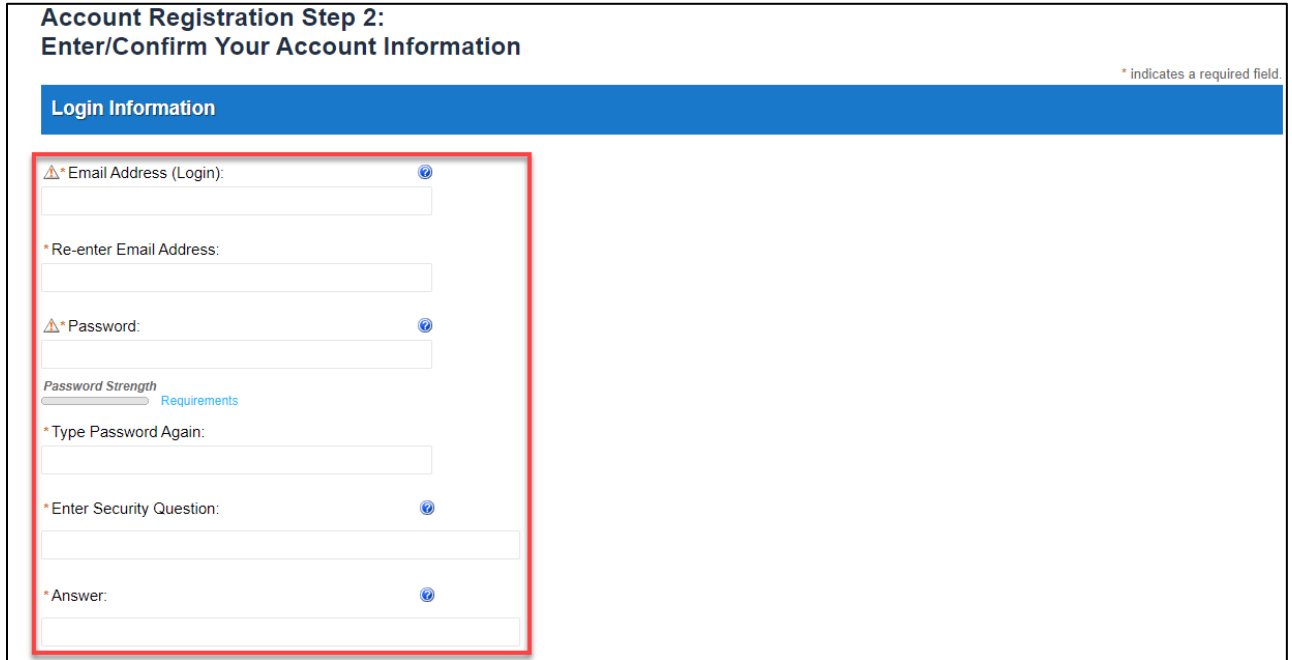
**Step 2:** Read and accept the terms and conditions given by clicking the box at the bottom, then **Continue Registration.**



The screenshot shows the 'Account Registration' page. It features the same top navigation bar as the previous page. Below the navigation bar is a blue bar with 'Advanced Search' and 'External Links'. The main heading is 'Account Registration'. Below this heading is a paragraph stating 'You will be asked to provide the following information to open an account:' followed by a bulleted list: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. Below the list is a paragraph stating 'Please review and accept the terms below to proceed.' This is followed by a scrollable text area containing the following text: 'For Applications: I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations. By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a public record, it must be retained by Fairfax County in accordance with relevant retention time periods and may be subject to release under the Virginia Freedom of Information Act.' Below the scrollable text area is a checkbox labeled 'I have read and accepted the above terms.' At the bottom left, there is a blue button labeled 'Continue Registration »' which is highlighted with a red box.

**Step 3:** Enter your email address, create a password, and create a security question and answer in the top section of the following screen.


**Note:** Any time you see the  icon, you can click on it to see more information regarding the field it is associated with.




**Account Registration Step 2:  
Enter/Confirm Your Account Information**

\* indicates a required field.

**Login Information**


**\* Email Address (Login):** 


**\* Re-enter Email Address:**

**\* Password:** 

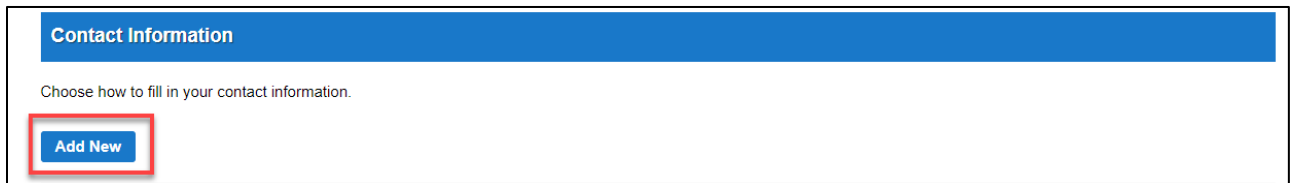
Password Strength [Requirements](#)

**\* Type Password Again:**

**\* Enter Security Question:** 

**\* Answer:** 

On the bottom half of the same page, enter your contact information by clicking **Add New**.

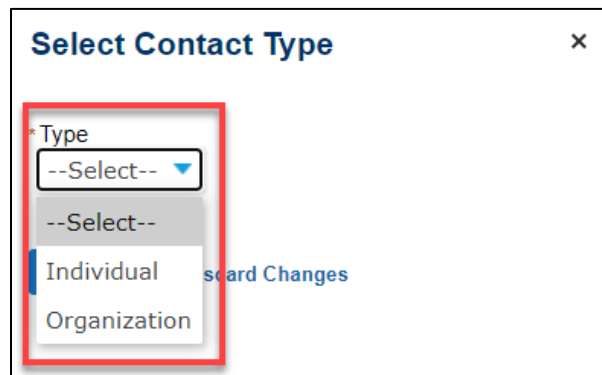


**Contact Information**

Choose how to fill in your contact information.


**Add New**

You will first be asked to choose the contact type. Select either **Individual** or **Organization** in the drop-down menu and then click **Continue**.



**Select Contact Type** ×

**\* Type**

--Select-- 

--Select--

Individual card Changes

Organization

Next, you will be prompted to enter your first and last name, phone number, email, and country of residence. Fields with an asterisk (\*) must be entered to continue.

### Contact Information

\*First:  \*Last:  Suffix:

Title:

\*Primary Phone:  Secondary Phone:  Fax:

\*Email:

\*Country/Region:

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
--------------	-----------	---------	--------	------------	----------	--------

Click on **Add Additional Contact Address** to enter a minimum of one mailing address. You may add another address by clicking on **Save and Add Another** or click **Save and Close** if you are done entering addresses. You cannot proceed with registration until at least one address is entered.

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

### Contact Address Information

\*Address Type  
Mailing

\*Address Line 1  
\_\_\_\_\_  
Address Line 2  
\_\_\_\_\_  
Address Line 3  
\_\_\_\_\_

\*City                      \*State                      \*Zip Code  
\_\_\_\_\_  
--Select  
\_\_\_\_\_

[Save and Close](#)   [Save and Add Another](#)   [Clear](#)   Discard Changes

You should now see “contact added successfully”. You can edit or remove the contact at this point. Please note that any change made to the account contact information will be reflected in every record associated with the account. Click **Continue Registration** to move forward.

[Add Additional Contact Address](#)

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✔ [Contact address added successfully.](#)

### Account Registration Step 2: Enter/Confirm Your Account Information

\* indicates a required field

#### Login Information

▲ \* Email Address (Login):

\* Re-enter Email Address:

▲ \* Password:

Password Strength Requirements

\* Type Password Again:

\* Enter Security Question:

\* Answer:

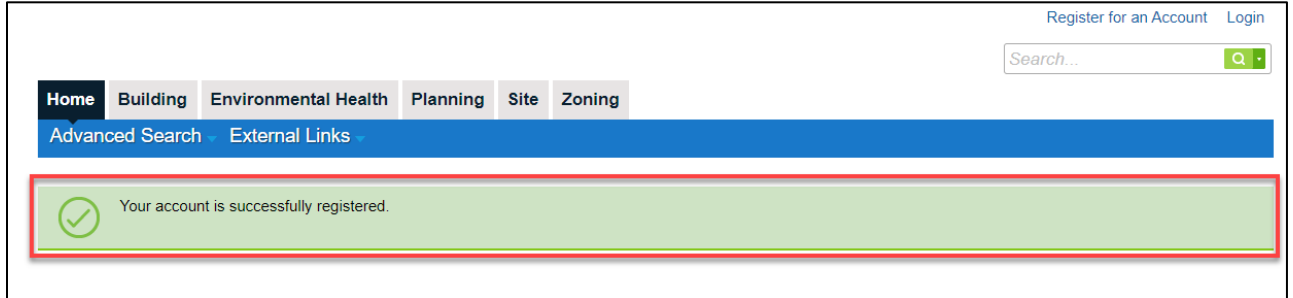
#### Contact Information

Choose how to fill in your contact information.

