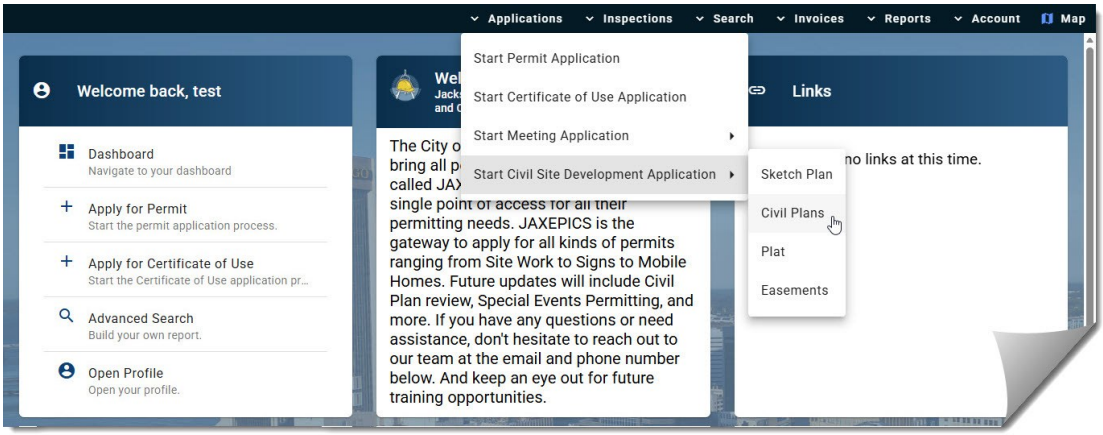
How to submit and manage Sketch/Civil Plans

Engineers may apply for a Civil Site Development Plan.

- From the black ribbon bar, click **Applications**, then **Start Civil Site Development Application**, then **Sketch Plan** or **Civil Plans**.



Result: The system generates a step-model for you to enter information for your permit application. (below)

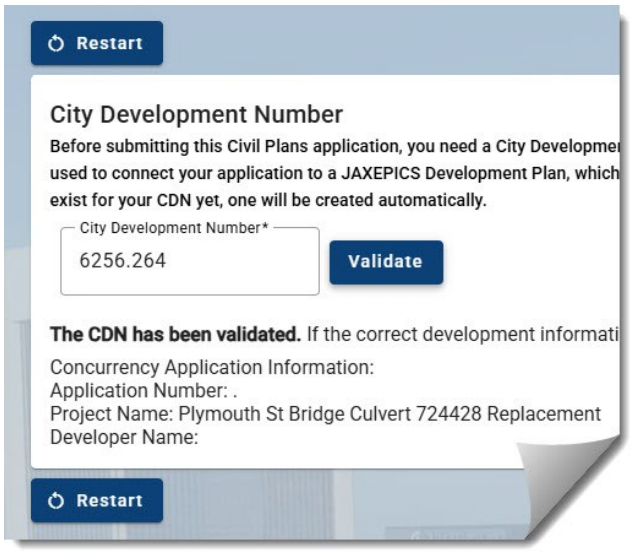


- First, enter your project's **City Development Number (CDN)**, then click **Validate**.
  Business rule: Your CDN connects your application to a JaxEPICS Development Plan, which organizes all related development plan reviews for your project.

  The Concurrency and Mobility Management Office (CMMSO@coj.net | 904-255-8330) provides your CDN.

  Result: The system validates your CDN with Concurrency Application Information, Application Number, Project Name, and Developer Name.

  If the information appears correct, then click **Next**.



- On the **Project Location** tab, select **Create Project** or **Select an Existing Project**.

  To create a new project, search by address or RE Number. Select a parcel or multiple parcels using the Pointer Mode or outline portions of a larger parcel using the Drawing Mode. Click **Create Project**.

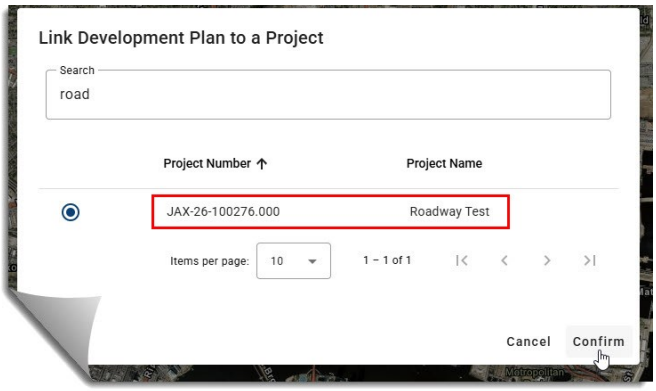
  In the **Create Project** pop-up pane, type a **Project Name** and **Project Description** in the required fields. Click **Save**.

