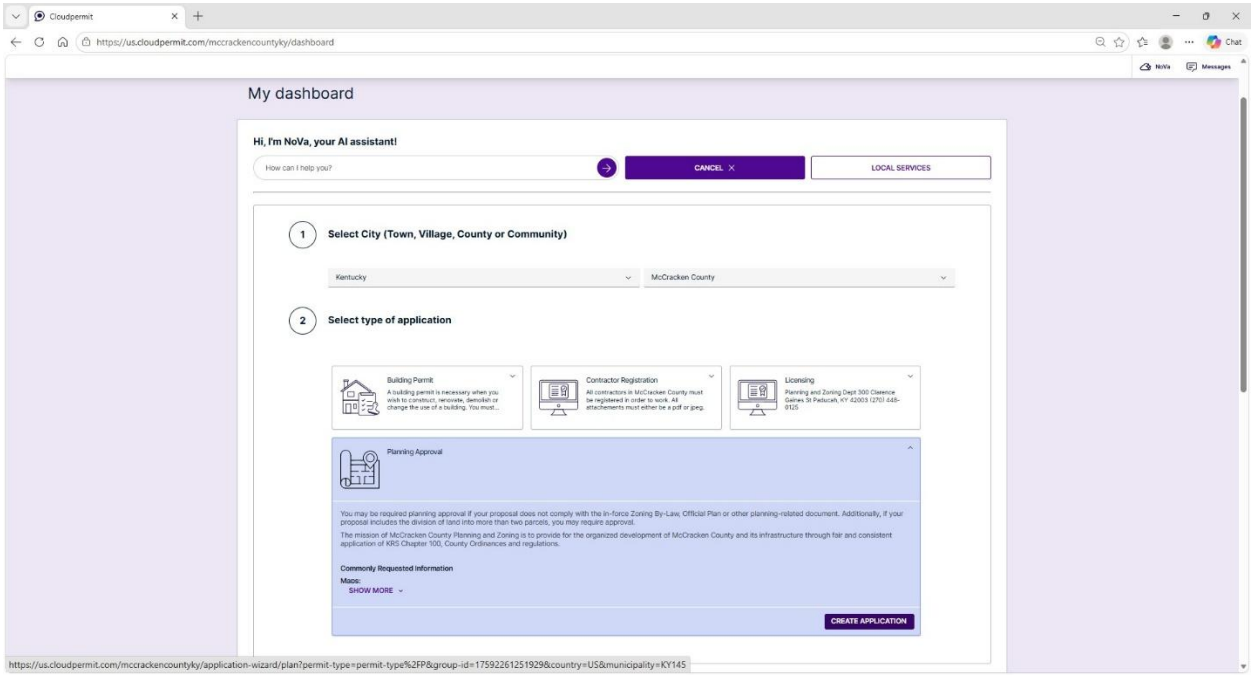
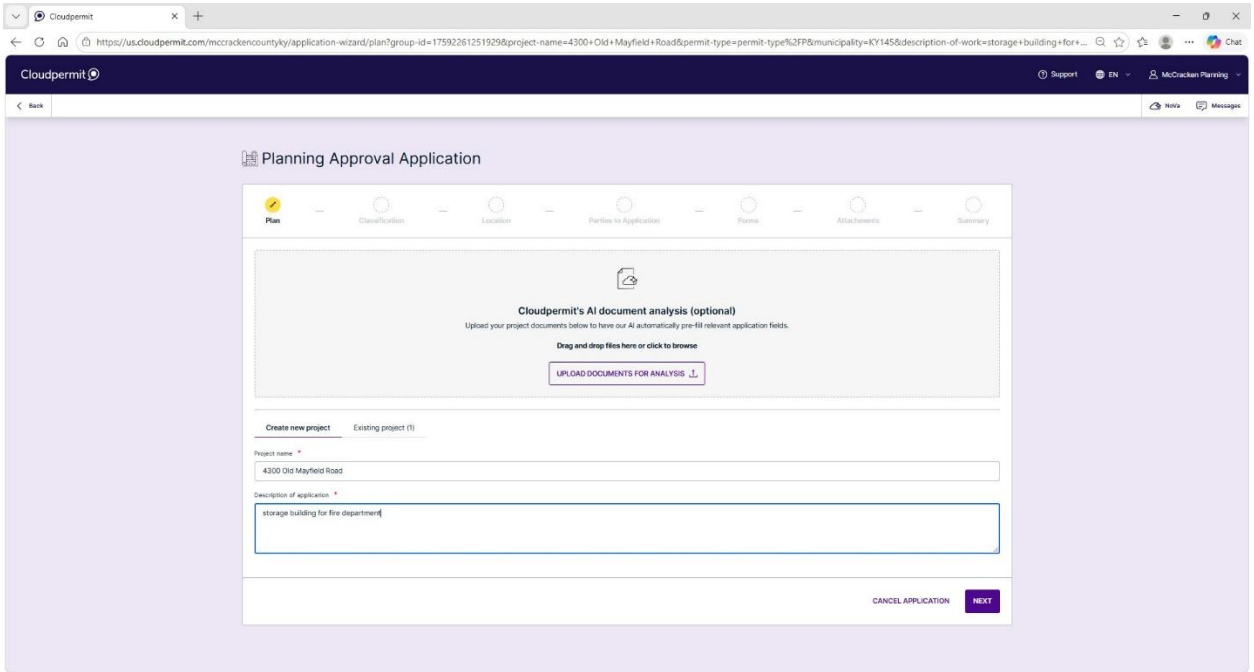
How to submit an application for planning approval

