

# Online Development Application Review Directions

*Please be sure to read the Electronic Plan Submittal Instructions before beginning your online submittal.*

A paper application is NOT required for upload, an application will be generated electronically once you complete the required information for the applicant's electronic signature.

All other required forms will still be required for upload.

Use this link to access the online submittal portal: <http://www.palmcoastgov.com/eplanreview>

For first time users a new account must be created:

The login screen features a blue header with the word "Login" and an information icon. It is divided into two main sections: "Registered User" and "Guest Access".

**Registered User Section:**

- Fields: User Name, Password, Permit #, Confirmation # \*, Address or Folio #, AR #.
- Checkboxes: ☐ Remember Me.
- Text: \* Last 3 digits of the Permit Number.
- Buttons: Login, Forgot Password..., Create a New Account...

**Guest Access Section:**

- Fields: Permit #, Confirmation # \*, Address or Folio #, AR #.
- Text: \* Last 3 digits of the Permit Number.
- Button: Continue as Guest.

A blue footer bar contains the version number "1.0.0.179D".

Please fill in all new user details.

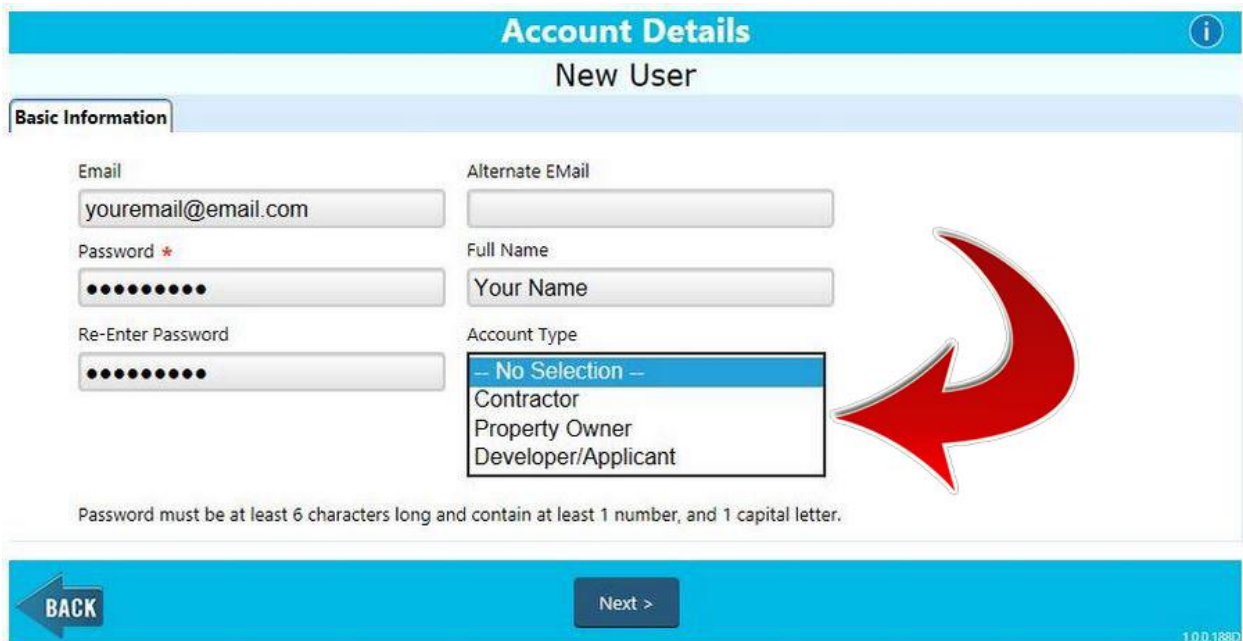
The "Account Details" screen has a blue header with the title "Account Details" and an information icon. Below the header is a light blue bar with the text "New User".

