Applying for a Base Application on CSS

You will need to be a registered user in order to apply for a Regional Planning Base Application. Once you are registered Log In.

Apply

1. Click on Apply
2. Select Regional Planning - Base Application

Step 1: Locations

Enter the project location. You can enter the location using Parcel number or Address.

1. Click on Add Location to begin
Parcel

To enter a parcel number:

1. **Click** on Parcel
2. **Enter** Parcel Number (no dashes)
3. **Click** on search icon
   Results will appear
4. **Check** the box under Action
5. **Click** on Search Associated Addresses
   - This should return associated addresses for that parcel. If the applicable address shows up select it, go to step 6.
   - If no associated addresses display, go to step 6.
6. **Click** on Add Selected

![Parcel Information and Associated Addresses](image-url)
Address

To enter an Address:

1. **Click** on Address
2. **Enter** number address and street name (Do not enter the whole address. Less is Better!)
3. **Click** on Search icon
   
   Result(s) will appear
4. **Click** on Add under Action for the address(es) you want to include

![Add Location diagram]

Notice only the Number and Street name were entered.
Once the address is successfully entered;
1. Click on Next, to proceed to Step 2.

**Step 2: Type**

1. **Enter** the Project Description
2. **Click** on Next
Step 3: Contacts

You will automatically be a contact to this plan.

If you would like to add additional contacts
1. Click on Add Contact
   Note: They must already be contacts in their system.
2. Click on Next
Step 4: More Info

This screen has required fields. You will not be able to proceed without completing them.

1. Please select appropriate Use from the drop-down.

1. Enter the Project Description with as much information as possible.

There are additional required fields that require a numeric value. If it is N/A.

2. Enter 0
Disclaimers

Please make sure to read all disclaimers.

You will need to acknowledge that you have read and understood the above disclaimers before proceeding to Step 5.

1. **Select** Yes
2. **Click** on Next

12. I understand that denials may result in no refunds; and

13. I understand that planning staff is not permitted to assist the applicant or proponents and opponents of a project, in preparing arguments for or against the project; and

14. I understand that there is no guarantee – expressed or implied – that an approval will be granted. I understand that such application must be carefully evaluated and after the evaluation has been conducted, that staff’s recommendation or decision may change.

I have read and understood the above disclaimers is required.
Step 5: Attachments

1. **Upload** the following required attachments:
   - Application Form
   - Photos
   - Site Plan
   Additional files can be uploaded if applicable. Use dropdown to select the appropriate category.

   Required attachments vary per project, to avoid delays refer to the Applications & Forms page and upload all required attachments.

2. **Click** on Next
Step 6: Summary

Review that all the information is accurate.

Once all information has been reviewed

1. Click on Submit
Once it has been submitted you will receive a message with your Plan Number stating that your application was submitted successfully.

You will also receive an email advising you that a planner will respond to you within seven business days.