[Add New](#)

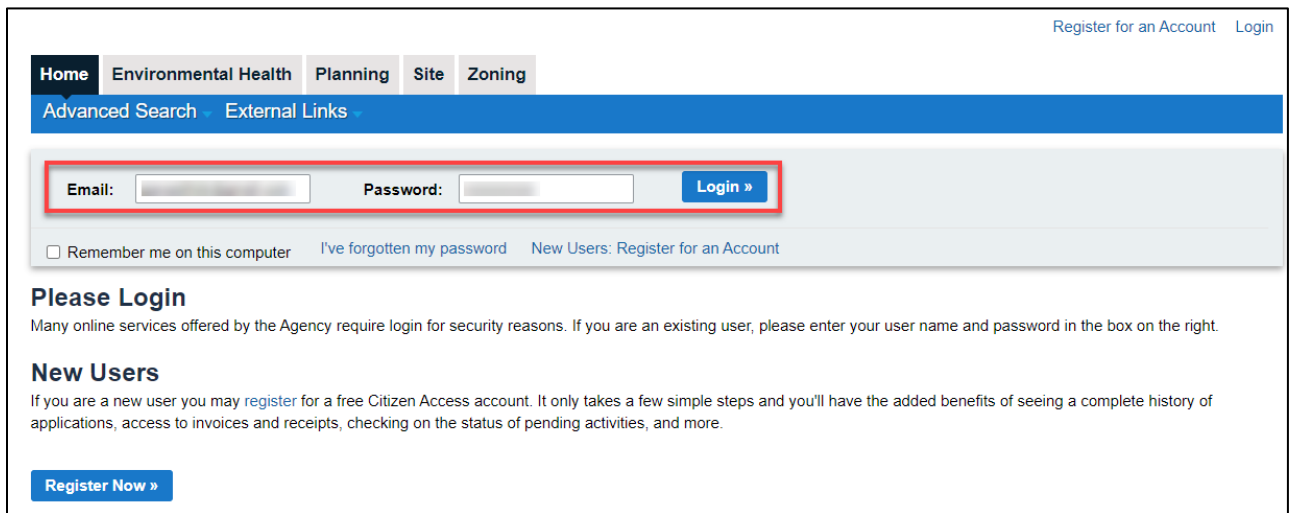
[Continue Registration »](#)

**Step 4.** Your account is now successfully registered. You will receive a **notification** email to any contact email addresses provided asking you to verify your email by clicking on the link embedded in the email message. After you have verified your account, you can login and begin using the system.

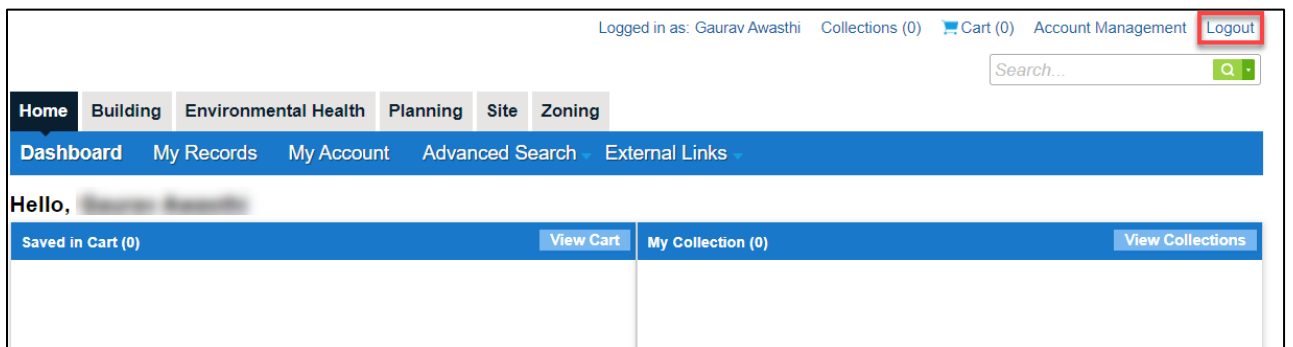


## 2. Login/Logout into PLUS:

**Step 1:** Enter your email address and password to login into PLUS.



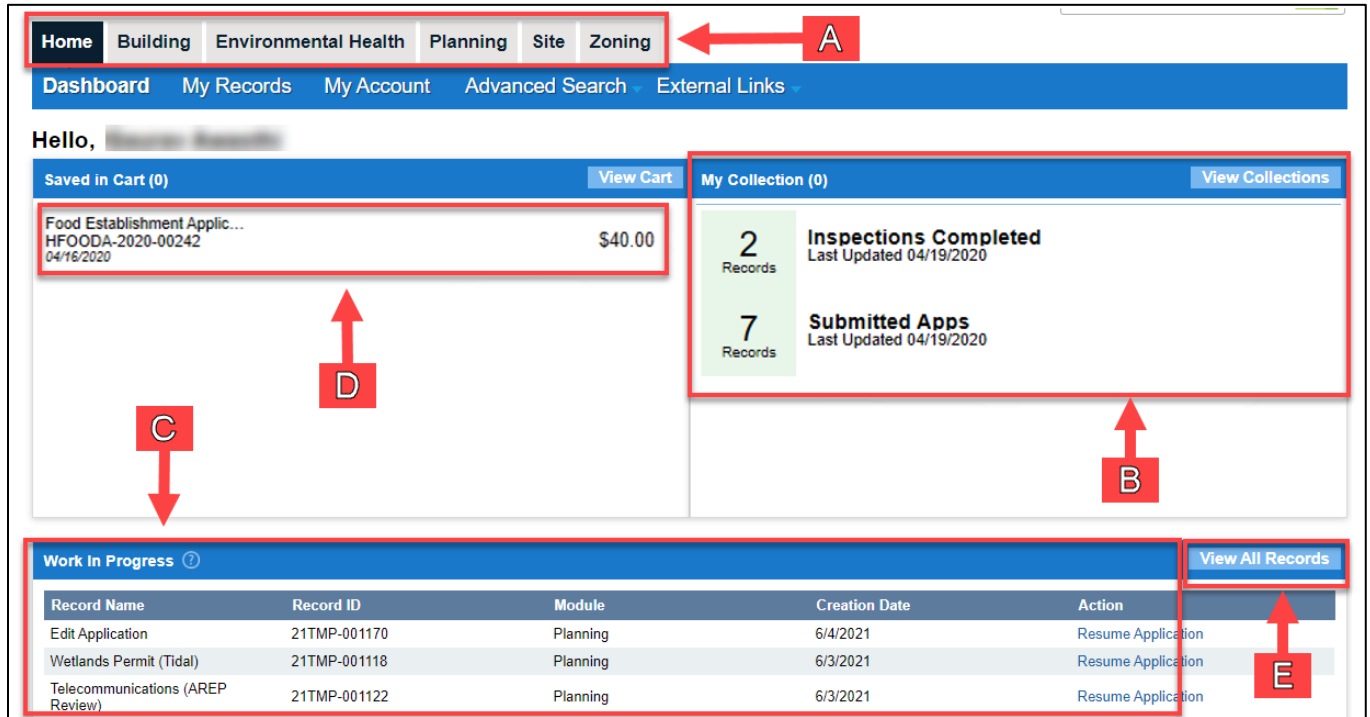
**Step 2:** Logout option will appear at the top right corner throughout the PLUS system.



### 3. Managing your PLUS Account:

#### 1. Dashboard

When you log in you will automatically be directed to your **Dashboard** or homepage, where you will see an overview of your shopping Cart of all your Records and any record Collections you have created and named. You can switch between different County agencies (modules) using the top Agency Module Menu Bar. Click on **Home** and then on Dashboard at any time to return to your Dashboard.

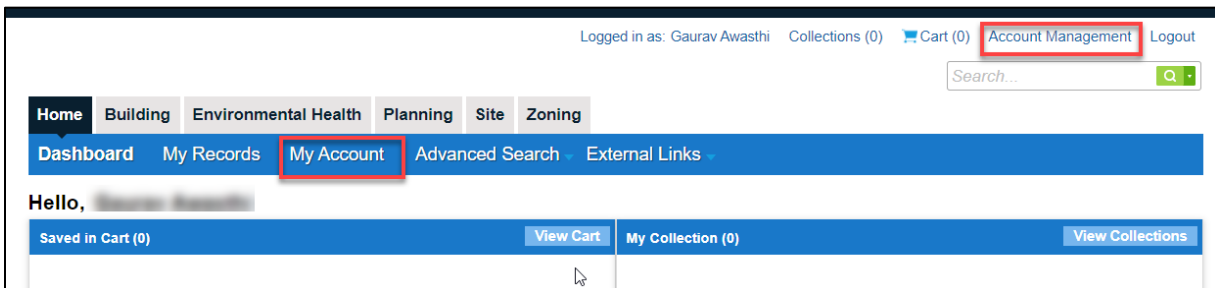


The screenshot shows the PLUS Dashboard interface. Callout A points to the Agency Module Menu Bar (Home, Building, Environmental Health, Planning, Site, Zoning). Callout B points to the My Collection (0) section. Callout C points to the Work In Progress section. Callout D points to the Invoiced Fees section. Callout E points to the View All Records button.

Letter	Name	Description
A	Menu Header	Ability to navigate between different agencies.
B	My Collection	Collection of records you create and name
C	Work in Progress	A list of up to the last 10 applications in progress (those that you saved to resume later prior to submission)
D	Invoiced Fees	
E	View All Records	A list of all the records you have in PLUS.

#### 2. My Account Management

Your account detail can be editing by clicking **My Account** or **Account Management**.



The screenshot shows the PLUS Account Management page. The 'Account Management' link in the top right corner is highlighted with a red box. The 'My Account' link in the top navigation bar is also highlighted with a red box.