Step 1: after creating your account, you are ready to create your application. Click Planning Approval and then click Create application

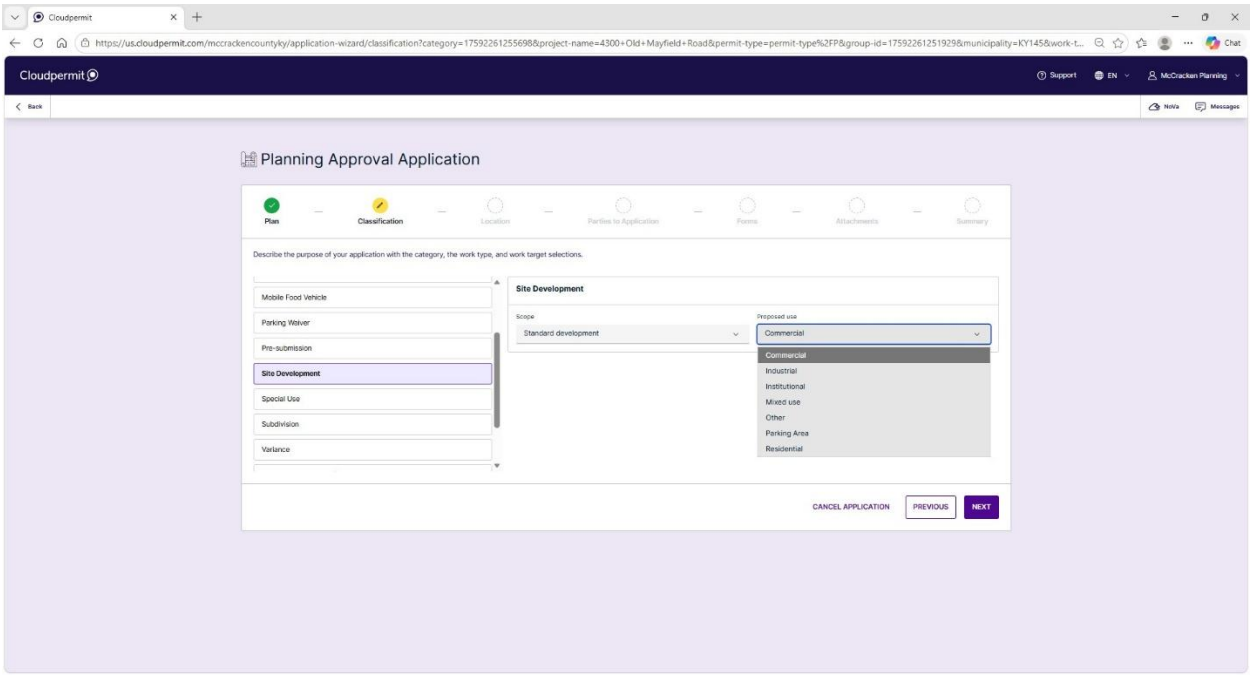


Step 2: Come up with a project name and a description of the application. It is recommended to list the address as the project name but this is not a requirement.

