

User Manual

Citizen Self Service (CSS) Applying for Plans User Guide

Electronic Permitting Application System

June 2020 | Version 1.0



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1. Applying for a Hydraulic Plan Analysis (HPA) Plan

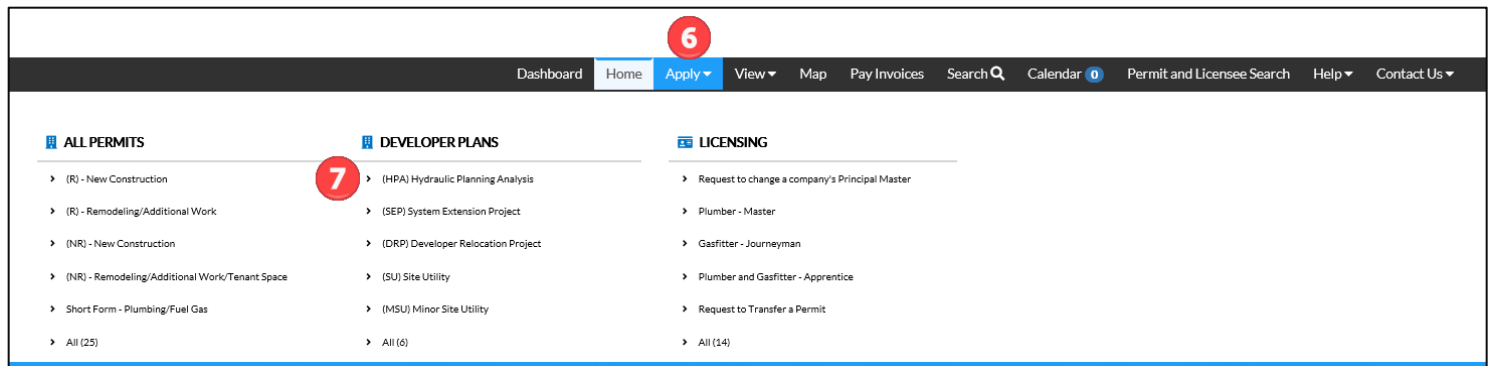
You are able to apply for the following Plan Types:

- (DRP) Developer Relocation Project Plan
- (GOV) Government Referred Plan
- (HPA) Hydraulic Planning Analysis Plan
- (MSU) Minor Site Utility Plan
- (SEP) System Extension Project Plan
- (SU) Site Utility Plan

To log into your CSS account, please refer to [Getting Started User Manual \(Steps 1-5\)](#).

6. Navigate to the **Apply** dropdown.

7. Under Developer Plans, we will select **(HPA) Hydraulic Plan Analysis**.



8. Click the **+** sign to Add a specific location.

Note: It is HIGHLY recommended that the user read the Address Instructions on the location page before adding a location.

☆ **Create Template:** If this is a common plan you find yourself applying for, you can create a template that will be saved each time you create this specific type of plan.

☆ **Save Draft:** If you are not quite finished, but you need to step away, you are able to simply click the Save Draft button and you will be able to revisit this plan later.

Apply for Plan - (HPA) Hydraulic Planning Analysis

REQUIRED

1

2

3

4

5

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:

SU and MSU plans require a Jobsite Address; all others may use 'N/A':

Click on the ADD LOCATION card to enter the jobsite address. On the next screen, click the ENTER MANUALLY button. Type in the jobsite address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. NOTE: For plan types not requiring an address, enter 'N/A' in these fields.) The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

Location

Add Location

8

+

Create Template

Save Draft

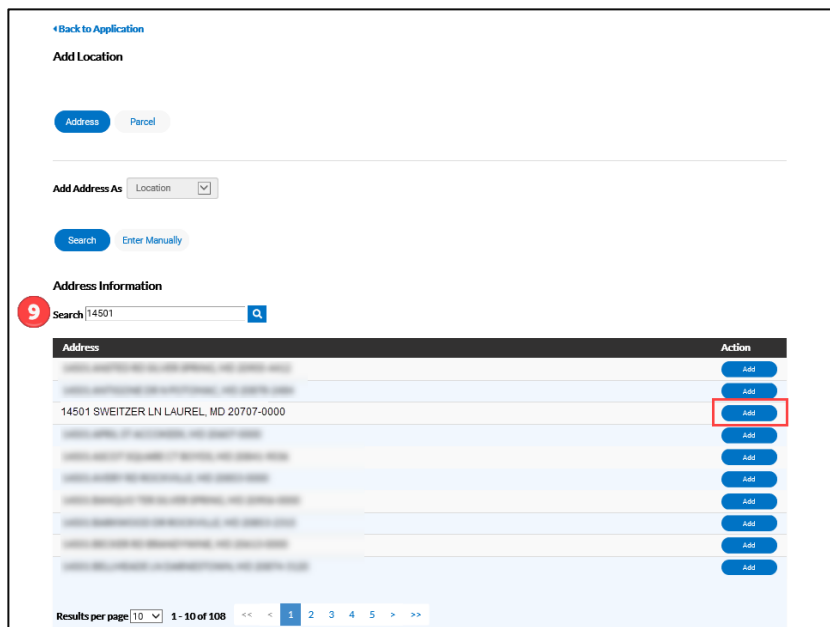
Next

9. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.' Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

Note: It is recommended that the user provide just the street number and name (please do not search by the street type)



< Back to Application
 Add Location

Address Parcel

Add Address As Location

Search Enter Manually

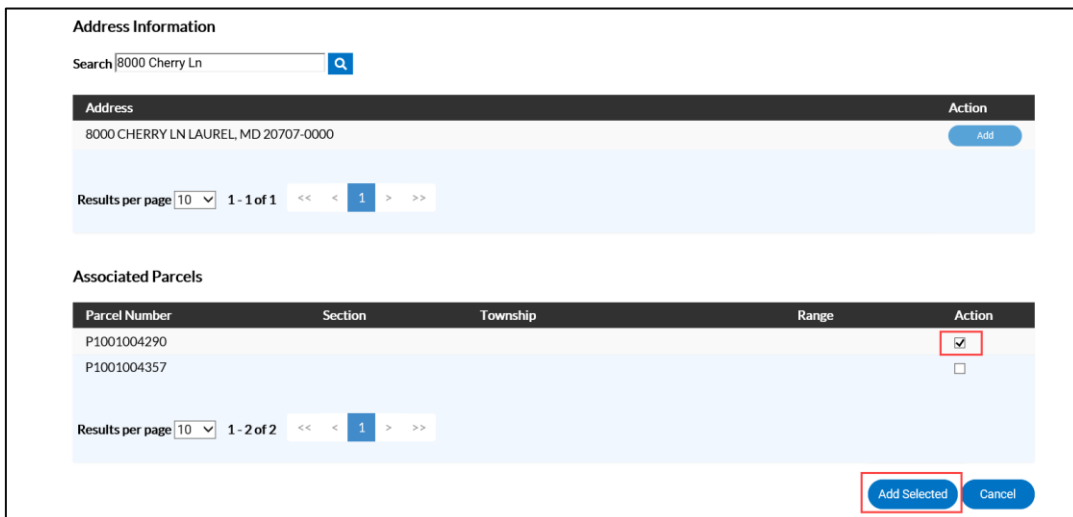
Address Information

9 Search 14501

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
	Add
	Add
	Add
	Add
	Add
	Add
	Add
	Add
	Add

Results per page 10 1 - 10 of 108 << < 1 2 3 4 5 > >>

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information

Search 8000 Cherry Ln

Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	Add

Results per page 10 1 - 1 of 1 << < 1 > >>

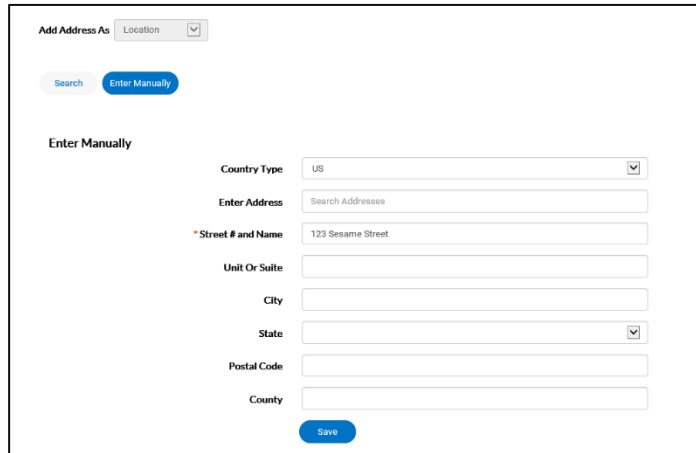
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

Results per page 10 1 - 2 of 2 << < 1 > >>

Add Selected Cancel

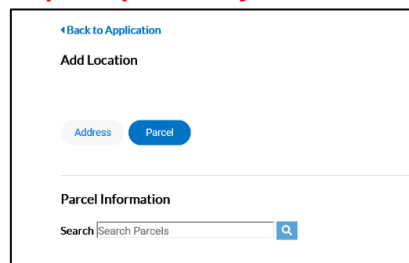
OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Address As' form with a dropdown menu set to 'Location'. Below the menu are two buttons: 'Search' and 'Enter Manually'. The 'Enter Manually' section contains the following fields:

- Country Type: US (dropdown menu)
- Enter Address: Search Addresses (text input)
- *Street # and Name: 123 Sesame Street (text input)
- Unit Or Suite: (text input)
- City: (text input)
- State: (dropdown menu)
- Postal Code: (text input)
- County: (text input)
- Save (button)

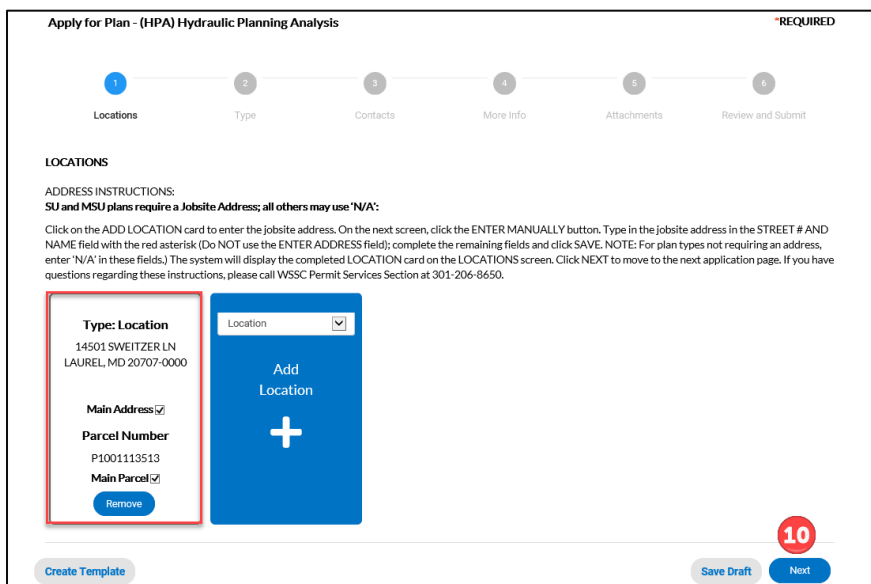
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Location' form with a dropdown menu set to 'Location'. Below the menu are two buttons: 'Address' and 'Parcel'. The 'Parcel' button is highlighted. Below the buttons is a search field labeled 'Search' with the text 'Search Parcels' and a magnifying glass icon.

You will see that the Location has successfully been added. You are able to add more than one location, if needed.

