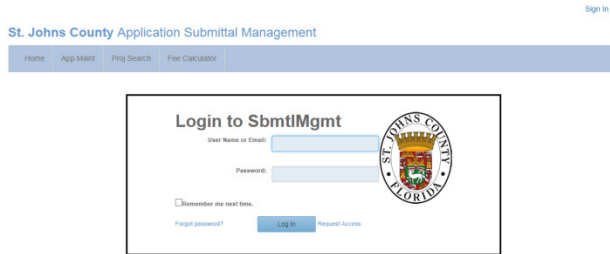


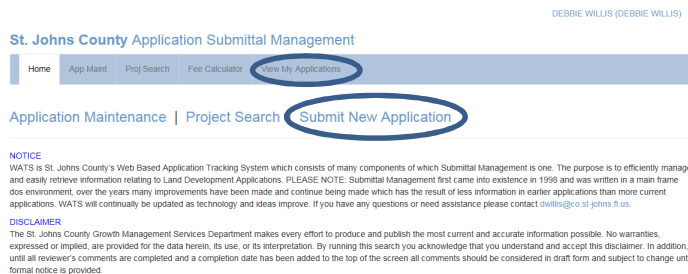
APPLICANT GUIDE TO ONLINE APPLICATION SYSTEM

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:

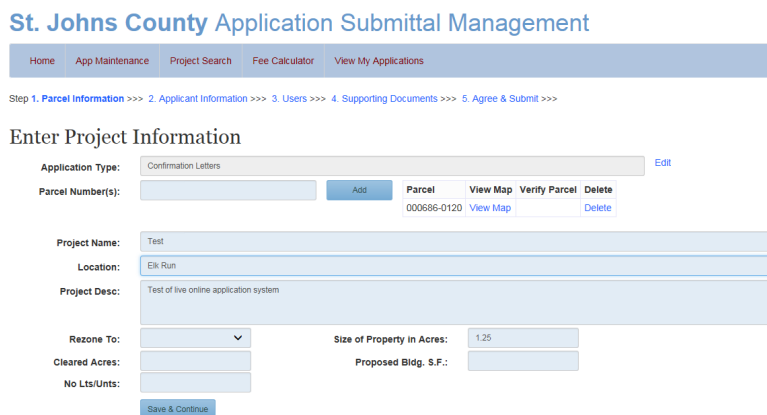


Suggestion: Companies with more than one person submitting applications may want to set up a general company user account to enable tracking of all online applications submitted by the company. The Online Application System has been set up to identify the specific contact person for each application, 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)



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



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.

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. 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.

St. Johns County Application Submittal Management

Home App Maintenance Project Search Fee Calculator View My Applications

Step 1. Parcel Information >>> 2. Applicant Information >>> 3. Users >>> 4. Supporting Documents >>> 5. Agree & Submit >>>

Supporting Documents

Please use the following guidelines when uploading your Supporting Documents:

1. Upload a signed application form as one of your Supporting Documents.
2. Select the appropriate document type from the drop down list for each Supporting Document.
3. Documents that are required to be signed and sealed by a Florida Registered Professional must be digitally signed and sealed through a Third Party Certificate Authority (CA). Scanned copies of signed and sealed documents submitted in electronic format are not an accepted electronic submittal method. Please click here for general [Electronic Plan Submittal guidelines](#).
4. Applications that require signed and sealed Construction Plans will require four (4) physical signed and sealed plan sets in addition to the Electronic Submission of the digitally signed plans. These additional plan sets must be received within two (2) business days of the submission of the online application package to avoid delay in staff review response time.
5. Do not use special characters in the file name for documents being uploaded. An error message will appear stating they are not .pdf file type.
6. Forms required to be completed by the St. Johns County Utility department can be uploaded for review, however, the original must be submitted to the Utility Dept. Please include the application number and project name with the original document. Once the original is received, reviewed, and accepted by the Utility Dept., the related open comment requesting the original document will be signed off.

Select Document:

 Browse...

Enter a Document Description:

Select a Document Type:

Additional Information

Upload

Previously Uploaded Documents:

- There additional documents that need to be submitted as part of this Response To Comments other than the .pdf documents submitted above.
If, "yes", please be aware that a new submittal will not be generated until all additional documents are received by St. Johns County.

Previous Continue

7. The final screen is the application submission screen.

DEBBIE WILLIS (DEBBIE WILLIS)

St. Johns County Application Submittal Management

Home App Maint Proj Search Fee Calculator View My Applications

Step 1. Parcel Information >>> 2. Applicant Information >>> 3. Users >>> 4. Supporting Documents >>> 5. Agree & Submit >>>

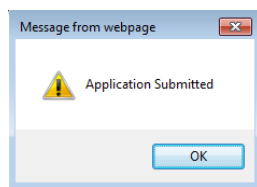
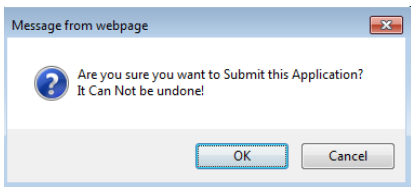
Submit Application to St. Johns County

By Clicking the Submit button below you certify that all information is correct, and understand that misrepresentation or errors contained in this application or supporting documents may 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.