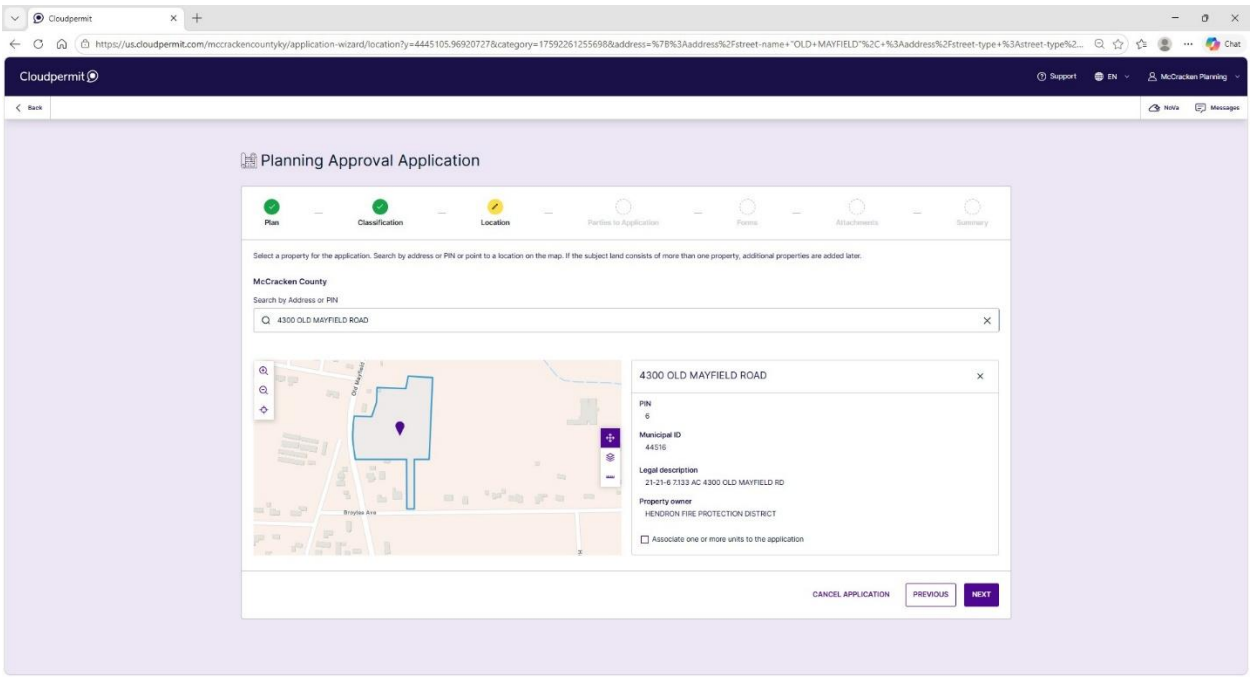


If you have already submitted your first application, the button to start a new application is in the top right corner.