  Result: The system saves the project you created.

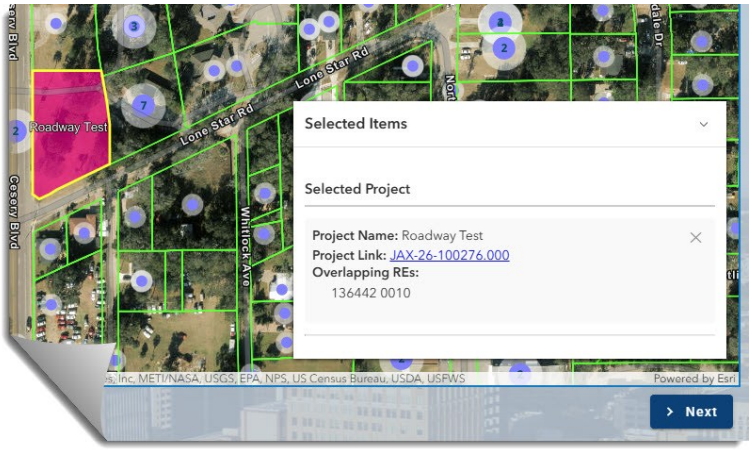
  Click **Next**.

How to submit and manage Sketch/Civil Plans (continued)

- For an existing project, type keywords or project number into the **Search** box, then press [Enter].
  Result: The system auto-populates both Project Number and Project Name for an existing project. (shown above)
- After you locate the existing project, select the button to the left of **Project Number**.
  Click **Confirm**.



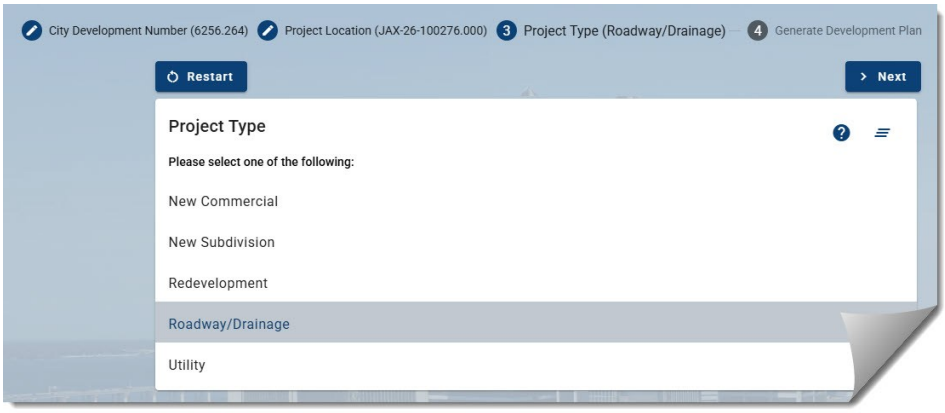
- Confirm that the existing **Project Name** and location are correct. Click **Next**.



- Select the **Project Type** from the list.

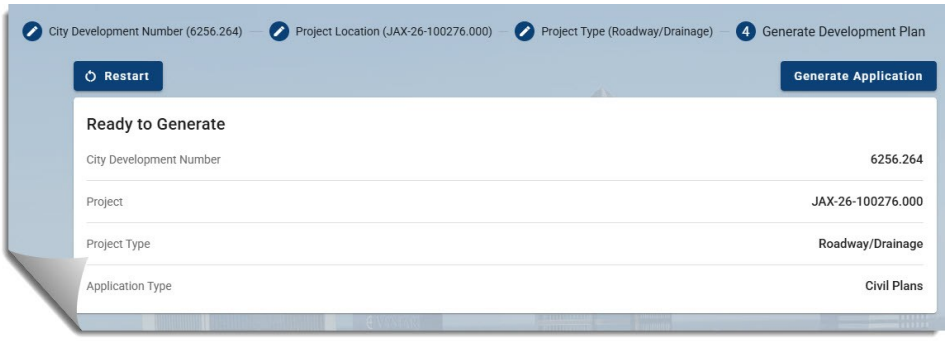
  Note: Based on the Project Type selected, the system may display additional steps within the step-model.

