

CityView Digital Review User's Guide

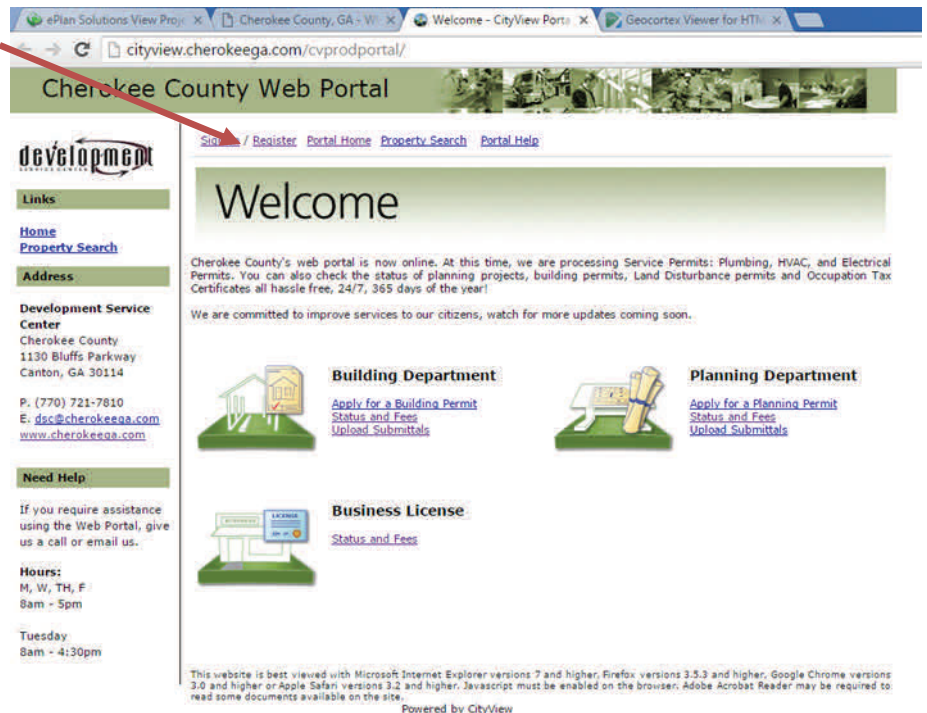
Welcome to Cherokee County CityView Portal. The following user's guide is intended to walk you through the online application for building and planning applications.

Log in to the CityView Portal

Go to www.cherokeega.com home page and click on the CityView Logo

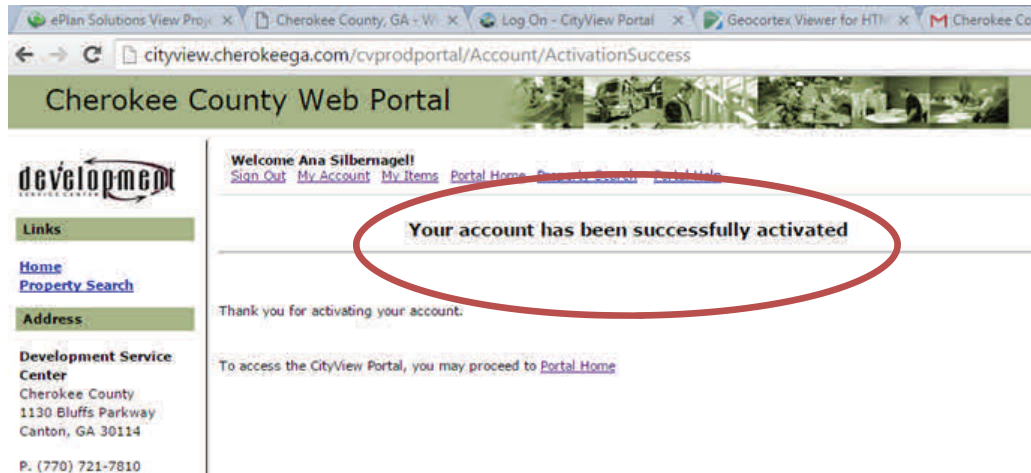
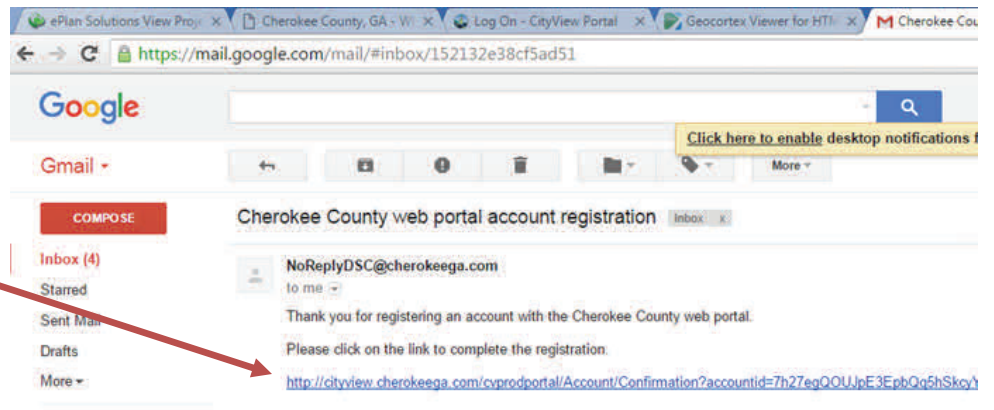