You can click on **Edit** to change password and/or security questions.

You can click on **Action View** to edit contact information (Note: Any change to account contact information will apply to every record associated with the account).

Home
Building
Environmental Health
Planning
Site
Zoning

Dashboard
My Records
My Account
Advanced Search
External Links

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**

Citizen Account

**Login Information**
Edit

User Name: [blurred]  
 E-mail: [blurred]  
 Password: [blurred]  
 Security Question: [blurred]

**License Information**
Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	County License #	Status	Action
No records found.						

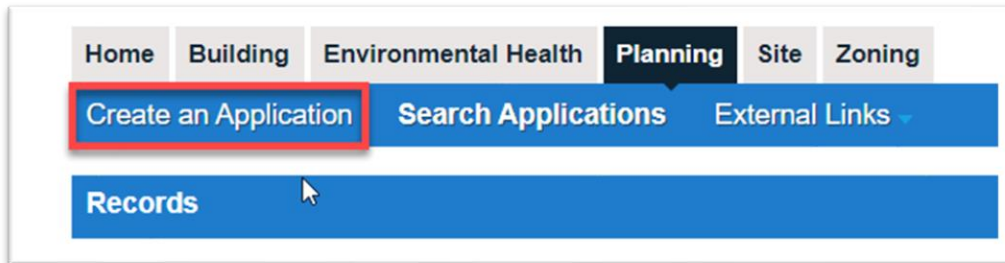
**Contact Information**

Showing 1-1 of 1

First Name	Last Name	Business Name	Contact Type	Primary Phone	Status	Action
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	Approved	<div style="background-color: white; color: #0056b3; padding: 2px; font-weight: bold;">Action</div> <div style="background-color: white; color: #0056b3; padding: 2px;">Actions ▾</div> <div style="background-color: white; color: #0056b3; padding: 2px;">View</div>

## 4. Submitting Agricultural and Forestal Record:

1. Start an Application:
  - i. Go to the Citizen Portal. Create a username and password. Login.
  - ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



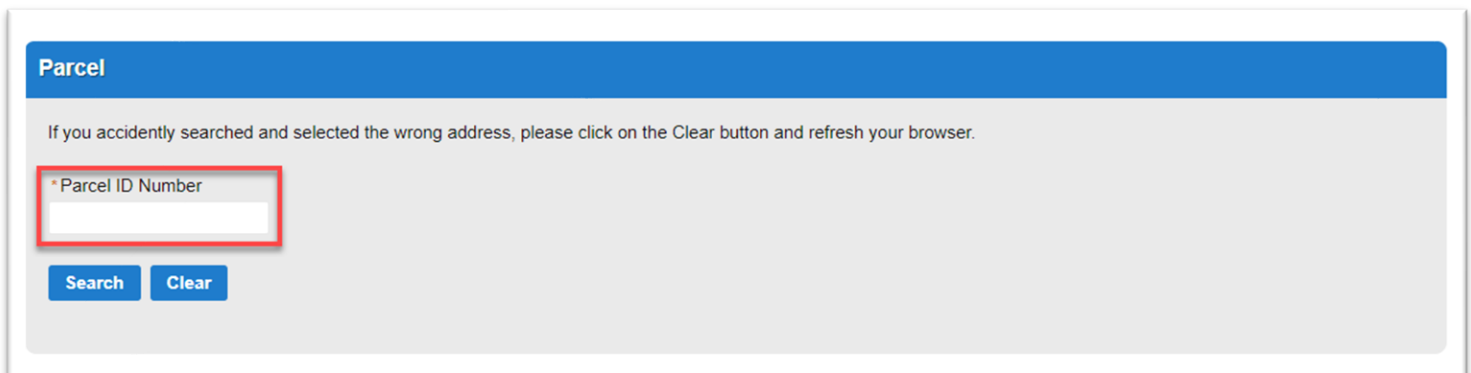
The screenshot shows the top navigation bar of the Citizen Portal. The 'Planning' tab is selected and highlighted in black. Below the tabs, there is a blue bar with three main options: 'Create an Application' (highlighted with a red box), 'Search Applications', and 'External Links'. Below this bar is another blue bar labeled 'Records'.

2. Under Board Matters, select Agricultural and Forestal District. Continue Application.



The screenshot shows a dropdown menu for 'Board Matters'. The 'Agricultural and Forestal District' option is selected and highlighted with a red box. Other options include 'Environmental Planning' and 'Public Facilities'. A blue button labeled 'Continue Application »' is located at the bottom of the menu.

3. Parcel:
  - i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 0711010068



The screenshot shows the 'Parcel' search form. It has a blue header with the word 'Parcel'. Below the header, there is a message: 'If you accidentally searched and selected the wrong address, please click on the Clear button and refresh your browser.' There is a text input field labeled '\* Parcel ID Number' (highlighted with a red box). Below the input field are two buttons: 'Search' and 'Clear'.

4. Multiple Parcels
  - i. Answer multiple parcel questions. Note: If your original Parcel ID is not greater than 20 acres then ensure that you include multiple parcels that will equal greater than 20 acres.

### Multiple Parcels

For the parcel you entered, is it entirely within the application area?  Yes  No

Does the application area include more than one parcel, either in whole or in part?  Yes  No

### 5. Address

- i. Auto populates based on the Parcel ID.

### Address

* Street Number	Street Prefix	* Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--
Unit Type	Unit #	Floor Number	Building Number	
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State		* Zip Code	
<input type="text"/>	--Select--		<input type="text"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>			

### 6. Owner

- i. Auto populates based on the Parcel ID.

### Owner

* Owner Name	<input type="text"/>		
Mailing Address 1	<input type="text"/>		
Mailing Address 2	<input type="text"/>		
Mailing Address 3	<input type="text"/>		
City	State	Zip Code	Country/Region
<input type="text"/>	--Select--	<input type="text"/>	United States
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

### 7. Applicant

- i. Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

**Applicant**

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account
Add New

- 8. Licensed Professional
  - i. Add an optional licensed professional.

**Licensed Professional List**

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

Add New

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.						

- 9. Record Detail
  - i. Enter the Project Name and Project Description (required) information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

**Detailed Description**

\* Project Name

\* Project Description

- 10. General Information
  - i. Provide information for the required fields. Note that for residential uses, the acreage cannot exceed 5.

**General Information**

\* Proposed District Name:

\* District Type:

\* Forested or undeveloped area in proposed District:  Acres

\* Agricultural uses (includes livestock/equine pasture):  Acres

\* Residential use area in proposed District:  Acres

Total Area of Subject Parcel(s):

Is this use adjacent to or visible from a Historic Overlay District?:  Yes  No

List and describe any Historic Sites:

List and describe any improvements made in the past 10 years, including buildings, fencing, equipment, drainage projects, and conservation measures:

- 11. Forest Details
  - i. Answer the required questions.

**Forest Details**

\* Future timber or pulpwood harvesting:  Acres

\* Christmas tree production and harvesting:  Acres

\* Firewood production and harvesting:  Acres

\* Land in Conservation:  Acres

\* Other Uses:  Acres

If tree harvesting is planned, what roads or rights-of-way will be used for access?:

- 12. Farm Details
  - i. Answer the required questions.

**Farm Details**

\* Ownership, select one: --Select-- ▾

\* Does the farm operation require that tractors or other slow-moving vehicles use public roads?:  Yes  No

\* Number of cars, vans, and pickup trucks entering or leaving farm daily:

\* Number of heavy trucks entering or leaving farm daily:

13. Products  
 i. Optional table.

**Products**

Showing 0-0 of 0

Product	Past Year's Yield	Unit of Measurement	Average Yield for Previous 4 Years
No records found.			

Add a Row ▾
Edit Selected
Delete Selected

14. Structure Details  
 i. One row in this table is required.

**Structure Details**

Showing 0-0 of 0

Structure Type	Size (Sq. Ft)	Condition	Year Built	Current Use
No records found.				

Add a Row ▾
Edit Selected
Delete Selected

15. Supporting Documents  
 i. Identify any additional supporting documentation to be attached.

**Supporting Documentation**

\* Is there any additional supporting documentation to be attached?:  Yes  No

16. Required Documents
- i. Commitment to Farm/Forest Use
  - ii. Proposed District Map
  - iii. Statement of Justification with Owners' Signatures

**Condition Document**

The maximum file size allowed is **1000 MB**.

