

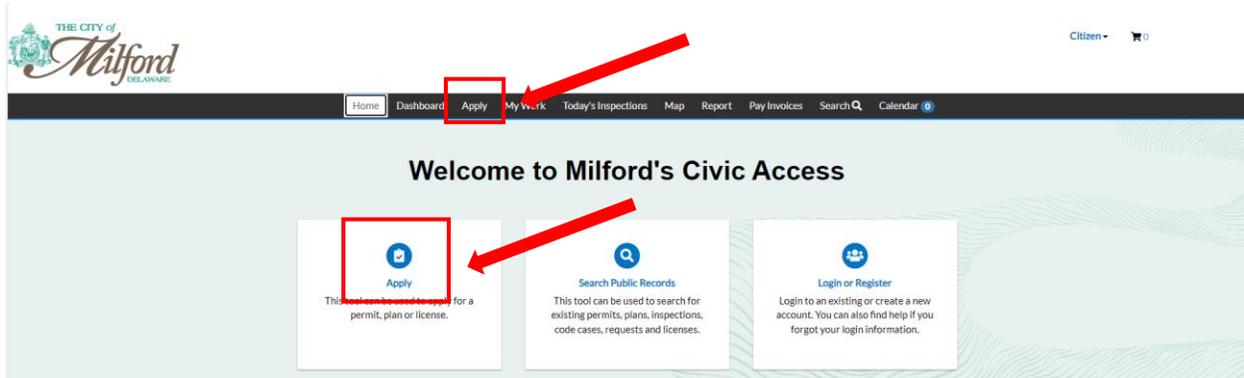


Civic Access – Apply for a Plan

City of Milford

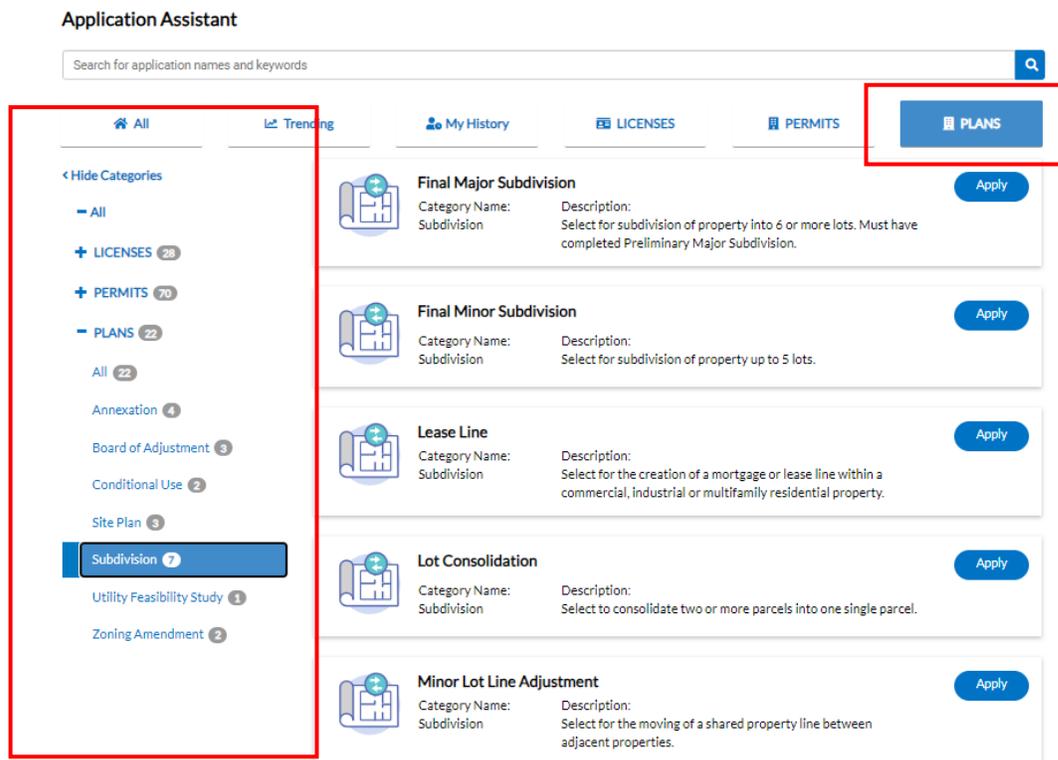
Apply for a Plan

You can apply for a plan by selecting the “Apply” button in the main menu or the “Apply” tile on the home page.



On the Application Assistant page, you can either search by keywords or click on the Plans tabs to find the type of land use application you want to apply for.

- Each application type includes a brief description of when it should be used.
- Once you find the desired application type, click the “Apply” button on the right side of that application type.



Location Screen

Click the plus button on the Add Location tile.

Apply for Plan - Final Minor Subdivision *REQUIRED

1 — 2 — 3 — 4 — 5 — 6 — 7
Locations — Type — Contacts — More Info — Attachments — Signature — Review and Submit

LOCATIONS

Please Search for the Address or Parcel number of the subject parcel.

