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:

Please fill in all new user details.
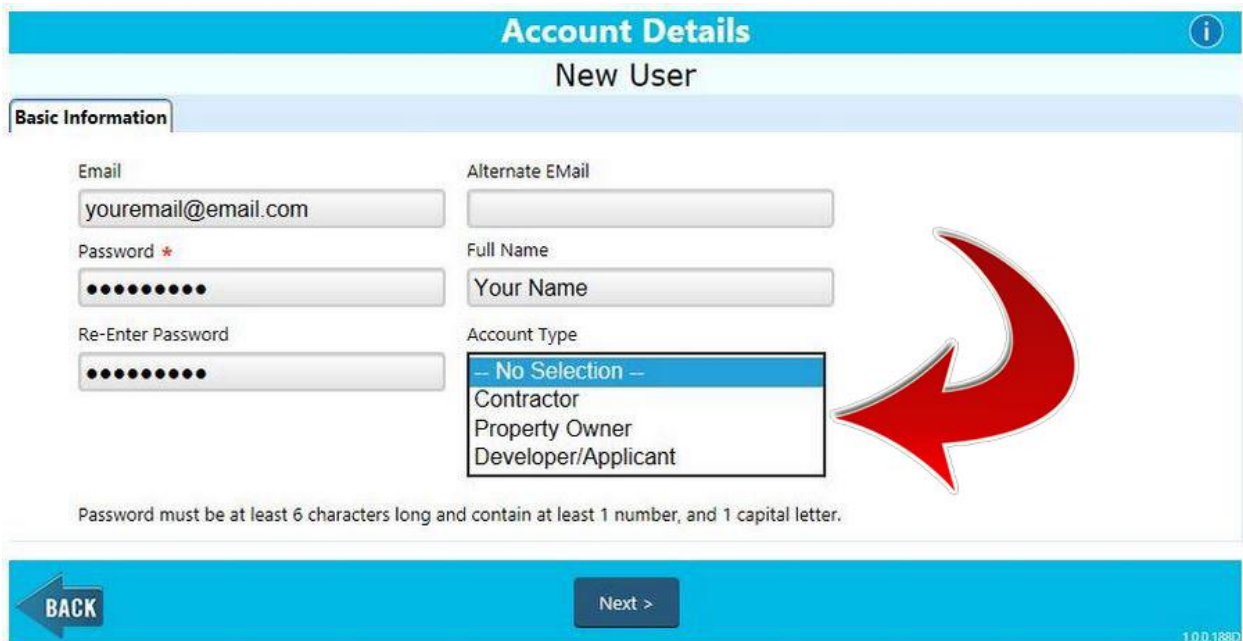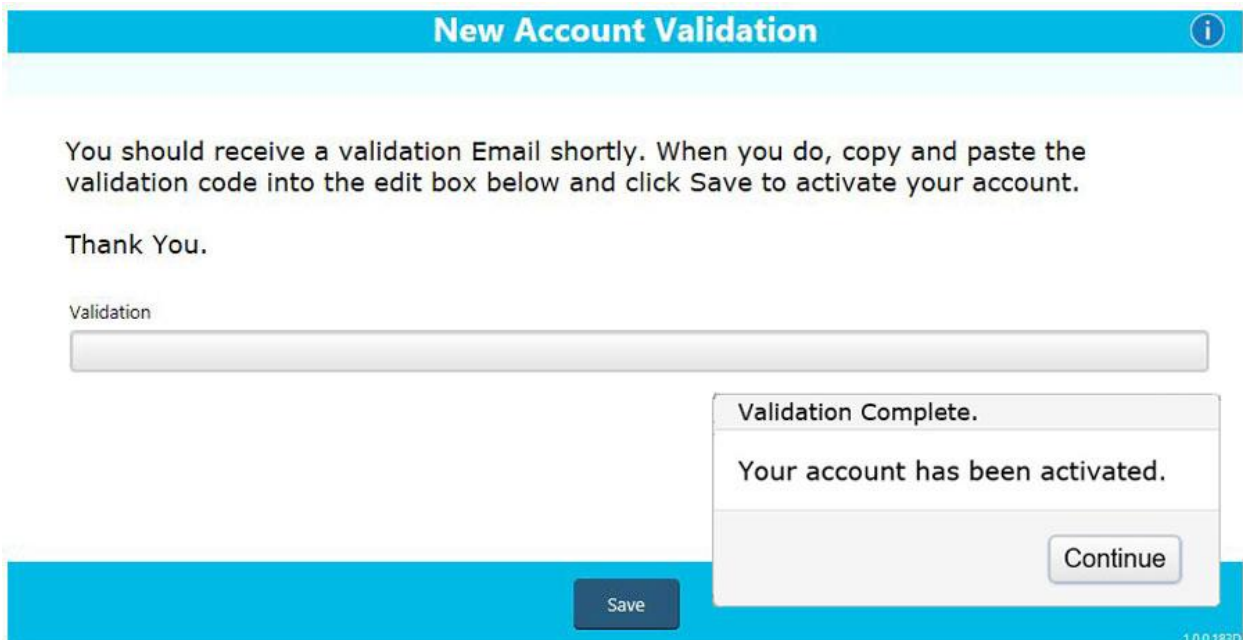
Select account type "Developer/Applicant" then hit save.

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.

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).

Packet Type – this field will always be "Development Application".

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

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.

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".

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

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

Description Tab – provide information about the project.

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

Click **NEXT**

Fill in the owner information.

Click **NEXT**

Fill in the applicant information.

Click **NEXT**

Fill in the Dimension/Values information next.

Click **FINISH**

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)

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

Click on the red tab to add missing data.

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

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

Press the Attachments button.

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)

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

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

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

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

Sign application and click **OK.**

Click **OK**

Application has been submitted successfully.

Packet status has changed to **SUBMIT.**

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.

SMITH TRAIL

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

BACK

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