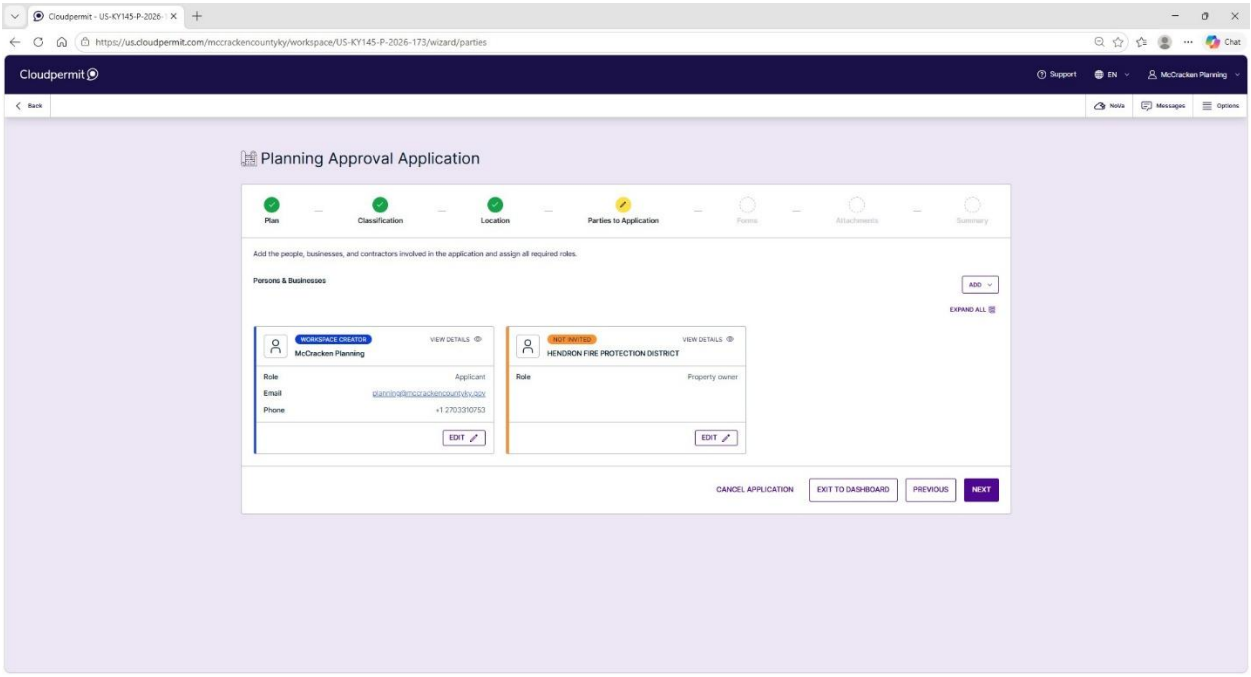
Step 3: Select your application type. Use the drop down menus to select the most appropriate choice.



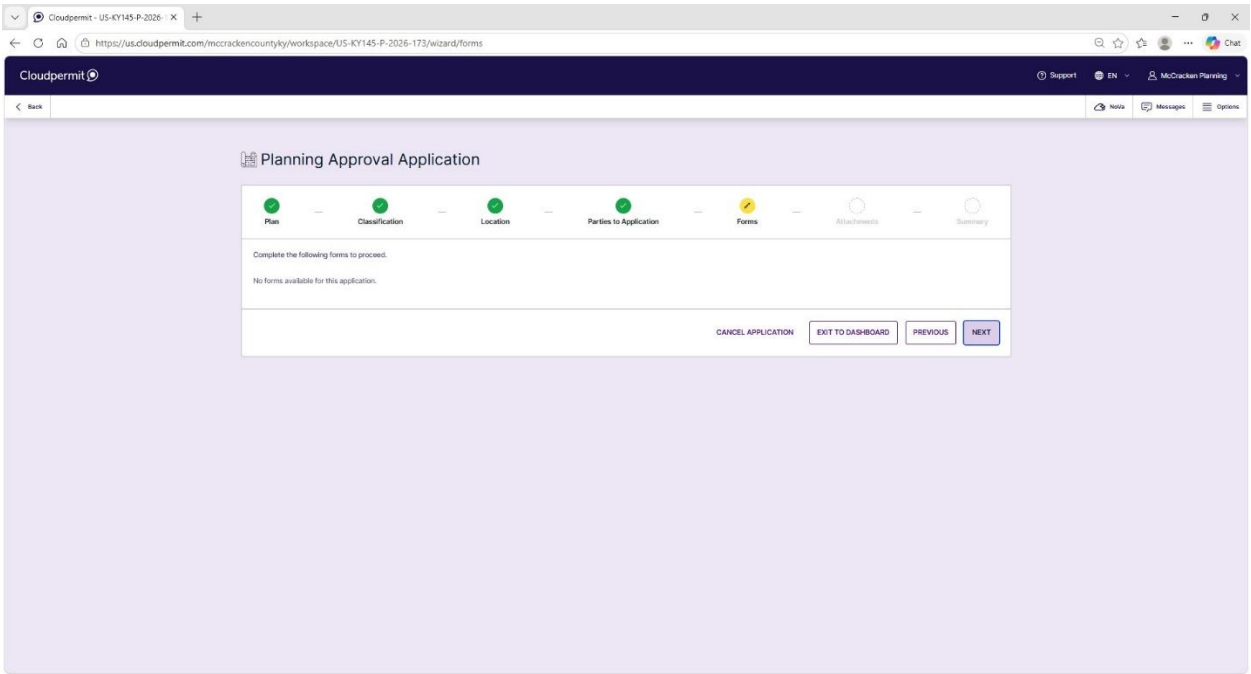
Step 4: Select your location. Type in your address and if it does not appear as an option, you can move the map to your property and click on it to select it.