**Basic Information Section:**

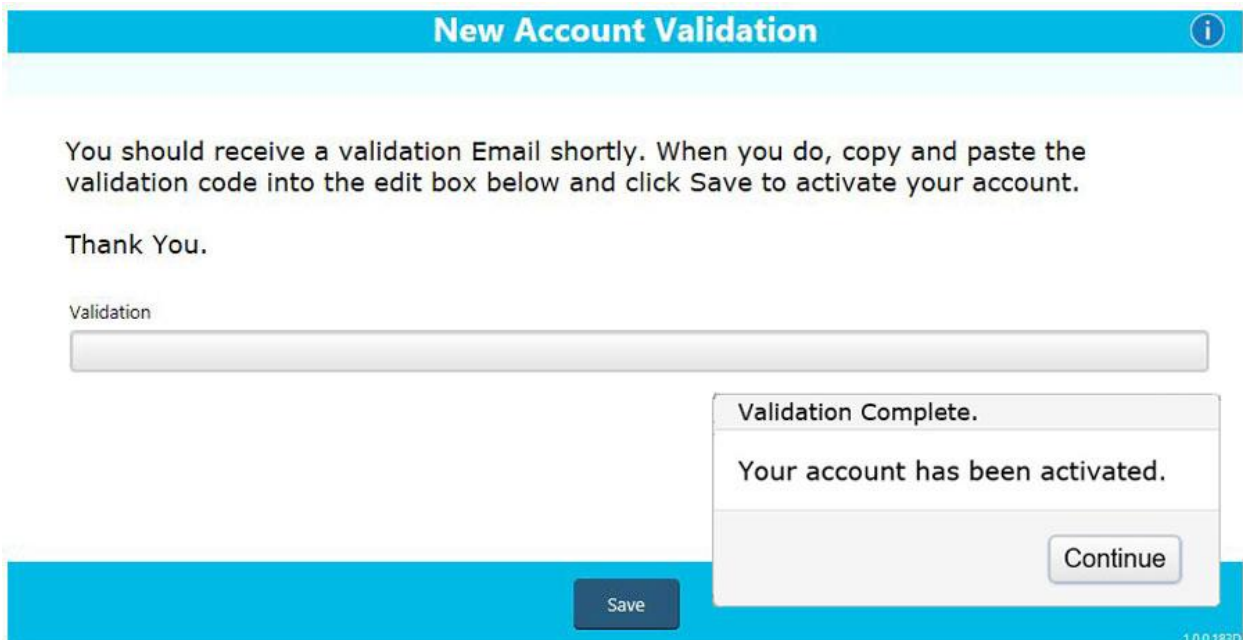
- Fields: Email (with a "New User" placeholder and a close button), Alternate EMail, Password, Full Name, Re-Enter Password, Account Type (dropdown menu).
- Account Type options: -- No Selection --.

At the bottom, there is a blue bar with a "BACK" button (with a left arrow) and a "Next >" button. The version number "1.0.0.179D" is in the bottom right corner.

Select account type "Developer/Applicant" then hit save.



Once you hit save this window will popup. Go to your email to retrieve your validation code. Copy and paste the validation code on the line below. Once you paste the validation code hit save.



Click CONTINUE and you will be brought to the login page

Enter your user name and password – choose remember me if you do not wish to enter it every time, then click on login.

Login

Registered User

User Name

YourEmail@email.com

Password

••••••••••

Permit #

Confirmation # \*

Address or Folio #

☐ Remember Me

\* Last 3 digits of the Permit Number

Login

Forgot Password...

Create a New Account...

Guest Access

Permit #

Confirmation # \*

Address or Folio #

\* Last 3 digits of the Permit Number

Continue as Guest

1.0.0.183D

The Home Page will have several buttons.

- **NEW** will create a new packet
- **EDIT** will allow you to edit the packet name.
- **DELETE** will delete the packet ATTACHMENTS allow you to upload the required documents for review
- **DATA** will take you to the tab screen
- **REVIEW** will show you the Development Application Review (AR) created from the information you entered

Click **NEW** at the bottom to begin a Development Application Review (AR).

The screenshot shows the 'Home' page of a web application. At the top, there is a blue header bar with a 'Refresh' button on the left and several icons on the right. Below the header, the text 'User Your Name - Developer/Applicant' is displayed. Underneath, there are three tabs: 'Packet List', 'Permit List', and 'Application Request List'. Below the tabs is a table with columns: 'Packet', 'Name', 'Status', 'Description', and 'Subs Expires / Info'. In the center of the page, there is a yellow box with the text 'Attachments', 'Data', and 'CheckList'. To the right of this box is a 'View Options...' button. At the bottom of the page, there is a blue bar containing several buttons: 'New...', 'Edit...', 'Delete', 'Attachments...', 'Data...', 'CheckList...', 'Submit...', 'Subcontractors...', 'Rejection Comments...', 'Permit...', and 'AR...'. A large red arrow points to the 'New...' button. The text 'Create New Application Packet' is written in a stylized font above the arrow. The version number '1.0.0.187D' is visible in the bottom right corner.