Register an account and sign in

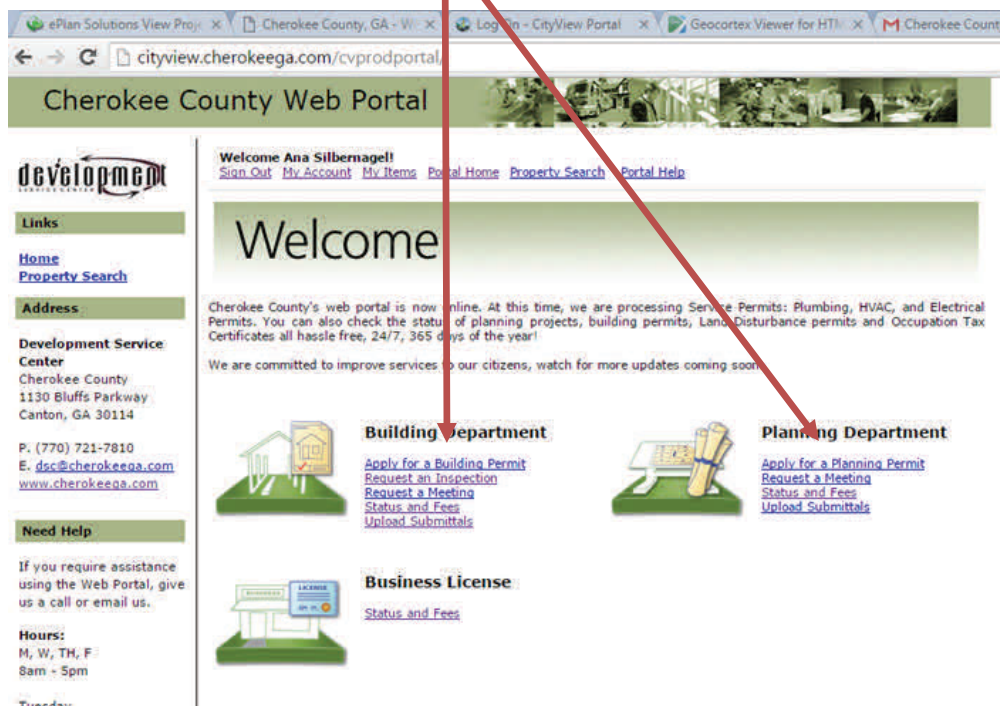


Don't forget to verify your account!

An email will be sent to you, please click on the link to complete the registration



Now you are ready to start entering the information related to your project. On the CityView Portal's Welcome Page select "Apply for Building Permit" Or "Apply for Planning Permit" depending on type of project



Step 1.

Choose the “Project Type” and provide a short “Project Descriptive Name” (same as it appears in the name block on plans) this will be how it appears under “My Items” and on letters generated by Cherokee County. The next box will be “Comments” which allows you to fully describe your project. Red asterisks indicate that they are *required fields*.

Cherokee County Web Portal

Welcome Ana Silbernagel!
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

Step 1: Project Description | Step 2: Planning Types | Step 3: Location | Step 4: Contacts | Step 5: Upload Files | Step 6: Review & Submit | Step 7: Complete

Planning Application - Project Description

Required information is indicated with an asterisk (*).

Choose the project type:

Project Descriptive Name:
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments: *
Please add any additional comments about the project. Maximum 4000 characters

Click “Next Step” after each page to continue entering your project's information

Step 2.

“Search for address” using the input box, start typing the address for your project. Cityview will automatically suggest applicable addresses. You can also search using the parcel number. Once you find the applicable location in the list, click to select it. You can add multiple locations if needed by selecting “Add another location”. GIS will confirm the address as part of the review process.

Step 1: Project Description | Step 2: Location | Step 3: Contacts | Step 4: Upload Files | Step 5: Review & Submit | Step 6: Complete

Planning Application - Location of Project

Required information is indicated with an asterisk (*).

