APPLICANT GUIDE TO ONLINE APPLICATION SYSTEM

1. First time Applicants will need to click the "Request Access" tab to set up a user account. Once a user account has been created, the user will be able to Sign In to submit new applications or manage existing applications. See below Login Screen:

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			Login	to Sbmtl	Mgmt	HNS			
			User N	lame or Email:	-		E.		
				Password:		- (·)	5		
			Remember me i	next time.		PORI	07		
			Fornet sessioner?	Log In	Request Access				

Suggestion: Companies with more than one person submitting applications may want to set up a general company user account to enable tracking of all online applications submitted by the company. The Online Application System has been set up to identify the specific contact person for each application, and will send application status e-mails to the e-mail address listed as the contact person on the application.

2. Once signed in, Applicants will be able to manage their existing applications (View My Applications) and submit new applications (Submit New Application)

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St. Johns	s Coun	ty Applica	tion Subm	ittal Management				
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DISCLAIMER The St. Johns C expressed or im until all reviewer formal notice is	County Growth nplied, are pro r's comments provided.	h Management S ovided for the dat are completed a	ervices Departme a herein, its use, o nd a completion o	ent makes every effort to produ or its interpretation. By running fate has been added to the top	ice and publish the mos I this search you acknow I of the screen all comm	t current and accurate viedge that you under vents should be consid	information possib stand and accept th lered in draft form a	ie. No warranties, ils disclaimer. In addition, and subject to change until

3. Once the Applicant picks the application type, the next screen is the Project Information Screen (see below snapshot.

St. Jo	St. Johns County Application Submittal Management											
Home	e App Maintenance Project Search Fee Calculator View My Applications											
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	ĺ	Save & Continue										

4. The next screen is the Applicant Information screen. If the Applicant does not fill in one of the required fields, an error message prompts.

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St. Jo	St. Johns County Application Submittal Management										
Home	App Maintenance	Project Search	Fee Calculator	View My Appl	ications						
Step 1. Parce	Step 1. Parcel information >>> 2. Applicant Information >>> 3. Users >>> 4. Supporting Documents >>> 5. Agree & Submit >>>										
Enter Applicant Information											
Name	Edit	Contact Type:	Applicant		~						
Debbie Willis	Edit	Name:				Co	mpany:				
		Address:					City:				
		Suite/Appt				State:		~	Zip:		
	Email Address:										
		Contact:				Work:					
		Cell:				Fax:					
	Pre	vious Save Rer	nove New Contact	Continue							
	(Red	shaded input boxes	are required)								

5. The next screen allows the Applicant to grant access to others (ie: Property Owner, Engineer, Planner, Survey Company). This enables others who have set up a user id to assist in uploading the required documents for the application.



6. The next screen allows the Applicant to upload supporting documents. The documents must be in .jpg, .pdf, or .tiff format). A completed and signed application form will be one of the required documents. <u>Note: Do not use special characters, such as . or -, when naming the documents to upload into the system. Documents with special characters in the name may not upload.</u>

St. Johns County Application Submittal Management

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Please use the following guidelines when uploading your Supporting Documents. 9. Select the appropriate document type from the drop down 1st for each Supporting Document. 9. Select the appropriate document type from the drop down 1st for each Supporting Document. 9. Appleadors that are equired to be signed and sealed documents submitted in electronic format are not an excepted electronic submittal method. Please to general factorine from Supporting Document. 9. Appleadors that require signed and sealed Construction Plans will require four (1) physical signed and sealed plans. These additional plans atts mast be received within two (2) business days of the submission of the online application number and project name with the original document. Cree the original is received, and accepted plans. These additional plans atts must be received within two (2) business days of the submission atter south the submitted in the document submitted in the uppleador on the online application package to the submitted in the document is upleaded for review, Newver, the original and sealed to the submitted in the original document. Once the original is received, and accepted by the Utility or release or comment requesting the original document will be signed off. Select a Document Type: Inter editional documents that need to be submitted as part of this Response To Comments other than the pdf documents submitted above. I, types', please be avaet that a new submitted will not be generated until additional document submitted additional documents are received by the Submitted additional document submitted additional document submitted additional documents are received by SL Johns Court). Inter a document submit additional document submitted as part of this Response To Comments other than the pdf documents submitted above. I, types', please be avaet that a new submitted will not be generated until all additional documents are received by SL Johns Court). Deter E	Supporting Documents										
Please include the application number and project name with the original document. Once the original is received, reviewed, and accepted by the Utility is related open comment requesting the original document will be signed off. Select Document Select a Document Description: Select a Document Type: Select a Documents Freviously Uploaded Documents: There additional documents that need to be submitted as part of this Response To Comments other than the .pdf documents submitted above. Freviously Uploaded Documents: Frevious Control Frevious Descrete is the application submitssion screeen. Descrete Number Submitted Management Management Select A Document Submitted Management Select A Document A Pagement Select A Document A Pagement Select A Document A Pagement Select A Document Submitted Management Select A Document A Pagement Select A Document Sel	tificate click here mission of p avoid ttility Dept.										
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omit Application to St. Johns County											
icking the Submit button below you certify that all information is correct, and understand that misrepresentation or errors contained in this application or supporting	i docume										

By Click void an approved application, at the determination of the County considering the Land Development Code, Comprehensive Plan, or other applicable regulations. You further understand that reasonable inspections of the subject property may be made as part of the application process.

Once you have submitted your application to the county you can no longer make changes online.



A message box will appear when the Applicant clicks the "Submit" button, and then a final message box will notify them that the application has been submitted.



8. St. Johns County staff will review the application and supporting documents. Once staff reviews the application package, a system e-mail is generated to the Applicant notifying them that staff is reviewing the application and also providing them the Application Number.