Refresh Home

User Your Name - Developer/Applicant

Packet List Permit List Application Request List

Packet Name Status Description Subs Expires / Info

Create New Application Packet

Attachments Data CheckList

Completed  
Required  
Percent

View Options...

New... Edit... Delete Attachments... Data... CheckList... Submit... Subcontractors... Rejection Comments... Permit... AR...

1.0.0.187D

**Packet Type** – this field will always be “Development Application”.

Home **Packet Detail** ⓘ

New Packet

Packet Type  
-- No Selection --

Packet Sub-Type  
-- No Selection --

Packet Name

BACK Save Next > 1.0.0.1870

**Packet Sub-Type**- selection will be the type of application you are submitting.

Home **Packet Detail** ⓘ

New Packet

Packet Type  
DEVELOPMENT APPLICATION

Packet Sub-Type  
-- No Selection --  
BINDING LOT AGREEMENT  
CONTROLLING MASTER SITE PLAN NONRESIDENTIAL TIER 2  
CONTROLLING MASTER SITE PLAN NONRESIDENTIAL TIER 3  
DEVELOPMENT OF REGIONAL IMPACT  
DEVELOPMENT ORDER EXTENSION  
DROP LOT SITE PLAN  
FUTURE LAND USE AMENDMENT LARGE SCALE  
FUTURE LAND USE AMENDMENT SMALL SCALE  
REZONING OTHER  
SITE PLAN - COURTESY REVIEW  
SITE PLAN MODIFICATION  
SPECIAL EXCEPTION  
SUBDIVISION FINAL PLAT  
SUBDIVISION MASTER PLAN NONRESIDENTIAL

BACK Save Next > 1.0.0.1870

**Packet Name**- is the name you want to associate to this packet.

Once packet details are complete you can hit next. The next tab allows you to move across the tabs and complete each section. You may click on next or save at any time and come back to complete the tabs at a later time.

The screenshot shows the 'Packet Detail' form with a blue header bar containing a 'Home' link and an information icon. The title 'Packet Detail' is centered, with 'New Packet' below it. The form contains three fields: 'Packet Type' with a dropdown menu showing 'DEVELOPMENT APPLICATION', 'Packet Sub-Type' with a dropdown menu showing 'TECHNICAL SITE PLAN TIER 1', and 'Packet Name' with a text input field containing 'Smith Trail'. A large yellow arrow points from the form down to the navigation bar. The navigation bar is blue and contains a 'BACK' button, 'Save' and 'Next >' buttons, and a version number '1.0.0.187D' on the right.

On the Data Item window fill in each tab – tabs will turn blue when completed or will be blue if not required. Red tabs are the required tabs to be complete. Select an address. Enter address on the address field and click “lookup”.

The screenshot shows the 'Data Items' form for 'SMITH TRAIL'. The header bar is blue with a 'Home' link and an information icon. The title 'Data Items' is centered, with 'SMITH TRAIL' below it. Below the title is a row of tabs: 'Location Addr', 'Description', 'Owner Info', 'Applicant Info', 'Entities', and 'Dimensions / Values'. The 'Location Addr' tab is highlighted in blue. Below the tabs is a text input field for 'Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number \*' containing '123 Main St'. To the right of the input field is a 'Lookup' button. A large red arrow points from the 'Lookup' button to the input field. Below the input field is a large text box with the text 'Enter Information - Verify with LookUp' and a 'Select' button. Below the text box is a 'Parcel ID' text input field. The navigation bar is blue and contains a 'BACK' button, 'Save' and 'Next >' buttons, and a legend: '\* Denotes a required field' and 'Red tabs have incomplete data'. The version number '1.0.0.187D' is on the right.

When address populates click on select and click on **NEXT**.

Home Data Items SMITH TRAIL

Location Addr Description Owner Info Applicant Info Entities Dimensions / Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number \*

123 MAIN ST Lookup

123 MAIN ST [21-10-28-2775-00050-0204]

Select

Parcel ID

21-10-28-2775-00050-0204

BACK Save Next > \* Denotes a required field Red tabs have incomplete data 1.0.0.187D

Note that anything with a red astericks is a required field. The tabs turn from Red to Blue once you finish entering your data

Home Data Items SMITH TRAIL

Location Addr Description Owner Info Applicant Info Entities Dimensions / Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number \*

Lookup

Select

Parcel ID

BACK Save Next > \* Denotes a required field Red tabs have incomplete data 1.0.0.187D

Red Tabs = Missing Data



Description Tab – provide information about the project.