A valid address or parcel number within unincorporated Cherokee County limits must be provided. If you are applying to develop a recent subdivided property and the parcel number has not been assigned yet, please contact the Development Services Department.

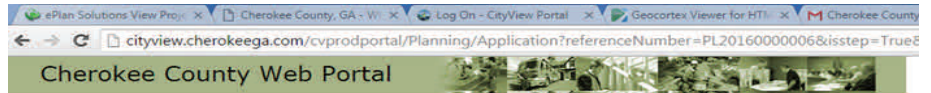
Search for address:
Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

The location you have selected:

Step 4.

“Upload files”, click on the “Browse” hyperlink and select your files to upload.



Cherokee County Web Portal

Welcome Ana Silbernagel
Sign Out My Account My Items Portal Home Property Search Portal Help

Step 1: Project Description Step 2: Location Step 3: Contacts **Step 4: Upload Files** Step 5: Review & Submit Step 6: Complete

Guidelines For Electronically Submitting Documents:

- Submitted documents should be under 25MB in size.
- Accepted file extensions: doc, docx, xls,xlsx, jpg, gif, bmp, pdf, tiff
- If your plans are larger than 25mb, then please group and submit by discipline, ie Erosion Control, StormWater, Transportation, etc., otherwise upload plans as one package (pdf).

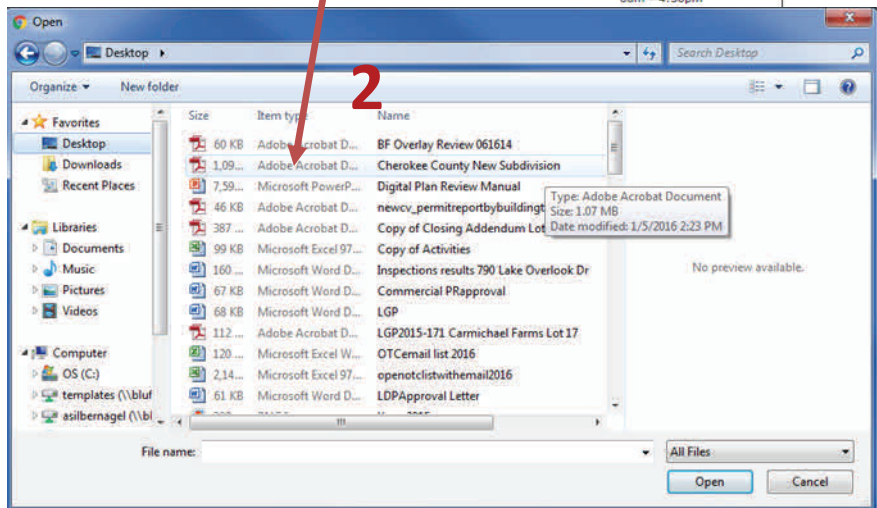
Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

Current Submittal

Submittal #1) Planning Submittal (01/05/2016)	Status	Date Received
Project Files	Pending	

Select a new document for this requirement:



using the Web Portal, give us a call or email us.

Hours: M, W, TH, F 8am - 5pm

Tuesday

Submittal #1) Planning Submittal (01/05/2016) Print Requirement Items

Type	Status	Date Received
Project Files	Pending	

Select a new document for this requirement:

Provide a short description of each file (Electrical plans, Landscape plans, Erosion Control, etc.)

Submittal #1) Planning Submittal (01/05/2016) Print Requirement Items

Type	Status	Date Received
Project Files	Pending	

Select a new document for this requirement:

Cherokee County New...bdivision.pdf

Provide a short description of this set of documents: Construction plans for new subdivision

Upload Additional Documents Print Requirement Items

Select any additional documents you wish to provide:

BF Overlay Review 061614.pdf

Letter from developer

“Upload Additional Documents” for letters or other documents related to the project, for example; Hydrology report, NRCS Checklist, Stormwater Maintenance Agreement, NOIs, etc.

Step 5.

Once files have uploaded successfully, select “Review and Submit”, after reviewing all your information select “Complete Application and Pay Fees”

You are now ready to “Make Payment”

The screenshot shows the 'Application Information' and 'Fees' sections of the CityView Portal. The 'Fees' section contains two tables: 'Paid Fees' and 'Outstanding Fees'.

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	

Outstanding Fees	Amount	Paid	Owing	Date Paid
Total Plan Review Fee	\$450.00	\$0.00	\$450.00	Not Paid
FMO-Commercial Site 1st Plan Review	\$200.00	\$0.00	\$200.00	Not Paid
Digital Upload Fee (LDP)	\$200.00	\$0.00	\$200.00	Not Paid
Totals:	\$850.00	\$0.00	\$850.00	

Below the tables, it states: "Your Project will not be reviewed until all fees are paid. Total Amount Payable Online: \$850.00. There are fees owing on this planning application. All fees must be paid before this application can be submitted. Clicking the 'Complete Application and Pay Fees' button will submit your application and redirect you to the payment screen where you can pay your fees online."