  Click **Next**.



- Confirm that the data appears correct.
  Click **Generate Application**.
  Result: The system generates a Site Development Plan.

  Business rule: The system generates your Sketch Plan or Civil Plan application within a Site Development Plan. The system will display blue bubbles on tabs on the left menu bar. These blue bubbles represent action items or notifications that you must complete.



Continue on the next page to continue the application process.

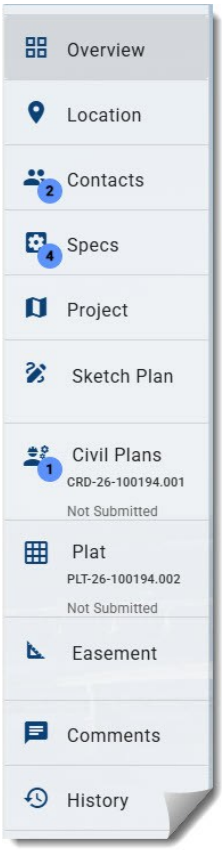
How to add Contacts, Specs, and Documents

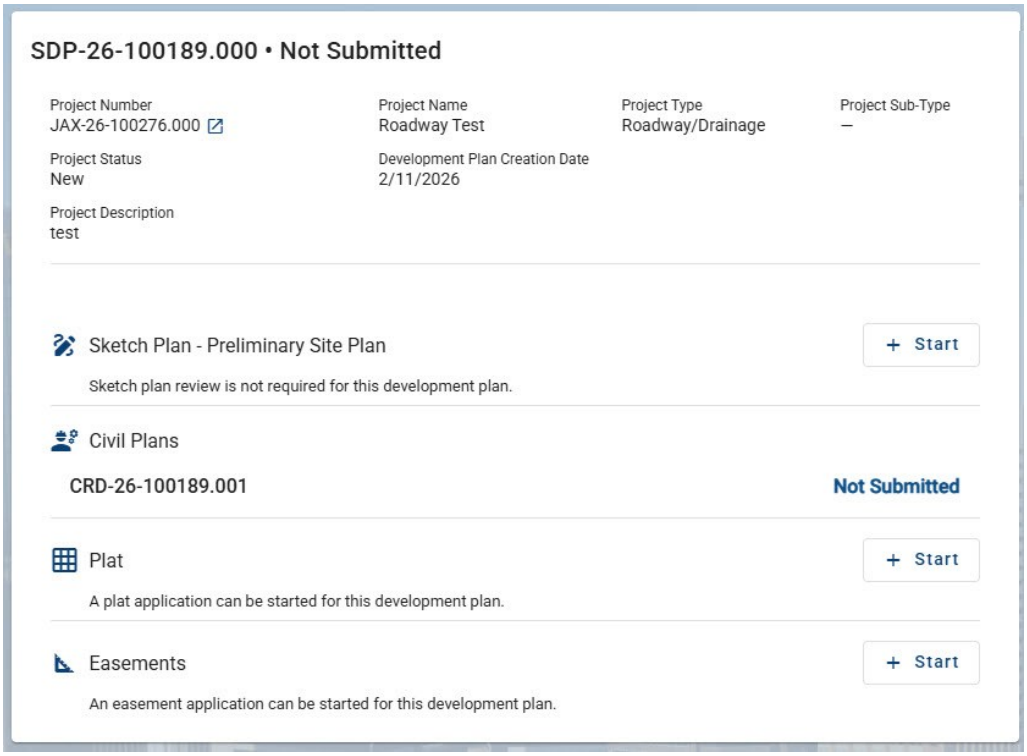
After you have generated an application, you may add contacts, specifications (specs), and documents.

The tabs on the left menu bar display blue bubbles which represent actions that you must complete. (shown below left)

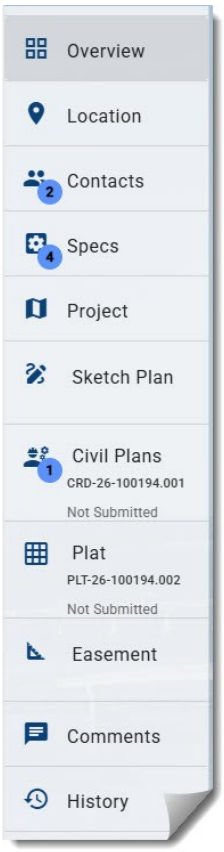
Business rules: In some cases, the application process requires a Sketch Plan prior to a Civil Plan. In the example below, a Sketch Plan is not required.

