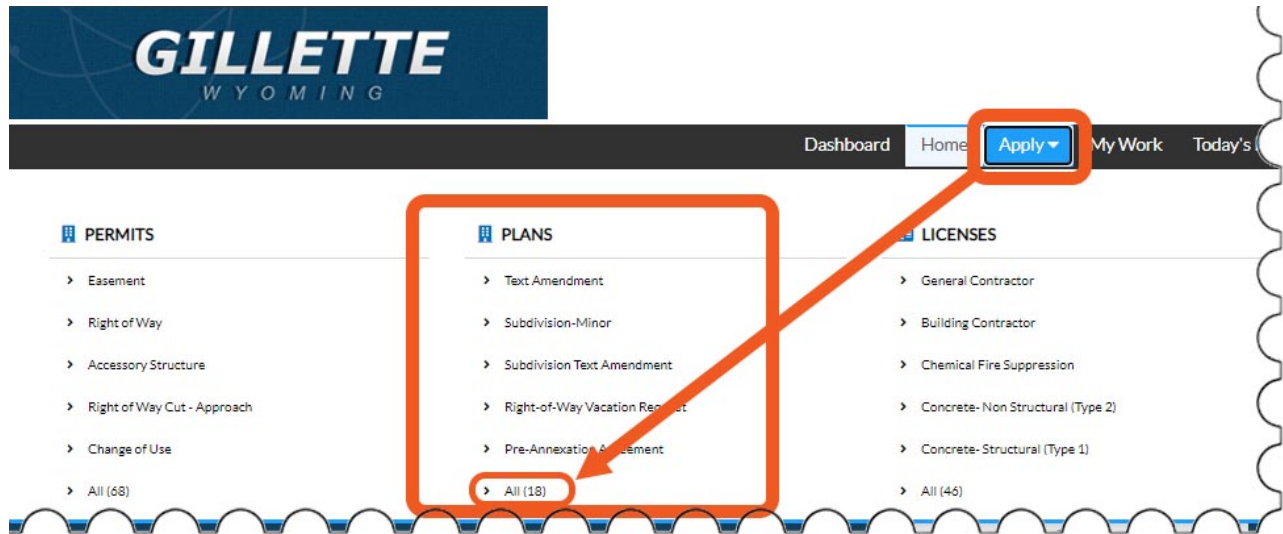


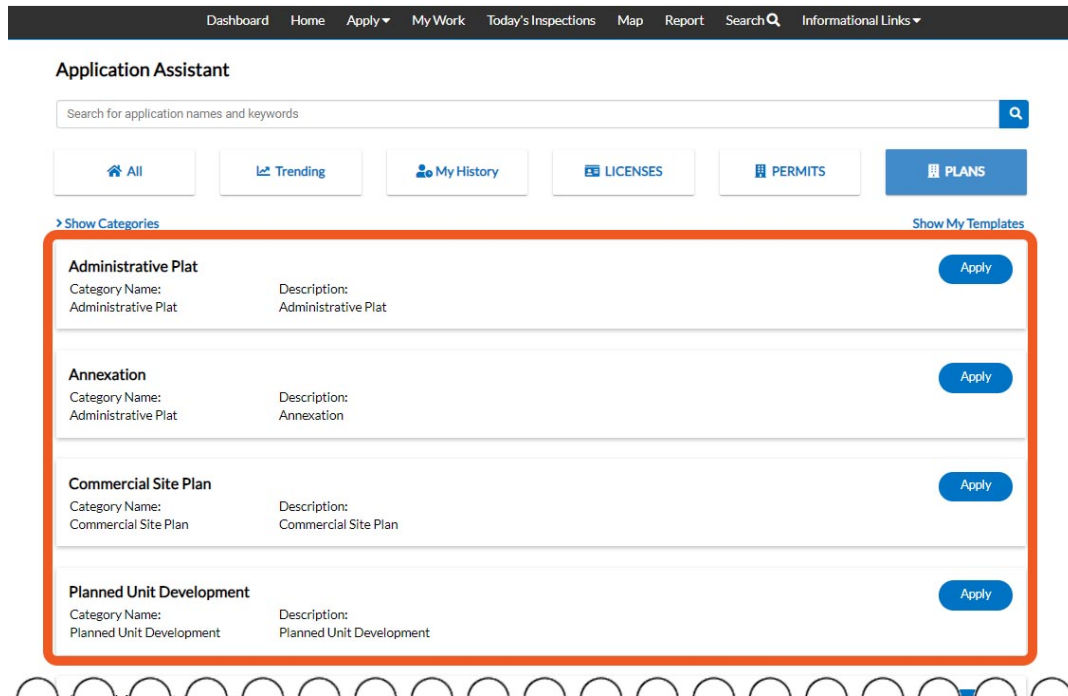
Apply for a Plan

Applying for a plan online is a convenient use of CSS. This section covers the application process.