10. Click **Next**



The screenshot shows the 'Apply for Plan - (HPA) Hydraulic Planning Analysis' form. The form has a progress bar at the top with six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. The 'Locations' step is currently selected and highlighted in blue. Below the progress bar, the 'LOCATIONS' section is displayed. It includes 'ADDRESS INSTRUCTIONS' and a list of locations. The first location is highlighted with a red box:

- Type: Location
- 14501 SWEITZER LN
- LAUREL, MD 20707-0000
- Main Address: ☒
- Parcel Number: P1001113513
- Main Parcel: ☒
- Remove (button)

To the right of the location list is a blue 'Add Location' button with a plus sign. At the bottom of the form, there are three buttons: 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red circle and the number '10'.

11. Click **Next** on the Plan Details page.

****On the Plan Type page, IF the Plan Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****

Apply for Plan - (HPA) Hydraulic Planning Analysis *REQUIRED

1 2 3 4 5 6
 Locations Type Contacts More Info Attachments Review and Submit

PLAN DETAILS

Please DO NOT TYPE in the Description field.

*Plan Type (HPA) Hydraulic Planning Analysis

Description

11

Back
Create Template
Save Draft
Next

12. On the Contacts page, the Applicant will automatically be added as the primary contact. Adding an Engineer is REQUIRED for an HPA Plan. Click the **+** to Add Contact.

Apply for Plan - (HPA) Hydraulic Planning Analysis *REQUIRED

1 2 3 4 5 6
 Locations Type Contacts More Info Attachments Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:
ENGINEER (logged-on user):
 The person applying for the plan case (logged-on user) is automatically added as a contact type (APPLICANT) to the plan/project application. The person who will be submitting the electronic files to WSSC Water for the initial submission and all subsequent re-submissions for plan reviews must have a contact type of ENGINEER. If you are the engineer you must add yourself again as a contact with contact type ENGINEER.

To Add Additional Contacts:
 Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Engineer, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the plan case. All invoices will be available to a guest user (Non-registered user) for payment.

Applicant



Willy Water (You)

14501 Sweitzer Lane, Laurel, MD, 20707

Engineer

Add Contact

+

REQUIRED

Applicant

Add Contact

+

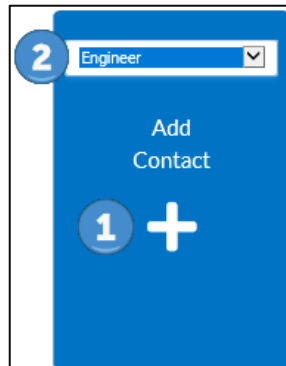
12

Back
Create Template
Save Draft
Next

Note: You can add another contact as well. (Please see steps 1-4 to see how to add another contact).

1. To add another contact, click the + sign on the Add Contact card
2. You can add a contact from the list below. In this example, we will select **Engineer**.

Note: Plans always require an Engineer.



3. Enter the name of the Engineer in the **Search** textbox.

☆ **My Favorites:** The My Favorites option lets you add a contact you select often, as your favorite contact by simply clicking the ☆ icon.

4. Click **Add** on the contact you would like to add.

☆ **My Favorites:** To select a registered user as a favorite, select the ☆ icon. Once done, the icon will change from no fill ☆ to a blue ★ which lets you know that the contact has been added as your favorite.

[Back to Application](#)

Add Contact

Add Contact As Principal Master

Search My Favorites

Search

Favorite	First Name	Last Name	Address	Company
☆	Priva	Ng		
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC
★	Priya	Ng		

Results per page 10 1 - 5 of 5 << < 1 > >>

[Back to Application](#)

Add Contact

Add Contact As Principal Master

Search My Favorites

Search

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Priva	Ng			priva@wssc.com	Add
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC	priva@wssc.com	Add
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC	priva@wssc.com	Add
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC	priva@wssc.com	Add
★	Priya	Ng			priva@wssc.com	4 Add

Results per page 10 1 - 5 of 5 << < 1 > >>

13. Enter **Plan Info**
14. Enter **Type of Service**
15. Enter **Property Identification**
16. Enter **Additional Info**
17. Enter **Type of Development Served Info**

NOTE: You must complete the existing blank row (pink/beige row) by clicking on the pencil icon and indicate your first development type in this row. Thereafter, you will use the +Add Row button to add additional development types.

18. Enter **Project Owner/Applicant Contact Info**
19. Click **Next**

Note: The fields containing red * asterisks are required fields for data entry.

Apply for Plan - (HPA) Hydraulic Planning Analysis
*REQUIRED

Locations
Type
Contacts
More Info
Attachments
Review and Submit

1
2
3
4
5
6

MORE INFO

Plan Info
Next Section | Top | Main Menu

13

Please provide the following information regarding your plan case submittal for ePlan Review to WSSC.

ATTENTION: To request an HPA Amendment, you must do so within your existing HPA Project. Enter your HPA project, click on the Sub-Records tab, scroll down to Remaining Sub-Plans section and click APPLY for HPA Amendment Request. Complete the HPA Amendment Request fields. NOTE: If you have a previously approved SPF (System Planning Forecast), enter your SPF project and click on the Sub-Records tab and follow the steps above. (The HPA will use the same # as the SPF.)

Provide comments for clarification if needed:

*Plan Case Name
Plan Case Name is required.

Type of Service
Previous Section | Next Section | Top | Main Menu

14

*Main Extension
Main Extension is required.

*Service Connection
Service Connection is required.

*Total Number of Proposed Parts
Total Number of Proposed Parts is required.

*Pressure Sewer Systems (provide # of systems)
Pressure Sewer Systems (provide # of systems) is required.

Property Identification
Previous Section | Next Section | Top | Main Menu

15

Please indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

*Parcel
Parcel is required.

*Lot
Lot is required.

*Block
Block is required.

*Subdivision
Subdivision is required.

*County
County is required.

*Election District
Election District is required.

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*Tax Account #

Tax Account # is required.

*WSSC 200 Foot Sheet

WSSC 200 Foot Sheet is required.

*Service Category - Water

Service Category - Water is required.

*Service Category - Sewer

Service Category - Sewer is required.

*Zoning - Existing

Zoning - Existing is required.

*Zoning - Proposed

Zoning - Proposed is required.

Additional Info

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

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Fire Flow GPM Required (Note: Fire Flow requests in excess of 2,000 GPM will not be accepted per WSSC policy):

Fire Flow GPM Required

*Extra Depth, Shallow or Pressure Sewer

☐ Extra Depth

☐ Pressure

☐ Shallow

☐ N/A

Extra Depth, Shallow or Pressure Sewer is required.

*Large/Small Main Service Connection Review

Large/Small Main Service Connection Review is required.

NOTE: An Environmental Site Contamination Review must be performed with all new HPA project submittals.

*Perform Environmental Site Contamination Review

Perform Environmental Site Contamination Review is required.

Type of Development Served

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

17

Type of Development Served is required. You must complete the existing blank first row (pink/beige row) by clicking on the pencil icon (edit) and selecting a development type. Thereafter, please click the (+ Add Row) button to add additional types of development for this project.

Type of Development Served Details

+ Add Row

Type of Development Served	Existing	Proposed	Memo

Project Owner/Applicant Contact Info

[Previous Section](#) | [Top](#) | [Main Menu](#)

18

*Contact Person Name

Contact Person Name is required.

*Company Name

Company Name is required.

*Street # and Name

Street # and Name is required.

*City

City is required.

*State

State is required.

*Zip Code

Zip Code is required.

*Phone

Phone is required.

*Contact Person Email

Contact Person Email is required.

*Contact Phone #

Contact Phone # is required.

Back

Create Template

19

Save Draft

Next

20. You are **REQUIRED** to add a Vicinity Map attachment for an HPA plan. See below steps on how to add an attachment. Click the + to add an attachment.

Apply for Plan - (HPA) Hydraulic Planning Analysis

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

NOTE: You must attach a Vicinity Map (show site property highlighted, include closest abutting and nearest cross street names) with this plan application.

IMPORTANT: DO NOT attach any design plans/sketches to this plan application. You will receive a separate invitation to upload plans/sketches under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the plan application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

Vicinity Map

Add Attachment

20

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,.xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

REQUIRED

Other

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,.xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

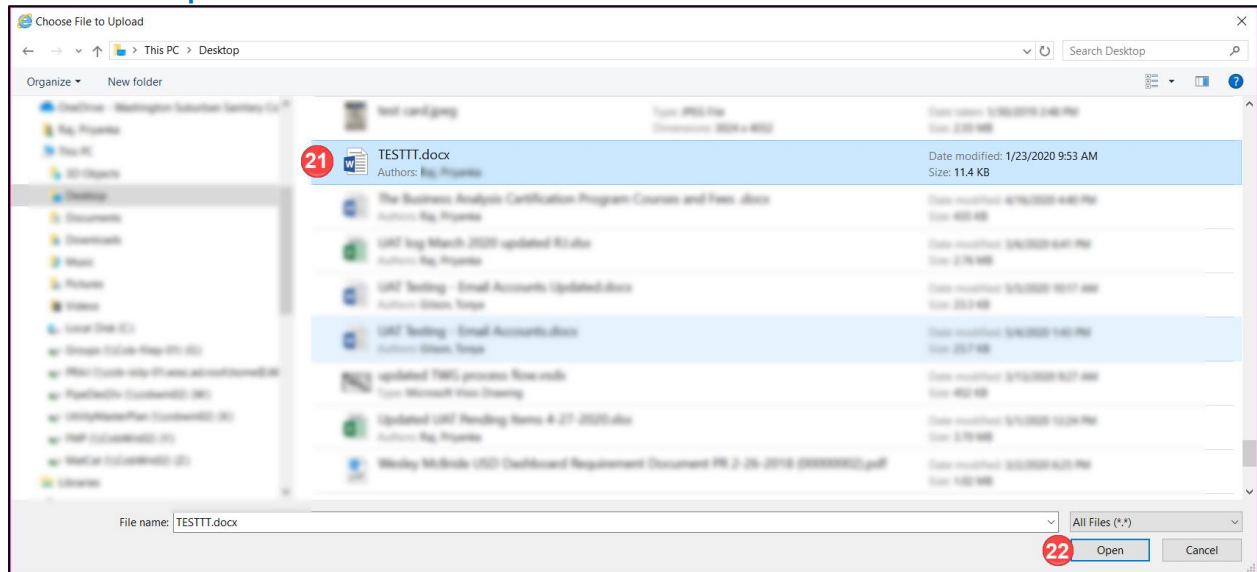
Create Template

Save Draft

Next

21. You will be prompted to add a document in support of your application. To do so, search for your Vicinity Map in its respective location.

22. Click **Open**



You will see the Attachment of your choice has been successfully added to your application.

23. Click **Next**

Apply for Plan - (HPA) Hydraulic Planning Analysis *REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

NOTE: You must attach a Vicinity Map (show site property highlighted, include closest abutting and nearest cross street names) with this plan application.

IMPORTANT: DO NOT attach any design plans/sketches to this plan application. You will receive a separate invitation to upload plans/sketches under a separate plan number to the ePlan Review (ProjectDox) system.

For other types of attachments - Click on the ADD ATTACHMENT card, then CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the plan application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

W

Vicinity Map

TESTTT.docx

Size: 11.45 KB

Remove

Other

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

Create Template

Save Draft

23 Next

24. Please verify that all of the information is correct before clicking Submit. To do so, scroll down all the way until the end of the application. If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits. Click **Submit**.

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Plan - (HPA) Hydraulic Planning Analysis

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

24

Submit

Locations

Location	14501 SWEITZER LN LAUREL, MD 20707-0000
Parcel Number	P1001113513

Basic Info

Type	(HPA) Hydraulic Planning Analysis
Description	
Applied Date	05/12/2020

Contacts

Applicant	Willy Water 14501 Sweitzer Lane , Laurel, MD,, 20707
Engineer	John Doe Vass Inc 14501 sweitzer lane , ,

Back

Save Draft

Next

25. Your Plan was successfully created! Click **Continue to Plan**.

✓

Your plan was successfully created!