- Review and act upon the blue bubble requests for information.



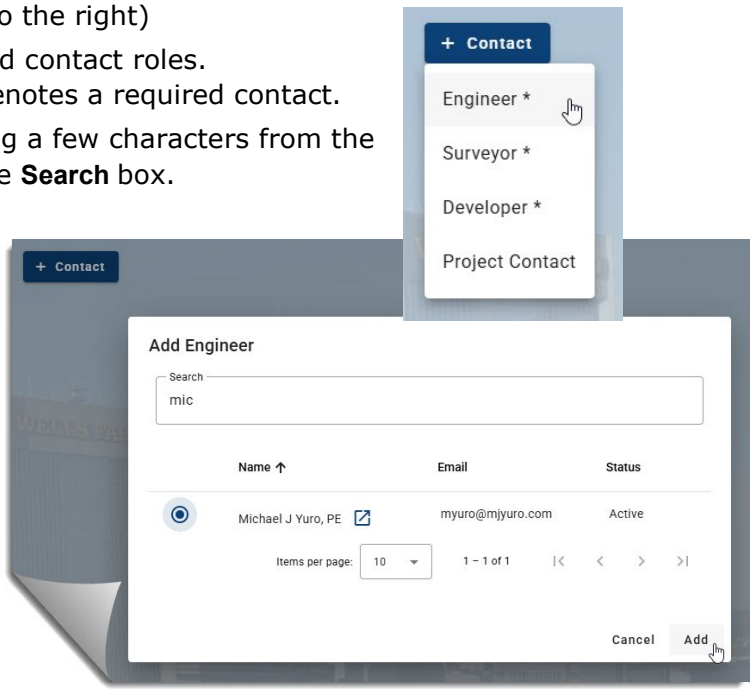


How to add Contacts, Specs, and Documents (continued)



Follow these steps to add required contacts.

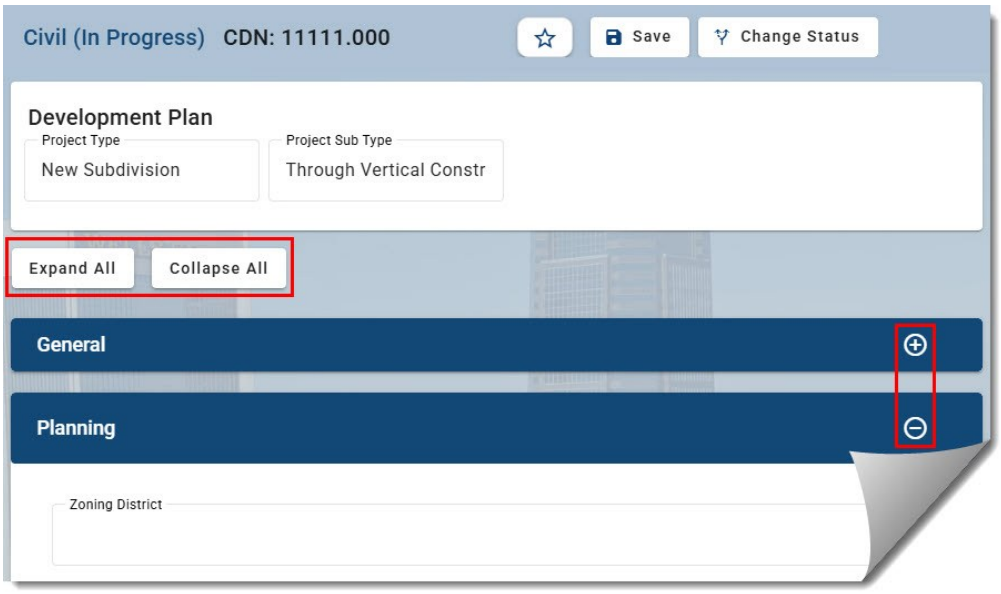
- Click **Contacts** on the left menu bar. (shown to the left)
- Click **+ Contact**. (shown to the right)
- Select one of the required contact roles.
  Note: The asterisk (*) denotes a required contact.
- Find the contact by typing a few characters from the individual's name into the **Search** box.
- Select the radio button to the left of the contact's name.
- Click **Add**.