The screenshot shows the 'Cherokee County Web Portal' with the 'Planning Application Fees' page. The page displays a table of fees and a 'Contact' section with a dropdown menu for 'Pay on behalf of:'.

Fee Type	Amount	Amount Paid
Total Plan Review Fee	\$450.00	\$0.00
FMO-Commercial Site 1st Plan Review	\$200.00	\$0.00
Digital Upload Fee (LDP)	\$200.00	\$0.00
Totals:	\$850.00	\$0.00
Total Amount Owing:	\$850.00	

The 'Contact' section shows a dropdown menu with the selected option: 'Ana Silbernagel, Address: 303 Peninsula Pt'. Below the dropdown are 'Cancel' and 'Make Payment' buttons. A red circle highlights the 'Make Payment' button.

Fees are payable by credit card or e-check. We accept Visa, MasterCard and American Express. A convenience fee will be added. We will re-direct you to our vendor's site. Cherokee County does not save any credit card information.

The screenshot shows the 'PayGov.US' payment page. The page features a header with the PayGov.US logo and an American flag. Below the header, there is a 'CUSTOMER ACCOUNT INFORMATION' section with a form for entering payment details. A red circle highlights the 'Make Payment' button at the bottom of the form.

YOUR APPLICATION IS NOW COMPLETE!

You may print this page for your records. You can check your submittals, comments, etc. by signing in and checking under "My Items". All your projects will be listed under this page.

Cherokee County Web Portal

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Step 1: Project Description | Step 2: Location | Step 3: Contacts | Step 4: Upload Files | Step 5: Review & Submit | Step 6: Complete

Planning Application - Complete
Project Number: **PL2016000006**

[Print This Page](#)

Thank you for your application. Your project is now under review.

There are fees totaling \$850.00 owing on this application.
[Pay Fees Online](#)

▼ **Planning Information**

Project Type: Land Disturbance Permit
Project Descriptive Name: Cherokee County Test Project
Comments: New subdivision
Locations: 001 (02N12 001)
Contacts: Property Owner
Echelon Atlanta Holdings, LLC, Address:1603 Summersweet Lane
Applicant
Ana Silbernagel, Address:303 Peninsula Pt
Engineer
Roger Zuniga, Address:123 Pleasant Street

▼ **Application Information**

Project Type: Residential
Site Area (Acres): 50
Number of acres disturbed: 25

▼ **Land Disturbance Permit Details**

Linear feet of Residential Streets: 4250

▼ **Land Disturbance Permit**

No additional information was required for this planning type.

▼ **Documents & Images**

This is your project number

Project has not been accepted until the Project Coordinator has reviewed the application for completeness. The designer/applicant does not have access to files until plans have been approved or returned for corrections. Comments will be emailed to the designer/applicant within 5 business days.

For assistance with submitting plans, please contact your Project Coordinator at asilbernagel@cherokeeega.com or by phone at 770-721-7816.

We would love your feedback, please let us know how we are doing!

We thank you for choosing Cherokee County.

Re-submittal of plans

Once plans have been returned for corrections, you will need to upload the revised version of your project. Look for the specific project under “My Items” and choose the project you would like to re-submit. In order for the plans to be linked to the prior submittal you will need to use the “**CLICK HERE**” hyperlink.

There are no conditions for this planning application.

▼ **Related Permit & Planning Applications**

There are no related items for this planning application.

▼ **Meeting Requests**

There are no meeting requests for this planning application.

▼ **Documents & Images**

Date Uploaded	Document Name
No documents have previously been uploaded.	

▼ **Upload Additional Documents**

▼ **Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 25MB in size.
- Accepted file extensions:
 - doc, docx, xls, xlsx, jpg, gif, bmp, pdf, tiff

If your plans are larger than 25mb, then please group and submit by discipline, ie Erosion Control, StormWater, Transportation, etc., otherwise upload plans as one package (pdf).

Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.

Note: Documents uploaded here won't be linked to any submittals. [Click here](#) if you wish to upload documents to a specific submittal requirement.

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

Once your project has been approved for permitting, you will receive an approval letter listing required documentation, fees, etc. Plans will be approved/stamped electronically and you may print as many copies as you would like. Before starting any construction, please make sure to schedule a pre-construction meeting with your inspector (listed on the approval letter) All fees are due prior to releasing of plans. You may pay online or in person.

Building permits can only be picked up by a Georgia State Licensed Contractor. We are located at 1130 Bluffs Parkway, Canton GA 30114.

We thank you for choosing Cherokee County