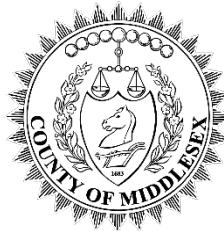




Middlesex County Electronic Development Review (ePlan)

Users Guide for Site Plan and Subdivision Applicants

Part 1



Instructional on how to perform routine tasks within the
ePlan system, specific to Middlesex County procedures

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Revision History:

Date of Revision	Section Revised	Description of Revision	Reason for Revision	Author of Update



Applicant Guide

This document is a reference guide to assist Applicants. It is not intended to replace training or provide in-depth instruction.

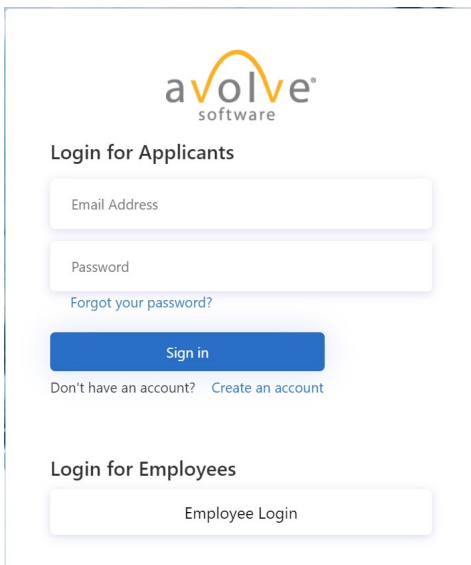
The guide contains instructions on how to submit a Subdivision or Site Plan Application in the ePlan system. Applications are submitted via the ePlan portal.

Link

<https://middlesex-nj-us.avolvecloud.com/Portal>

ProjectDox Registration

To use the ePlan system Applicants must register by creating an account prior to creating a Site Plan or Subdivision Application.



The screenshot shows the login interface for avolve software. At the top is the avolve software logo. Below it is the heading "Login for Applicants". There are two input fields: "Email Address" and "Password". Below the password field is a link "Forgot your password?". A blue "Sign in" button is positioned below the fields. Underneath the button is the text "Don't have an account? Create an account". Below this section is the heading "Login for Employees" and a single input field labeled "Employee Login".

Click the [Create an account link](#).



< Cancel



Verification is necessary. Please click Send code button.
This information is required.

Fill in the required information, including your new password. Click **Send verification code**.

< Cancel



Verification code has been sent to your email inbox. Enter the code below and click the Verify code button.



Initial Login to ProjectDox

Fill in the required information, including your new password. Click **Create My Account**.

Create Your Account ? March 2, 2021

First Name *

Last Name *

Email *

Confirm Email *

Phone * x

Additional Phone x

Company Name

Address 1 *

Address 2

Country *

Province/State *

City *

Postal Code/Zip Code *

New Password *

Password must contain at least one each of: uppercase letter, lowercase letter, number, special character from: \$@!%*#?& Password length: 10-15 characters.

Confirm Password *

Fill in the required information, including your new password. Click **Create My Account**.



Create Your Account ? March 2, 2021

First Name *

Last Name *

Email *

Confirm Email *

Phone * x

Additional Phone x

Company Name

Address 1 *

Address 2

Country *

Province/State *

City *

Postal Code/Zip Code *

New Password *

Confirm Password *

Password must contain at least one each of: uppercase letter, lowercase letter, number, special character from: \$@!%*#?& Password length: 10-15 characters.

Key Concepts You Need to Know

Workflow: Sequential set of tasks and activities starting from Upload and Submit to downloading the approved plans.

Task: An assignment in the workflow process.

eForm: Online electronic form designed to capture, validate, and submit data.

Accepting a Task: Accepting a task is an important part of the electronic plan review process. Accepting a task provides access to that task’s eForm. The user who accepts the task is responsible for completing the associated actions, including uploading files and making necessary corrections requested by the jurisdiction.