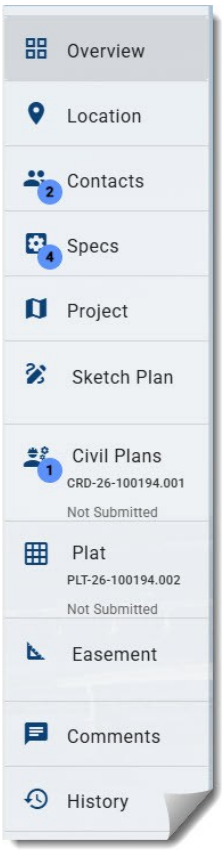
The system generates a deck of information requests — including specifications — based on the project type. The requirements needed to submit your application will depend on the project type and other provided information. Some fields will auto-populate based on the project location you selected.

Follow these steps to add Specs.

- Click **Specs** on the left menu bar. (shown above left)
- Enter the specs for your project type. The asterisk (*) denotes a required field.
- The system categorizes specs in sections separated by accordions with blue bars at the top. You may expand or collapse the sections by clicking **Expand All** or **Collapse All** or by clicking the **+** or **—** icons on the blue bars.
- Click **Save**.
  Note: You may return to the application at a later time to complete and submit it.

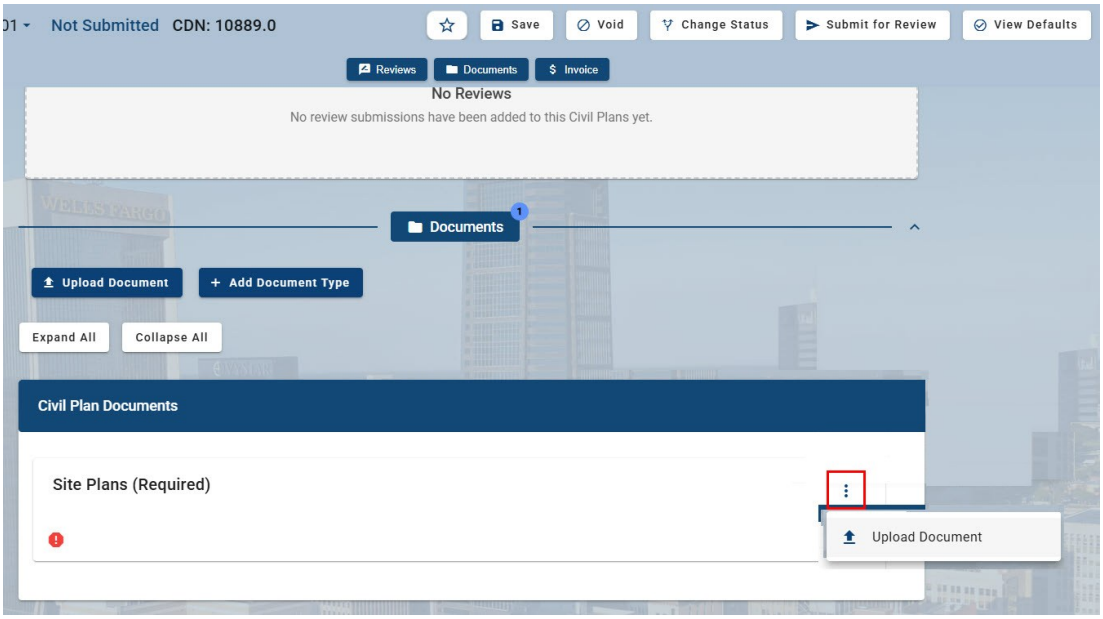


How to add Contacts, Specs, and Documents (continued)



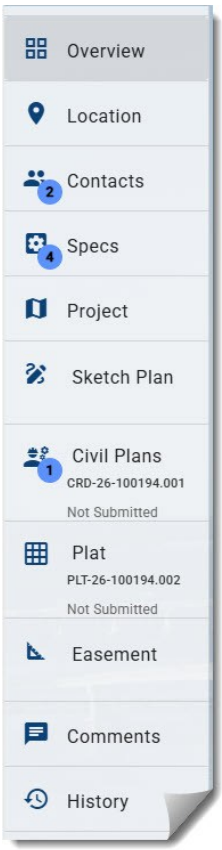
In order to submit your application, you will need to upload certain documents depending on your application type (Sketch/Civil), your project type, and other provided information. The example below displays a Civil Plan application.

