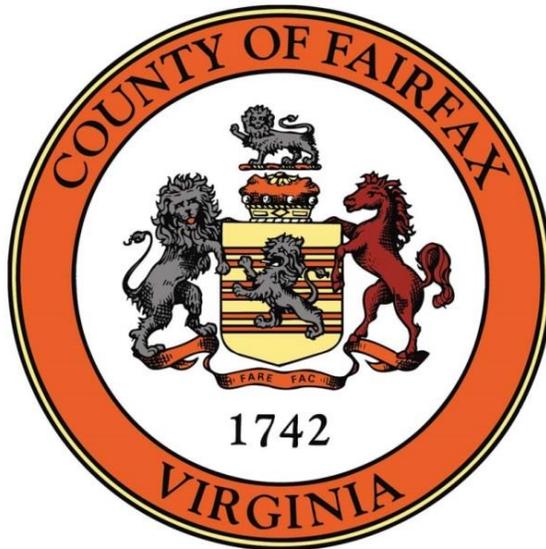


ePlans



Applicant Manual

August 2015





APPLICANT ONLINE SUBMISSION PROCESS

Introduction

Fairfax County Department of Planning and Zoning is piloting an “ePlans” system by Avolve Software called ProjectDox. This system enables creation of land use applications and the upload of documents and graphic files (plans) via the internet by applicants for review by county staff. This system is intended to facilitate the process of submitting rezoning applications digitally and will eventually be expanded to include other type of applications currently submitted in paper form.



Site Access The system is accessible via the internet at this link: <https://eplanreview.fairfaxcounty.gov/ProjectDox/>

ProjectDox Production Site Accept Terms and Conditions - Internet Explorer

https://eplanreview.fairfaxcounty.gov/ProjectDox/

File Edit View Favorites Tools Help

Suggested Sites Blank Page CITRIX FILESHARE Fairfax County Department... Fairfax County Property Ide... County Of Fairfax HP Color LaserJet Enterpris... Job Opportunities flickr fairfaxcounty's Photos... Web Publisher

Fairfax County VIRGINIA

ePlans

Fairfax County VIRGINIA

Enter your e-mail address and password to continue.

FAIRFAX COUNTY TERMS AND CONDITIONS OF USE
Your access to and use of the Fairfax County Department of Planning and Zoning ePlans website (Site) is subject to the following terms and conditions, as well as all applicable laws. Your access to ePlans is in consideration for your agreement to these

E-mail:

Password:

Terms and Conditions Accept Forgot your password?

ProjectDox © 2015 Avolve Software. ProjectDox (Version 8.3) is a trademark of Avolve Software. All rights reserved. avolve software

[Install ProjectDox Components](#)

To create a desktop shortcut, click and drag the icon below to your desktop.

[Click here](#) to add ProjectDox Production Site to your Favorites.

Start W X P e O L

Fairfax County » Agency » Desktop » 2:22 PM 8/19/2015

Or from DPZ's ePlans portal, number second item "Log-in to ePlans":

Index

- Contacts/Directions
- DPZ Home
- DPZ Mission/Divisions
- Comprehensive Plan
- Environment
- eServices
- FAQs
- Forms
- Historic Preservation
- Learning & Resource Center
- Letters to Industry
- Maps
- Planning & Zoning News
- Projects
- Publications
- Public Hearings
- Zoning
- Zoning Complaints
- Zoning Ordinance
- Zoning & Land Use Application Information & Staff Reports
- Search DPZ Site

Online Services

Our Government

News and Events

Start the Application Online

Log-in to ePlans

ePay for your Application

Rezoning Application Information

Fairfax County Department of Planning and Zoning - ePlans Online Application for Rezoning

2:20 PM 8/19/2015

Starting an Application for Submission

1. Go to the ePlans page: <http://eplanreviewdev.fairfaxcounty.gov/projectdox/> and click on Start the Application Online (1)

The screenshot displays the website interface for the Fairfax County Department of Planning and Zoning. At the top, there is a navigation bar with links for Home, Living Here, Doing Business, Visiting, and Departments & Agencies. A search bar is located on the right side of the navigation bar. Below the navigation bar, the page title is "Fairfax County Department of Planning and Zoning - ePlans Online Application for Rezoning". On the left side, there is an "Index" menu with various links such as "Contacts/Directions", "DPZ Home", "DPZ Mission/Divisions", "Comprehensive Plan", "Environment", "eServices", "FAQs", "Forms", "Historic Preservation", "Learning & Resource Center", "Letters to Industry", "Maps", "Planning & Zoning News", "Projects", "Publications", "Public Hearings", "Zoning", "Zoning Complaints", "Zoning Ordinance", "Zoning & Land Use Application Information & Staff Reports", and "Search DPZ Site". Below the index menu, there are three dropdown menus: "Online Services", "Our Government", and "News and Events". The main content area features a large image of a city skyline with a bridge in the foreground. Overlaid on this image is a list of services: "Start the Application Online 1" (with a play button icon and a red number 1), "Log-in to ePlans" (with a laptop icon), "ePay for your Application" (with a "PAY" icon and a lock icon), and "Rezoning Application Information" (with a document icon). An orange arrow points from the "Start the Application Online 1" link to the city skyline image. At the bottom of the page, there is a Windows taskbar with various application icons and a system tray showing the time as 2:23 PM on 8/19/2015.

You will be directed to the first of five web pages to capture the preliminary application information to create an ePlans project.