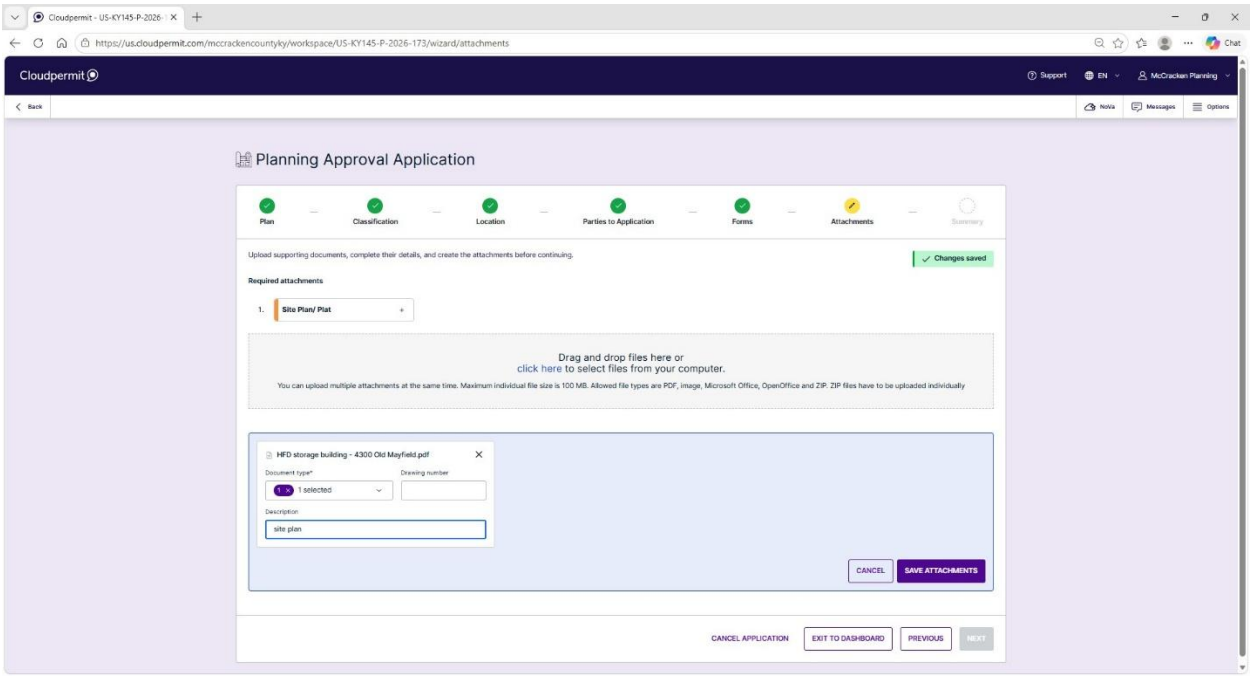
Step 5: Verify the parties. Make sure your information is correct and the proper property owners information is correct. If this information is correct, click next.