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File Messa	ge						۵
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From: dwilli:	s@sjcfl.us	Quick steps	Move	Tags 1 ₂₁	Editing	Sent: Th	u 4/5/2018 9:34 /
To: Debb Cc:	pie Willis						
Subject: St. Jo	ohns County Application Request						
St. Johns Cou	nty is reviewing Your Application	n Request. Your Applic	ation Number is RE	Z-2018000004.			

9. Staff will process the application the same as in the past, calculate application fees and add the fees to an open ticket. Once they add the fees to an open ticket a system generated e-mail will be sent to the Applicant notifying them of application fees that need to be paid (see below snapshot)

From: To:	dwills@sjcft.us Debbie Willis	Sent: Thu 4/5/2018 8:44 AM
Cc: Subject:	St. Johns County Development Application REZ-2018000003	_
A Fee of You can <u>This a</u> <u>begin</u> <u>days o</u>	\$2,299.00 has been added to Application REZ-2018000003. view a break down of the fees for this application by clicking <u>here</u> application will not be deemed submitted and staff review of this application until the fee has been paid. Application fees must be received within five (5 of Applicant's e-mail notification of the fee charge or the Application will b	<u>n will not</u> <u>) business</u> <u>e rejected.</u>

10. The Applicant can click the link on the e-mail generated by the application fee open ticket and it will take them to the login screen for them to log on to their user account.



11. The Applicant can access the fees by going into the "View My Applications" tab and click on the "Fees Due: Click to Pay Now" link for the application they want to pay fees on.

ime A	pp Maint Proj Search	Fee Calcula	tor View My App	lications				
				Submit New Applica	ion			
	New App	lication	5			Cou	nty Applications	
View	Project Name	1	Status	Vie	и Туре	Number	Project Name	
View	Debbie's test application		Submitted to County	Vie	MINMOD	2018000007	Add lots to Palencia	
View	Final Rezoning Test	t and in all in a	Submitted to County	Vie	MAJMOD	2018000001	Final Major Modification Application	Fees Due. Click to Pay Now.
VICW	Tillal Testing - Special Ose.	Application	vejected by County	Vie	REZ	2018000001	Final Rezoning Test	Fees Due, Click to Pay Now.
				Vie	TUP	2018000001	Fireworks	
				Vie	CONMOD	2018000002	Last test with Parcels Table	
				Viet	PUD	2017000003	Rock Spring Farms PUD	Fees Due. Click to Pay Now.
				Viet	PUD	2018000001	Test of Final System	Fees Due. Click to Pay Now.
				Vie	ZVAR	2018000001	TUP Test Application	

12. When the Applicant clicks the "Fees Due Click to Pay Now" link, a breakdown of the fees will display that includes instructions for methods of payment. A "Print" button has been created for them to easily print the fee sheet to submit with their payment.

		Application: REZ-2018000003 Debbie Willis Rezoning						
	Total	Fee Description	Open Ticket					
	\$164.00	UTILITY PLAN REVIEW	875099					
	\$25.00	FIRE SERVICE REVIEW	875099					
	\$50.00	ADJACENT PROPERTY OWNERS LIST	875099					
	\$2,060.00	REZONING	875099					
	\$2,299.00	Total Due						
Application fees must be received within five (5) business or Credit Card Transaction form.	days of Ap	plicant's e-mail notification of the fee charge	e or the Applicat	ion will be rejected. Fees can be paid by: Mail, Walk-in,				
1. Mail: Mail this Fee Sheet, along with payment to: St. Johns County Permit Building Cashier 4040 Lewis Speedway St. Augustine, FL 32084								
2. Walk-in: Hand-deliver this Fee Sheet, along with payme	ent to: St. Cas Cas 404 St. /	Johns County Permit Building hier 0 Lewis Speedway Augustine, FL 32084						
3. St. Johns County Growth Management Department Cre contact Central Cashiering at 904/209-0601 with question	edit Card Tr s on comple	ansaction Form is available at http://www.s	jcfl.us/BuildingS	ervices/media/forms/CreditCardTransaction.pdf. Please				
This application will not be deemed submitted and sta	aff review o	f this application will not begin until the	fee has been p	aid.				
Growth Management - Department Telephone Number Clearance Sheets: 904/209-0674 Development Review: 904/209-0660 Planning and Zoning: 904/209-0675	rs:							
		PRINT						

13. If the fees are not paid, St. Johns County staff can reject the application for non-payment. This will generate a system e-mail to the Applicant notifying them that the application was rejected because of non-payment. See below snapshot.

St. Johns County Has Rejected Your Application Request for REZ-2018000004 for the Following Reason: Outstanding Fees Not Paid

Note: Applicants who utilize an e-mail verification system will need to add the following St. Johns County departmental e-mail addresses to their white list: plandept@sicfl.us, gmtranplan@sicfl.us, <a href="mailto:gmtranplan@sic

Please contact Amy Ring at (904) 209-0590 or aring@sjcfl.us if you have any questions, or need additional assistance.

Managing applications that were submitted Online as they proceed through the review process

The Electronic Response to Comments process was designed several months ago to provide more efficient interaction between applicants and county staff during the Application Submittal Management process. This process involves sending an e-mail to the applicant that includes a password which enables the applicant to enter responses to staff review comments through an input form, upload supporting documents and submit the response to comments electronically back to St. Johns County.

Applications that utilize the Online Application Process will be able to access the Electronic Response to Comments process through the Applicant's User ID, within the View My Applications tab. See below snapshot.



Additional information on the ability to electronically manage the online application as it proceeds through the submittal management process will be forthcoming.