First screen:

Select the correct type of application

The screenshot shows the Fairfax County Virginia website. The header includes the county logo and navigation buttons: Home, Living Here, Doing Business, Visiting, and Departments & Agencies. A search bar is located on the right. The main content area is titled "ePlans Online Application for Rezoning" and features a breadcrumb trail: homepage > department of planning and zoning > eplans online application for rezoning. Below the title is a progress bar with five steps: Application Type (highlighted in red), Application Information, Applicant Information, Zoning Description, Address Information, and Application Form Confirmation. A form field for "Application Type(s):*" contains checkboxes for RZ, PCA, FDP, CDPA, FDPA, DPA, CP, CPA, PRC, and PRCA. A red asterisk indicates that all applicable application types must be selected. A "Next >>" button is positioned below the form.



Fill in the Application and Advertising Description

The screenshot shows the Fairfax County website's ePlans Online Application for Rezoning interface. At the top, there is a navigation bar with links for Home, Living Here, Doing Business, Visiting, and Departments & Agencies. A search bar is located on the right side of the navigation bar. Below the navigation bar, the page title is "ePlans Online Application for Rezoning". A breadcrumb trail indicates the user's path: homepage > department of planning and zoning > eplans online application for rezoning. A progress bar shows the current step is "Application Information", with other steps being "Application Type", "Zoning Description", "Address Information", and "Application Form Confirmation". The "Application Type" is set to "RZ". The "Application Description" field contains the text: "Proposal to rezone the site to the PDH-8 District to develop 9 single family detached units at a density of 3.5 dwelling units per acre." The "Advertising Description" field contains the text: "North Side of Lee Highway approx. 1000. feet west of it's intersection with Newgate Blvd." A red asterisk indicates that both fields are required information. Navigation buttons for "<< Previous" and "Next >>" are located at the bottom of the form.

Fairfax County VIRGINIA

Home Living Here Doing Business Visiting Departments & Agencies

Search Site: Go [Advanced Search](#)

[homepage](#) > [department of planning and zoning](#) > [eplans online application for rezoning](#)

ePlans Online Application for Rezoning

Application Type **Application Information** Applicant Information Zoning Description Address Information Application Form Confirmation

Application Type(s): RZ

Application Description:* (Ex.: Proposal to rezone the site to the PDH-8 District to develop 9 single family detached units at a density of 3.5 dwelling units per acre.)

Advertising Description:* (Ex.: North Side of Lee Highway approx. 1000. feet west of it's intersection with Newgate Blvd.)

* Required information

<< Previous Next >>



Fill in the contact information completely and make sure to answer the question as to who county staff should contact. This will open up the correct contact details fields.

The screenshot shows the Fairfax County Virginia website header with the logo and navigation menu. The main content area is titled "ePlans Online Application for Rezoning" and includes a breadcrumb trail: "homepage > department of planning and zoning > eplans online application for rezoning". A progress bar shows the current step is "Applicant Information". The form is for "Application Type(s): RZ" and is titled "Legal Applicant Information". It contains the following fields:

- Applicant Name* (Ex. Georgelas Group L.L.C.)
- Street Number* and Street Name* (with dropdowns for Street Type* and Street Suffix*)
- Unit Type and Unit Number (with a dropdown for Unit Type)
- P.O. Box*
- City*, State* (with a dropdown), and ZIP*
- Who should the County contact in regards to this application?*

The bottom of the page features a blurred background image of a park with a fountain.

Fill in the Zoning District information making sure to click on **ALL** the **Add** buttons provided. Once the information is complete, you will click on **Add Zoning District** to summarize at the bottom of the page. Please proceed to the next page for Tax Map parcel ID information.




Home Living Here Doing Business Visiting Departments & Agencies Search Site: Go Advanced Search

[home](#) > [department of planning and zoning](#) > [eplans online application for rezoning](#)

ePlans Online Application for Rezoning

Application Type Application Information Applicant Information **Zoning Description** Address Information Application Form Confirmation

Application Type(s): RZ

Proposed Zoning District *

Area * * Present Land Use *

Existing Zoning District * Add Overlay Zoning District Add

Proposed Land Use * Add

Parcel Number * Search Add Help

Tax Map Parcel (s) not found in the above list or Other Comments

Add Zoning District

Proposed Zoning District(s)	Existing Zoning District(s)	Overlay Zoning District(s)	Land Use(s)	Area	Present Use	Parcel(s)	Invalid Parcel(s)
R- 1	C- 1	CRA	SPECIAL EXCEPTION - FUNERAL CHAPEL	5.88 ACRES	Incinerator	0251 02 0008 ,0251 02 0009	Delete

* Required information

<< Previous Next >>



Tax Map Parcel IDs: The Tax Map Number is up to 14 characters long and uniquely identifies a parcel of land. To search for your parcels, it is recommended but not necessary, that you at least enter the grid and quad numbers in order for the returned list to not be too extensive. Below are some examples.

Tax Map	Also Written As:						
		Grid (000)	Quad (0)	Dbl (00)	Single (0X)	Lot (0000)	Lot Suffix (X0)
0171 01 0003	0171((01)) 0003	17	1	1		3	
0401 23 A1	0401((23))A1	40	1	23			A1
0933 0201 A	0933((02))(01)A	93	3	2	1		A
0302 07010096A	0302((07))(01)0096A	30	2	7	1	96	A
1101 15A 0003A	1101((15))(A)0003A	110	1	15	A	3	A

More information on Fairfax County's tax map naming structure:

Tax Map Component	Data Type & Space	Description & Notes
Grid	first 3 digits	"Grid" means a page number in the Fairfax County map book. Valid values: 001 - 122
Quadrant	1 digit	Can only be 1, 2, 3, or 4.
Double Circle or Subdivision	2 digits	Represented like this: ((04)). In the map book, the number inside two circles.
Single Circle or Block Number	2 alphanumeric characters	Represented like this: (10). In the map book, a number with one circle around it. Can be digit or letter. Examples: 02, 10, 4A
Lot Number	4 digits, padded to the left with zeroes	The land parcel as it is numbered in the map book. Example: "0041"
Lot Suffix	2 alphanumeric characters	Sub-lots within a lot. Usually blank. Can be digit or letter.