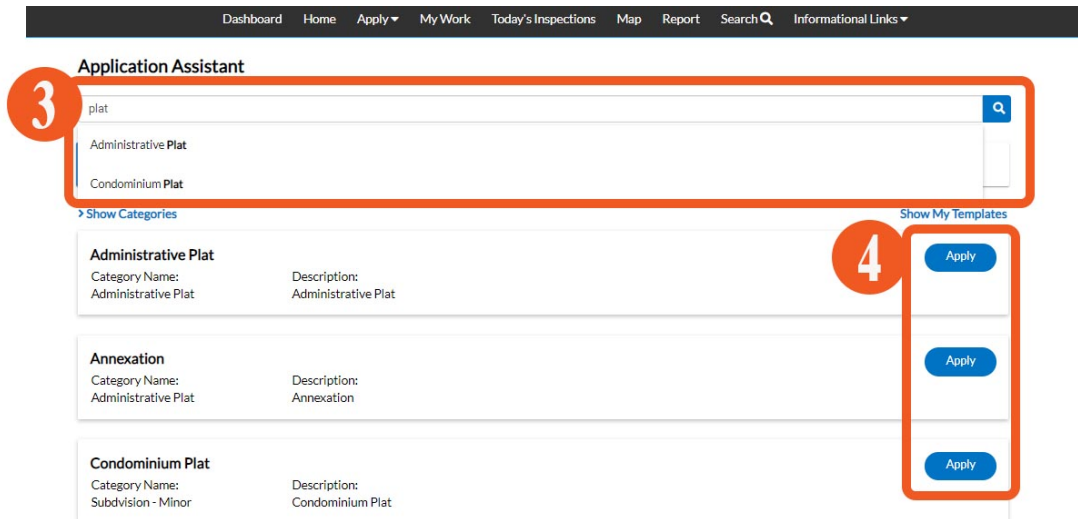
1. From the CSS home page, click **Apply** to view a list of Plans available to be applied for online. You may select from the list if the plan you want is listed or click **All** at the bottom of the list to view all available plans.



2. If you clicked on **All** to view the full list of plans, you will be taken to a page that shows a list of all plans you can apply for online and a description of the plan.



3. A search for a specific plan can be done in the search bar to narrow down the type of plan.
4. You may start the application process to any of these plans by clicking **Apply** to the right of the description.

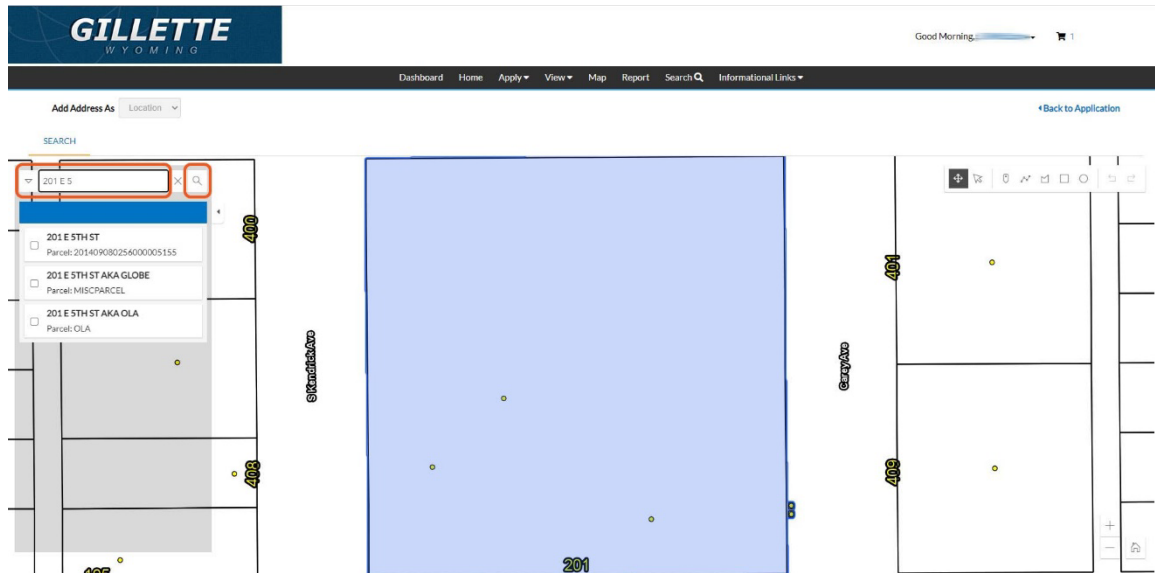


5. Click **Add Location**.

Your plan application will now begin. At any time, you may save your application as a draft by clicking **Save Draft** in the lower right corner. This will allow you to resume the application later.