Project Name- Fill in the name of the project “ SawMill Creek Subdivision”, for example

Click **NEXT**

The screenshot shows a web application interface for 'Data Items' with the title 'SMITH TRAIL'. The 'Description' tab is selected, indicated by a red background. The form contains a text area for 'Project Detail Description' with the text 'Build a 14,000 SQ FT Commercial Building' and a text input field for 'Project Name'. The bottom navigation bar includes a 'BACK' button, 'Save' and 'Next >' buttons, and a legend stating '\* Denotes a required field' and 'Red tabs have incomplete data'. A version number '1.0.0.187D' is visible in the bottom right corner.

Home Data Items

SMITH TRAIL

Location Addr Description Owner Info Applicant Info Entities Dimensions / Values

Project Detail Description \*

Build a 14,000 SQ FT Commercial Building

Project Name

BACK Save Next >

\* Denotes a required field  
Red tabs have incomplete data

1.0.0.187D

Fill in the owner information.

Click **NEXT**

The screenshot shows the 'Owner Info' tab selected in the 'Data Items' form for 'SMITH TRAIL'. The form includes input fields for 'Owner Name' (ROSAS ALVARO & ALBA M H&W TEST), 'Owner Phone' (000-000-0000 Ext. 0), 'Owner Email' (owneremail@email.com), 'Address Line 1' (15320 SW 26TH STREET), 'City' (DAVIE), 'State' (FLORIDA), and 'Zip' (33326). The bottom navigation bar is identical to the previous screenshot, with 'BACK', 'Save', and 'Next >' buttons, a legend, and the version number '1.0.0.187D'.

Home Data Items

SMITH TRAIL

Location Addr Description Owner Info Applicant Info Entities Dimensions / Values

Owner Name \* Owner Phone \* Owner Email \*

ROSAS ALVARO & ALBA M H&W TEST 000-000-0000 Ext. 0 owneremail@email.com

Address Line 1 \*

15320 SW 26TH STREET

City \* State \* Zip \*

DAVIE FLORIDA 33326

BACK Save Next >

\* Denotes a required field  
Red tabs have incomplete data

1.0.0.187D



Fill in the applicant information.

Click **NEXT**

Home Data Items SMITH TRAIL

Location Addr Description Owner Info **Applicant Info** Entities Dimensions / Values

Applicant Name \* Applicant Phone \* Applicant Email \*

Your Name 000-000-0000 Ext. 0 youremail@email.com

Address Line 2 \*

Your Address

City \* State \* Zip \*

Your City FLORIDA 32164

BACK Save Next > \* Denotes a required field Red tabs have incomplete data 1.0.0.187D

Fill in the Dimension/Values information next.

Click **FINISH**

Home Data Items SMITH TRAIL

Location Addr Description Owner Info Applicant Info Entities **Dimensions / Values**

Property Acres \*

0.5

Property Sq Ft \*

21780

Total Building Sq Ft

BACK Save Finish \* Denotes a required field Red tabs have incomplete data 1.0.0.187D

If the chart in the yellow box below shows the data to be at 100%, we would move on to uploading attachments.

In this case, the chart below shows a RED circle 18/19 and the data to be at 94.74%. This shows you forgot at least one item (you filled in 18 out of 19 items)

**Home**

Refresh

User Your Name - Developer/Applicant

**Packet List** | **Permit List** | **Application Request List**

Packet	Name	Status	Description	Subs	Expires / Info
7858	SMITH TRAIL	PENDING	TECHNICAL SITE PLAN TIER 1	0	04/20/2018

Red Circle Appears If You Missed Something

	Attachments	Data	CheckList
Completed	0	18	0
Required	3	19	0
Percent	0	94.74	0

View Options...

0/3 18/19

New... Edit... Delete Attachments... Data... CheckList... Review... Subcontractors... Rejection Comments... Permit... AR...

1.0.0.1870

Press the Data button again to go back and see what is missing. In this case the Applicant tab is red.

**Home**

**Data Items**

SMITH TRAIL

Location Addr | Description | Owner Info | **Applicant Info** | Values

Address - Enter House, Street, and Type (Ex: 1234 Palm Coast Ave) -OR- Folio Number \*

123 MAIN ST

123 MAIN ST [21-10-28-2775-00050-0204]

Lookup

Select

Parcel ID

21-10-28-2775-00050-0204

Red Tabs = Missing Data

BACK Save

\* Denotes a required field  
Red tabs have incomplete data

1.0.0.1870

Click on the red tab to add missing data.