**\* Required Documents**

1. Commitment to Farm/Forest Use	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
2. Proposed District Map	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
3. Statement of Justification with Owners' Signatures	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>

17. Click View Summary to return to the newly created record details screen, application status is "Submitted".

**Step 4: Review**

Save and resume later
Continue Application »

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

**Record Type**

Agricultural and Forestal District

**Parcel** Edit

Parcel ID Number 0561150014

**Multiple Parcels** Edit

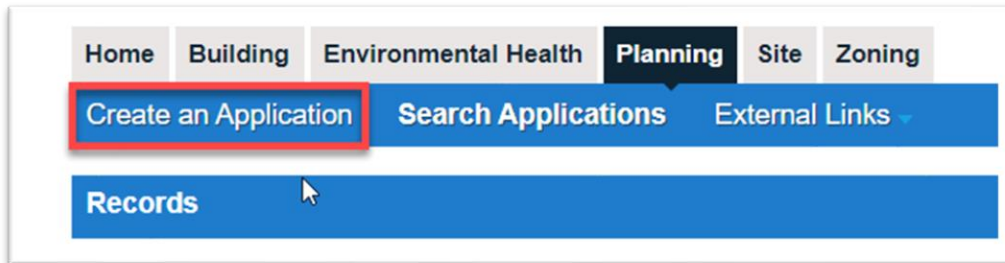
For the parcel you entered, is it entirely within the application area? No  
 Does the application area include more than one parcel, either in whole or in part? No

**Address** Edit

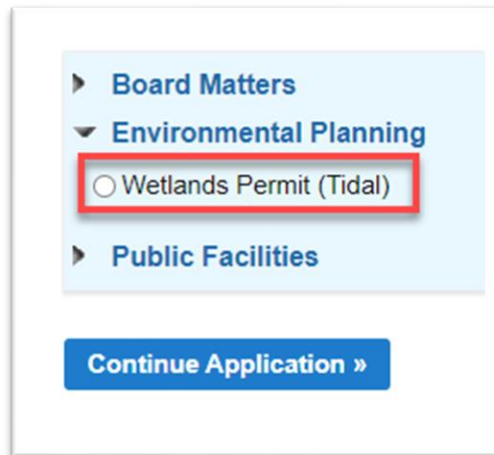
18. Check Out and pay the fee.  
 19. Record appears in your queue in 'Home' section.

## 5. Submitting Wetland Record:

1. Start an Application:
  - i. Go to the Citizen Portal. Create a username and password. Login.
  - ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the term and click Continue Application.



2. Under Environmental Planning, select Wetlands Permit (Tidal). Continue Application.



3. Parcel:
  - i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
  - ii. Click Search to auto populate Address and Owner information.

**Parcel**

If you accidentally searched and selected the wrong address, please click on the Clear button and refresh your browser.

4. Multiple Parcels:
  - i. Answer multiple parcel questions. Note: If your original Parcel ID is not greater than 20 acres then ensure that you include multiple parcels that will equal greater than 20 acres.



### Multiple Parcels

For the parcel you entered, is it entirely within the application area?  Yes  No

Does the application area include more than one parcel, either in whole or in part?  Yes  No

5. Address:
  - i. Auto populates based on the Parcel ID.

### Address

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--
Unit Type	Unit #	Floor Number	Building Number	
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State		*Zip Code	
<input type="text"/>	--Select--		<input type="text"/>	
<input type="button" value="Search"/>		<input type="button" value="Clear"/>		

6. Owner:
  - i. Auto populates based on the Parcel ID.

### Owner

* Owner Name	<input type="text"/>		
Mailing Address 1	<input type="text"/>		
Mailing Address 2	<input type="text"/>		
Mailing Address 3	<input type="text"/>		
City	State	Zip Code	Country/Region
<input type="text"/>	--Select--	<input type="text"/>	United States
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

7. Applicant:

- i. Select from account or enter the Application First and Last Name with Primary Phone number and Email.

**Applicant**

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

[Select from Account](#) [Add New](#)

- 8. Property Owner:
  - i. Identify if the applicant is the property owner.

**Custom Fields**

\* Is the Applicant also the Property Owner?  Yes  No

- 9. Licensed Professional
  - i. Add an optional licensed professional.

**Licensed Professional List**

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

[Add New](#)

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.						

- 10. Property Owner:
  - i. Not Required if you have answered 'Yes' in the previous property owner question. You may select from the account or add a new property owner.

**Property Owner**

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

[Select from Account](#) [Add New](#)

- 11. Detailed Description:
  - i. Enter Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

**Detailed Description**

\* Project Name

\* Project Description

12. Custom Fields:  
i. Provide information for the required fields.

**Custom Fields**

\* Provide the VMRC Application Number:

\* What is the area of the footprint of the proposed impact within the inter-tidal zone? (Mean Low Water to Mean High Water or Mean Low Water to 1.5X Mean High Water in S.F.):

\* What public benefit will be derived from the proposed project:

\* Is the subject shoreline exposed or active, detrimental erosion or rapid sedimentation?:  Yes  No

\* Are any structures or trees at risk?:  Yes  No

\* Does this application propose stabilization or alteration of the shoreline using a living shoreline design?:  Yes  No

13. Required Documents:  
i. Identify if additional supporting documents will be attached and select how many.

**Custom Fields**

\* Is there any additional supporting documentation to be attached?:  Yes  No

14. Upload these required documents:  
i. Cross-Section  
ii. Joint Permit Application  
iii. Owner's Consent Form  
iv. Parcel Map  
v. Plans

**Condition Document**

The maximum file size allowed is **1000 MB**.

**\* Required Documents**

1. Cross-Section	<input type="text"/>	<a href="#">Add</a>
2. Joint Permit Application	<input type="text"/>	<a href="#">Add</a>
3. Owner's Consent Form	<input type="text"/>	<a href="#">Add</a>
4. Parcel Map	<input type="text"/>	<a href="#">Add</a>
5. Photographs of Site	<input type="text"/>	<a href="#">Add</a>
6. Plans	<input type="text"/>	<a href="#">Add</a>

15. Click Continue Application
16. Review Page:
  - i. Review your application.
  - ii. If changes are needed, click Edit next to the section you want to change.
  - iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

**Step 4: Review**

Save and resume later
Continue Application »

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

**Record Type**

Wetlands Permit (Tidal)

**Parcel** Edit

Parcel ID Number 0554170215

**Multiple Parcels** Edit

For the parcel you entered, is it entirely within the application area?  
 Does the application area include more than one parcel, either in whole or in part?

**Address** Edit

17. Check out and pay the fee.
  - i. Pay with Credit Card
  - ii. Pay with Bank Account

### Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
Wetland (Tidal) Permit Fee	1	\$300.00

TOTAL FEES: \$300.00

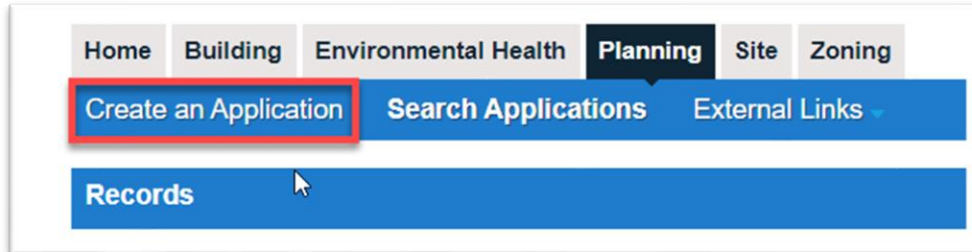
Note: This does not include additional fees which may be assessed later.

[Check Out »](#)

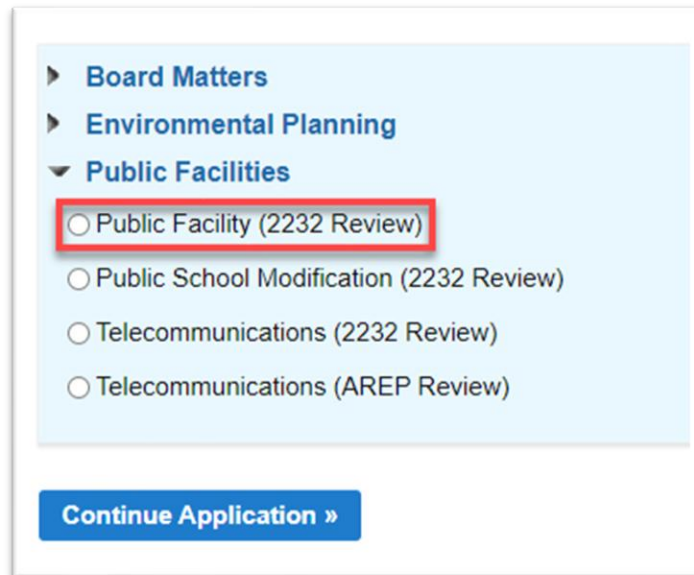
18. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
19. Click View Record Receipt

## 6. Submitting Public Facility Record:

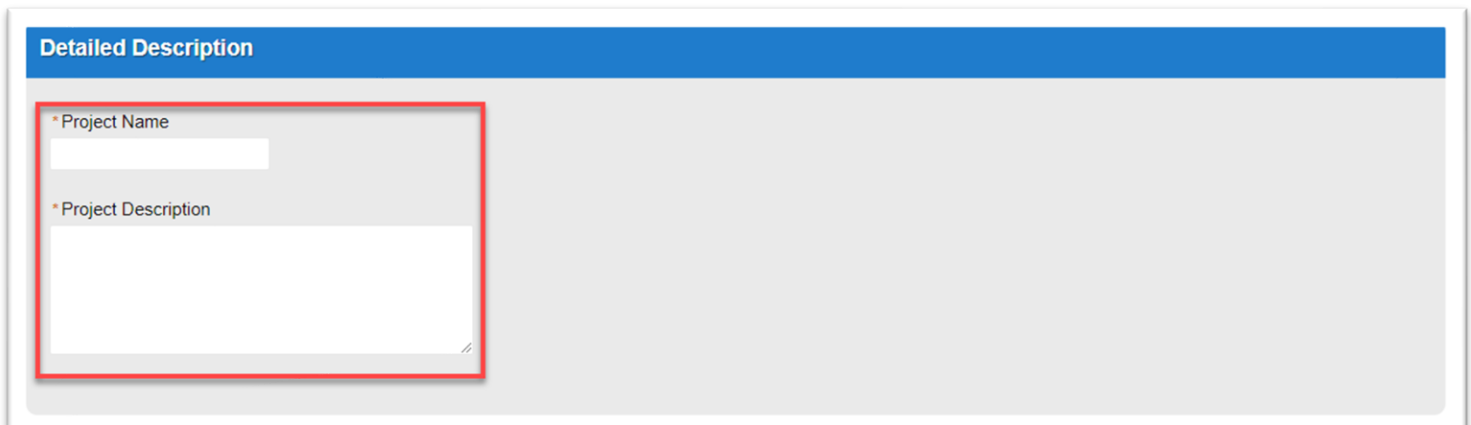
1. Start an Application:
  - i. Go to the Citizen Portal. Create a username and password. Login.
  - ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



2. Under Public Facilities, select Public Facility (2232 Review). Continue Application.



3. Project Information:
  - i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.



Detailed Description

\* Project Name

\* Project Description

4. Parcel:
  - i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
  - ii. Click Search to auto populate Address and Owner information.