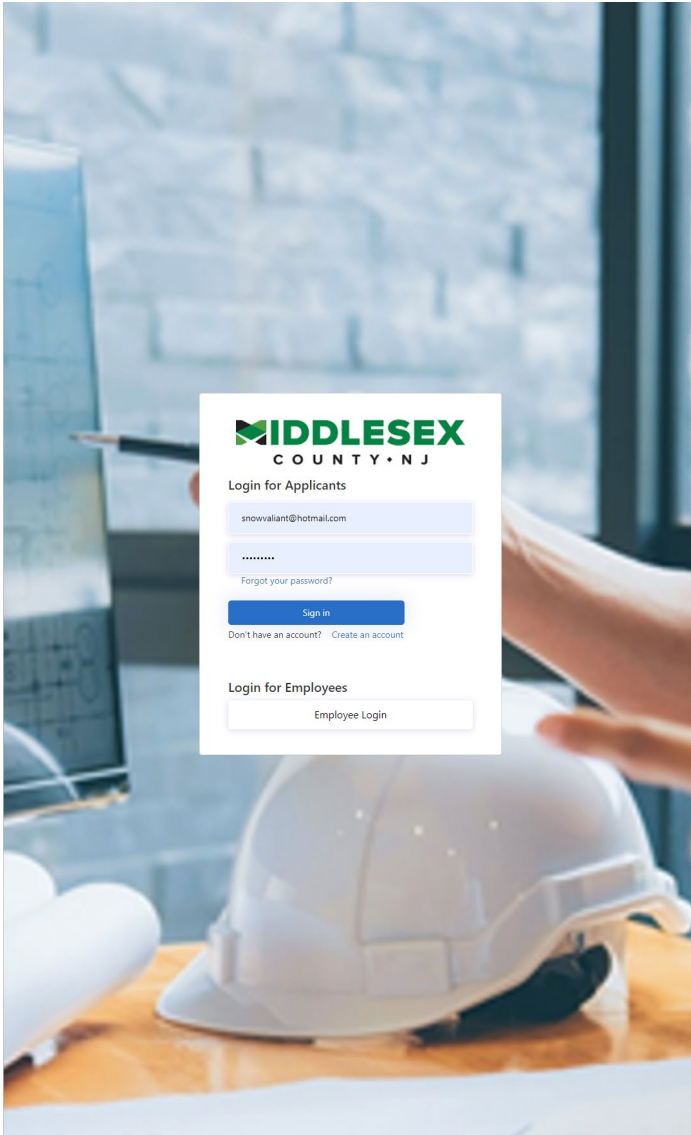
Completing a Task: The completion of a task confirms the fulfillment of the requested actions. Completing a task is the only way the County will receive notification that you are finished. Once a task is complete no further work may be done until another task is received and accepted.



Accessing the Site Plan and Subdivision Application Screen

Access the Application screen by logging into the ePlan portal at <https://middlesex-nj-us.avolvecloud.com/Portal>

To create a new Site Plan or Subdivision applicants must be registered and have a login user name and password..



Creating the Application

Select a value for the Application Type from the dropdown list to create a new Site Plan or Subdivision Application. Provide a name for the application. Press the “Start Application Process” button to begin and proceed to the Terms And Conditions.

MIDDLESEX COUNTY • NJ

Home Profile

Middlesex NJ Test

Start New Application Request

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ▼

Name: *

Start Application Process

My Projects

PROJECT	DE
SUB-299	11
SUB-293	PE Su
SP-260	Pa
SUB-253	Pa Su

1 - 4 of 4 records

NOTE: An asterisk indicates the field is required.

Fields to be Completed:

Type* - This field is used to select the type of application. From the dropdown list select Site Plan Application Form or Subdivision Application Form.

Name* - Create a short unique title for your application using keywords in the plan title such as project name, description, or type of application.



Accepting the Terms And Conditions

Review the Terms And Conditions (T&C). At the bottom of the T&C check the box indicating you have read, understand, and agree to the terms and conditions. Press the “Accept & Start My Application” button to begin the application process.



Home Profile

Pam Drain | Logout

Terms And Conditions ?

December 6, 2021

TERMS AND CONDITIONS

Middlesex County Office of Planning
Electronic Plan Review System (“ePlan”)

Welcome to the Middlesex County Office of Planning Electronic Plan Review System (“ePlan”). The Office of Planning’s ePlan is a website (“Site”) designed to allow customers to submit land development applications, i.e. site plans and subdivision plans, electronically. Applicants can monitor the progress of their applications and correspond with the Office of Planning during their plan review process.