Fill in any additional address information and select the Magisterial District and be sure to click on Add.

Fairfax County VIRGINIA

Home Living Here Doing Business Visiting Departments & Agencies

Search Site:

homepage > department of planning and zoning > eplans online application for rezoning

ePlans Online Application for Rezoning

Application Type Application Information Applicant Information Zoning Description **Address Information** Application Form Confirmation

Application Type(s): RZ

Magisterial District:

Application Property Address (if address exists for parcel selected)
13511 FLORIS ST HERNDON VA 20171-3506
13513 FLORIS ST HERNDON VA 20171-3506

Additional Application Property Addresses. Separate multiple addresses with a comma.

Application Property Zip Code (if zip code exists for parcel selected)
20171

Additional Application Property Zip Code. Separate multiple zip codes with a comma.

* Required information



Summary Application Information Screen: You can review and edit your information by clicking on
 You will get an opportunity to save and print this information after submitting it.

<< Previous before clicking on Submit.

Application Type **Application Information** **Applicant Information** **Zoning Description** **Address Information** **Application Form Confirmation**

To submit your Application Form:

- Confirm the information below is correct; select the "Edit" or "Previous" buttons to make changes.
- Select "Submit" to submit your application form.

▶ **TO: THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA**

I/We, George Grouplansky, the applicant(s) petition you to adopt an ordinance amending the Zoning Map of Fairfax County, Virginia, by reclassifying the below noted property from the C- 1 District(s) to the R- 1 District(s).

▶ **Application Information**

Application Type(s) : RZ

Application Information : Rezone the site to the PDH-8 District to develop 9 single family detached units at a density of 3.5 dwelling units per acre.
 North Side of Lee Highway approx. 1000. feet west of it's intersection with Newgate Blvd.

Applicant : George Grouplansky
 Maria C Betarski
 Address: 3144 Monticello DR , Falls Church, VA 22042
 Phone: (W) 703-573-3935 (C)
 Email: indiogwhale@gmail.com

Agent :

Zoning Description : Proposed Zoning District(s): R- 1
 Existing Zoning District(s): C- 1
 Overlay District(s): CRA
 Proposed Land Use(s): SPECIAL EXCEPTION - FUNERAL CHAPEL
 Area: 5.88 ACRES
 Present Use: Incinerator
 Parcel(s): 0251 02 0008 ,0251 02 0009

Address Information : Magisterial District(s): DRANESVILLE
 Selected Address(s): 13511 FLORIS ST HERNDON VA 20171-3506,13513 FLORIS ST HERNDON VA 20171-3506
 Zip Code(s): 20171

<< Previous Submit Cancel

Once submitted, the system will process the data.

The screenshot shows a web browser window displaying the 'ePlans Online Application for Rezoning' page for Fairfax County, Virginia. The browser's address bar shows the URL: <http://testwww.fairfaxcounty.gov/ezaps/application.aspx>. The page features the Fairfax County logo and a navigation menu with links for Home, Living Here, Doing Business, Visiting, and Departments & Agencies. A search bar is located in the top right corner.

The main content area is titled 'ePlans Online Application for Rezoning' and includes a breadcrumb trail: [homepage](#) > [department of planning and zoning](#) > [eplans online application for rezoning](#). Below this, a progress bar shows the current step: 'Application Form Confirmation', with previous steps being 'Application Type', 'Application Information', 'Applicant Information', 'Zoning Description', and 'Address Information'.

The instructions state: 'To submit your Application Form: Confirm the information below is correct; select the "Edit" or "Previous" buttons to make changes. Select "Submit" to submit your application form.' The application is addressed to 'THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA' and describes a rezoning request for a property at 13511 Floris St, Herndon, VA.

The 'Application Information' section is currently being processed, as indicated by a blue dialog box with the text 'Processing data, please wait...'. The details for this section are:

- Application Type(s):** RZ
- Application Information:** Edit (button)
- Applicant:** Edit (button); George Grouplansky, Maria C. Beta; Address: 3114; Phone: (W) 703-573-3935 (C); Email: indogwhale@gmail.com
- Agent:** Edit (button)
- Zoning Description:** Edit (button); Proposed Zoning District(s): R-1; Existing Zoning District(s): C-1; Overlay District(s): CRA; Proposed Land Use(s): SPECIAL EXCEPTION - FUNERAL CHAPEL; Area: 5.88 ACRES; Present Use: Incinerator; Parcel(s): 0251 02 0008, 0251 02 0009
- Address Information:** Edit (button); Magisterial District(s): DRANESVILLE; Selected Address(s): 13511 FLORIS ST HERNDON VA 20171-3506, 13513 FLORIS ST HERNDON VA 20171-3506; Zip Code(s): 20171

At the bottom of the form, there are three buttons: '<< Previous', 'Processing...', and 'Cancel'.

A final summary screen where you can save or print a PDF of the application information is provided.