**Parcel**

If you accidentally searched and selected the wrong address, please click on the Clear button and refresh your browser.

\* Parcel ID Number

5. Custom Field:
  - i. Identify if the parcel entered is in within the application area.
  - ii. Identify if the application area includes more than one parcel.

**Custom Fields**

For the parcel you entered, is it entirely within the application area?  Yes  No

Does the application area include more than one parcel, either in whole or in part?  Yes  No


6. Address:
  - i. Auto populates based on the Parcel ID.

**Address**

* Street Number	Street Prefix	* Street Name	Street Type	Street Suffix
<input style="width: 90%;" type="text"/>	--Select--	<input style="width: 90%;" type="text"/>	--Select--	--Select--
Unit Type	Unit #	Floor Number	Building Number	
--Select--	<input style="width: 60%;" type="text"/>	<input style="width: 60%;" type="text"/>	<input style="width: 90%;" type="text"/>	
City	State		* Zip Code	
<input style="width: 90%;" type="text"/>	--Select--		<input style="width: 60%;" type="text"/>	

7. Owner:
  - i. Auto populates based on the Parcel ID.

### Owner

\* Owner Name 

Mailing Address 1

Mailing Address 2

Mailing Address 3

City  State  Zip Code  Country/Region

8. Applicant:

- i. Select from an account or enter the Applicant's First and Last Name with Primary Phone number and Email.

### Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

9. Secondary Contact

- i. Select from an account or enter secondary contact First and Last Name with Primary Phone number and Email.

### Secondary Contact

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

10. Licensed Professional:

- i. Add an optional licensed professional.



**Licensed Professional List**

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

**Add New**

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.						

11. Proposed Use:
  - i. Provide information for the required fields.

**Location of Proposed Use**

\* Facility Longitude (Decimal Degrees):

\* Facility Latitude (Decimal Degrees):

\* Is this a County Facility? :  Yes  No

\* Is this use adjacent to a Historic Overlay District or a property on the Inventory of Historic Sites?:  Yes  No

\* Is this use visible from a Historic Overlay District or a property on the Inventory of Historic Sites?:  Yes  No

12. Description of Proposed Use:
  - i. Provide information for the required fields.

**Description of Proposed Facility**

\* Description of Proposed Use:

Facility Category: \*

Facility Type: \*

1. Previously Approved Telecommunication Applications:
  - ii. Add, if any previously approved applications.

### Previously Approved Telecommunication Applications

Showing 0-0 of 0

Previous Telecommunications Application	Validated?
No records found.	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

2. Previous Approved Zoning Applications:
  - iii. Add, if any previous zoning applications.

### Previously Approved Zoning Applications

Showing 0-0 of 0

Previous Zoning Case Number	Validated?
No records found.	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

3. Required Documents:
  - iv. Identify if additional supporting documents will be attached and select how many.

### Custom Fields

\* Is there any additional supporting documentation to be attached?  Yes  No

4. Upload these required documents:
  - i. Building Plan
  - ii. Photographs of Site
  - iii. Property Identification Map
  - iv. Site Plan/Conceptual Plan
  - v. Statement of Justification

**Condition Document**

The maximum file size allowed is **1000 MB**.

**\* Required Documents**

1. Photographs of Site	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
2. Property Identification Map	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
3. Site Plan/Conceptual Plan	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
4. Statement of Justification	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>

- b. Click Continue Application
- c. Review Page:
  - i. Review your application.
  - ii. If changes are needed, click Edit next to the section you want to change.
  - iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

**Step 4: Review**

Save and resume later
Continue Application »

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

**Record Type**

Public Facility (2232 Review)

**Project Information** Edit

Project Name Test  
 Project Description Test

**Parcel** Edit

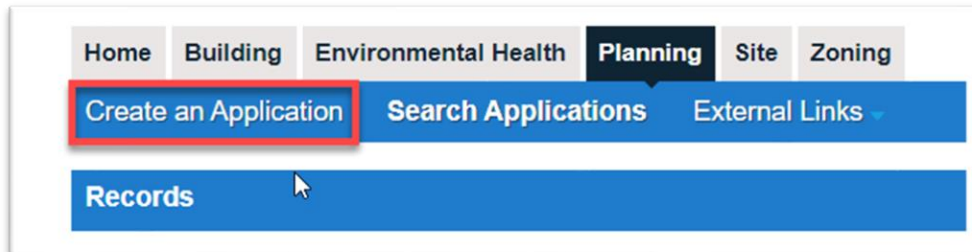
Parcel ID Number 0554170215

**Custom Fields** Edit

- d. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
- e. Click View Record Receipt

## 7. Submitting Public School Record:

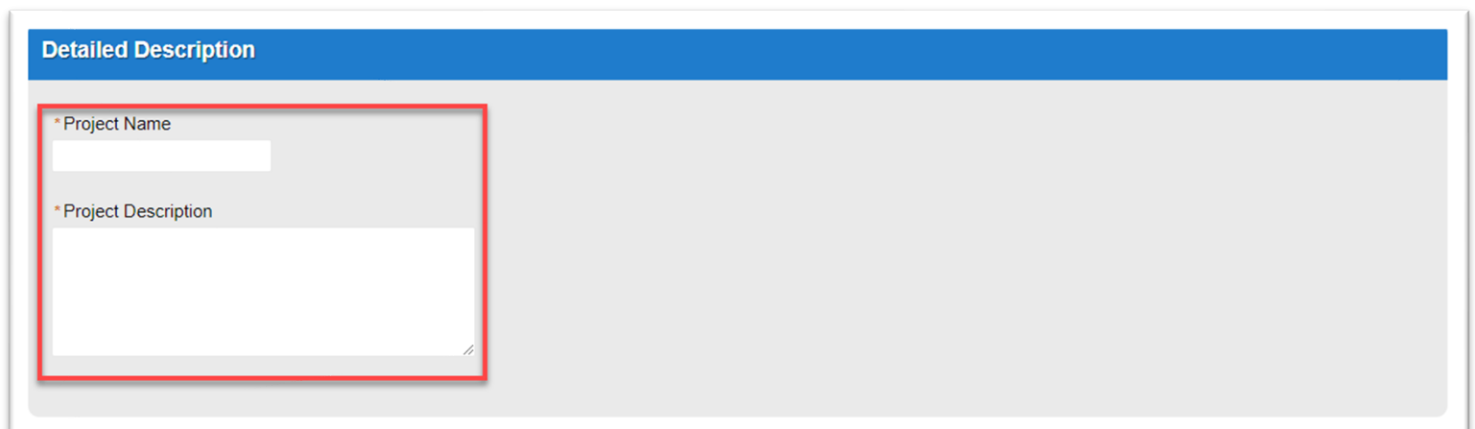
1. Start an Application:
  - i. Go to the Citizen Portal. Create a username and password. Login.
  - ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the term and click Continue Application.



2. Under Public Facilities, select Public School Modification (2232 Review). Continue Application.



3. Project Information:
  - i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.



Detailed Description

\* Project Name

\* Project Description

4. Address:
  - i. Auto populates based on the Parcel ID.

### Address

* Street Number	Street Prefix	* Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--
Unit Type	Unit #	Floor Number	Building Number	
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State		* Zip Code	
<input type="text"/>	--Select--		<input type="text"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>			

5. Parcel:
  - i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
  - ii. Click Search to auto populate Address and Owner information.

### Parcel

If you accidentally searched and selected the wrong address, please click on the Clear button and refresh your browser.

* Parcel ID Number	
<input type="text"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

6. Owner:
  - i. Auto populates based on the Parcel ID.

**Owner**

\* Owner Name 🔗

  
 Mailing Address 1  
  
 Mailing Address 2  
  
 Mailing Address 3  
  
 City  State --Select-- Zip Code  Country/Region United States

7. Custom Field:
  - i. Identify if the parcel entered is in within the application area.
  - ii. Identify if the application area includes more than one parcel.

**Custom Fields**

For the parcel you entered, is it entirely within the application area?:  Yes  No

Does the application area include more than one parcel, either in whole or in part?:  Yes  No

8. Applicant:
  - i. Select from an account or enter the Application First and Last Name with Primary Phone number and Email.

**Applicant**

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

9. Secondary Contact
  - i. Select from account or enter secondary contact First and Last Name with Primary Phone number and Email.

### Secondary Contact

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account Add New

10. Licensed Professional:
  - i. Add an optional licensed professional.

### Licensed Professional List

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

Add New

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.						