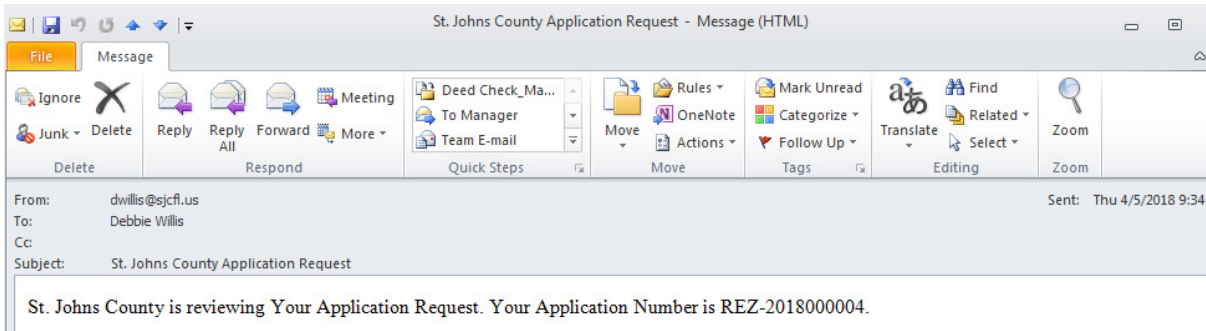
Once you have submitted your application to the county you can no longer make changes online.

Previous Submit

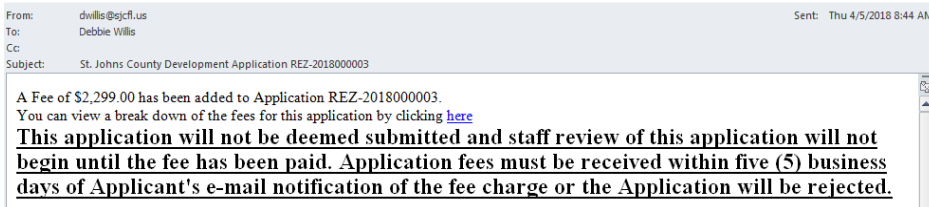
A message box will appear when the Applicant clicks the "Submit" button, and then a final message box will notify them that the application has been submitted.



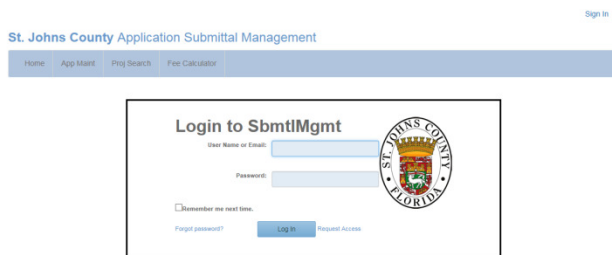
8. St. Johns County staff will review the application and supporting documents. Once staff reviews the application package, a system e-mail is generated to the Applicant notifying them that staff is reviewing the application and also providing them the Application Number.



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)



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.

St. Johns County Application Submittal Management

Home App Maint Proj Search Fee Calculator View My Applications

Submit New Application

New Applications

View	Project Name	Status
View	Debbie's test application	Submitted to County
View	Final Rezoning Test	Submitted to County
View	Final Testing - Special Use Application	Rejected by County

County Applications

View	Type	Number	Project Name	
View	MINMOD	2018000007	Add lots to Palencia	
View	MAJMOD	2018000001	Final Major Modification Application	Fees Due. Click to Pay Now.
View	REZ	2018000001	Final Rezoning Test	Fees Due. Click to Pay Now.
View	TUP	2018000001	Fireworks	
View	CONMOD	2018000002	Last test with Parcels Table	
View	PUD	2017000003	Rock Spring Farms PUD	Fees Due. Click to Pay Now.
View	PUD	2018000001	Test of Final System	Fees Due. Click to Pay Now.
View	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 days of Applicant's e-mail notification of the fee charge or the Application will be rejected. Fees can be paid by: Mail, Walk-in, or Credit Card Transaction form.

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 payment to: St. Johns County Permit Building
Cashier
4040 Lewis Speedway
St. Augustine, FL 32084

3. St. Johns County Growth Management Department Credit Card Transaction Form is available at <http://www.sjcfi.us/BuildingServices/media/forms/CreditCardTransaction.pdf>. Please contact Central Cashiering at 904/209-0601 with questions on completing or submitting this form

This application will not be deemed submitted and staff review of this application will not begin until the fee has been paid.

Growth Management - Department Telephone Numbers:

Clearance Sheets: 904/209-0674
Development Review: 904/209-0660
Planning and Zoning: 904/209-0675

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.

From: dwillis@sjcfl.us
To: Debbie Willis
Cc:
Subject: St. Johns County Application Request

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

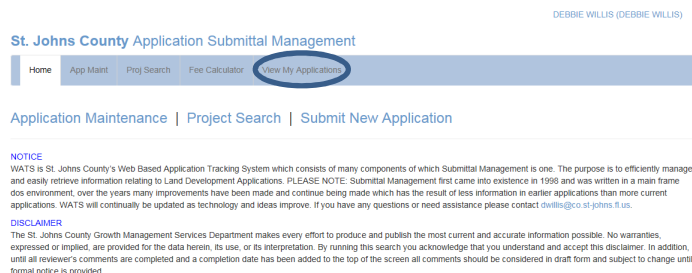
Note: Applicants who utilize an e-mail verification system will need to add the following St. Johns County departmental e-mail addresses to their white list: plandept@sjcfl.us, gmtranplan@sjcfl.us, gmdev@sjcfl.us in order to utilize the online application and also the response to comments system.

Please contact Debbie Willis at 904/209-0609 or dwillis@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.