Location

Add Location

+

Create Template Save Draft **Next**

Enter in the address or Parcel ID in the search box.

Once the results of the search load, click the checkbox for the location that is directly under the search box then click the blue add button. Click the next button.

Apply for Plan - Final Minor Subdivision *REQUIRED

1 — 2 — 3 — 4 — 5 — 6 — 7
Locations — Type — Contacts — More Info — Attachments — Signature — Review and Submit

LOCATIONS

Please Search for the Address or Parcel number of the subject parcel.

Type: Location

DE
180 Vickers Drive 180 Vickers
Drive., Milford, DE, 19963
Main Address

Remove

Location

Add Location

+

Create Template Save Draft **Next**

Plan Detail Screen

- The Plan type field is locked as it was selected in the apply screen. This cannot be changed. If you are not sure what type of application to select, please contact the Planning Department.
- Include Plan Details – Description

Click the next button.

Apply for Plan - Final Minor Subdivision *REQUIRED

Locations **2** Type **3** Contacts **4** More Info **5** Attachments **6** Signature **7** Review and Submit

PLAN DETAILS

Please provide a brief description of the land use application.

* Plan Type

* Description

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

Contacts Screen

Multiple contacts may be added based on the type. Note: Only the contacts listed in the application will have access to the plan case. Please add additional contacts such as agent, attorney, engineer, surveyor, etc. When complete, Click Next.

Apply for Plan - Final Minor Subdivision *REQUIRED

Locations **2** Type **3** **3** Contacts **4** More Info **5** Attachments **6** Signature **7** Review and Submit

CONTACTS

Please Search for the names below. If they are not in the system, you may choose Manual to add them.

Applicant
Rob Citizen (You)
City of Milford
180 Vickers Drive., Milford,
DE, 19963

Owner
Add Contact
+

Surveyor or Engineer
Add Contact
+

Select Type
Add Contact
+

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

More Information Screen

This screen is specific to the type of application.

- Questions will vary.
- Some answers to some questions are required before being able to move to the next screen.

Click the “Next” button at the bottom right. If the screen does not advance, you may have missed a required field. Please double-check and then click the “Next” button again.

Apply for Plan - Final Minor Subdivision *REQUIRED

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

MORE INFO

Please enter the required information below.

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

*Number of Proposed Parcels

*Number of Existing Parcels

*Acres

*Current Zoning

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

Attachment Screen

Attach necessary documents for the application. Once you are done uploading all the files, click the next button at the bottom right.

Apply for Plan - Final Minor Subdivision *REQUIRED

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

Attachments

Please attach the required files below. You may be required to upload additional files or revisions during review.

Attachments: Engineering Construction Plans..., Record Plat, Add Attachment (Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf...)

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

Signature Page

Type in Name as consent to electronically sign application. Enable Type Signature or sign in box. Click Next at the bottom right.

Apply for Plan - Final Minor Subdivision

*REQUIRED



SIGNATURE

I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge. I/We acknowledge that we are responsible for any and all professional service costs (i.e. legal, engineering construction plan review) associated with the project per the City Code and adopted fee schedule.

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

Enable Type Signature

Rob Citizen
August, 06 2024

X Draw Signature Here

Clear

Back Create Template

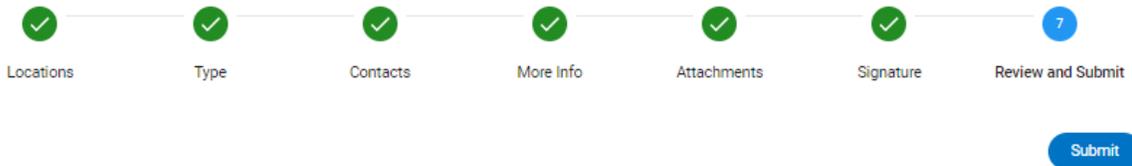
Save Draft **Next**

Summary Page

- Glance over all the entered information and attachments uploaded.
- Click Back (bottom left) to make any changes.
- Click Save Draft (bottom right) if you are not ready to submit – please note that attachments will not be saved.
- Click Submit (bottom right) when you are ready to submit.
- If you get a Warning Error “unexpected problem” try again.
 - Make sure you click save Draft before going off the page.
 - You can find the drafts by clicking the Dashboard tab from the top ribbon.
 - Under My Permits on the Dashboard, you will see a tile for Drafts.
 - Click Drafts.

Apply for Plan - Final Minor Subdivision

*REQUIRED



Locations

Location 180 Vickers Drive 180 Vickers Drive , Milford, DE, , 19963

Basic Info

Type Final Minor Subdivision
Description Minor Subdivision
Applied Date 08/06/2024

Contacts

Upon successful submission of the Plan, the summary screen appears. Fees will be invoiced at a later time. To pay fees, the fees must first be invoices within Enterprise Permitting & Licensing.