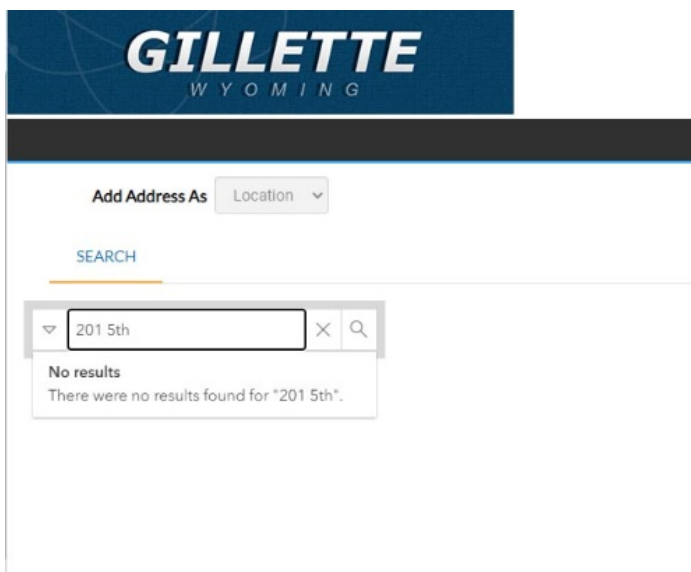


- Enter the address you would like to add, click the **Search Icon** next to the right of the search bar

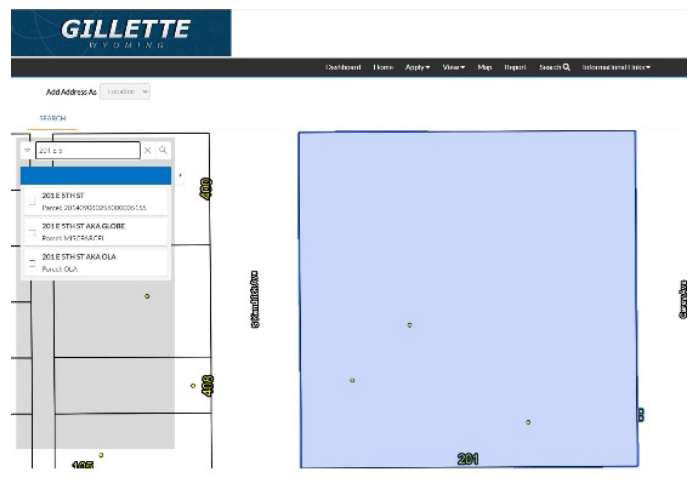


If the street name has a direction (North, South, East, West) include it in the address search.
 Example of search results not using a street direction vs using a street direction:

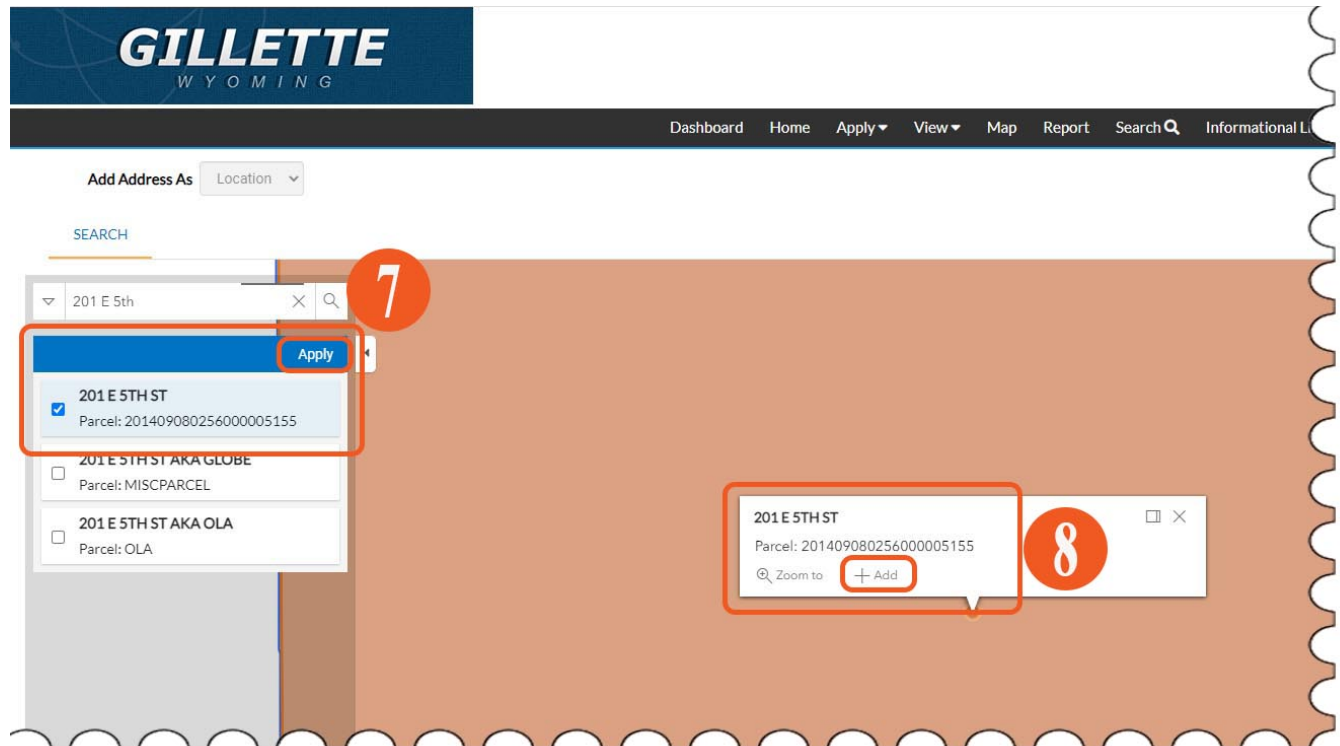
No Street Direction Example



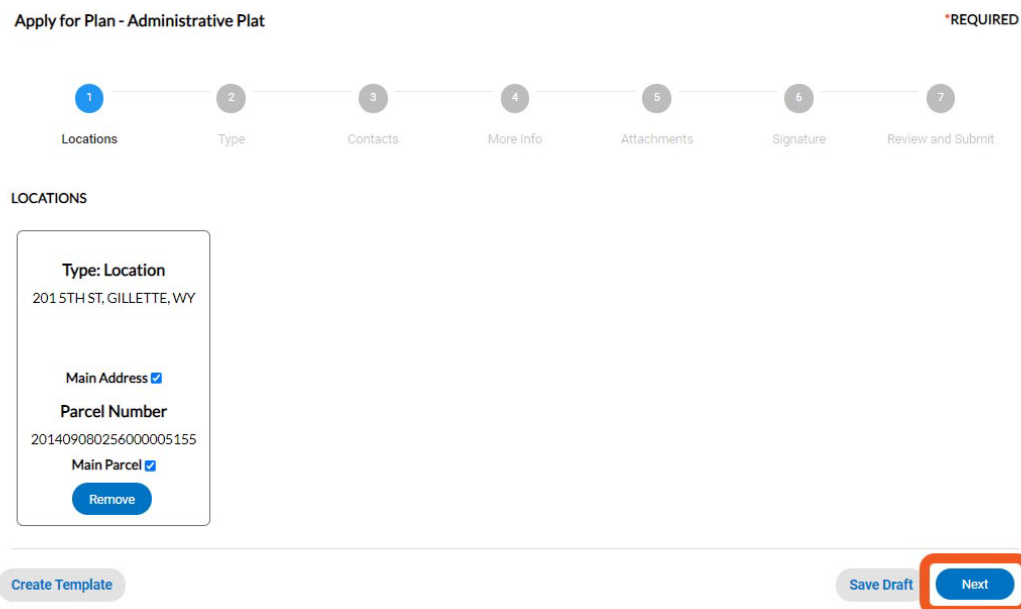
With Street Direction Example



7. Click on the address from the list of search results then **Apply**
8. *-OR-* click on the parcel on the map and then **Add**.
If you have more addresses to add, enter only the main address for the project.



9. Click **Next**.



10. Ensure that the Plan Type is correct, enter a detailed description of your plan application, then click **Next**.

Apply for Plan - Administrative Plat *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Signature) ●, 7 (Review and Submit) ●

PLAN DETAILS

10

* Plan Type: Administrative Plat

* Description: [Text Area]

Buttons: Back, Create Template, Save Draft, **Next**

11. For any additional REQUIRED contacts, click **Add Contact**.

Apply for Plan - Administrative Plat *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ✓, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Signature) ●, 7 (Review and Submit) ●

CONTACTS

Applicant: Jill McCarty (You), 201 E 5th St

Owner: Add Contact (+) REQUIRED

Surveyor: Add Contact (+) REQUIRED

Select Type: [Dropdown] Add Contact (+)

Buttons: Back, Create Template, Save Draft, Next

- Enter the contact name or email address, then click **Search** next to the search box. Click **Add** for the appropriate contact from the search results.