Success!

25

Continue to plan

Fees

\$0.00

View Details

Add to Cart

26. Congratulations! You have successfully submitted your plan application.

Plan Number: HPA-2458-2020

26 

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: (HPA) Hydraulic Planning Analysis

Status: New/Pending

Project Name: 

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

Progress

0%

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Add to Cart

Workflow

☐ Application Validation

☐ Email Applicant - Cancel Application

☐ Email Applicant - Deficiencies Noted

☐ Assess Fees

☐ Create ProjectDox Project

☐ Plan Validation

☐ Formal Design Review

☐ Batch Stamp Plans

☐ Mylar Validation

Available Actions

 No Actions

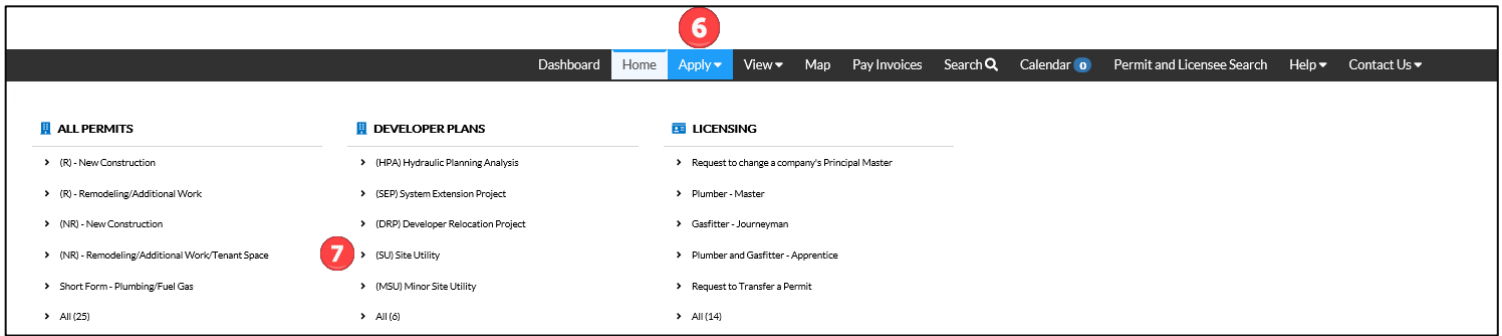
2. Applying for a Site Utility (SU) Plan

You are able to apply for the following Plan Types:

- (DRP) Developer Relocation Project Plan
- (GOV) Government Referred Plan
- (HPA) Hydraulic Planning Analysis Plan
- (MSU) Minor Site Utility Plan
- (SEP) System Extension Project Plan
- (SU) Site Utility Plan

To log into your CSS account, please refer to [Getting Started User Manual \(Steps 1-5\)](#).

6. Navigate to the **Apply** dropdown.
7. Under Developer Plans, we will select **Site Utility (SU)**.



8. Click the **+** sign to Add a specific location.

- ☆ **Create Template:** If this is a common plan you find yourself applying for, you can create a template that will be saved each time you create this specific type of plan.
- ☆ **Save Draft:** If you are not quite finished, but you need to step away, you are able to simply click the Save Draft button and you will be able to revisit this plan later.

Apply for Plan - (SU) Site Utility

REQUIRED

1

Locations

2

Type

3

Contacts

4

More Info

5

Attachments

6

Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:
SU and MSU plans require a Jobsite Address; all others may use 'N/A':

Click on the ADD LOCATION card to enter the jobsite address. On the next screen, click the ENTER MANUALLY button. Type in the jobsite address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. NOTE: For plan types not requiring an address, enter 'N/A' in these fields.) The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

Location

Add Location

8

+

REQUIRED

Create Template

Save Draft

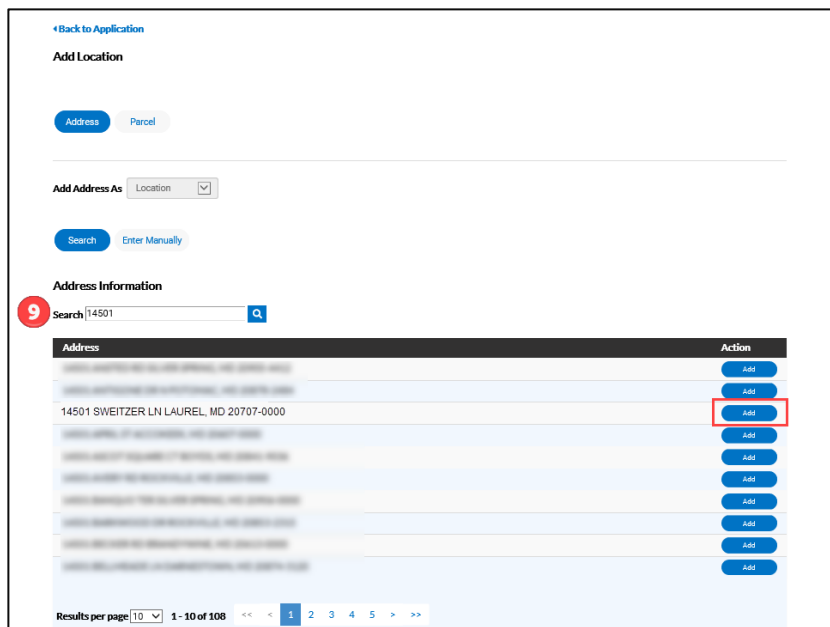
Next

9. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.' Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

Note: It is recommended that the user provide just the street number and name (please do not search by the street type)

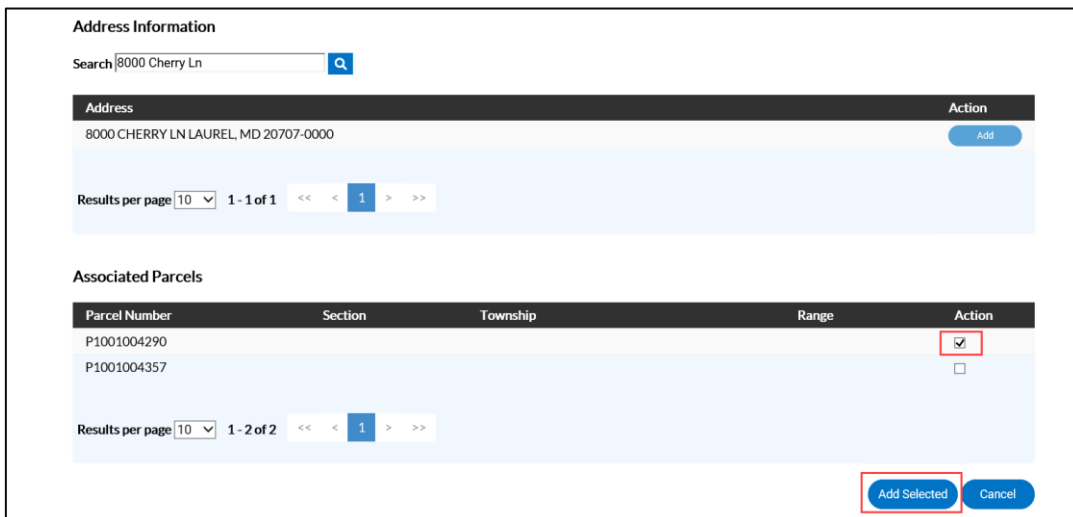


[Back to Application](#)
Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
Address Information
 9 Search 14501

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
	Add
	Add
	Add
	Add
	Add
	Add
	Add
	Add

 Results per page 10 1 - 10 of 108

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information
 Search 8000 Cherry Ln

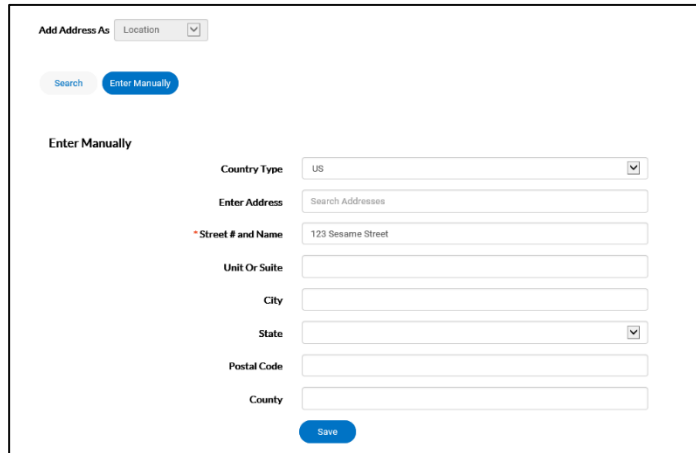
Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	Add

 Results per page 10 1 - 1 of 1
Associated Parcels

Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

 Results per page 10 1 - 2 of 2
Add Selected Cancel

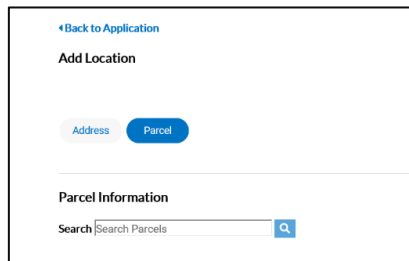
OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Address As' form with a dropdown menu set to 'Location'. Below this are two buttons: 'Search' and 'Enter Manually'. The 'Enter Manually' section contains the following fields:

- Country Type: US (dropdown)
- Enter Address: Search Addresses (text input)
- *Street # and Name: 123 Sesame Street (text input)
- Unit Or Suite: (text input)
- City: (text input)
- State: (dropdown)
- Postal Code: (text input)
- County: (text input)
- Save (button)

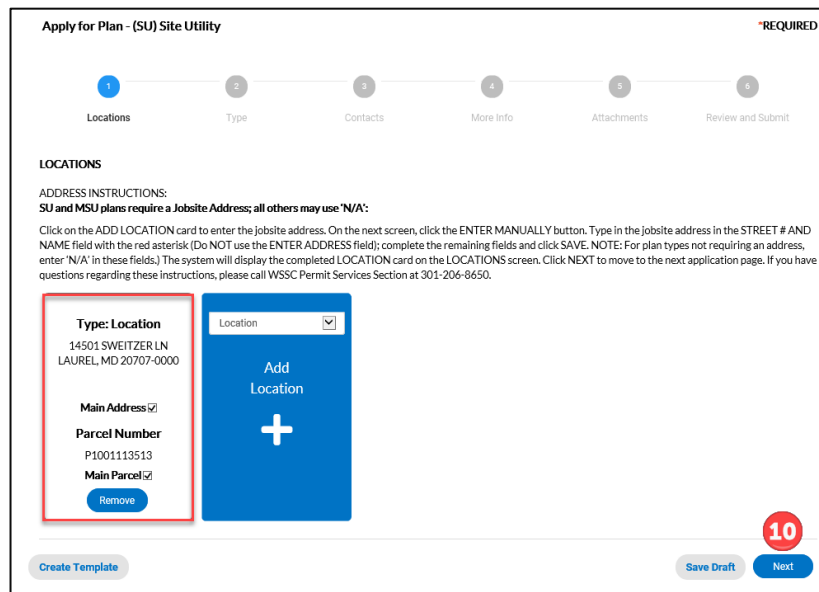
OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



The screenshot shows the 'Add Location' form with a dropdown menu set to 'Location'. Below this are two buttons: 'Address' and 'Parcel'. The 'Parcel' button is highlighted. Below the buttons is a search field labeled 'Search' with the text 'Search Parcels' and a magnifying glass icon.