TERMS AND CONDITIONS OF USE

Your access to and use of Office of Planning’s ePlan is subject to the following terms and conditions, as well as all applicable laws. Your access to the Office of Planning’s ePlan is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the “Login” button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and Conditions, the words “you”, “your”, and “user”, means you and the employees, consultants, contractors, and other parties who access the Office of Planning ePlan using your password.

USE OF SITE

You agree that by using the Middlesex County ePlan website that this will be the primary source of communication between the County and the applicant regarding any site plan or subdivision application and further agree to accept all legal notices from the County via email or electronic communication over this website concerning those applications.

You further agree to comply with N.J.A.C. 13:40–8.1A with regard to the submission of documents utilizing a digital signature.

You agree to use the Office of Planning ePlan solely to provide information relating to your land development application. As a condition of use, User agrees that it shall not copy, reverse engineer, modify, create derivative works of, publicly display, publicly perform, compile, run or execute, demonstrate, disclose, distribute, or otherwise use the Site except as authorized pursuant to these Terms and Conditions of Use. You agree to access and use the Site only for lawful purposes and agree to comply with applicable laws in connection with the use of this Site. By accessing this Site, you agree that you will not:

- Use the Site to commit an unlawful act or in a manner that would give rise to civil liability;
- Post or transmit any unlawful, threatening, libelous, harassing, defamatory, vulgar, obscene, pornographic, profane or otherwise objectionable content;
- Use the Site to impersonate other parties or entities;
- Use the Site to upload any content that contains a software virus, “Trojan” virus, malware, or any other computer code, files or programs that may threaten, alter, damage, or interrupt the functionality of the Site or the hardware or software of any other person who has access to the Site;
- Upload, post, email or otherwise transmit any materials that you do not have the right to transmit under any law or under a contractual relationship;
- Disrupt the normal flow of information in any way;
- Post or transmit any unsolicited advertising, promotional materials, or other forms of solicitation;
- Post any material that infringes or violates the intellectual property rights of another.

TERMINATION OF USE

The County of Middlesex may, in its sole discretion, terminate or suspend your access and use of this Site without notice and for any reason, including, but not limited to:

- The completion of project(s) and/or the issuance of permits(s);



ePlan User Guide – Part 1

- Violation of any of these Terms and Conditions of Use;
- Failure to pay any fees due in connection with your use of this Site; or
- Any other conduct which the County of Middlesex, in its sole discretion, believes is unlawful and/or harmful to others.

In the event of such termination, you are no longer authorized to access the Site.

OWNERSHIP OF SITE

The County of Middlesex retains all rights, title, and interest in and to the Site. The Site is proprietary to the County of Middlesex and its contents are confidential. User shall hold the Site and all access thereto in strict confidence, and shall protect the Site and access thereto using the same degree of care that User employs for its own confidential information, but not less than a reasonable degree of care. User shall not disclose the Site or any part thereof or its access rights thereto, to any unauthorized third party. The County of Middlesex disclosure of the Site or any contents thereof shall be subject to applicable law.

DISCLAIMER OF WARRANTY

YOU EXPRESSLY UNDERSTAND AND AGREE THAT YOUR USE OF THE SITE, OR ANY MATERIAL AVAILABLE THROUGH THIS SITE, IS AT YOUR OWN RISK. THE SITE IS PROVIDED "AS IS" AND THE COUNTY OF MIDDLESEX MAKES NO EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES OF ANY KIND WHATSOEVER, INCLUDING WITHOUT LIMITATION, (A) REGARDING THE USABILITY, SUITABILITY, CONDITION, OPERATION OR ACCURACY OF THE SITE, (B) THAT ACCESS TO OR USE OF THE CONTENT OF SITE WILL BE AVAILABLE, TIMELY, UNINTERRUPTED OR ERROR-FREE, (C) THAT THE SITE WILL BE FREE OF VIRUSES, WORMS, TROJAN VIRUSES, MALWARE OR OTHER CODE THAT MANIFESTS CONTAMINATING OR DESTRUCTIVE PROPERTIES; OR (D) WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, COMPATIBILITY, SECURITY OR ACCURACY.

