Paving and Drainage plans review

• Online submission of Paving and Drainage applications and corrections for Tentative Plats and Waiver of Plats to include new applications, corrections and revisions.

• **Review application and submission checklist**

• The progress of your submission is available on the Citizen Self-Service (CSS) Portal.
Paving and Drainage plans review

Before Submission
Review application and submission checklist

Ready to Submit
Citizen Self-Service Portal

To Track your application process
Citizen Self-Service Portal
Paving and Drainage plans review

- Access the Citizen Self-Service Portal at this link: https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home
Getting Ready to Submit

• To be able to submit for intake using the Citizen Self-Service Portal you must register at https://energov.miamidade.gov/EnerGov_Prod/SelfService#/register.

• Please complete the four (4) steps in the registration process. After completion, click 'Confirm' in the confirmation email to access the portal.
Ready to Submit

- To submit your plat for intake, select **Apply** and **All**. A new window will open, scroll down to select **Paving and Drainage** and click the **Apply button**.
Step 1 - Locations

• Select the **plus (+) sign.** A new window will open automatically.
• You can search an address or enter the address manually.
• Alternatively, you can enter a folio number by selecting Parcel.
• Please note you can enter multiple folio numbers or addresses by selecting the + plus symbol on the blue tile.
Step 1 - Locations

• Enter a folio number by selecting **Parcel**. Check the action checkbox.
• After you check the action checkbox, you will be redirected to the main window. Click **Next** when address or folio is entered.
Step 2 - Plan Type

- The **Paving and Drainage** will be automatically selected. Select **Next** at the bottom of the page to continue.
Step 3 - Contacts

- Add the **Engineer** and **Property Owner** contact information by selecting the + plus symbol on the blue tile. Add the **Surveyor** and/or **Applicant’s Representative** depending on your submission type. Select **Next** to continue.
Step 3 - Contacts

• To add a contact, you can use search, enter manually or use your favorites.

• To add the property owner, surveyor or other contacts you can use search, enter manually or use your favorites.
Step 4 - More Info

- More Info: Confirm if **the project is affordable or workforce housing**, complete the project name and size of property.

- If this submission is for an existing plat or waiver of plat, then enter the number in the corresponding field. Select **Next**.

- The **Size of Property** and **Road Type** are required data fields.
Step 5 - Attachments

- Attach the Application, the Paving and Drainage Plan Set, drainage calculations and percolation tests. To add additional attachments, select the **plus symbol** on the blue tile. Select **Next**.
Step 6 Review and Submit

• Please review your intake submission. You can click Back to review prior steps. When you are ready, select Submit.

A success message will be displayed on the page.

Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.
Step 6 Review and Submit

• A successful message will be displayed in the window.

• Once the submission is **processed** and deemed **complete**, you will receive an invoice with required fees due via email.