You will see that the Location has successfully been added. You are able to add more than one location, if needed.

10. Click **Next**



The screenshot shows the 'Apply for Plan - (SU) Site Utility' form. At the top, there is a progress bar with six steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. The 'LOCATIONS' section is currently active. It includes the following information:

- LOCATIONS**
- ADDRESS INSTRUCTIONS:**
- SU and MSU plans require a Jobsite Address; all others may use "N/A":**
- Click on the ADD LOCATION card to enter the Jobsite address. On the next screen, click the ENTER MANUALLY button. Type in the jobsite address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. NOTE: For plan types not requiring an address, enter "N/A" in these fields.) The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.
- Location Card:**
 - Type: Location
 - 14501 SWEITZER LN
 - LAUREL, MD 20707-0000
 - Main Address ☒
 - Parcel Number: P100113513
 - Main Parcel ☒
 - Remove (button)
- Add Location Card:**
 - Location (dropdown)
 - Add Location (button)
 - +
- Buttons:** Create Template, Save Draft, Next (highlighted with a red circle and the number 10)

11. Click **Next** on the Plan Details page.

****On the Plan Type page, IF the Plan Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****

Apply for Plan - (SU) Site Utility

REQUIRED

✓

2

3

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

PLAN DETAILS

Please DO NOT TYPE in the Description field.

Plumbing Engineers should Submit (Earlier/Timelier) - To facilitate an earlier/timelier plumbing/gas plans review, an Architect or Mechanical Engineer can/should submit concurrently with the building design review and other trade reviews. See the following web page for details: <https://www.wsscwater.com/business-construction/regulatory-licensing-services/plan-review-information.html>.

NOTE: A Licensed Plumber/Gasfitter may still submit, although timelier submittals by the owner's design team will net the best results.

Plan Type
(SU) Site Utility

Description

BackCreate Template

11

Save DraftNext

12. On the Contacts page, the Applicant will automatically be added as the primary contact.

Apply for Plan - (SU) Site Utility

REQUIRED

✓

✓

3

4

5

6

LocationsTypeContactsMore InfoAttachmentsReview and Submit

CONTACTS

CONTACTS INSTRUCTIONS:

ENGINEER (logged-on user):
The person applying for the plan case (logged-on user) is automatically added as a contact type (APPLICANT) to the plan/project application. The person who will be submitting the electronic files to WSSC Water for the initial submission and all subsequent re-submissions for plan reviews must have a contact type of ENGINEER. If you are the engineer you must add yourself again as a contact with contact type ENGINEER.

To Add Additional Contacts:
Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Engineer, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

Online Payments:
NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the plan case. All invoices will be available to a guest user (Non-registered user) for payment.

Applicant

Willy Water (You)

14501 Sweitzer Lane, Laurel, MD, 20707

Applicant

Add Contact

+

BackCreate Template

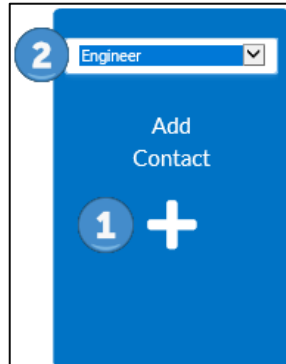
12

Save DraftNext

Note: You can add another contact as well. (Please see steps 1-4 to see how to add another contact).

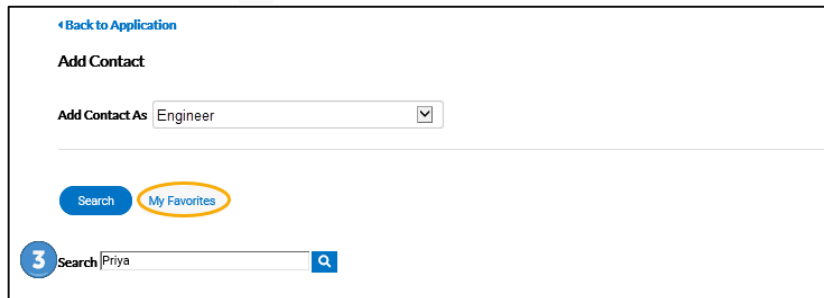
1. To add another contact, click the + sign on the Add Contact card
2. You can add a contact from the list below. In this example, we will select **Engineer**.

Note: Plans always require an Engineer.



3. Enter the name of the Engineer in the **Search** textbox.

☆ **My Favorites:** The My Favorites option lets you add a contact you select often, as your favorite contact by simply clicking the ☆ icon.



4. Click **Add** on the contact you would like to add.

☆ **My Favorites:** To select a registered user as a favorite, select the ☆ icon. Once done, the icon will change from no fill ☆ to a blue ★ which lets you know that the contact has been added as your favorite.

[Back to Application](#)

Add Contact

Add Contact As
Principal Master

Search
My Favorites

Search Priya

Favorite	First Name	Last Name	Address	Company
☆	Priva	Ng		
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC
☆	Priya	Ng		

Results per page 10
1 - 5 of 5

[Back to Application](#)

Add Contact

Add Contact As
Principal Master

Search
My Favorites

Search Priya

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Priva	Ng			priva@wssc.com	Add
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC	priva@wssc.com	Add
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC	priva@wssc.com	Add
☆	Priva	Ng	1000 River Street, Room 1000, 1000	WSSC	priva@wssc.com	Add
★	Priya	Ng			priva@wssc.com	4 Add

Results per page 10
1 - 5 of 5

13. Enter **Plan Info**
14. Enter **Site Utility Pipe Info**
15. Enter **Total Number of Permits for this SU**
16. Enter **Property Identification**
17. Enter **Project Owner/Applicant Contact Info**
18. Click **Next**

Note: The fields containing red * asterisks are required fields for data entry.

Apply for Plan - (SU) Site Utility

1

2

3

4

5

6

Locations
 Type
 Contacts
 More Info
 Attachments
 Review and Submit

13

Plan Info

Next Section | Top | Main Menu

Please provide the following information regarding your plan case submittal for ePlan Review to WSSC.

Provide comments for clarification if needed:

*Plan Case Name

Plan Case Name is required.

Provide your current WSSC SU Project Number

Is this SU project associated with any active HPA, SEP, DRP project? If no, indicate n/a; if yes, please provide the WSSC project number(s):

*Associated Active Project Number(s)

Associated Active Project Number(s) is required.

'Standard' or 'Minor' Site Utility Systems - What is the Difference?

'Standard' or 'Minor' SU Systems? Click Here

'Standard' or 'Minor' SU Systems? Click Here

Site Utility Pipe

Previous Section | Next Section | Top | Main Menu

14

*Length of Site Utility (on property) Water Pipe

Length of Site Utility (on property) Water Pipe is required.

*Length of Site Utility (on property) Sewer Pipe

Length of Site Utility (on property) Sewer Pipe is required.

*Type of Service

Type of Service is required.

15

Total Number of Permits for this SU

Previous Section | Next Section | Top | Main Menu

Total Service Connection Permits (SC)

Total Abandonment Permits (AB)

Total All Permit Numbers

WSSC Water | Citizen Self Service (CSS) User Guide

21

Property Identification

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

16

Please Indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

*Parcel

Parcel is required.

*Lot

Lot is required.

*Block

Block is required.

*Subdivision

Subdivision is required.

*County

County is required.

*Election District

Election District is required.

*Tax Account #

Tax Account # is required.

*WSSC 200 Foot Sheet

WSSC 200 Foot Sheet is required.

*WSSC Billing Account #

WSSC Billing Account # is required.

*Property Type Code

Property Type Code is required.

*Service Category - Water

Service Category - Water is required.

*Service Category - Sewer

Service Category - Sewer is required.

Project Owner/Applicant Contact Info

[Previous Section](#) | [Top](#) | [Main Menu](#)

17

*Contact Person Name

Contact Person Name is required.

*Company Name

Company Name is required.

*Street # and Name

Street # and Name is required.

*City

City is required.

*State

▼

State is required.

*Zip Code

Zip Code is required.

*Phone

Phone is required.

*Contact Person Email

Contact Person Email is required.

*Contact Phone #

Contact Phone # is required.

18

Back

Create Template

Save Draft

Next

19. You are able to add an attachment if needed for your application. Click the + to add an attachment. Then, see below steps on how to add an attachment.

Apply for Plan - (SU) Site Utility

*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach any design plans to this plan application. You will receive a separate invitation to upload plans under a separate plan number to the ePlan Review (ProjectDox) system).

For other types of attachments - Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the plan application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

click or drag files

Add Attachment

19

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, oav, rtf, dxf, dwf, dwfx

Back

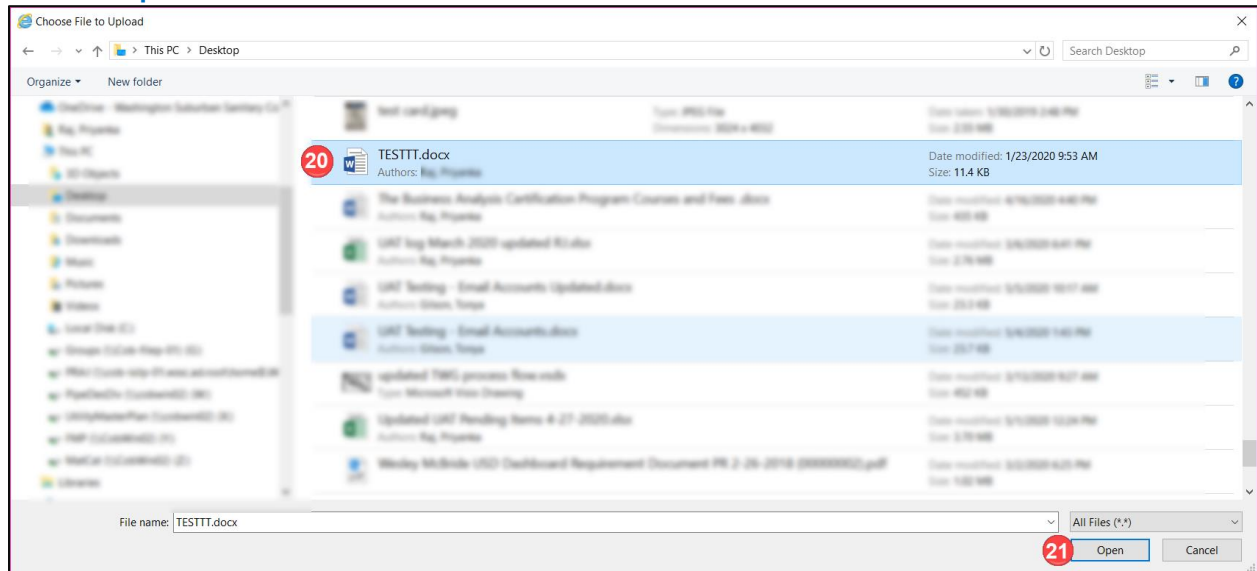
Create Template

Save Draft

Next

20. You will be prompted to add a document in support of your application.

21. Click **Open**



You will see the Attachment of your choice has been successfully added to your application.

22. Click **Next**

NOTE: PLEASE DO NOT ATTACH ANY DESIGN PLANS TO THIS APPLICATION.

Apply for Plan - (SU) Site Utility *REQUIRED

✓

✓

✓

✓

5

6

Locations

Type

Contacts

More Info

Attachments

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach any design plans to this plan application. You will receive a separate invitation to upload plans under a separate plan number to the ePlan Review (ProjectDox) system).

For other types of attachments - Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the plan application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.



Uploaded via CSS

TESTTT.docx

Size: 11.45 KB

Remove

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

Create Template

Save Draft

22 Next

23. Please verify that all of the information is correct before clicking Submit. To do so, scroll down all the way until the end of the application. If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits. Click **Submit**.

