Planning and Land Use System (PLUS)
DPD Planning Division
User Guide
# Table of Contents

1. Register For a New Account: ................................................................. 3
2. Login/Logout into PLUS: ........................................................................ 7
3. Managing your PLUS Account: ............................................................. 8
   1. Dashboard ......................................................................................... 8
   2. My Account Management ................................................................. 8
4. Submitting Agricultural and Forestal Record: ......................................... 10
5. Submitting Wetland Record: ................................................................ 16
6. Submitting Public Facility Record: ........................................................ 22
7. Submitting Public School Record: ........................................................ 28
8. Submitting Telecommunication Record: ............................................... 34
9. Submitting Telecommunication - AREP Record: .................................... 42
10. Submitting Intergovernmental Review Record: ........................................ 50
11. Links .................................................................................................. 52
1. Register For a New Account:

**Step 1:** You can register for a user account by clicking on one of the two links highlighted below.

![Registration Page](image)

**Step 2:** Read and accept the terms and conditions given by clicking the box at the bottom, then **Continue Registration.**

![Terms and Conditions](image)
Step 3: Enter your email address, create a password, and create a security question and answer in the top section of the following screen.

Note: Any time you see the icon, you can click on it to see more information regarding the field it is associated with.

On the bottom half of the same page, enter your contact information by clicking Add New.

You will first be asked to choose the contact type. Select either Individual or Organization in the drop-down menu and then click Continue.
Next, you will be prompted to enter your first and last name, phone number, email, and country of residence. Fields with an asterisk (*) must be entered to continue.

Click on **Add Additional Contact Address** to enter a minimum of one mailing address. You may add another address by clicking on **Save and Add Another** or click **Save and Close** if you are done entering addresses. You cannot proceed with registration until at least one address is entered.
You should now see “contact added successfully”. You can edit or remove the contact at this point. Please note that any change made to the account contact information will be reflected in every record associated with the account. Click **Continue Registration** to move forward.
Step 4. Your account is now successfully registered. You will receive a notification email to any contact email addresses provided asking you to verify your email by clicking on the link embedded in the email message. After you have verified your account, you can login and begin using the system.

2. Login/Logout into PLUS:

Step 1: Enter your email address and password to login into PLUS.

Step 2: Logout option will appear at the top right corner throughout the PLUS system.
3. Managing your PLUS Account:

1. Dashboard

When you log in you will automatically be directed to your Dashboard or homepage, where you will see an overview of your shopping Cart of all your Records and any record Collections you have created and named. You can switch between different County agencies (modules) using the top Agency Module Menu Bar. Click on Home and then on Dashboard at any time to return to your Dashboard.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Menu Header</td>
<td>Ability to navigate between different agencies.</td>
</tr>
<tr>
<td>B</td>
<td>My Collection</td>
<td>Collection of records you create and name</td>
</tr>
<tr>
<td>C</td>
<td>Work in Progress</td>
<td>A list of up to the last 10 applications in progress (those that you saved to resume later prior to submission)</td>
</tr>
<tr>
<td>D</td>
<td>Invoiced Fees</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>View All Records</td>
<td>A list of all the records you have in PLUS.</td>
</tr>
</tbody>
</table>

2. My Account Management

Your account detail can be editing by clicking My Account or Account Management.
You can click on **Edit** to change password and/or security questions.

You can click on **Action View** to edit contact information (Note: Any change to account contact information will apply to every record associated with the account).
4. Submitting Agricultural and Forestal Record:

1. Start an Application:
   i. Go to the Citizen Portal. Create a username and password. Login.
   ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.

2. Under Board Matters, select Agricultural and Forestal District. Continue Application.

3. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 0711010068

4. Multiple Parcels
   i. Answer multiple parcel questions. Note: If your original Parcel ID is not greater than 20 acers than ensure that you include multiple parcels that will equal greater than 20 acres.
5. Address
   i. Auto populates based on the Parcel ID.

6. Owner
   i. Auto populates based on the Parcel ID.

7. Applicant
i. Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

8. Licensed Professional
   i. Add an optional licensed professional.

9. Record Detail
   i. Enter the Project Name and Project Description (required) information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

10. General Information
    i. Provide information for the required fields. Note that for residential uses, the acreage cannot exceed 5.
11. Forest Details
   i. Answer the required questions.

12. Farm Details
   i. Answer the required questions.
13. Products
   i. Optional table.

14. Structure Details
   i. One row in this table is required.

15. Supporting Documents
   i. Identify any additional supporting documentation to be attached.

16. Required Documents
   i. Commitment to Farm/Forest Use
   ii. Proposed District Map
   iii. Statement of Justification with Owners' Signatures
17. Click View Summary to return to the newly created record details screen, application status is “Submitted”.

18. Check Out and pay the fee.
19. Record appears in your queue in ‘Home’ section.
5. Submitting Wetland Record:

1. Start an Application:
   i. Go to the Citizen Portal. Create a username and password. Login.
   ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the term and click Continue Application.


3. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

4. Multiple Parcels:
   i. Answer multiple parcel questions. Note: If your original Parcel ID is not greater than 20 acers than ensure that you include multiple parcels that will equal greater than 20 acres.
5. Address:
   i. Auto populates based on the Parcel ID.

6. Owner:
   i. Auto populates based on the Parcel ID.

7. Applicant:
8. Property Owner:
   i. Identify if the applicant is the property owner.

9. Licensed Professional
   i. Add an optional licensed professional.

10. Property Owner:
    i. Not Required if you have answered ‘Yes’ in the previous property owner question. You may select from the account or add a new property owner.

11. Detailed Description:
    i. Enter Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.
12. Custom Fields:
   i. Provide information for the required fields.

13. Required Documents:
   i. Identify if additional supporting documents will be attached and select how many.

14. Upload these required documents:
   i. Cross-Section
   ii. Joint Permit Application
   iii. Owner’s Consent Form
   iv. Parcel Map
   v. Plans
15. Click Continue Application
16. Review Page:
   i. Review your application.
   ii. If changes are needed, click Edit next to the section you want to change.
   iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

17. Check out and pay the fee.
   i. Pay with Credit Card
   ii. Pay with Bank Account
18. Click View Summary to return to newly created record details screen, application status is ‘Submitted’.
19. Click View Record Receipt
6. Submitting Public Facility Record:

1. Start an Application:
   i. Go to the Citizen Portal. Create a username and password. Login.
   ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.


3. Project Information:
   i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.
4. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

5. Custom Field:
   i. Identify if the parcel entered is within the application area.
   ii. Identify if the application area includes more than one parcel.

6. Address:
   i. Auto populates based on the Parcel ID.

7. Owner:
   i. Auto populates based on the Parcel ID.
8. Applicant:
   i. Select from an account or enter the Applicant's First and Last Name with Primary Phone number and Email.

9. Secondary Contact
   i. Select from an account or enter secondary contact First and Last Name with Primary Phone number and Email.

10. Licensed Professional:
    i. Add an optional licensed professional.
11. Proposed Use:
   i. Provide information for the required fields.

12. Description of Proposed Use:
   i. Provide information for the required fields.

1. Previously Approved Telecommunication Applications:
   ii. Add, if any previously approved applications.
2. Previous Approved Zoning Applications:
   iii. Add, if any previous zoning applications.

3. Required Documents:
   iv. Identify if additional supporting documents will be attached and select how many.

4. Upload these required documents:
   i. Building Plan
   ii. Photographs of Site
   iii. Property Identification Map
   iv. Site Plan/Conceptual Plan
   v. Statement of Justification
b. Click Continue Application

c. Review Page:
   i. Review your application.
   ii. If changes are needed, click Edit next to the section you want to change.
   iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

d. Click View Summary to return to newly created record details screen, application status is ‘Submitted’.

e. Click View Record Receipt
7. Submitting Public School Record:

1. Start an Application:
   i. Go to the Citizen Portal. Create a username and password. Login.
   ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the term and click Continue Application.


3. Project Information:
   i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.
4. Address:
   i. Auto populates based on the Parcel ID.

5. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

6. Owner:
   i. Auto populates based on the Parcel ID.
7. Custom Field:
   i. Identify if the parcel entered is within the application area.
   ii. Identify if the application area includes more than one parcel.

8. Applicant:
   i. Select from an account or enter the Application First and Last Name with Primary Phone number and Email.

9. Secondary Contact
   i. Select from account or enter secondary contact First and Last Name with Primary Phone number and Email.
10. Licensed Professional:
   i. Add an optional licensed professional.

11. Proposed Use:
   i. Provide information for the required fields.

12. Previously Approved Telecommunication Applications:
   i. Add, if any previously approved telecommunication applications.

13. Previous Approved Zoning Applications:
i. Add, if any previous zoning applications.

14. Required Documents:
   i. Identify if additional supporting documents will be attached and select how many.

15. Upload these required documents:
   i. Building Elevation Plan
   ii. Capital Improvements Plan
   iii. Landscape Plan
   iv. Project Summary Letter
   v. Property Identification Map
   vi. Site Plan

16. Click Continue Application
17. Review Page:
   i. Review your application.
   ii. If changes are needed, click Edit next to the section you want to change.
   iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.
18. Click View Summary to return to newly created record details screen, application status is ‘Submitted’.
19. Click View Record Receipt
8. Submitting Telecommunication Record:

1. Start an Application:
   i. Go to the Citizen Portal. Create a username and password. Login.
   ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.


3. Project Information:
   i. Enter the Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.
4. Location Information
   i. Identify if the facility location is in a utility or transportation easement.

5. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

6. Address:
   i. Auto populates based on the Parcel ID.

7. Owner:
   i. Auto populates based on the Parcel ID.
8. Location Information:
   i. Identify if the parcel entered is within the application area.
   ii. Identify if the application area includes more than one parcel.