- Click the tab for your current application on the left menu bar (example: **Civil Plans**. (shown below)
- Scroll down to the **Documents** section or click **Documents** at the top of the pane. The blue bubble indicates that a you must upload a required document. In the example below, the Site Plan is required.
- Click the three dots in the **Civil Plan Documents** section, then **Upload Document**, or
  click **+ Upload Document Type**.
- Locate the document that you want to upload from your computer. Select the type of document in the dropdown menu. Click **Upload**.

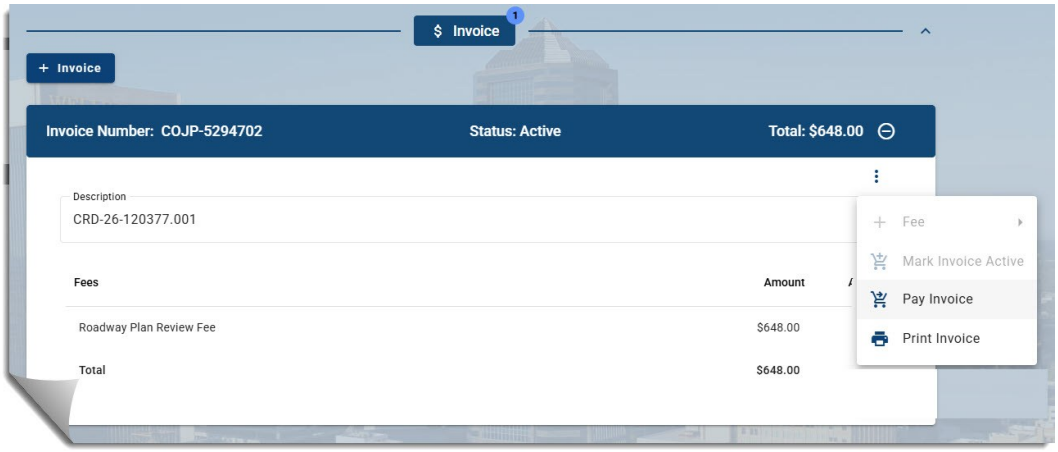


- After you have supplied all required information and there are no more blue bubbles in the left menu tab, click **Submit for Review**.
  Result: The system changes the status to Intake in the upper left corner. The Civil Plans are now in Sufficiency Review's queue.

How to manage your application after initial submittal



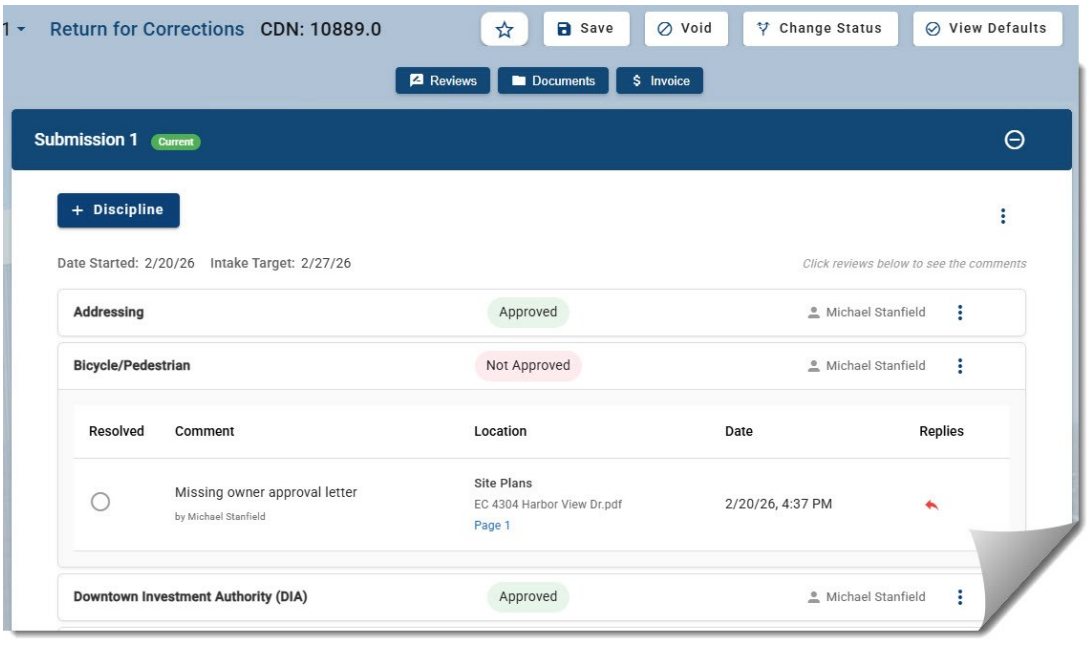
- The Sufficiency Reviewer may return your application for corrections. If the Sufficiency Reviewer approves your application, then the system changes the status to Pending Review Payment.
  Result: The system sends an e-mail notification when the application status changes.
- At this point, anyone may pay the invoice. To pay online, click the three dots, then click **Pay Invoice**. Follow the prompts to complete payment.
  Result: After payment, the system changes the status to In Review.