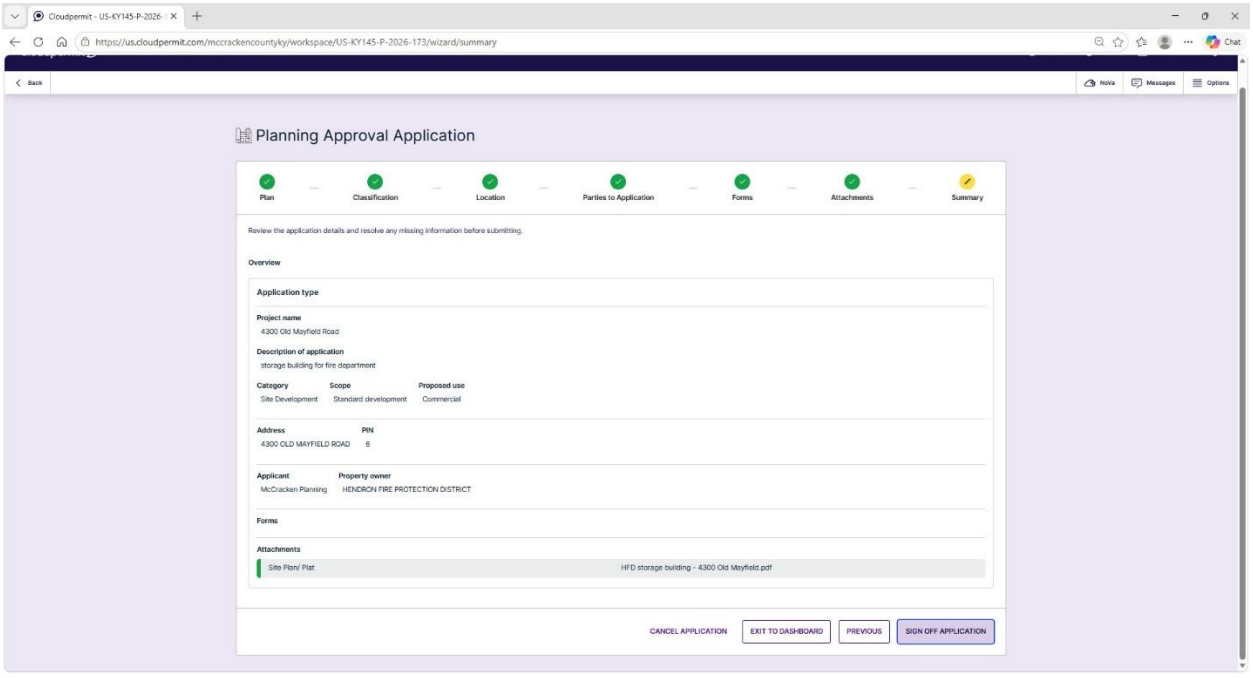
Step 6: Complete the required forms. Not all applications will have required forms. If there are required forms, any section with a red asterisk must be completed. Very few planning applications have required forms.



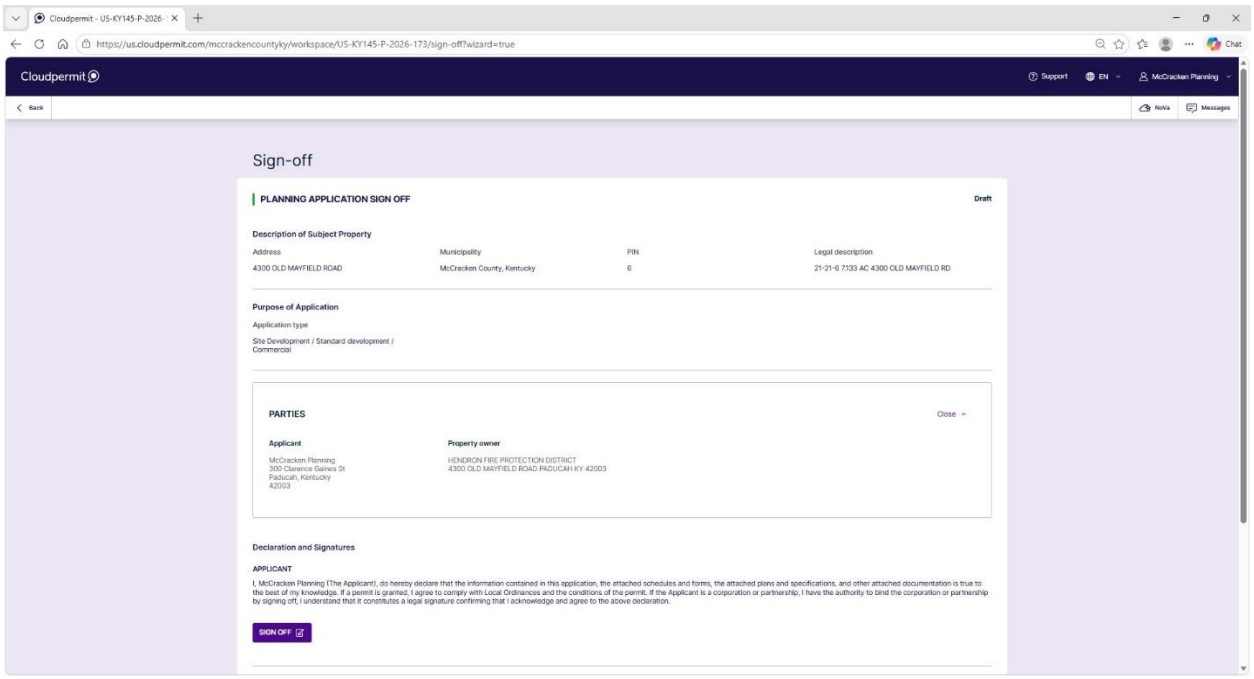
Step 7: Add attachments. Attachments may be site plans, development plans, stormwater management plans, authorized agent forms, or the like. Once the application has been submitted and reviewed by planning staff, if a document is missing, you will receive a message asking you to upload that attachment. Please add a description if the attachment contains information other than what is covered by the document type. Click save the attachments and then click next.