If additional contacts are needed or desired, you may add them by selecting the contact type from the drop-down menu and repeating steps 11 and 12. Otherwise, click **Next**.

Search **12**

Sort: Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="checkbox"/>	JOHN P	SMITH				<input type="button" value="Add"/>
<input type="checkbox"/>	JOHN H	SMITH				<input type="button" value="Add"/>
<input type="checkbox"/>	JOHN	SMITH				<input type="button" value="Add"/>
<input type="checkbox"/>	JOHN E	SMITH				<input type="button" value="Add"/>

- Enter all required additional info, which will vary from plan to plan, as well as any other appropriate fields, then click **Next**.

Apply for Plan - Administrative Plat *REQUIRED

Locations
 Type
 Contacts
 More Info
 Attachments
 Signature
 Review and Submit

MORE INFO

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

*Total Area of Subdivision
Total Area of Subdivision is required.

*Narrative explanation of the subdivision
Narrative explanation of the subdivision is required.

*Number of proposed lots
Number of proposed lots is required.

Administrative Plat Checklist [Previous Section | Top | Main Menu](#)

*Access
Access is required.

*Drainage areas
Drainage areas is required.

14. For any required attachment, click **Add Attachment**.

Apply for Plan - Administrative Plat *REQUIRED

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

Attachments

PL Consent to Subdivide

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

REQUIRED

PL Plat

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

REQUIRED

PL Title Reprt

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

REQUIRED

Select Type

Add Attachment

+

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

Back Create Template Save Draft Next

15. In File Explorer, navigate to the file you wish to upload, select it, then click **Open**.

Open

This PC > Desktop > Project

Name	Date modified	Type
Project Attachment.pdf	7/15/2021 8:24 AM	Adobe Acrobat D...

Select a file to preview.

File name: All Files (*.*)

Open Cancel


Back Create Template Save Draft Next

16. For any additional attachments you want to upload, repeat steps 14 and 15 and select the appropriate type from the drop-down menu if necessary. Then click **Next**.

Apply for Plan - Administrative Plat *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments



PL Consent to Subdivide
Project Attachment.pdf
Size: 2.45 MB

[Remove](#)

PL Plat

Add Attachment

+

Supported:
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

REQUIRED

PL Title Reprt

Add Attachment

+

Supported:
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

REQUIRED

Select Type

Add Attachment

+

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

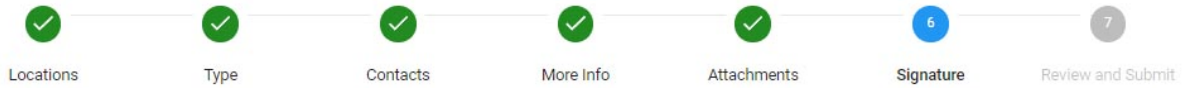
[Back](#)[Create Template](#)[Save Draft](#)[Next](#)

Page 8 of 10

17. Type your name for consent to electronically sign the application
18. Click the **Enable Type Signature** button on, then type your name again to sign the application. Then click **Next**.

Apply for Plan - Administrative Plat

*REQUIRED



SIGNATURE

I acknowledge the information included is true and complete, and follows the requirements and regulations which govern this application.

* Please type your name as consent to electronically sign this application. **17**

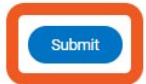
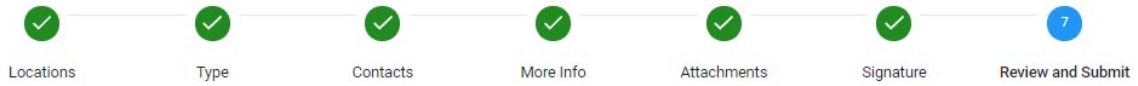
Enable Type Signature **18**

X John Smith

19. On the final page, ensure that all the information is correct and click **Submit** to send your plan application in. If you do not want to send your application yet, you may click **Save Draft** so that you may edit and submit your plan application later.

Apply for Plan - Administrative Plat

*REQUIRED



Locations

Location	201 5TH ST, GILLETTE, WY
Parcel Number	20140908025

Basic Info

Type	Administrative Plat
Description	Western Sky
Applied Date	10/05/2021

Contacts

Applicant	John Smith 201 E 5th St,
Owner	JOHN P SMITH
Surveyor	JOHN H SMITH

More Info

Proposed Subdivision

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