The screenshot shows the final summary screen of an online rezoning application. At the top, there is a navigation bar with the Fairfax County Virginia logo and a search bar. Below the navigation bar, a breadcrumb trail reads: [homepage](#) > [department of planning and zoning](#) > [eplans online application for rezoning](#). The main heading is "ePlans Online Application for Rezoning". A progress bar shows the following steps: Application Type, Application Information, Applicant Information, Zoning Description, Address Information, and Application Form Confirmation (the current step, highlighted in red). Below the progress bar, instructions state: "To submit your Application Form: • Confirm the information below is correct; select the 'Edit' or 'Previous' buttons to make changes. • Select 'Submit' to submit your application form." The recipient is identified as "TO: THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA". A summary box contains the text: "I/We, Georgelas Group L.L.C, the applicant(s) petition you to adopt an ordinance amending the Zoning Map of Fairfax County, Virginia, by reclassifying the below noted property from the C- 1 District(s) to the Proposed C- 4 District(s)." The "Application Information" section is expanded, showing details for Application Type(s) (RZ), Applicant/Contact (John Smith, 7730 Trevino LA, Falls Church, VA 22042), Agent (John Smith, same address), Zoning Description (Proposed Zoning District(s): C- 4, Existing Zoning District(s): C- 1, Overlay District(s): AN, Proposed Land Use(s): ACCESSORY - GARDENING AND COMPOSTING, Area: 55 ACRES, Present Use: Incinerator, Parcel(s): 0043 01 0001A1,0043 01 0001A2), and Address Information (Selected Address(s): 9886 RIVER CHASE WY GREAT FALLS VA 22066,9885 RIVER CHASE WY GREAT FALLS VA 22066, Zip Code(s): 22066, Magisterial District(s): DRANESVILLE). A confirmation message states: "Your application form was successfully submitted. Print a copy for your records. Further the applicant contact (or alternatively the agent, if provided) will be sent an email with instructions on how to continue the submission of additional application materials." At the bottom, there are three buttons: "<< Previous", "Save PDF / Print", and "Cancel".

You will receive an email similar to this one:

dpz-eps@fairfaxcounty.gov
to me

Oct 17 (4 days ago)



Date: 10/17/2014 11:56:18 AM
Re Case or Project ID: RZ 2014-0639

Dear Alvis Ringo:

Your application form has been received. Your estimated application fee is **\$34,560.00**.

Please login to the [ePlan Fairfax County system](#) using the information below.

Permanent ID: [Field1] Temporary Password: [Field7]

NOTE: If this is your first time using the ProjectDox application, disable your pop-up blocker. In addition, on the login page, if using Internet Explorer, click on the "Install ProjectDox Components" link. This will install the ActiveX Components on your computer which are necessary for the application to function properly. This installation will require administrator rights to your PC.

1. After login to the system with the temporary password, you will be taken to your User Profile Screen. Upon logging into the site for the first time, you will be asked to complete your "User Profile" information (only the fields that are highlighted are required, but feel free to provide us with additional information and means to contact you).
2. Complete the required fields of the profile page including creating a permanent password that you will use in the future.
3. Click the "Save" button to save the profile and access ePlans.
4. Click on the link with your Application /Project Number (Summary Project Information will be Displayed)
5. Click on the "Tasks List (Project)" Button
6. Click on the "SubmissionChecklist" Link
7. Click on "Yes" to "Do you want to accept this task?"
8. The eForm will proceed to create for your Project, this may take up to a minute. Once the eForm creates, you may proceed to confirm or update your initial information and upload the necessary PDF documents to complete your application package. Notice that the eForm is an accordion type of navigation, you can expand one topic at a time.
9. When you are done, you can save your application package and return to it later.
10. Once all items are uploaded and complete, you will be able to Submit your application.

You must complete each step in the Submission Requirements and click the "Complete" button to submit your application to the County for review. County staff will be notified upon completion.

Thank you for using [Fairfax County ePlans System](#) to submit your application. Please call the Zoning Evaluation Division main telephone number for further information: 703-324-1290, or visit our website: <http://www.fairfaxcounty.gov/dpz/eplan/>

Template: ProjectUserOwnerBatch_InviteNewUser.html

Date: 10/21/2014

Uploading your Application Package

You will then click on the link Fairfax County ePlans Systems and login using the credentials provided in the email:

The screenshot shows a web browser window with the following elements:

- Browser Title:** ProjectDox Production Site Accept Terms and Conditions - Internet Explorer
- Address Bar:** <https://eplanreview.fairfaxcounty.gov/ProjectDox/>
- Page Header:** Fairfax County VIRGINIA logo and seal.
- Main Content:**
 - ePlans** logo.
 - County of Fairfax VIRGINIA seal with the year 1742.
 - Fairfax County** text.
 - ProjectDox** logo.
 - Copyright notice: © 2015 Avolve Software. ProjectDox (Version 8.3) is a trademark of Avolve Software. All rights reserved.
 - avolve** software logo.
- Login Form:**
 - Header: Enter your e-mail address and password to continue.
 - Section: FAIRFAX COUNTY TERMS AND CONDITIONS OF USE. Your access to and use of the Fairfax County Department of Planning and Zoning ePlans website (Site) is subject to the following terms and conditions, as well as all applicable laws. Your access to ePlans is in consideration for your agreement to these.
 - Fields: E-mail: ; Password:
 - Buttons: Terms and Conditions, Accept, Forgot your password?
- Footer:**
 - Install ProjectDox Components: [Install ProjectDox Components](#)
 - To create a desktop shortcut, click and drag the icon below to your desktop. (Icon: a yellow 'X')
 - Click here to add ProjectDox Production Site to your Favorites. ([Click here](#))
- Taskbar:** Windows taskbar with Start button, application icons (Word, Excel, PowerPoint, Internet Explorer, etc.), and system tray showing the time as 2:22 PM on 8/19/2015.