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.

Warning: Please **DO NOT** use the back button on the browser you are using  , otherwise the information you entered could be lost. You should only use the back button provided on the application page.

Apply for Plan - (SU) Site Utility

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Review and Submit

23

Submit

Locations

Location

14501 SWEITZER LN LAUREL, MD 20707-0000

Parcel Number

P1001113513

Basic Info

Type

(SU) Site Utility

Description

Applied Date

05/12/2020

Contacts

Applicant

Willy Water
14501 Sweitzer Lane , Laurel, MD , 20707

More Info

Plan Info

Please provide the following information regarding your plan case submittal for ePlan Review to WSSC.

Next Section | Top | Main Menu

Back

Save Draft

Next

24. Your Plan was successfully created! Click **Continue to Plan**.

✓

Your plan was successfully created!

Success!

24

Continue to plan

Fees

\$0.00

View Details

Add to Cart

25. Congratulations! You have successfully submitted your plan application.

Plan Number: SU-2459-2020

25 

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: (SU) Site Utility

Status: New/Pending

Project Name: 

Summary

Locations

Fees

Reviews

Inspections

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

Progress

0%
Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Add to Cart

Workflow

☐ Application Validation

☐ Email Applicant - Cancel Application

☐ Email Applicant - Deficiencies Noted

☐ Assess Fees

☐ Create ProjectDox Project

☐ Plan Validation

☐ Formal Design Review

☐ Batch Stamp Plans

☐ Mylar Validation

Available Actions


No Actions

3. Applying for a Developer Relocation Project (DRP) Plan

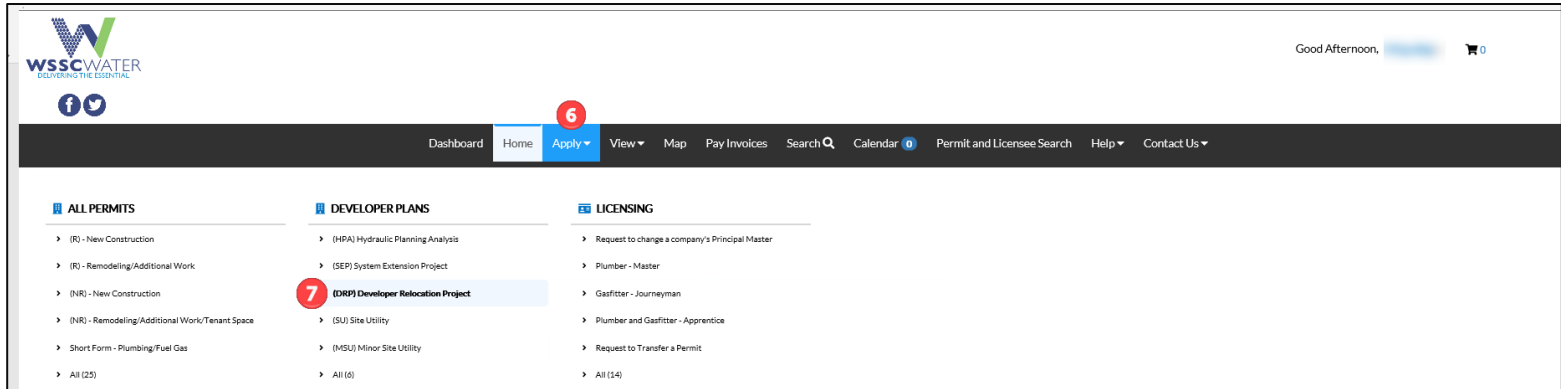
You are able to apply for the following Plan Types:

- (DRP) Developer Relocation Project Plan
- (GOV) Government Referred Plan
- (HPA) Hydraulic Planning Analysis Plan
- (MSU) Minor Site Utility Plan
- (SEP) System Extension Project Plan
- (SU) Site Utility Plan

To log into your CSS account, please refer to [Getting Started User Manual \(Steps 1-5\)](#).

6. Navigate to the [Apply](#) dropdown.

7. Under Developer Plans, we will select [\(DRP\) Developer Relocation Project](#).



8. Click the + sign to Add a specific location.

☆ **Create Template:** If this is a common plan you find yourself applying for, you can create a template that will be saved each time you create this specific type of plan.

☆ **Save Draft:** If you are not quite finished, but you need to step away, you are able to simply click the Save Draft button and you will be able to revisit this plan later.

Apply for Plan - (DRP) Developer Relocation Project *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

ADDRESS INSTRUCTIONS:
SU and MSU plans require a Jobsite Address; all others may use 'N/A':
 Click on the ADD LOCATION card to enter the jobsite address. On the next screen, click the ENTER MANUALLY button. Type in the jobsite address in the STREET # AND NAME field with the red asterisk (Do NOT use the ENTER ADDRESS field); complete the remaining fields and click SAVE. NOTE: For plan types not requiring an address, enter 'N/A' in these fields.) The system will display the completed LOCATION card on the LOCATIONS screen. Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

Location

Add Location

8 

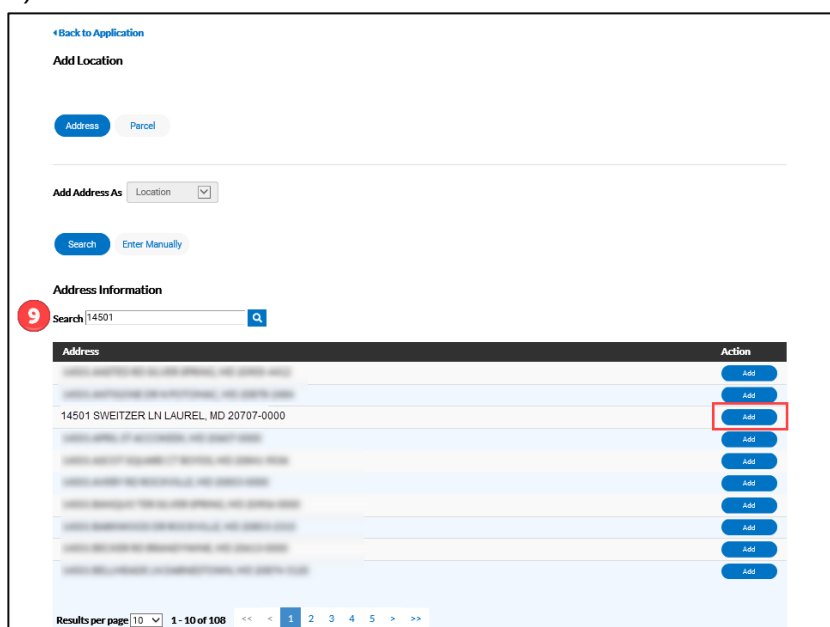
[Create Template](#) [Save Draft](#) [Next](#)

9. You will be prompted to enter the address in the **Search** textbox. You can search with the whole address *location i.e. 14501 Sweitzer Lane* or you can search by a keyword *i.e. 14501*. It is recommended to search by the street number and street name (do not enter the street type, such as 'Lane.' Once the correct address has been chosen, click the **Add** button.

IF, for some reason the address you are searching for is not found, please search by a NEARBY address. Try searching the street name only. For example, search by "Main" instead of "123 Main Street," then pick the closest number to the address that is available. You will be able to enter the correct address on the ENTER MANUALLY screen in case there are any issues with finding the address.

Note: For some addresses, a list of parcels will appear below when you click 'Add' for an address search. If this is the case, please scroll down to add a parcel.

Note: It is recommended that the user provide just the street number and name (please do not search by the street type)

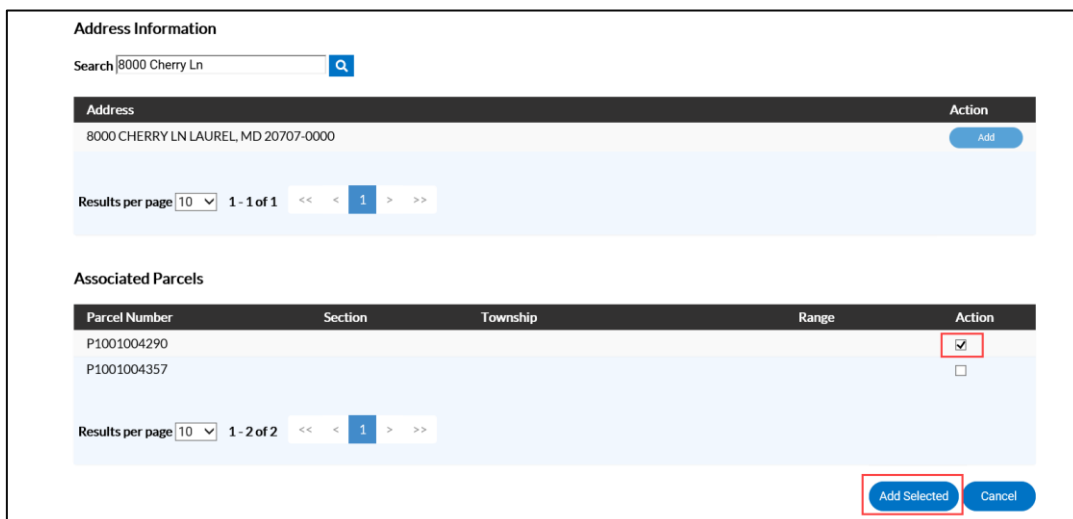


< Back to Application
 Add Location
 Address Parcel
 Add Address As Location
 Search Enter Manually
 Address Information
 9 Search 14501

Address	Action
14501 SWEITZER LN LAUREL, MD 20707-0000	Add
	Add
	Add
	Add
	Add
	Add
	Add
	Add
	Add

 Results per page 10 1 - 10 of 108 << < 1 2 3 4 5 > >>

Here is an example of when multiple parcels for one specified location, appears. Select the correct parcel by checking the box under '**Action**' next to the associated parcel and click **Add Selected**.



Address Information
 Search 8000 Cherry Ln

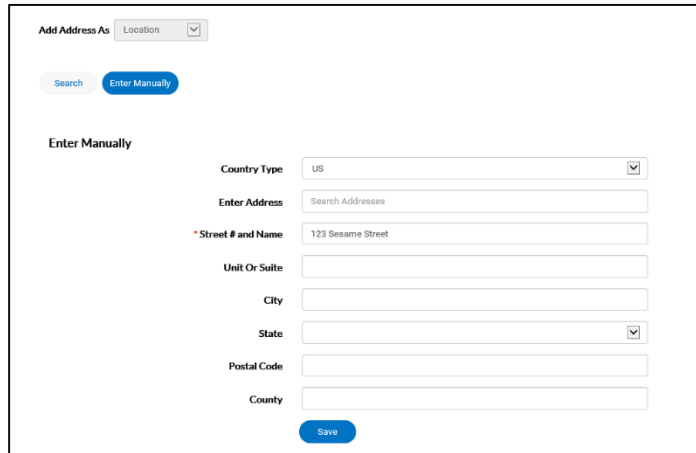
Address	Action
8000 CHERRY LN LAUREL, MD 20707-0000	Add

 Results per page 10 1 - 1 of 1 << < 1 > >>
 Associated Parcels

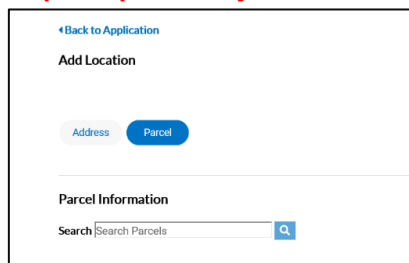
Parcel Number	Section	Township	Range	Action
P1001004290				☒
P1001004357				☐

