

ONLINE APPLICATION INSTRUCTIONS FOR A PROJECT

Please follow this link for an online application for the Planning Department:

<https://evolvepublic.infovisionsoftware.com/eauclore/?portal=project>

CREATE ACCOUNT OR LOGIN

- Select Login (or Create Account – if new user)
 - User name: email address
 - Account pin: A new PIN is assigned each log in and will be sent to your email or text
- You must have PDF documents pertaining to the project ready prior to starting your application; these documents will be attached to your online application.

SUBMIT AN APPLICATION

- Apply for Project / Submit Project or Upload Submission
- Project Type: Select plan type (Rezoning, Conditional Use, etc.)
- Before You Begin. Note the requirement before continuing. Select checkboxes if you have everything ready.
- Select project address or enter New Project
- Complete requested fields related to the project.
- Select Stage Contacts: Select and add contacts that should be notified during the entire project.
 - Select the financial box for the contact responsible for billing purposes.
- Upload documents for the project. Select the upload hyperlink next to the appropriate request.
 - If you have additional documents, select add document hyperlink. Do not duplicate the title of the other documents (i.e. new name SitePlan west view)
- Agree to the conditions. Electronically sign and Finish.
- The application comes to staff for review. You will be contacted on your project or meeting date.

STATUS AND PAYMENT

- You can follow the status of your project in the future by bookmarking this page: <https://evolvepublic.infovisionsoftware.com/eauclore/?portal=project>