11. Proposed Use:
  - i. Provide information for the required fields.

### Proposed Use

\* Facility Longitude (Decimal Degrees):

\* Facility Latitude (Decimal Degrees):

\* Total Square Footage of Addition or Modification:

12. Previously Approved Telecommunication Applications:
  - i. Add, if any previously approved telecommunication applications.

### Previously Approved Telecommunication Applications

Showing 0-0 of 0

Previous Telecommunications Application	Validated?
No records found.	

Add a Row Edit Selected Delete Selected

13. Previous Approved Zoning Applications:

- i. Add, if any previous zoning applications.

**Previously Approved Zoning Applications**

Showing 0-0 of 0

Previous Zoning Case Number	Validated?
No records found.	

Add a Row
Edit Selected
Delete Selected

14. Required Documents:

- i. Identify if additional supporting documents will be attached and select how many.

**Custom Fields**

\* Is there any additional supporting documentation to be attached?:  Yes  No

15. Upload these required documents:

- i. Building Elevation Plan
- ii. Capital Improvements Plan
- iii. Landscape Plan
- iv. Project Summary Letter
- v. Property Identification Map
- vi. Site Plan

**Condition Document**

The maximum file size allowed is **1000 MB**.

**\* Required Documents**

1. Building Elevation Plan	<input type="text"/>	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
2. Capital Improvements Plan	<input type="text"/>	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
3. Landscape Plan	<input type="text"/>	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
4. Project Summary Letter	<input type="text"/>	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
5. Property Identification Map	<input type="text"/>	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
6. Site Plan	<input type="text"/>	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>

16. Click Continue Application

17. Review Page:

- i. Review your application.
- ii. If changes are needed, click Edit next to the section you want to change.
- iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.



### Step 4: Review

Save and resume later

Continue Application »

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

#### Record Type

Public School Modification (2232 Review)

#### Project Information

Edit

Project Name Test  
Project Description Test

#### Address

Edit

12755 HERON RIDGE DR FAIRFAX, VA 22030

#### Parcel

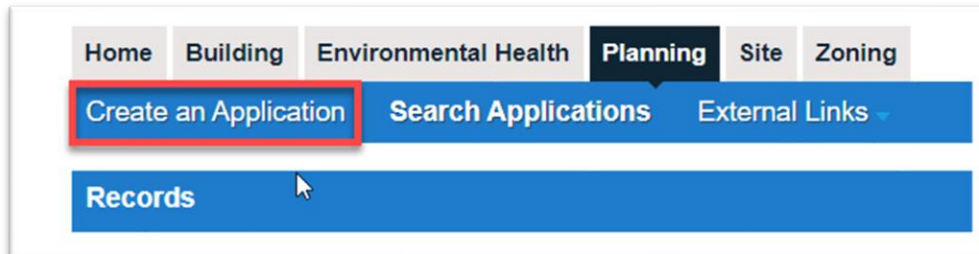
Edit

Parcel ID Number 0554170215

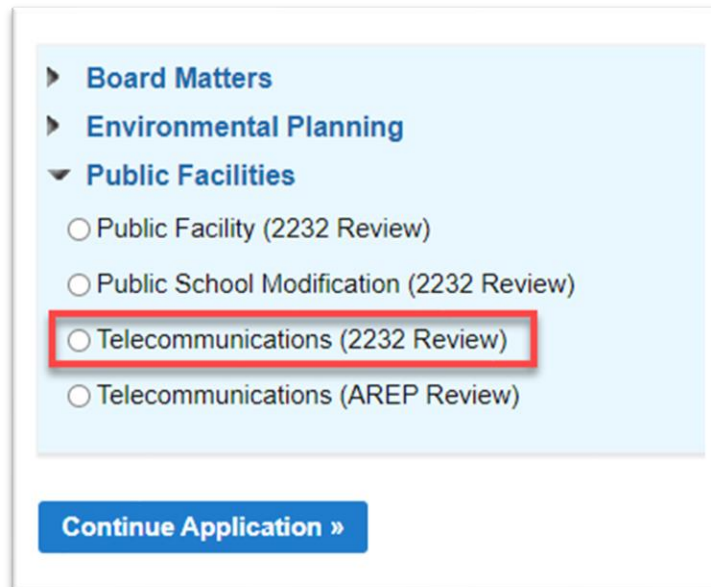
18. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
19. Click View Record Receipt

## 8. Submitting Telecommunication Record:

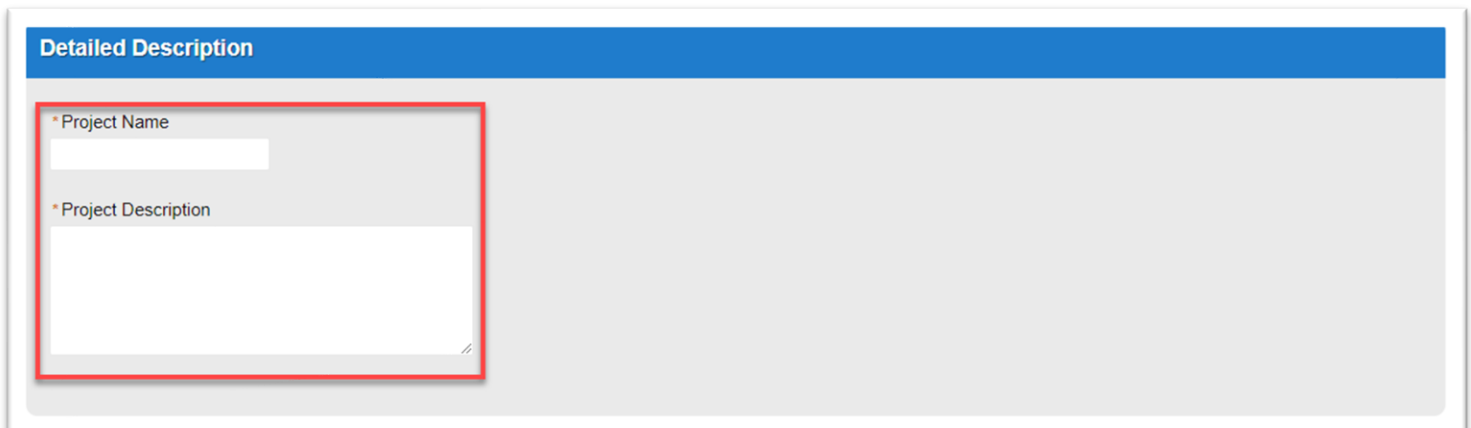
1. Start an Application:
  - i. Go to the Citizen Portal. Create a username and password. Login.
  - ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



2. Under Public Facilities, select Telecommunications (2232 Review). Continue Application.



3. Project Information:
  - i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.



Detailed Description

\* Project Name

\* Project Description

4. Location Information
  - i. Identify if the facility location is in a utility or transportation easement.

### Location Information

\* The Facility is located in utility or transportation easement and/or right-of-way:  Yes  No

5. Parcel:
  - i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
  - ii. Click Search to auto populate Address and Owner information.

### Parcel

If you accidentally searched and selected the wrong address, please click on the Clear button and refresh your browser.

\* Parcel ID Number

6. Address:
  - i. Auto populates based on the Parcel ID.

### Address

* Street Number	Street Prefix	* Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--
Unit Type	Unit #	Floor Number	Building Number	
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State		* Zip Code	
<input type="text"/>	--Select--		<input type="text"/>	

7. Owner:
  - i. Auto populates based on the Parcel ID.

**Owner**

\* Owner Name 🔗

Mailing Address 1

Mailing Address 2

Mailing Address 3

City  State --Select-- Zip Code  Country/Region United States

8. Location Information:
  - i. Identify if the parcel entered is in within the application area.
  - ii. Identify if the application area includes more than one parcel.

**Location Information**

For the parcel you entered, is it entirely within the application area?:  Yes  No

Does the application area include more than one parcel, either in whole or in part?:  Yes  No

9. Applicant:
  - i. Select from account or enter the Applicant First and Last Name with Primary Phone number and Email.

**Applicant**

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

10. Secondary Contact
  - i. Select from account or enter secondary contact First and Last Name with Primary Phone number and Email.

### Secondary Contact

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

[Select from Account](#) [Add New](#)

11. Licensed Professional:
  - i. Add an optional licensed professional.

### Licensed Professional List

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

[Add New](#)

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.						

12. New Antenna:
  - i. Add new antenna information.

### New Antennas

Showing 0-0 of 0

Model # or Name	Type	Describe Type	Quantity	Height (inches)	Width (inches)	Depth (inches)	Cubic Feet	RAD Center (feet)
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

13. New Equipment:
  - i. Add new equipment information.

### New Equipment

Showing 0-0 of 0

Model # or Name	Type	Describe Type	Quantity	Height (inches)	Width (inches)	Depth (inches)	Cubic Feet	Location	Describe Location
No records found.									

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

14. Location of Proposed Use:

- i. Provide information for the required fields.

**Location of Proposed Use**

Facility Longitude (Decimal Degrees):

Facility Latitude (Decimal Degrees):

\*Is this a DAS application?:  Yes  No

Number of Nodes:

\*Is this a County Facility? :  Yes  No

County Facility Name:

\*Is the facility to be located on public property?:  Yes  No

If yes, indicate the public entity:

Is this use adjacent to a Historic Overlay District or a property on the Inventory of Historic Sites?:  Yes  No

Is the use visible from a Historic Overlay District or a property on the Inventory of Historic Sites?:  Yes  No

15. Proposed Facilities:

- i. Provide information for the required fields.