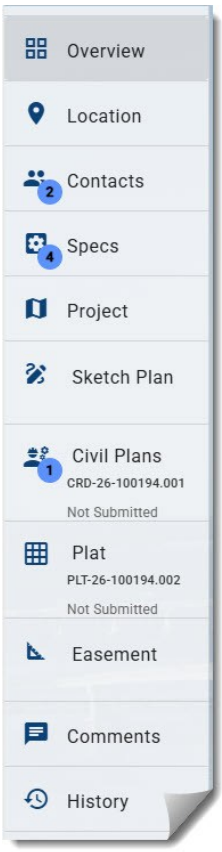
- You may view all reviews as they are completed, but your application will not be returned for corrections or approved until all required disciplines have completed their reviews. You can see the required disciplines and completed reviews in **Reviews** section grouped by submission. (shown below)

  If your application is returned for corrections, then you must satisfy all non-resolved reviewer comments before you can resubmit your review.

  Comments requiring action are denoted by a red arrow. (shown below)
  You may use the Reply Status filter at the top of the **Reviews** section to choose which types of comments to view.



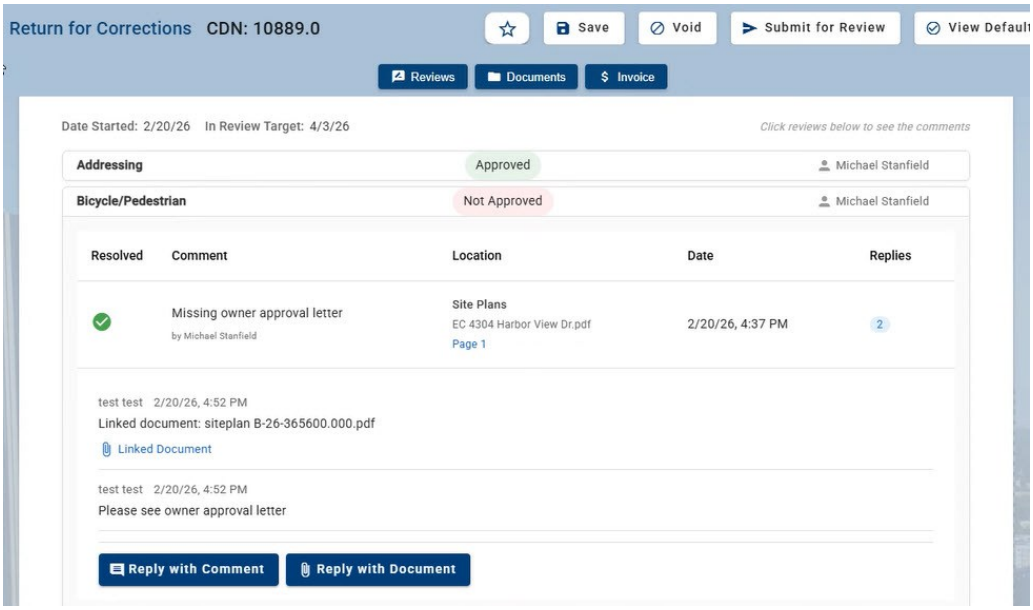
How to manage your application after initial submittal (continued)



- You may reply with a comment or a document or both.
  If you reply with a document and revise a previously submitted document, then select **Replace Document**. Doing so will help the reviewers keep track of the current version of all documents.
  Result: The system changes the red arrow in the Replies column to a number that shows that you added a reply.

  The system will still store older versions of the documents and display previous submissions.

- After each comment has been satisfied, you may **Submit for Review**.



  Result: At this point, the remaining pending disciplines will be reviewed. After all disciplines have been approved, the system changes the status to Approved.



- You may review your final approval documents in the Documents section. These documents include the Sketch Plan Approval Letter for Sketch Plan applications and stamped plans for Civil Plan applications.