 Results per page 10 1 - 2 of 2 << < 1 > >>
 Add Selected Cancel

OR, if you choose, you can select the **Enter Manually** button to enter the **Street # and Name** manually. **However, it is recommended to use the first option (Search by Address shown in Step 4).**

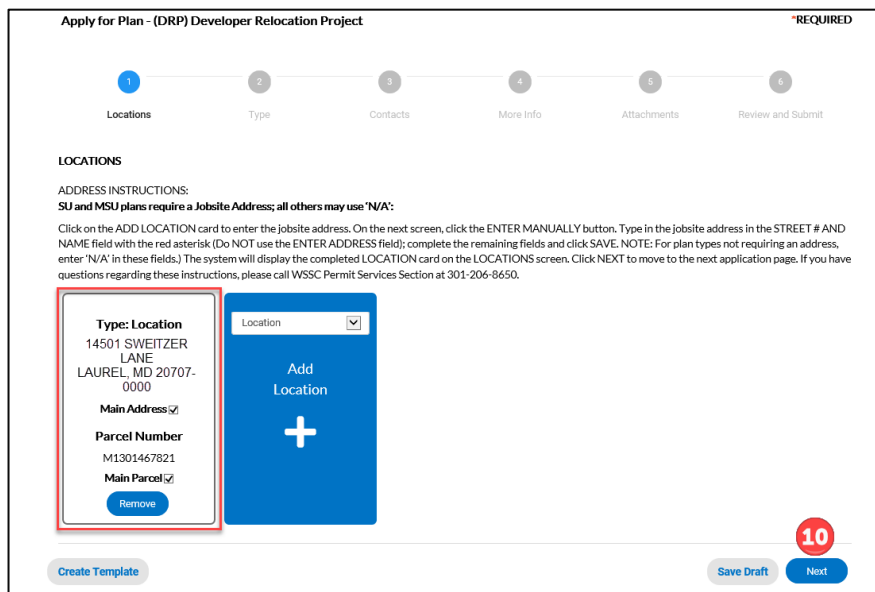


OR, if you choose, you can search by parcel as well by selecting the **Parcel** button. You can search by Parcel by entering the parcel number in the search textbox as shown below. **However, it is recommended to use the first option (Search by Address shown in Step 4).**



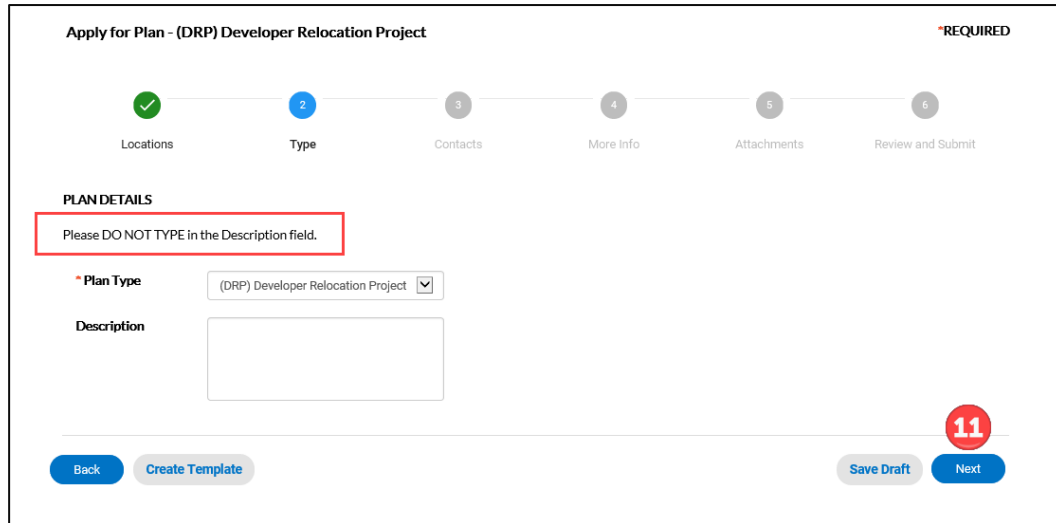
You will see that the Location has successfully been added. You are able to add more than one location, if needed.

10. Click **Next**



11. Click **Next** on the Plan Details page.

****On the Plan Type page, IF the Plan Type in the drop down has been displayed correctly, please simply click NEXT. PLEASE DO NOT TYPE IN THE DESCRIPTION FIELD.****



Apply for Plan - (DRP) Developer Relocation Project *REQUIRED

Locations **Type** Contacts More Info Attachments Review and Submit

PLAN DETAILS

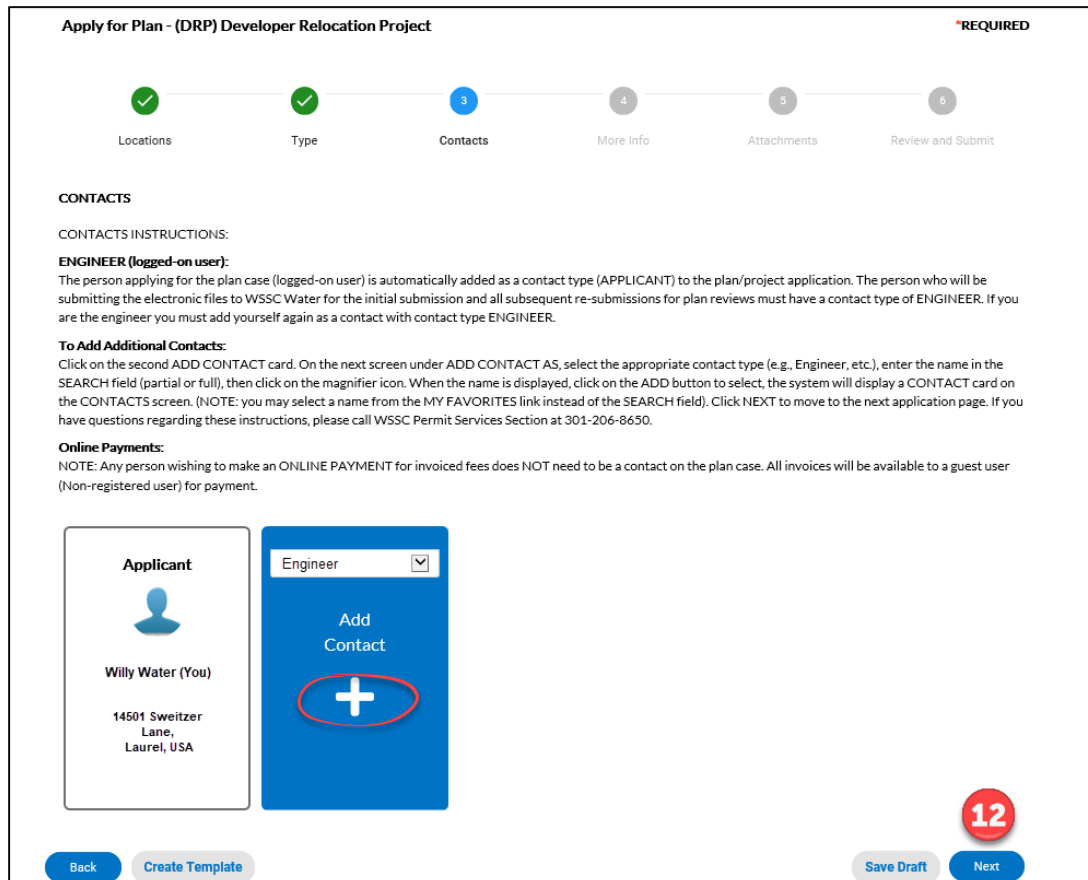
Please DO NOT TYPE in the Description field.

* Plan Type: (DRP) Developer Relocation Project

Description:

Back Create Template Save Draft **11** Next

12. On the Contacts page, the Applicant will automatically be added as the primary contact.



Apply for Plan - (DRP) Developer Relocation Project *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

CONTACTS INSTRUCTIONS:

ENGINEER (logged-on user):
 The person applying for the plan case (logged-on user) is automatically added as a contact type (APPLICANT) to the plan/project application. The person who will be submitting the electronic files to WSSC Water for the initial submission and all subsequent re-submissions for plan reviews must have a contact type of ENGINEER. If you are the engineer you must add yourself again as a contact with contact type ENGINEER.

To Add Additional Contacts:
 Click on the second ADD CONTACT card. On the next screen under ADD CONTACT AS, select the appropriate contact type (e.g., Engineer, etc.), enter the name in the SEARCH field (partial or full), then click on the magnifier icon. When the name is displayed, click on the ADD button to select, the system will display a CONTACT card on the CONTACTS screen. (NOTE: you may select a name from the MY FAVORITES link instead of the SEARCH field). Click NEXT to move to the next application page. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

Online Payments:
 NOTE: Any person wishing to make an ONLINE PAYMENT for invoiced fees does NOT need to be a contact on the plan case. All invoices will be available to a guest user (Non-registered user) for payment.

Applicant:  **Willy Water (You)**
 14501 Sweitzer Lane,
 Laurel, USA

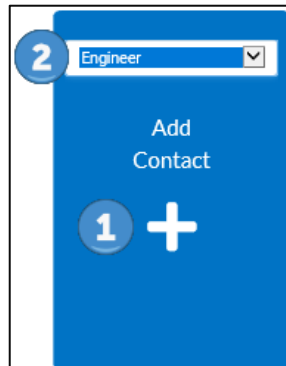
Engineer Add Contact 

Back Create Template Save Draft **12** Next

Note: You can add another contact as well. (Please see steps 1-4 to see how to add another contact).

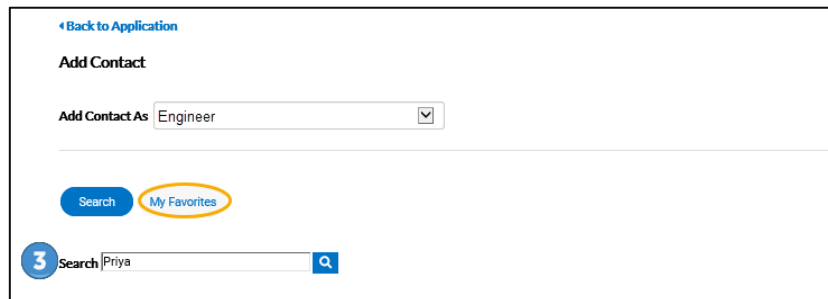
1. To add another contact, click the + sign on the Add Contact card
2. You can add a contact from the list below. In this example, we will select **Engineer**.

Note: Plans always require an Engineer.



3. Enter the name of the Engineer in the **Search** textbox.

☆ **My Favorites:** The My Favorites option lets you add a contact you select often, as your favorite contact by simply clicking the ☆ icon.



4. Click **Add** on the contact you would like to add.

☆ **My Favorites:** To select a registered user as a favorite, select the ☆ icon. Once done, the icon will change from no fill ☆ to a blue ★ which lets you know that the contact has been added as your favorite.

[Back to Application](#)

Add Contact

Add Contact As Principal Master

Search My Favorites

Search Priya

Favorite	First Name	Last Name	Address	Company
☆	Priva	Reg		
☆	Priva	Reg	1000 West 10th Ave Laramie WY 82001	WSSC
☆	Priva	Reg	1000 West 10th Ave Laramie WY 82001	WSSC
☆	Priva	Reg	1000 West 10th Ave Laramie WY 82001	WSSC
☆	Priya	Reg		

Results per page 10 1 - 5 of 5 << < 1 > >>

[Back to Application](#)

Add Contact

Add Contact As Principal Master

Search My Favorites

Search Priya

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
☆	Priva	Reg			priva@wssc.com	Add
☆	Priva	Reg	1000 West 10th Ave Laramie WY 82001	WSSC	priva@wssc.com	Add
☆	Priva	Reg	1000 West 10th Ave Laramie WY 82001	WSSC	priva@wssc.com	Add
☆	Priva	Reg	1000 West 10th Ave Laramie WY 82001	WSSC	priva@wssc.com	Add
★	Priya	Reg			priva@wssc.com	4 Add

Results per page 10 1 - 5 of 5 << < 1 > >>

13. Enter **Plan Info**
14. Enter **Property Identification**
15. Enter **Total Number of Permits for this DRP**
16. Enter **Project Owner/Applicant Contact Info**
17. Click **Next**

Note: The fields containing red * asterisks are required fields for data entry.