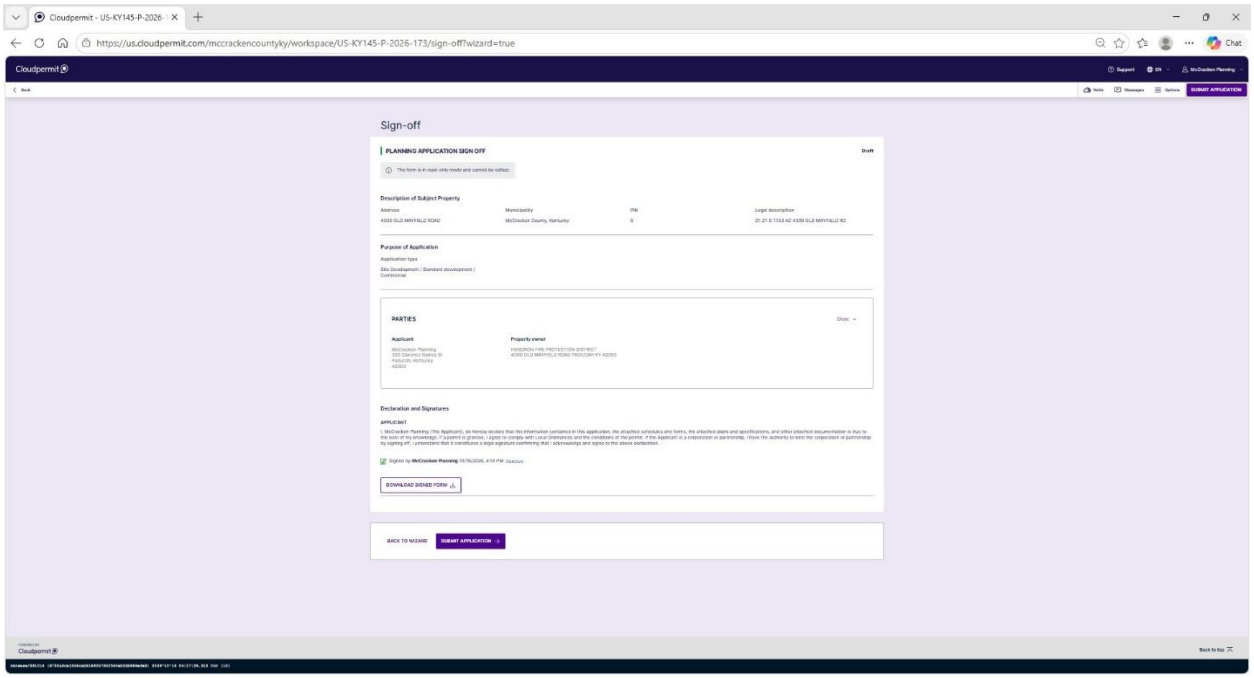
Step 8: The next screen is an application overview. Make sure the information is correct and then click sign off application.



Step 9: This is where you actually sign off on the application. This is the digital equivalent of signing the paper applications we used to use.



Step 10: Signing off on the application does not submit the application. Planning staff will not be able to view your submittal until you click submit application.



Can you leave your application and come back to it at a later date? Yes you can. Once you log into Cloudpermit, you will see the following screen and just need to click resume application to pick up where you left off.