Once in ePlans, you will select a permanent password and provide any additional security type questions:

Settings for Alvis Ringo (INDIGOWHALE@GMAIL.COM)

Change Password:
Current Security question: first german car
Current Security answer:
Current password:
New password:
Confirm new password:

Password Reset Question & Answer:
Security question: first german car
Security answer: <Answer has been encrypted>

Profile Information

Contact Information | User Metadata | Project Membership | Group Membership

* Required field

First Name: *	<input type="text" value="Alvis"/>	Last Name: *	<input type="text" value="Ringo"/>
Contact Email: *	<input type="text" value="INDIGOWHALE@GMAIL.COM"/>	<input checked="" type="checkbox"/> HTML format	<input type="button" value="i"/>
Title: *	<input type="text" value="Chief Planner"/>		
Company: *	<input type="text" value="No Tree Left Behind, LLC"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
State/Province:	<input type="text"/>	Postal Code:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Pager:	<input type="text"/>
Stamps:	<input type="text"/>		
Language: *	<input type="text" value="en"/>	<input type="button" value="i"/>	



You will then proceed to Projects with the Projects button if not directed there already. Find your project number and click on its link:

ProjectDox Fairfax County VIRGINIA

Back Forward Projects Profile Logout

Active Projects List Task List (All Projects)

1 recently entered project(s) out of 1 for Alvis Ringo (INDIGOWHALE@GMAIL.COM)

Recent Projects All Projects Press Enter To Search:

Project Number	Options	Project Name	Owner	Status	Create date
RZ 2014-0639	i ✉ ✉	GEORGINA GROUCHO L.P.L.L.C.)	ZED ApplicationsAcceptance	Application Received	10/17/2014 11:56:18 AM

Page 1 of 1 (1 items)

Active Task List

Project Number	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Zoning District	Project Start Date
RZ 2014-0539	SubmissionChecklist	Applicant	Accepted			9/11/2014 10:50:23 AM	9/11/2014 10:54:01 AM	INDIGOWHALE@GMAIL.COM	C- 9	9/11/2014 10:50:13 AM
RZ 2014-0639	SubmissionChecklist	Applicant	Accepted			10/17/2014 11:56:32 AM	10/17/2014 2:55:50 PM	INDIGOWHALE@GMAIL.COM	C- 9	10/17/2014 11:56:18 AM

Project Summary Information screen comes up:

The screenshot shows the ProjectDox web application interface. At the top, there is a navigation bar with the ProjectDox logo on the left and a set of navigation buttons (Back, Forward, Projects, Profile, Logout) on the right. Below the navigation bar, the main content area displays project information for RZ 2014-0639. The main contact is listed as CHANGO KO KIM NO. A sidebar on the left shows a tree view of documents for this project, including Application Acceptance Documents, Approved Application Acceptance Documents, Post Acceptance Re-Submission, Background Information, and eForm PDF Report. The main content area is divided into two tabs: Project Info and Reports. The Project Info tab is active, showing a table of project details.

Project Info	Reports
Project Number:	RZ 2014-0639
Project Name:	GEORGINA GROUCHO L.P.L.L.C.)
Magisterial District:	HUNTER MILL
Tax Map Parcels:	0251 02 0002 / 18992 / 0541
Comprehensive Plan Area:	III
Total Area:	8 ACRES
Existing Zoning District:	C- 7
Proposed Zoning District:	C- 9
Application Fee (\$):	\$34,560.00
Contact Person:	CHANGO KO KIM NO
Contact Email:	INDIGOWHALE@GMAIL.COM
Site Address:	13502 FLORIS ST HERNDON VA 20171-3507
Zip/Postal code:	20171
Temporary Number:	
Status:	Application Received
Project Admins:	Administrator Temp,DPZ EPS,Fairfax County DPZ,Sharleen Avolve Co,ZED ApplicationsAcceptance
Map Config Name:	
Project Start/End:	Start: 10/17/2014 11:56:18 AM End: 4/17/2015 11:55:59 AM
Pass-Through:	.mov,wmv,avi,htm,html,install,config,mp4
Versioning:	Enabled for this project
Project Image:	No image exists



Click on the Task List (Projects) button, then on the [Submission Checklist](#) Link (task). Answer “Yes” to “Do you want to accept this task?”

The screenshot shows the ProjectDox web application interface. At the top, the ProjectDox logo is on the left, and the Fairfax County Virginia logo is on the right. Below the logos, the project ID "RZ 2014-0639" is displayed. The main contact is listed as "CHANGO KO KIM NO". The user is logged in as "GEORGELINA GROUCHO L.P.L.L.C.". A navigation bar contains buttons for "Back", "Forward", "Projects", "Profile", "Logout", "Project Reports", "Task List (Project)", "Info", "Notes", and "Email".

On the left side, there is a tree view for the project "RZ 2014-0639" with the following items:

- Application Acceptance Documents
- Approved Application Acceptance Documents
- Post Acceptance Re-Submission
- Background Information
- eForm PDF Report

The main content area displays a table of tasks:

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
SubmissionChecklist	Applicant	Accepted			10/17/2014 11:56:32 AM	10/17/2014 2:55:50 PM	INDIGOWHALE@GMAIL.COM	

Below the table, there are navigation controls (first, previous, next, last) and a page indicator "Page 1 of 1 (1 items)".

Under the "Start Workflows:" section, there is a link for "RZC_PlanReview_WF".



The system will proceed to create the eForm template for your project. Notice that this initial task may take up to a minute to complete. Once created, you can confirm the initial information and you may start to upload the required documents in PDF format. The eForm is the input, upload, and assembly mechanism for your project and has accordion-type navigation. You can expand one topic at a time. Notice also the Resources and Applicant Team Tabs that may be useful while you assemble your application package digitally.

Create Application Report

Resources Submission Requirements Applicant Team

PLANNED DEVELOPMENT DISTRICTS

Section 18-202 of the Fairfax County Zoning Ordinance specifies the submission requirements applicable to applications for amendments to the Zoning Map. You may find the [County Digital Map Viewer](#) useful as you begin this process.