Apply for Plan - (DRP) Developer Relocation Project

REQUIRED

✓

Locations

✓

Type

✓

Contacts

4

More Info

5

Attachments

6

Review and Submit

13

Plan Info

[Next Section](#) | [Top](#) | [Main Menu](#)

Please provide the following information regarding your plan case submittal for ePlan Review to WSSC.

Provide comments for clarification if needed:

*Plan Case Name

Plan Case Name is required.

Type of Project - Check all that apply. AT LEAST ONE IS REQUIRED.

The following DRP projects cannot be combined with any other DRP project. It must be a separate project and fee submittal. See combination EXCEPTIONS noted below:

☐ Grade Establishment Plan (Non-DR type)

Sewer System Rehabilitation Plan (DI, and Non-DR type) (EXCEPTION: The Sewer Pipe Relining and Manhole(s) Rehab may be combined, if combined, still classified as DI type.)

☐ Sewer Pipe Relining (DI type)
☐ Manhole(s) Rehab (Non-DR type)
☐ Sewer Rehab on Private Property (Non-DR type)

The following DRP projects can be combined under one project and fee submittal: (Check all that apply)

☐ Fire Hydrant Relocate/Install (Non-DR type)
☐ Grading/Utility Crossing WSSC Mains (Non-DR type)
☐ Abandon WSSC Water/Sewer Mains (Non-DR type)
☐ Blast Plan Review (Non-DR type)
☐ Sheetpiling/Shoring Plan Review (Non-DR type)
☐ Relocate WSSC Water/Sewer Mains (DR type)

*Type of Service

Type of Service is required.

Is this DRP project associated with any active SEP, SU or MSU project? If no, indicate n/a; if yes, please provide the WSSC project number(s):

*Associated Active Project Number(s)

Associated Active Project Number(s) is required.

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Property Identification

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Please indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

*Parcel	
Parcel is required.	
*Lot	
Lot is required.	
*Block	
Block is required.	
*Subdivision	
Subdivision is required.	
*County	☐
County is required.	
*Election District	
Election District is required.	
*Tax Account #	
Tax Account # is required.	
*WSSC 200 Foot Sheet	
WSSC 200 Foot Sheet is required.	

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Total Number of Permits for this DRP

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Total Service Connection Permits (SC)	
Total Abandonment Permits (AB)	
Total All Permit Numbers	

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Project Owner/Applicant Contact Info

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*Contact Person Name	
Contact Person Name is required.	
*Company Name	
Company Name is required.	
*Street # and Name	
Street # and Name is required.	
*City	
City is required.	
*State	☐
State is required.	
*Zip Code	
Zip Code is required.	
*Phone	
Phone is required.	
*Contact Person Email	
Contact Person Email is required.	
*Contact Phone #	
Contact Phone # is required.	

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[Save Draft](#)

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Apply for Plan - (DRP) Developer Relocation Project

*REQUIRED



Locations



Type



Contacts



More Info



Attachments



Review and Submit

MORE INFO

Plan Info

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Please provide the following information regarding your plan case submittal for ePlan Review to WSSC.

Provide comments for clarification if needed:

*Plan Case Name

WillyWaterPlan

Type of Project - Check all that apply. AT LEAST ONE IS REQUIRED.

The following DRP projects cannot be combined with any other DRP project. It must be a separate project and fee submittal. See combination EXCEPTIONS noted below:

☐ Grade Establishment Plan (Non-DR type)

Sewer System Rehabilitation Plan (DI, and Non-DR type) (EXCEPTION: The Sewer Pipe Relining and Manhole(s) Rehab may be combined, if combined, still classified as DI type.)

☐ Sewer Pipe Relining (DI type)

☐ Manhole(s) Rehab (Non-DR type)

☐ Sewer Rehab on Private Property (Non-DR type)

The following DRP projects can be combined under one project and fee submittal: (Check all that apply)

☐ Fire Hydrant Relocate/Install (Non-DR type)

☐ Grading/Utility Crossing WSSC Mains (Non-DR type)

☐ Abandon WSSC Water/Sewer Mains (Non-DR type)

☐ Blast Plan Review (Non-DR type)

☐ Sheetpiling/Shoring Plan Review (Non-DR type)

☐ Relocate WSSC Water/Sewer Mains (DR type)

*Type of Service

Both



Is this DRP project associated with any active SEP, SU or MSU project? If no, indicate n/a; if yes, please provide the WSSC project number(s):

*Associated Active Project Number(s)

DR1234567

Property Identification

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please indicate "n/a" in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

*Parcel

2

*Lot

2

*Block

2

*Subdivision

2

*County

M



*Election District

2

*Tax Account #

123456

18. Once you have input all of the necessary information, click **Next**.

WSSC 200 Foot Sheet

123654788

Total Number of Permits for this DRP

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Main Menu

Total Service Connection Permits (SC)

Total Abandonment Permits (AB)

Total All Permit Numbers

Project Owner/Applicant Contact Info

Previous Section

Top

Main Menu

Contact Person Name

Willy Water

Company Name

WSSC Water

Street # and Name

14501 Sweitzer Lane

City

Laurel

State

MD-Maryland

Zip Code

20707

Phone

5555555555

Contact Person Email

Willy Water

Contact Phone #

5555555555

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Create Template

Save Draft

Next

19. **Optional:** You are able to add an attachment if necessary, depending on the plan case type. Click the **+** to add an attachment.

Apply for Plan - (DRP) Developer Relocation Project

REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

5

Attachments

6

Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach any design plans to this plan application. You will receive a separate invitation to upload plans under a separate plan number to the ePlan Review (ProjectDox) system).

For other types of attachments - Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the plan application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.

click or drag files

Add Attachment

19

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx

Back

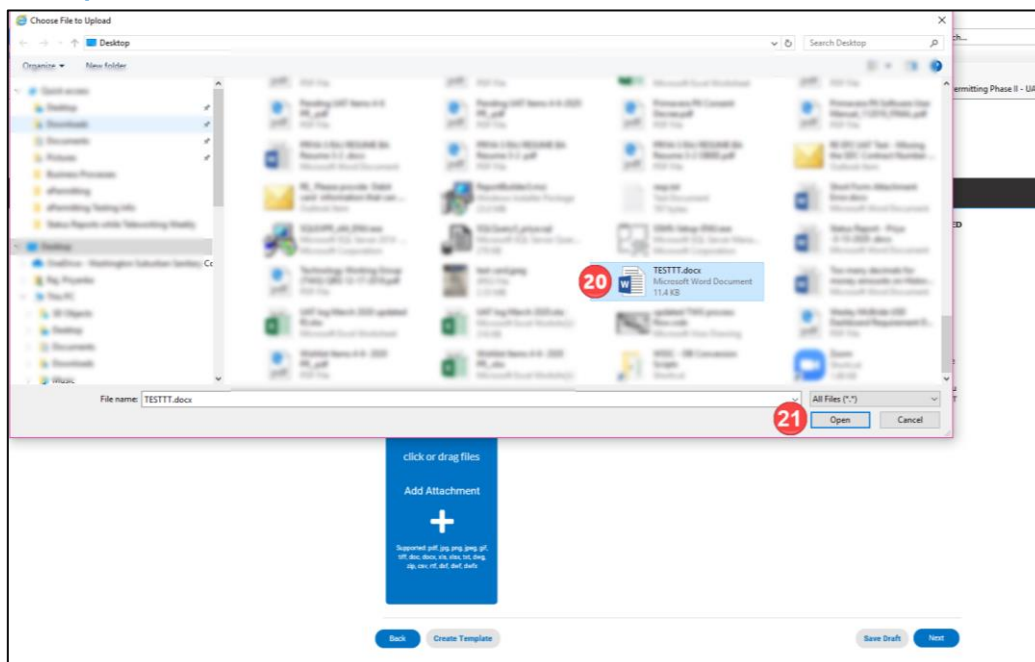
Create Template

Save Draft

Next

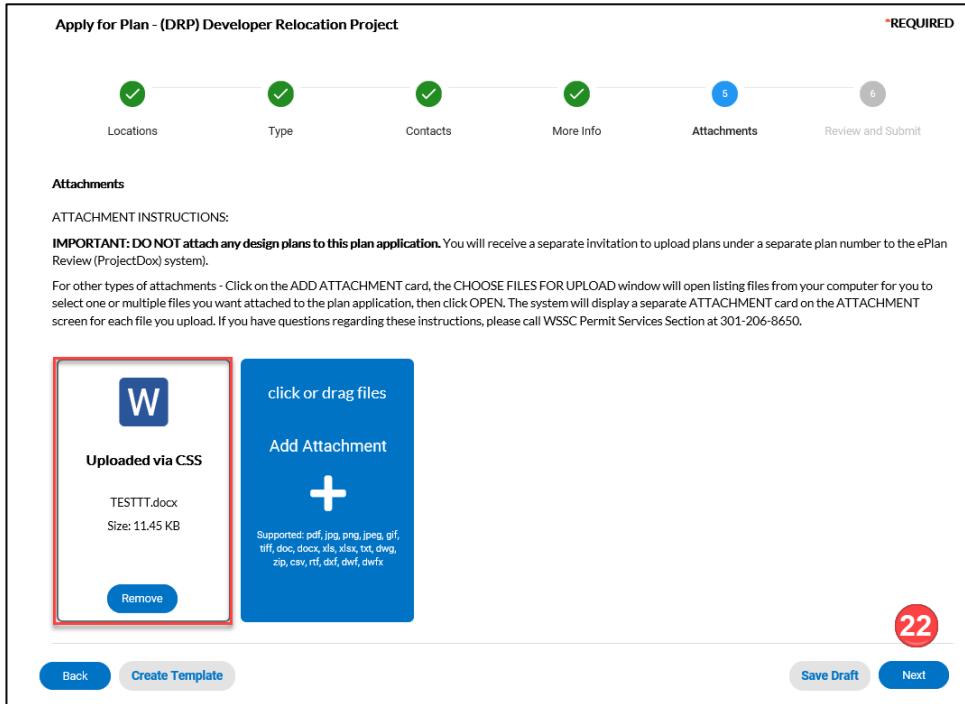
20. You will be prompted to find the attachment you would like to add in support of your application.

21. Click **Open**



You will see the Attachment of your choice has been successfully added to your application.

22. Click **Next**



Apply for Plan - (DRP) Developer Relocation Project *REQUIRED

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

ATTACHMENT INSTRUCTIONS:

IMPORTANT: DO NOT attach any design plans to this plan application. You will receive a separate invitation to upload plans under a separate plan number to the ePlan Review (ProjectDox) system).

For other types of attachments - Click on the ADD ATTACHMENT card, the CHOOSE FILES FOR UPLOAD window will open listing files from your computer for you to select one or multiple files you want attached to the plan application, then click OPEN. The system will display a separate ATTACHMENT card on the ATTACHMENT screen for each file you upload. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-8650.