[Home](#) **Data Items** [i](#)

SMITH TRAIL

[Location Addr](#) [Description](#) [Owner Info](#) [Applicant Info](#) [Entities](#) [Dimensions / Values](#)

**Applicant Info**

Applicant Name \*

Your Name

Applicant Phone \*

000-000-0000 Ext. 0

Applicant Email \*

youremail@email.com

Address Line 2 \*

Your Address

City \*

Your City

State \*

FLORIDA

Zip \*

32164

[BACK](#) [Save](#) [Next >](#) \* Denotes a required field  
Red tabs have incomplete data  
1.0.0.1870

The tabs will not longer be red and all items should be complete.

[Home](#) **Data Items** [i](#)

SMITH TRAIL

[Location Addr](#) [Description](#) [Owner Info](#) [Applicant Info](#) [Entities](#) [Dimensions / Values](#)

**Applicant Info**

Applicant Name \*

YOUR NAME

Applicant Phone \*

386-555-5555

Applicant Email \*

YOUREMAIL@EMAIL.COM

Address Line 2 \*

YOUR ADDRESS

City \*

YOUR CITY

State \*


FLORIDA

Zip \*

32164

[BACK](#) [Save](#) \* Denotes a required field  
Red tabs have incomplete data  
1.0.0.1870

The chart below shows the data to be at 100%. Now its time to upload attachments.



The screenshot shows the Home page of a web application. At the top, there is a blue header with a 'Refresh' button, the title 'Home', and several icons. Below the header, the user is identified as 'User Your Name - Developer/Applicant'. There are three tabs: 'Packet List', 'Permit List', and 'Application Request List'. The 'Application Request List' is active, showing a table with one row: Packet 7858, Name SMITH TRAIL, Status PENDING, Description TECHNICAL SITE PLAN TIER 1, Subs 0, and Expires / Info 04/20/2018. Below the table, there is a progress chart with a red arrow pointing to it. The chart shows the following data:

	Attachments	Data	CheckList
Completed	0	19	0
Required	3	19	0
Percent	0	100	0

To the right of the chart is a 'View Options...' button. Below the chart is a row of buttons: New..., Edit..., Delete, Attachments... (with a red circle and '0/3' above it), Data..., CheckList..., Review..., Subcontractors..., Rejection Comments..., Permit..., and AR... The version number '1.0.0.187D' is visible in the bottom right corner.

Press the Attachments button.



This screenshot is identical to the previous one, but with an orange arrow pointing to the 'Attachments...' button in the bottom row of buttons. The progress chart and table data remain the same.

Attachments- some items will be required and others will be optional. You may upload multiple documents of the same type by selecting your document at one time (using the CTRL key)

Description	Status	File Name	Version
<input checked="" type="checkbox"/> CIVIL CONSTRUCTION PLANS	REQUIRED		
<input type="checkbox"/> CIVIL LANDSCAPE PLANS	REQUIRED		
<input type="checkbox"/> CORPORATE IDENTITY FORM	REQUIRED		
<input type="checkbox"/> Select to Upload a User File			

BACK Upload... Download Delete 1.0.0.187D

Click in the red tab to upload a file or drag a file to this window.

Attachment Type: CIVIL CONSTRUCTION PLANS

Click to upload files or drag files to this window.

Open

Building - Plans for Uploading > OPRS

Search OPRS

Organize New folder

Name	Date modified	Type
Civil Construction Plans.pdf	3/5/2018 11:34 AM	Adobe Acrobat D...
Civil Landscape Plan.pdf	3/5/2018 11:34 AM	Adobe Acrobat D...
Corp Identity Form.pdf	3/5/2018 11:34 AM	Adobe Acrobat D...
Site Plan.pdf	3/5/2018 11:34 AM	Adobe Acrobat D...

File name: Civil Construction Plans.pdf All files (\*.\*)

Open Cancel



When all required documents have been uploaded click the **BACK** button.

Home

Attachments

SMITH TRAIL

* Description	Status	File Name	Version
<input checked="" type="checkbox"/> CIVIL CONSTRUCTION PLANS	PENDING	Civil Construction Plans.pdf	1
<input checked="" type="checkbox"/> CIVIL LANDSCAPE PLANS	PENDING	Civil Landscape Plan.pdf	1
<input checked="" type="checkbox"/> CORPORATE IDENTITY FORM	PENDING	Corp Identity Form.pdf	1
<input checked="" type="checkbox"/> MISCELLANEOUS	PENDING	Site Plan.pdf	1

☐ Select to Upload a User File

BACK

Upload...