Staff will begin its evaluation of your application for compliance with these submission requirements once you have uploaded each of the following documents:

1) Application Form PENDING

Zoning Ordinance Provisions	Instructions	Status
In accordance with Par. 1 of Sect. 18-202 Application Form provided to you at our Website: Additional Information: Click Here	Review the information and select Complete from the dropdown to advance to the next step.	PENDING

Comments for Applicant

ePlans
Fairfax County

DEPARTMENT OF PLANNING AND ZONING
Zoning Evaluation Division
<http://www.fairfaxcounty.gov/dpz/zoning/application>

Application Number:

APPLICATION FOR REZONING

APPLICATION TEMPORARY NUMBER:

TO: THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA

I/WE, THE APPLICANT(S) PETITION YOU TO ADOPT AN ORDINANCE AMENDING THE ZONING MAP OF FAIRFAX COUNTY, VIRGINIA, BY RECLASSIFYING THE BELOW NOTED PROPERTY FROM THE DISTRICT(S) TO THE DISTRICT(S).

Is this a partial PCA? (Y/N)
If Yes, please identify affected acreage

Tax Map Parcel(s) / Deed Book / Page No:

At the bottom of the eForm screen, there is an option to Save your work and complete it later. Once all items are complete, you can proceed to submit your application to County staff for review.

6) Affidavit	PENDING
7) Notarized Statement of Endorsement from Property Owner	PENDING
8) Environmental Assessment/Impact Statement, if Required	N/A
9) Statement of Justification Including:	PENDING
10) Certified GDP or FDP as applicable	PENDING
11) Statement Listing of hazardous or toxic substances	PENDING
12) Any information required by Article 7	PENDING
13) Additional Information or Proffers	PENDING
14) Application Fee	

Total proposed nonresidential square footage

Total proposed nonresidential square footage by nonresidential use

Total proposed number of residential units

Total proposed number of residential units by unit type

All required documents have been uploaded and by submitting this zoning application package to Fairfax County, I hereby authorize or have the power to authorize Fairfax County Staff Representatives on official business to enter onto the subject property as necessary to process this application.

Any site access restrictions are noted as follows:

Invite Contractors

Contractor Email

Contractor First Name

Contractor Last Name

[Click Here to Save Eform as PDF...](#)

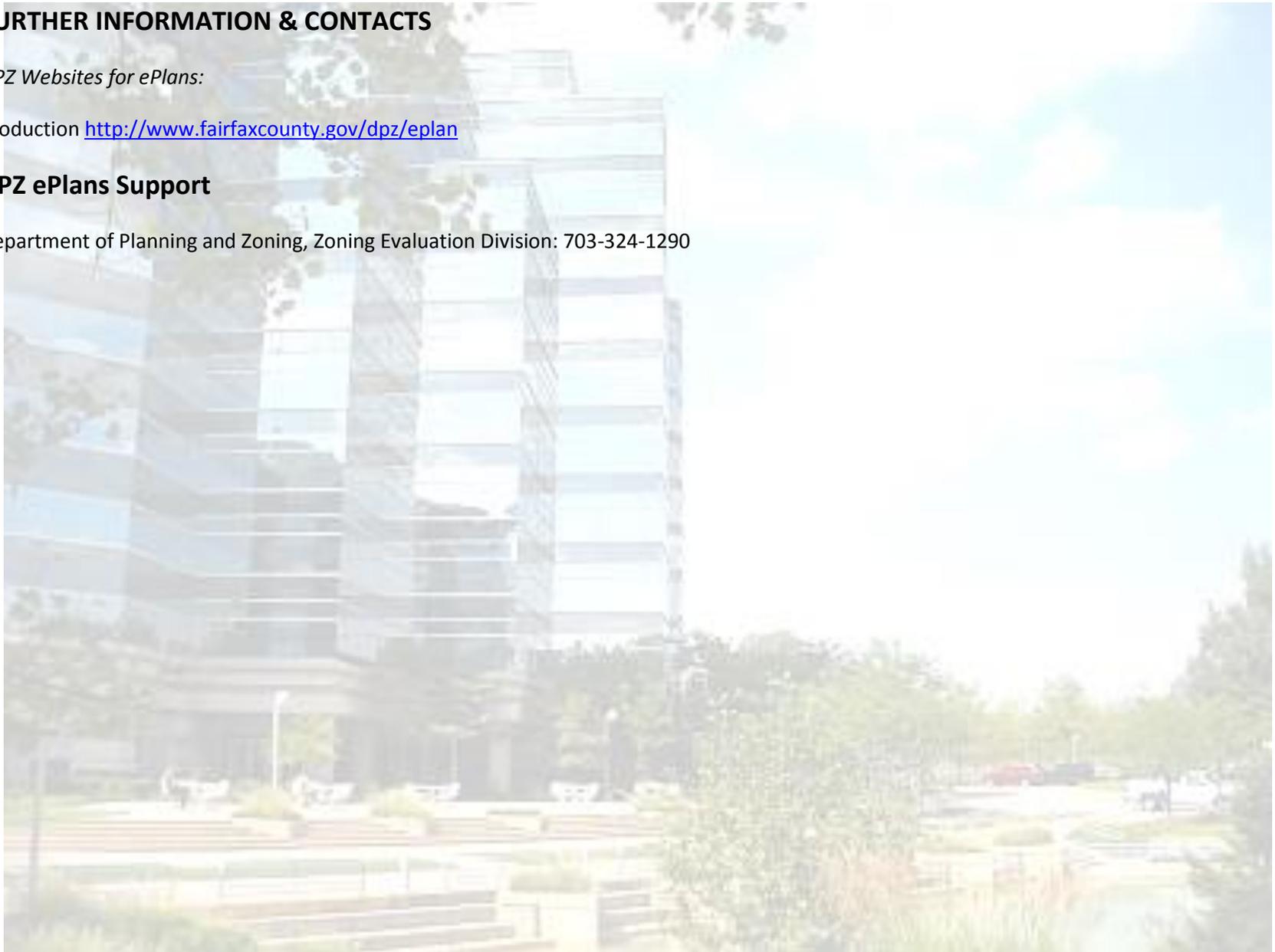
FURTHER INFORMATION & CONTACTS

DPZ Websites for ePlans:

Production <http://www.fairfaxcounty.gov/dpz/eplan>

DPZ ePlans Support

Department of Planning and Zoning, Zoning Evaluation Division: 703-324-1290





Once the senior reviewer clicks and confirms the application and being accepted, the applicant is notified via email with the permanent case number provided from LDS:

The screenshot shows a Gmail interface in a Windows Internet Explorer browser. The email is from **dpz-eps@fairfaxcounty.gov** and is titled **Re: RZ 2014-DR-029**. The main content of the email includes a banner for Fairfax County Virginia, a subject line **Re: RZ 2014-DR-029**, and a message that says: **Attention Alvis:** Your application packet is accepted. Your permanent case number is RZ 2014-DR-029. Below this, it says "Thank you for using ePlan Fairfax County System to submit your zoning application." and provides a table with project details.

Project:	RZ 2014-DR-029
Description:	GEORGELINA SANTIFICA

Below the table is a link: [Login to ePlan Fairfax County System](#). At the bottom of the email content, it says "Template: notifySubmissionAcceptance.html" and "Date: 5/14/2014".

There is also an internal email notification that is sent to relevant staff:

The screenshot shows an Outlook window titled "Complete Acceptance Review Notification - RZ 2014-DR-029 - Message (HTML)". The email header includes:

- From: dpe-eps@fairfaxcounty.gov
- To: Rivera, Alex
- Subject: Complete Acceptance Review Notification - RZ 2014-DR-029

The email body features a header with the "Fairfax County VIRGINIA" logo and the "COUNTY OF FAIRFAX" seal. Below this, the subject line is "Re: RZ 2014-DR-029", with a large yellow arrow pointing to it. The text reads:

Attention Alex:
Your application packet is accepted. Your permanent case number is RZ 2014-DR-029.
Thank you for using ePlan Fairfax County System to submit your zoning application.

A table provides project details:

Project:	RZ 2014-DR-029
Description:	GEORGINA SANTIFICA
	Login to ePlan Fairfax County System

To the right of the table, the text "Internal Email" is displayed in red. At the bottom of the email content, it says "Template: notifySubmissionAcceptance.html" and "Date: 5/14/2014". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time "10:03 AM 12/4/2014".



Submission Requirement Tab: The first task is to verify that all items have been submitted:

https://eplansreview.fairfaxcounty.gov/?LaunchMode=frame&FlowTaskID=3997 - ProjectDox Plan Revie - Windows Internet Explorer

Fairfax County VIRGINIA

Create Application Report

Review Information **Submission Requirements** Checklist Items (0) Application Acceptance Notes Application Information Resources Routing Slip

Folder List Applicant Team Staff Team

UNED DEVELOPMENT DISTRICT

18-202 of the Fairfax County Zoning Ordinance specifies the submission requirements applicable to applications for amendments to the Zoning Map. You may find the Digital Map Viewer useful as part of this process.

Staff will begin its evaluation of your application for compliance with these submission requirements once you have uploaded each of the following documents:

▼ **1) Application Form**

Zoning Ordinance Provisions	Instructions	Status
In accordance with Par. 1 of Sect. 18-202 Application Form provided to you at our Website: Additional Information: Click Here		Review the information and select Complete from the dropdown to advance to the next step. <input type="text" value="COMPLETE"/>
Comments for Applicant <input type="text"/>		

ePlans
Fairfax County

DEPARTMENT OF PLANNING AND ZONING
Zoning Evaluation Division
<http://www.fairfaxcounty.gov/dpz/zoning/application>

Application Number:

Start | W | O | X | P | E | L | G | 11:42 AM 12/2/2014

Use the **Resources Tab**, you may use the tools to verify the accuracy of the information submitted (GIS, DTA, Zoning Map, etc.):

The screenshot shows a web browser window with the URL <https://eplanreview.fairfaxcounty.gov/?LaunchMode=new&FlowTaskID=4124>. The page header includes the Fairfax County Virginia logo and the County of Fairfax seal. A navigation menu contains the following tabs: Review Information, Submission Requirements, Checklist Items (0), Application Acceptance Notes, Application Information, **Resources**, Routing Slip, Folder List, Applicant Team, and Staff Team. A yellow arrow points to the 'Resources' tab.

Below the navigation menu is a section titled 'Plan Review Resource Links' containing a table of links:

Affidavit Information	Chesapeake Bay Preservation Ordinance	Comprehensive Plan	Comprehensive Plan Map	Dept of Tax Administration	Engineers & Surveyors Institute
Fairfax County Code	Fairfax County Map	Fairfax County Web Site	Fairfax Digital Map Viewer	FIDO	GIS Maps
Glossary of Terms	LDS Net	Professional Registration Status License Lookup	Public Facilities Manual (PFM)	Subdivision Ordinance	Land Development Notices and Technical Bulletins
Trails Map	VDOT Information Page	VDOT Maps and Forms	Virginia State Code	Zoning Ordinance	Transportation Plan Map
Legal Notice					

Below the resource links is a section titled 'Plan Review Global File Compare' with two columns: 'Open File' and 'Compare File'. Each column has a 'Select Project' label and a 'Select File' label, with empty input areas below them.

The Windows taskbar at the bottom shows the Start button, several application icons (Word, Excel, PowerPoint, Internet Explorer, etc.), and the system tray with the date and time: 10:55 AM 12/22/2014.