9. Applicant:
   i. Select from account or enter the Applicant First and Last Name with Primary Phone number and Email.

10. Secondary Contact
    i. Select from account or enter secondary contact First and Last Name with Primary Phone number and Email.
11. Licensed Professional:
   i. Add an optional licensed professional.

12. New Antenna:
   i. Add new antenna information.

13. New Equipment:
   i. Add new equipment information.

14. Location of Proposed Use:
i. Provide information for the required fields.

15. Proposed Facilities:
   i. Provide information for the required fields.

16. Carriers:
   i. Select one or more carrier.
17. Antennas
   i. Provide information for the required fields.

18. Previously Approved Telecommunications Applications:
   i. Add, if any previously approved telecommunication applications.

19. Previous Zoning Cases Approved
   i. Add, if any previous zoning cases approved.
20. Required Documents:
   i. Identify if additional supporting documents will be attached and select how many.

21. Upload these required documents:
   i. Balloon Height Test
   ii. Building Plan
   iii. Catalog Cut Sheets for new antennas and equipment
   iv. On-Site Height Test
   v. Photo Simulation/Survey of Installation
   vi. Photographs of Site
   vii. Property Identification Map
   viii. Site Plan
   ix. Statement of Justification

22. Click Continue Application
23. Review Page:
   i. Review your application.
   ii. If changes are needed, click Edit next to the section you want to change.
   iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

24. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
25. Click View Record Receipt
9. Submitting Telecommunication - AREP Record:

1. Start an Application:
   i. Go to the Citizen Portal. Create a username and password. Login.
   ii. Navigate to the Planning tab. Click Create an Application. Read and agree to the terms and click Continue Application.

![Create an Application](image1)


![Telecommunications (AREP Review)](image2)

3. Project Information:
   i. Enter Project Name and Project Description information. The Project Name should easily identify the record but is separate from the application (record) number, which will be systematically generated and assigned to the record by Accela upon record creation.

![Detailed Description](image3)
4. Location Information
   i. Identify if the facility location is in a utility or transportation easement.

5. Initial Location Questions:
   i. Identify project structure height, including any attached antennas/equipment/support structure.
   ii. Identify if the proposed structure designed to support small cell antennas or small cell telecommunication facilities.

6. Parcel:
   i. Parcel ID Number – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 1024160005
   ii. Click Search to auto populate Address and Owner information.

7. Address:
   i. Auto populates based on the Parcel ID.
8. Owner:
   i. Auto populates based on the Parcel ID.

9. Custom Field:
   i. Identify if the parcel entered is within the application area.
   ii. Identify if the application area includes more than one parcel.

10. Applicant:
i. Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

11. Secondary Contact
   i. Select from an account or enter secondary contact First and Last Name with Primary Phone number and Email.

12. Licensed Professional:
   i. Add an optional licensed professional.

13. Location of Proposed Use:
   i. Provide information for the required fields.
14. Carriers:
   i. Select one or more carriers.

15. New Antenna:
   i. Add new antenna information.

16. New Equipment:
   i. Add new equipment information.
17. Previously Approved Telecommunications Applications:
   i. Add, if any previously approved telecommunication applications.

18. Previous Zoning Cases Approved
   i. Add, if any previous zoning cases approved.

19. Required Documents:
   i. Identify if additional supporting documents will be attached and select how many.

20. Upload these required documents:
   i. Catalog Cut Sheets for equipment cabinet and generators
   ii. Photo of Utility Pole in Vicinity
   iii. Photo Simulation/Survey of Installation
   iv. Photographs of Site
   v. Property Identification Map
21. Click Continue Application
22. Review Page:
   i. Review your application.
   ii. If changes are needed, click Edit next to the section you want to change.
   iii. If no changes needed, select the checkbox at the bottom of the application to agree to the certification.

23. Check out and pay the fee.
24. Click View Summary to return to newly created record details screen, application status is 'Submitted'.
25. Click View Record Receipt
10. Submitting Intergovernmental Review Record:

Note: This is on AA

1. Start an Application:
   i. Login to the Staff Portal. Click on the launch pad, then Create New Record.
   ii. Under Planning, click Intergovernmental Review.

2. Record Detail:
   i. Enter the Project Name and Detailed Description.

3. Parcel:
i. Parcel ID Number (optional) – enter the complete Parcel ID Number or at least one numeric value to search. Do not include spaces or hyphens. Example: 0711010068

4. Address (optional)
   i. Auto populates based on the Parcel ID.

5. Owner (optional)
   i. Auto populates based on the Parcel ID.
6. Click Submit, then View Summary to continue filling out the rest of the record.

11. Links

**Production Environment**: Use these links to get to the live database.
1. ACA PLUS: PLUS - Accela Citizen Access(3) (fairfaxcounty.gov)
2. GIS Dashboard: PLUS Planning GIS History - Production (fairfax.va.us)