**Proposed Facilities**

\*Is this a new tower or monopole (including treepoles and other freestanding structures)?:  Yes  No

\* Describe how the equipment cabinet or shelter will be screened, including material, color (and, as applicable, fence height):

Co-location on existing monopole or tower:

Co-location building facade or rooftop:

Co-location on replacement light pole or utility pole:

Modification to approved telecommunications facility:

Co-location on other structure:

\* Description of Proposal:

16. Carriers:

- i. Select one or more carrier.

**Carriers**

Please select at least 1 carrier to continue.

AT&T Wireless:

Sprint:

T-Mobile:

Verizon Wireless:

Other Carrier:

17. Antennas
- i. Provide information for the required fields.

**Antennas**

\* I acknowledge that all antennas and screening must be finished or painted to match structure:

\* Will the antennas be flush-mounted to the structure on which they are located?:  Yes  No

Additional antenna information:

18. Previously Approved Telecommunications Applications:
- i. Add, if any previously approved telecommunication applications.

**Previously Approved Telecommunication Applications**

Showing 0-0 of 0

Previous Telecommunications Application	Validated?
No records found.	

**Add a Row**

19. Previous Zoning Cases Approved
- i. Add, if any previous zoning cases approved.

**Previously Approved Zoning Applications**

Showing 0-0 of 0

Previous Zoning Case Number	Validated?
No records found.	

Add a Row
Edit Selected
Delete Selected

20. Required Documents:
- i. Identify if additional supporting documents will be attached and select how many.

**Supporting Documentation**

\* Is there any additional supporting documentation to be attached?:  Yes  No

21. Upload these required documents:
- i. Balloon Height Test
  - ii. Building Plan
  - iii. Catalog Cut Sheets for new antennas and equipment
  - iv. On-Site Height Test
  - v. Photo Simulation/Survey of Installation
  - vi. Photographs of Site
  - vii. Property Identification Map
  - viii. Site Plan
  - ix. Statement of Justification

**Condition Document**

The maximum file size allowed is 1000 MB.

* Required Documents	
1. Balloon Height Test	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>
2. Building Plan	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>
3. Catalog Cut Sheets for new antennas and equipment	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>
4. On-Site Height Test	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>
5. Photo Simulation/Survey of Installation	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>
6. Photographs of Site	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>
7. Property Identification Map	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>
8. Site Plan	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>
9. Statement of Justification	<input type="text"/> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</span>

22. Click Continue Application



23. Review Page:

- i. Review your application.
- ii. If changes are needed, click Edit next to the section you want to change.
- iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

**Step 4: Review**

[Save and resume later](#) [Continue Application »](#)

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

**Record Type**

Telecommunications (2232 Review)

**Project Information** [Edit](#)

Project Name Test  
Project Description Test

**Location Information** [Edit](#)

The Facility is located in utility or transportation easement and/or right-of-way:  No

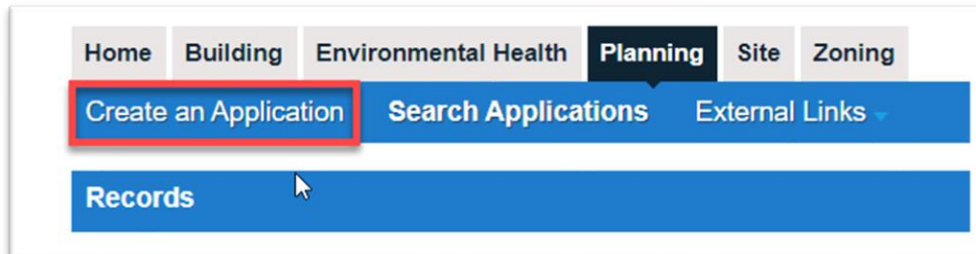
**Parcel** [Edit](#)

24. Click View Summary to return to newly created record details screen, application status is 'Submitted'.

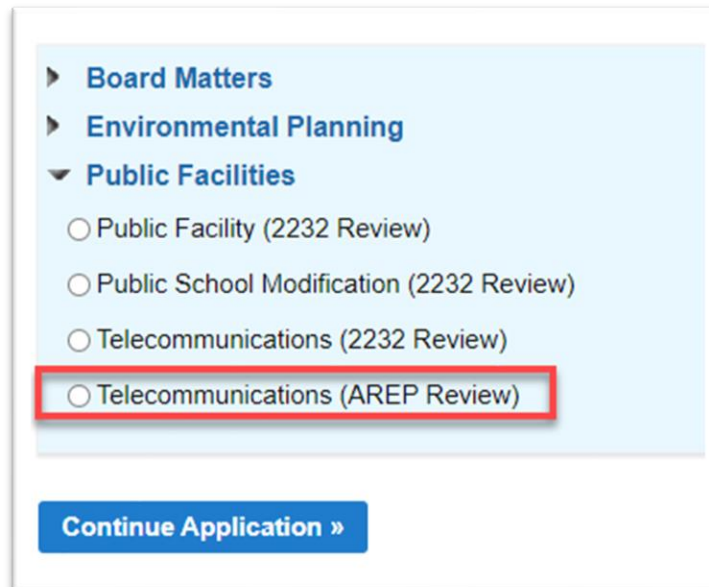
25. Click View Record Receipt

## 9. Submitting Telecommunication - AREP Record:

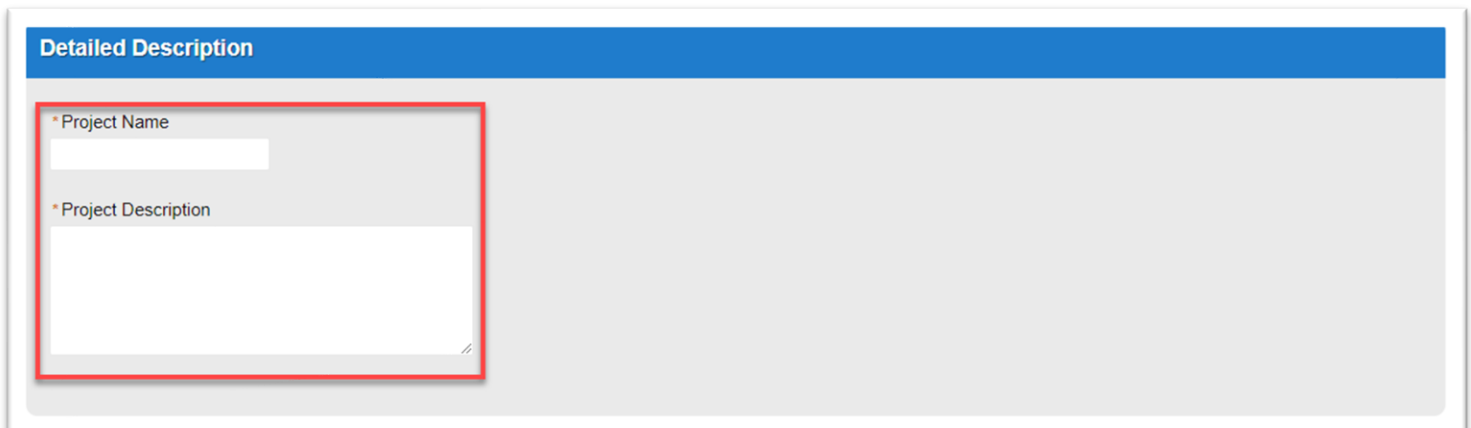
1. Start an Application:
  - i. Go to the Citizen Portal. Create a username and password. Login.
  - ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



2. Under Public Facilities, select Telecommunications (AREP). Continue Application.



3. Project Information:
  - i. Enter Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.



The screenshot shows a form titled 'Detailed Description'. It has two input fields: 'Project Name' and 'Project Description'. Both fields are highlighted with a red box. The 'Project Name' field is a single-line text input, and the 'Project Description' field is a multi-line text area.

4. Location Information
  - i. Identify if the facility location is in a utility or transportation easement.

### Location Information

\* The Facility is located in utility or transportation easement and/or right-of-way:  Yes  No

5. Initial Location Questions:
  - i. Identify project structure height, including any attached antennas/equipment/support structure.
  - ii. Identify if the proposed structure designed to support small cell antennas or small cell telecommunication facilities.

### Initial Location Questions

\* What is the project structure height, including any attached antennas/equipment/support structure?  Feet

\* Is the proposed structure designed to support small cell antennas or small cell telecommunication facilities?:  Yes  No

6. Parcel:
  - i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
  - ii. Click Search to auto populate Address and Owner information.

### Parcel

If you accidentally searched and selected the wrong address, please click on the Clear button and refresh your browser.

\* Parcel ID Number

7. Address:
  - i. Auto populates based on the Parcel ID.

**Address**

* Street Number	Street Prefix	* Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--
Unit Type	Unit #	Floor Number	Building Number	
--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State		* Zip Code	
<input type="text"/>	--Select--		<input type="text"/>	

8. Owner:
  - i. Auto populates based on the Parcel ID.

**Owner**

\* Owner Name

Mailing Address 1

Mailing Address 2

Mailing Address 3

City	State	Zip Code	Country/Region
<input type="text"/>	--Select--	<input type="text"/>	United States

9. Custom Field:
  - i. Identify if the parcel entered is in within the application area.
  - ii. Identify if the application area includes more than one parcel.