The **Routing Slip Tab** displays some valuable information. You can see when the applicant completed their submission and that it took them just 50 minutes. You can also see that Alex Rivera accepted the task to review for the Acceptance group today at 10:20 AM. This is a good screen to see the time lapsed for any task in an application. You can also see what is pending in the application.

The screenshot shows a web browser window with the URL <https://eplanreview.fairfaxcounty.gov/?LaunchMode=new&FlowTaskID=4124>. The page header includes the Fairfax County Virginia logo and the County of Fairfax seal. Below the header is a navigation menu with tabs: Review Information, Submission Requirements, Checklist Items (0), Application Acceptance Notes, Application Information, Resources, **Routing Slip**, Folder List, Applicant Team, and Staff Team. A 'Create Application Report' button is located above the navigation menu.

The 'Routing Slip' tab displays a table with the following data:

Cycle	Task	Status	Assigned	Assigned To	Days	Hours	Minutes
0	SubmissionChecklist	Complete	12/22/2014 9:29:22 AM	Alvis Ringo	0	0	50
0	ProjectOversight	Pending	12/22/2014 10:20:04 AM		0	0	0
0	AcceptanceReview	Accepted	12/22/2014 10:20:04 AM	Alex Rivera	0	0	0

Four yellow arrows with red outlines point to the 'Status', 'Assigned', 'Assigned To', and 'Minutes' columns of the table. Below the table is a 'Submit' button, a 'Save' button, and a 'Create Application Report' button. At the bottom of the page, there is a link that says 'Click Here to Save Eform as PDF...'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 11:27 AM, 12/22/2014.

The **Folder List Tab** shows the application acceptance folders as shown below. This is where the applicant files are placed upon upload:

The screenshot displays a web browser window with the URL <https://eplanreview.fairfaxcounty.gov/?LaunchMode=new&FlowTaskID=4124>. The page header features the Fairfax County Virginia logo and the County of Fairfax seal. A navigation menu includes tabs for Review Information, Submission Requirements, Checklist Items (0), Application Acceptance Notes, Application Information, Resources, Routing Slip, Folder List, Applicant Team, and Staff Team. The Folder List tab is active, showing a tree view for application RZ 2014-0747. The folders listed are: Application Acceptance Documents (with sub-folders: Application, Statement of Justification, Waiver Requests (5 Files - 5 New), Legal Documents (affidavit, certified plat, metes & bounds) (3 Files - 3 New), Plans (1 File - 1 New), Studies (1 File - 1 New), Other (1 File - 1 New), Pre-Acceptance Application Package), Approved Application Acceptance Documents, Post Acceptance Re-Submission, Background Information, Revised Plans, Agency Comments, Legal Ads & Affidavits, Proffers - Development Conditions, Staff Reports, and Motions & Presentations. A blue arrow points to the 'Application Acceptance Documents' folder, and a large yellow arrow points to the right. Below the folder list is a 'Reload' button. At the bottom of the page, there is a link: 'Click Here to Save Eform as PDF...'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 11:07 AM 12/22/2014.

Applicant Team Tab shows the contacts provided by the applicant for this application. If there is an agent, you can expand the Agent Information in an accordion fashion:

https://eplanreview.fairfaxcounty.gov/?LaunchMode=new&FlowTaskID=4124 - ProjectDox Plan Review - Windows Internet Explorer

Fairfax County VIRGINIA

County of Fairfax

Create Application Report

Review Information | Submission Requirements | Checklist Items (1) | Application Acceptance Notes | Application Information | Resources | Routing Slip | Folder List | **Applicant Team** | Staff Team

APPLICANT INFORMATION

Applicant Legal Name	GEORGINA SANTIFICA
Contact Person	GEORGINA SANTIFICA
Address	3149 MENACING DR
City	FALLS CHURCH
State	VA
Zip	22043
Phone 1	703-573-3935
Phone 2	
Fax	
Email	INDIGOWHALE@GMAIL.COM

AGENT INFORMATION ←

CIVIL ENGINEER INFORMATION

TRANSPORTATION CONSULTANT INFORMATION

ARCHITECT INFORMATION

NOISE CONSULTANT INFORMATION

LANDSCAPING CONSULTANT INFORMATION

OTHER INFORMATION

Submit Save Create Application Report

Click Here to Save Eform as PDF...

Start | Word | Excel | PowerPoint | Internet Explorer | Outlook | Lync | Firefox | Chrome | Safari | Opera | Edge | ...

Fairfax County » Agency » Desktop » 2:50 PM 12/22/2014

Staff Team Tab shows important application team members that may be more useful in latter stages of the application process:

https://eplanreview.fairfaxcounty.gov/?LaunchMode=new&FlowTaskID=4124 - ProjectDox Plan Review - Windows Internet Explorer

Create Application Report

Review Information | Submission Requirements | Checklist Items (1) | Application Acceptance Notes | Application Information | Resources | Routing Slip | Folder List | Applicant Team | **Staff Team**

LAND USE PLANNER INFORMATION

ENVIRONMENTAL PLANNER INFORMATION

VDOT TRANSPORTATION PLANNER INFORMATION

Name	James Cortenonplexos
Address	1125 Boone Blvd, Suite 1900
City	Vienna
State	VA
Zip	22182
Phone	703-610-1400
Fax	703-610-1450
Email	james.con@plexos.com

SWM ENGINEER INFORMATION

URBAN FORESTER INFORMATION

REVITALIZATION PROJECT MANAGER INFORMATION

PARK PLANNER INFORMATION

Submit Save Create Application Report

Click Here to Save Eform as PDF...

Start | W | X | P | E | O | L | S | R | T | Fairfax County » Agency » Desktop » 2:55 PM 12/22/2014



FOR FURTHER ASSISTANCE

Department of Planning and Zoning, Zoning Evaluation Division:

703-324-1290