Uploaded via CSS

TESTTT.docx
Size: 11.45 KB

Remove

click or drag files

Add Attachment

+

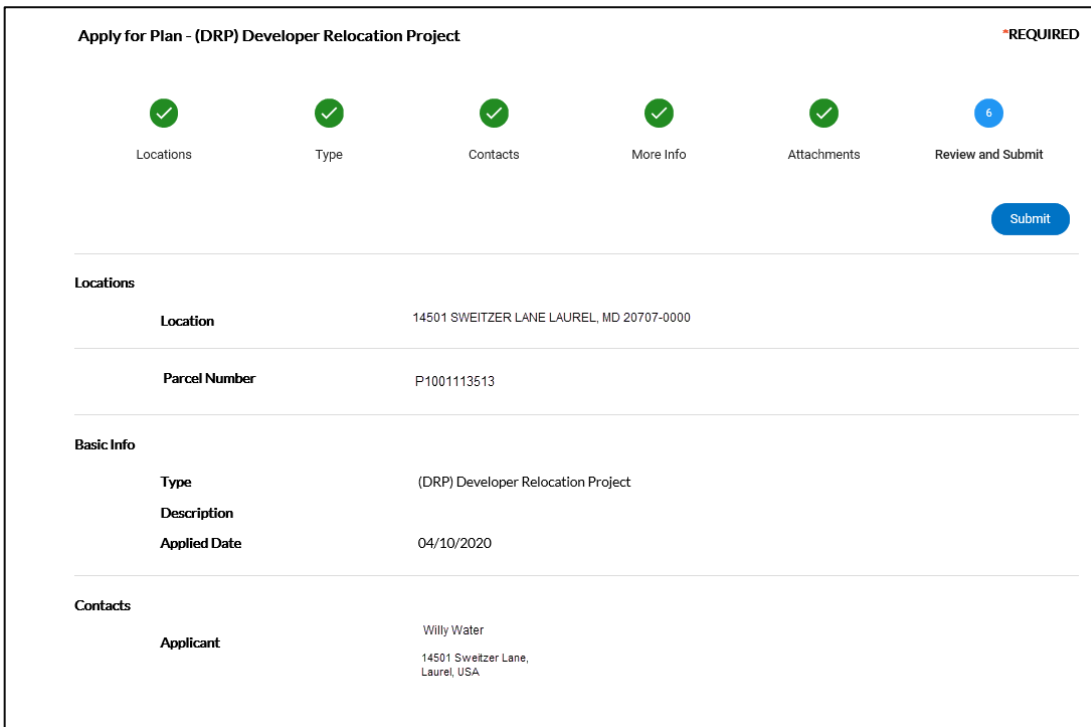
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwfx

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Back Create Template Save Draft **Next**

23. Please verify that all of the information is correct before clicking Submit. If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits. Click **Submit**.

☆ **Back Button:** If you need to modify any information, please select the Back button at the bottom of the screen and make any necessary edits.



Apply for Plan - (DRP) Developer Relocation Project *REQUIRED

Locations Type Contacts More Info Attachments **Review and Submit**

Submit

Locations

Location 14501 SWEITZER LANE LAUREL, MD 20707-0000

Parcel Number P1001113513

Basic Info

Type (DRP) Developer Relocation Project

Description

Applied Date 04/10/2020

Contacts

Applicant Willy Water
14501 Sweitzer Lane,
Laurel, USA

Plan Info

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Please provide the following information regarding your plan case submittal for ePlan Review to WSSC.

Provide comments for clarification if needed:

Plan Case Name: WillyWaterPlan

Type of Project - Check all that apply. AT LEAST ONE IS REQUIRED.

The following DRP projects cannot be combined with any other DRP project. It must be a separate project and fee submittal. See combination EXCEPTIONS noted below:

☐ Grade Establishment Plan (Non-DR type)

Sewer System Rehabilitation Plan (DI, and Non-DR type) (EXCEPTION: The Sewer Pipe Relining and Manhole(s) Rehab may be combined, if combined, still classified as DI type.)

☐ Sewer Pipe Relining (DI type)

☐ Manhole(s) Rehab (Non-DR type)

☐ Sewer Rehab on Private Property (Non-DR type)

The following DRP projects can be combined under one project and fee submittal: (Check all that apply)

☐ Fire Hydrant Relocate/Install (Non-DR type)

☐ Grading/Utility Crossing WSSC Mains (Non-DR type)

☐ Abandon WSSC Water/Sewer Mains (Non-DR type)

☐ Blast Plan Review (Non-DR type)

☐ Sheet Piling/Shoring Plan Review (Non-DR type)

☐ Relocate WSSC Water/Sewer Mains (DR type)

Type of Service: Both

Is this DRP project associated with any active SEP, SU or MSU project? If no, indicate n/a; if yes, please provide the WSSC project number(s):

Associated Active Project Number(s): DR1234567

Please Indicate 'n/a' in either Parcel, Lot, or Block field if not applicable to the property on this application. At least one is required.

Parcel: 2

Lot: 2

Block: 2

Subdivision: 2

County: M

Election District: 2

Tax Account #: 123456

WSSC 200 Foot Sheet: 123654788

Total Number of Permits for this DRP

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Total Service Connection Permits (SC)

Total Abandonment Permits (AB)

Total All Permit Numbers

Project Owner/Applicant Contact Info

[Previous Section](#) | [Top](#) | [Main Menu](#)

Contact Person Name: Willy Water

Company Name: WSSC Water

Street # and Name: 14501 Sweltzer Lane

City: Laurel

State: MD-Maryland

Zip Code: 20707

Phone: 5555555555

Contact Person Email: Willy Water

Contact Phone #: 5555555555

Attachments

Attachment: TESTTT.docx

Back

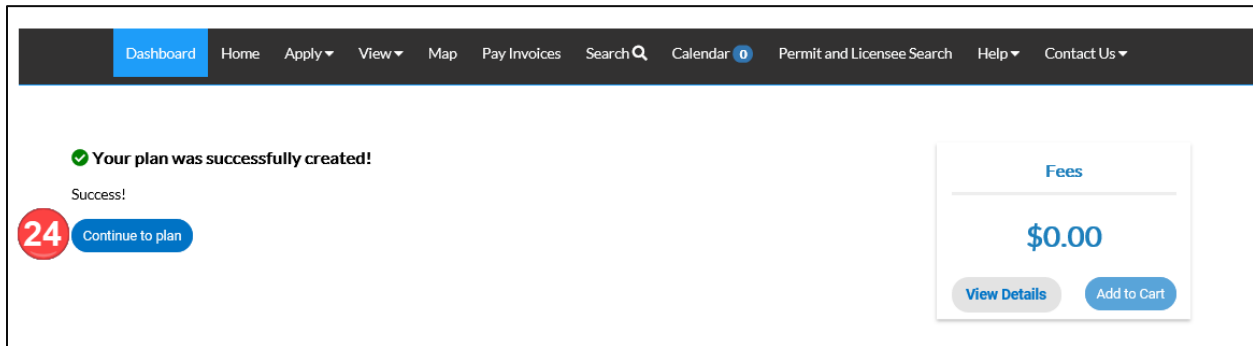
Create Template

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Save Draft

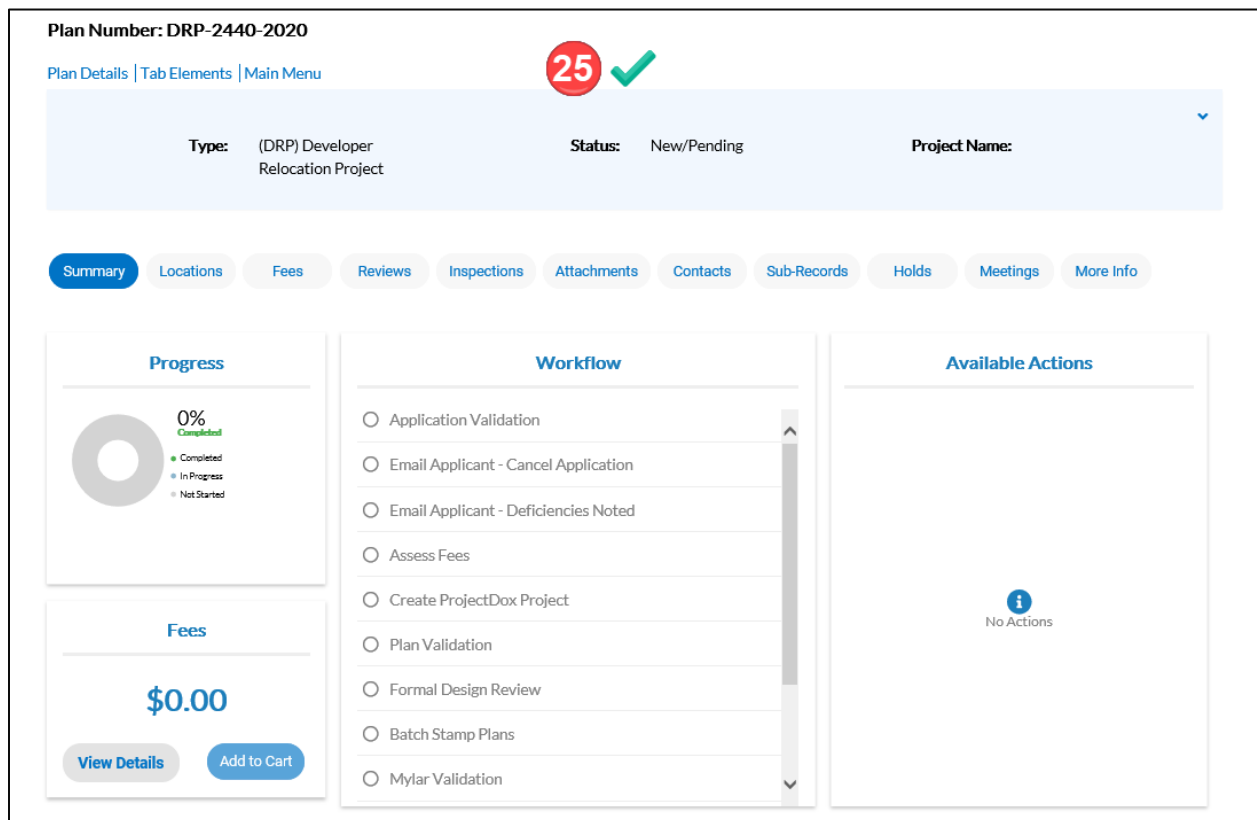
Submit

24. Your Plan was successfully created! Click [Continue to Plan](#).



The screenshot shows the WSSC Water dashboard. At the top is a navigation bar with links: Dashboard, Home, Apply, View, Map, Pay Invoices, Search, Calendar, Permit and License Search, Help, and Contact Us. Below the navigation bar, a success message reads: "Your plan was successfully created! Success!". To the left of this message is a red circle with the number "24" and a blue button labeled "Continue to plan". To the right is a box titled "Fees" showing "\$0.00" with buttons for "View Details" and "Add to Cart".

25. Congratulations! You have successfully submitted your plan application.



The screenshot shows the "Plan Details" page for Plan Number: DRP-2440-2020. At the top, there are links for "Plan Details", "Tab Elements", and "Main Menu". A red circle with the number "25" and a green checkmark is displayed. Below this, the plan details are shown: "Type: (DRP) Developer Relocation Project", "Status: New/Pending", and "Project Name:". A horizontal menu contains tabs: Summary, Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, Holds, Meetings, and More Info. The "Summary" tab is selected. Below the tabs, there are three main sections: "Progress" showing a 0% completed donut chart, "Workflow" with a list of steps (Application Validation, Email Applicant - Cancel Application, Email Applicant - Deficiencies Noted, Assess Fees, Create ProjectDox Project, Plan Validation, Formal Design Review, Batch Stamp Plans, Mylar Validation), and "Available Actions" showing "No Actions".