**Custom Fields**

For the parcel you entered, is it entirely within the application area?  Yes  No

Does the application area include more than one parcel, either in whole or in part?  Yes  No

10. Applicant:

- i. Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

**Applicant**

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account
Add New

11. Secondary Contact

- i. Select from an account or enter secondary contact First and Last Name with Primary Phone number and Email.

**Secondary Contact**

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account
Add New

12. Licensed Professional:

- i. Add an optional licensed professional.

**Licensed Professional List**

To add a Licensed Professional, click the Add New button below. To find an existing Licensed Professional, click the Look Up button. If a Licensed Professional is added using the Add New button, it can then be edited by clicking the Edit Link.

Add New

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Home Phone	Action
No records found.						

13. Location of Proposed Use:

- i. Provide information for the required fields.

**Location of Proposed Use**

Facility Longitude (Decimal Degrees):

Facility Latitude (Decimal Degrees):

\* Is the proposed facility located on, adjacent to, or visible from a major thoroughfare, historic byway, road listed or determined to be eligible for listing in the National Register, or a contributing or historic property in a Historic Overlay District?  Yes  No

14. Carriers:
- i. Select one or more carriers.

**Carriers**

Please select at least 1 carrier to continue.

AT&T Wireless:

Sprint:

T-Mobile:

Verizon Wireless:

Other Carrier:

15. New Antenna:
- i. Add new antenna information.

**New Antennas**

Showing 0-0 of 0

Model # or Name	Type	Describe Type	Quantity	Height (inches)	Width (inches)	Depth (inches)	Cubic Feet	RAD Center (feet)
No records found.								

Add a Row
Edit Selected
Delete Selected

16. New Equipment:
- i. Add new equipment information.

**New Equipment**

Showing 0-0 of 0

Model # or Name	Type	Describe Type	Quantity	Height (inches)	Width (inches)	Depth (inches)	Cubic Feet	Location	Describe Location
No records found.									

17. Previously Approved Telecommunications Applications:
- i. Add, if any previously approved telecommunication applications.

**Previously Approved Telecommunication Applications**

Showing 0-0 of 0

Previous Telecommunications Application	Validated?
No records found.	

18. Previous Zoning Cases Approved
- i. Add, if any previous zoning cases approved.

**Previously Approved Zoning Applications**

Showing 0-0 of 0

Previous Zoning Case Number	Validated?
No records found.	

19. Required Documents:
- i. Identify if additional supporting documents will be attached and select how many.

**Supporting Documentation**

\* Is there any additional supporting documentation to be attached?:  Yes  No

20. Upload these required documents:
- i. Catalog Cut Sheets for equipment cabinet and generators
  - ii. Photo of Utility Pole in Vicinity
  - iii. Photo Simulation/Survey of Installation
  - iv. Photographs of Site
  - v. Property Identification Map

- vi. Property Owner of Structure Owner's Consent Letter
- vii. Schematic Drawing
- viii. Site Plan

**Condition Document**

The maximum file size allowed is **1000 MB**.

**\* Required Documents**

1. Catalog Cut Sheets for Equipment Cabinets and Generators	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
2. Photo of Utility Pole in Vicinity	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
3. Photo Simulation/Survey of Installation	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
4. Photographs of Site	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
5. Property Identification Map	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
6. Property Owner or Structure Owner's Consent Letter	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
7. Schematic Drawings	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>
8. Site Plan	<input type="text"/>	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Add</a>

21. Click Continue Application

22. Review Page:

- i. Review your application.
- ii. If changes are needed, click Edit next to the section you want to change.
- iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

**Step 4: Review**

Save and resume later
Continue Application »

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

**Record Type**

Telecommunications (AREP Review)

**Project Information** Edit

Project Name Test  
 Project Description Test

**Location Information** Edit

The Facility is located in utility or transportation easement and/or right-of-way: No

**Initial Location Questions** Edit

23. Check out and pay the fee.



### Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees		
Fees	Qty.	Amount
AREP Application Fee	1	\$500.00
TOTAL FEES: \$500.00		
Note: This does not include additional fees which may be assessed later.		
<a href="#">Check Out &gt;</a>		

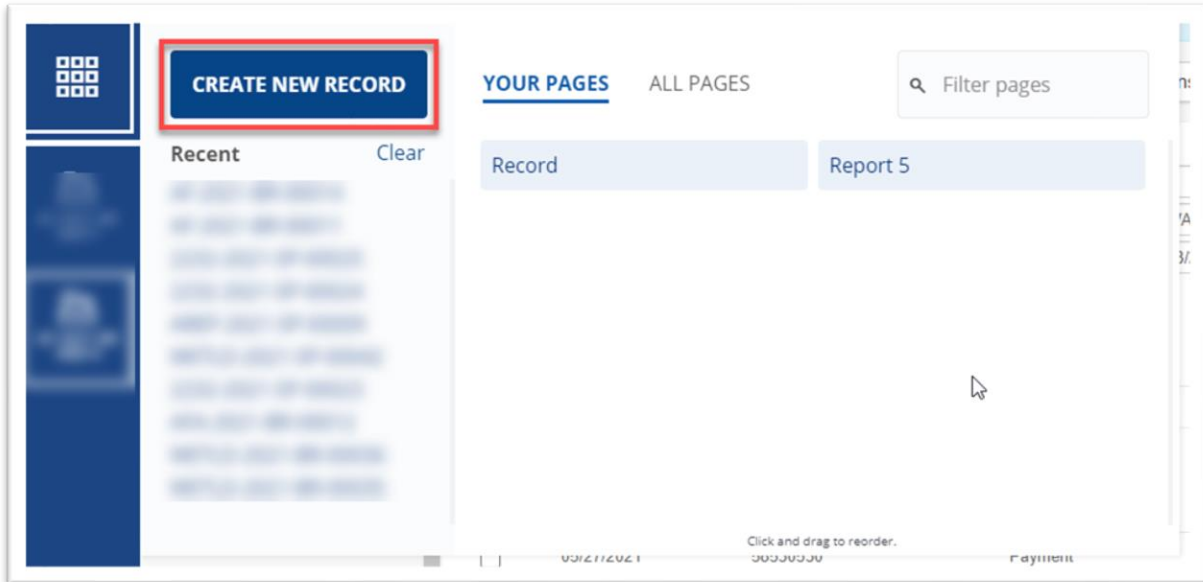
24. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
25. Click View Record Receipt

## 10. Submitting Intergovernmental Review Record:

Note: This is on AA

### 1. Start an Application:

- i. Login to the Staff Portal. Click on the launch pad, then Create New Record.

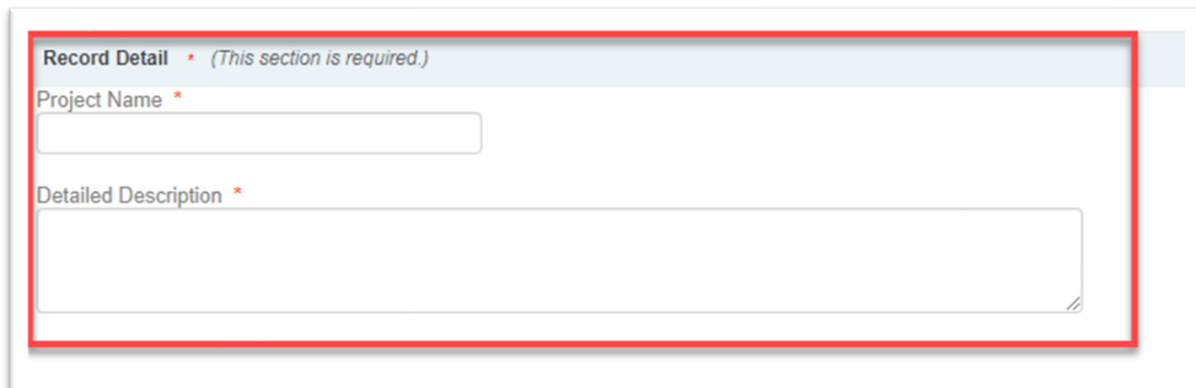


- ii. Under Planning, click Intergovernmental Review.



### 2. Record Detail:

- i. Enter the Project Name and Detailed Description.



The screenshot shows a form titled 'Record Detail' with a red asterisk and the text '(This section is required.)'. There are two input fields: 'Project Name \*' and 'Detailed Description \*'. Both fields are highlighted with a red rectangular box. The 'Project Name' field is a single-line text input, and the 'Detailed Description' field is a multi-line text area.

### 3. Parcel:

- i. Parcel ID Number (optional) – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 0711010068

**Parcel** *(This section is not required.)*

- 4. Address (optional)
  - i. Auto populates based on the Parcel ID.

**Address** *(This section is not required.)*

- 5. Owner (optional)
  - i. Auto populates based on the Parcel ID.

**Owner** *(This section is not required.)*


Name \*  Primary

Mailing Address 1


Mailing Address 2

Mailing Address 3

City  State  Zip Code  Country/Region

Owner Change Date   Hide Owner Name

6. Click Submit, then View Summary to continue filling out the rest of the record.



The new record was  
successfully submitted

## 11. Links

**Production Environment:** Use these links to get to the live database.

1. **ACA PLUS:** [PLUS - Accela Citizen Access\(3\) \(fairfaxcounty.gov\)](#)
2. **GIS Dashboard:** [PLUS Planning GIS History - Production \(fairfax.va.us\)](#)