Download

Delete

1.0.0.1870

If you have met the minimum requirements, and the percentage in the yellow box are at 100 %, you will see the red **SUBMIT** button.

Refresh

Home

User Your Name - Developer/Applicant

Packet List

Permit List

Application Request List

Packet	Name	Status	Description	Subs	Expires / Info
7858	SMITH TRAIL	PENDING	TECHNICAL SITE PLAN TIER 1	0	04/20/2018

Attachments

Data

CheckList

Completed	3	19	0
Required	3	19	0
Percent	100	100	0

View Options...

New...

Edit...

Delete

Attachments...

Data...

CheckList...

Submit...

Application Comments...

Permit...

AR...

1.0.0.1870



Scroll through the application assure everything is correct. **Click signature**

Home Signature

GENERAL APPLICATION - Document 1 of 1

**APPLICANT / OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning

**APPLICANT / OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this development application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

**Signature of Property Owner or Applicant**

BACK 1 signature OK

1.0.0.183D

Sign application and click **OK**.

Home

PEP

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this development application is true and correct. By signing this Electronic Submission Form, I consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the form(s) provided on this web site. I understand that my electronic signature is legally binding, as stated by [2016 Florida Statutes Title XXXIX Chapter 668 Section 50](#)

**Signature of Property Owner or Applicant**

X

please recycle

By entering my name and clicking Save, I understand that I am digitally signing this document.

Digital Signature


Sign Your Name Here

OK Cancel

1.0.0.188D

Home
Signature
1

## PERMIT APPLICATION - Document 1 of 1



city of  
**PALM COAST**  
 Community Development Department

**Building Permit Application**  
 Rev 9/16

160 Lake Avenue  
 Palm Coast, FL 32164  
 Office: 386-986-3780  
 Inspection: 386-986-4747

Permit # \_\_\_\_\_

Estimated Cost: \$75,000.00

Flashing required? ☐ Yes ☐ No

**Detailed description of proposed work:**

Single family residence - 2 car garage

Property Owners Name: **ROSAS ALVARO & ALBA M H&W TESTA**

Mailing Address: **15320 SW 26TH STREET DAVIE, FL 33320**

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

**BARRIE REMBRY**

BACK

Click here to sign
OK

1001888

Home

Signature

GENERAL APPLICATION - Document 1 of 1

APPLICANT / OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

APPLICANT / OWNER'S Affidavit: I certify that all the information provided on this Electronic Submission Form, I confirm that it is true and correct, and that this document is legally binding, as stated in the Affidavit.

Your packet has been successfully submitted.

OK

Signature of Property Owner or Applicant

Damaris Ramirez

BACK

1 signature

OK

Packet status has changed to **SUBMIT**.

Refresh

Home

User Nora Smith - Developer/Applicant

**Packet List** Permit List Application Request List

Packet	Name	Status	Description	Subs	Expires / Info
1612	SMITH TRAIL	SUBMIT	TECHNICAL SITE PLAN TIER 1 -	0	03/03/2018
1573	SMITHS BINDING LOT	SUBMIT	BINDING LOT AGREEMENT	0	10/29/2017

	Attachments	Data	CheckList
Completed	1	10	0
Required	1	10	0
Percent	100	100	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Review... Subcontractors... Rejection Comments... Permit... AR... 1.0.0.183D

Please note that if your submittal is rejected, an email will be sent to you explaining what is still required. The status of your packet will change back to pending until you satisfy the comments.

Deficiencies will also be identified in the "rejection comments" area which will no longer be grayed out.

Refresh

Home

User Nora Smith - Developer/Applicant

**Packet List** Permit List Application Request List

Packet	Name	Status	Description	Subs	Expires / Info
1612	SMITH TRAIL	PENDING	TECHNICAL SITE PLAN TIER 1 -	0	03/18/2018
1573	SMITHS BINDING LOT	SUBMIT	BINDING LOT AGREEMENT	0	10/29/2017

	Attachments	Data	CheckList
Completed	2	18	0
Required	2	18	0
Percent	100	100	0

View Options...

New... Edit... Delete Attachments... Data... CheckList... Submit... Subcontractors... Rejection Comments... Permit... AR... 1.0.0.183D

[Home](#)

## Processing Detail



### SMITH TRAIL

The Corporate Identity Form must be signed by the owner of the property.  
Provide a Authorization Letter.



1.0.0.183D

Click back and click on attachments to upload required information in its appropriate field, upon resubmittal, you will sign the application once again.