INFRINGEMENT

If any portion of the User's plans, specifications, drawings or any information provided to the County of Middlesex through the Site becomes the subject of a claim or threatened claim of infringement ("Affected Materials"), County of Middlesex may, in its unrestricted discretion, suspend User's rights hereunder to the Affected Materials. Such suspension of rights will be effective immediately upon County of Middlesex giving of notice of suspension. Such notice may be given at the time that User seeks to access the Affected Materials and no individual notice to the User is required.

LIMITATION OF LIABILITY

In no event will the County of Middlesex be liable for any direct, indirect, punitive, special, incidental or consequential damages in connection with or arising from the User's use of the Site, including, but not limited to, loss of profits, use data or economic advantage.

INDEMNIFICATION

User shall indemnify, protect, hold harmless, and defend the County of Middlesex including, but not limited to, the Middlesex Board of County Commissioners, Planning Board, Development Review Committee, and other boards and commissions of the County of Middlesex and its officers, agents, employees and volunteers (collectively the "County of Middlesex Indemnitees"), from and against any and all demands, claims, actions, suits, judgments, damages, liability, cost and expense, including, but not limited to reasonable attorneys' and other reasonable professional fees (collectively, "Claims"), to the extent arising directly or indirectly from one or more of the following: (i) the use of the Site by the User or its officers, agents, contractors, subcontractors, employees (collectively, the "Indemnitors"), (ii) any breach of the Terms and Conditions of Use with respect to this Site, (iii) any negligent or wrongful act or omission of any Indemnitor; provided, however, that User shall have no obligation to indemnify, protect, defend or hold harmless the County of Middlesex Indemnitees for Claims arising from the sole active negligence or willful misconduct of the County of Middlesex Indemnitees.

INTELLECTUAL PROPERTY.

Intellectual Property created by the County or User will remain the property of the party creating such Intellectual Property. Intellectual Property created jointly, will be jointly owned, as provided by federal law. The creating party owns all right, title, and interest in the Intellectual Property. User will not in any way contest, or assist any third parties to contest, the County's ownership of any County Intellectual Property. User will not remove, alter or obscure any patent, copyright, trade secret, or trademark notices or other proprietary legends used in connection with the County's Intellectual Property.

APPLICATION REVIEW

Submission of an application and uploading documents should not be construed as acceptance of the filed documents. Payment of ALL applicable fees initiates the plan review process.

Applicant may not claim a relationship with or speak for any business, association, or other organization for which you are not authorized to claim such a relationship. Submissions must include a letter of authorization from the responsible party if the applicant is not the property owner.

Electronically submitted files will be accessible to all appropriate County of Middlesex departments and participating agencies for review. Unless protected by law, submitted documents will be publicly available for viewing, and may be subject to disclosure under the Open Public Records Act.

MISCELLANEOUS

- User acknowledges and agrees that a) Use of the Site is not a substitute for professional judgment; b) Use of the Site does not relieve the User from applying the appropriate standard of care and skill relevant to the use of the Site and its contents; c) The Site is only to be used as a tool to assist the User in connection with a project; and d) User is solely responsible for verifying the accuracy of all results created with the use of the Site.
- No approval of any type which is granted to the User with respect to a project, which is in any way connected with the use of this Site, shall be construed to allow the violation of any local ordinances, state or federal law, or administrative regulation of any governmental agency or the waiver of the County's right to enforce any such laws. No waiver, modification, variance or any other type of change however described, to any County of Middlesex ordinance, other local ordinance, state or federal law, administrative regulation of any governmental agency can be applied for, requested or granted through the Use of this Site.
- Governing Law. This Agreement is governed by the laws of the State of New Jersey.
- The County of Middlesex shall have the right to perform weekly maintenance on the Site any time without prior notification to User.

I have read, understand, and agree to the above terms and conditions

[Accept & Start My Application](#)

[Back To My Home Page](#)



Application

The application screen appears as shown below.

NOTE: An asterisk indicates the field is required.



Home Profile

Lauren Drain | Logout

December 27, 2021

Request Name: Monday SitePlan 1227 [Edit](#)



SITE PLAN APPLICATION FORM
Middlesex County Department of Transportation
Middlesex County Office of Planning
Development Review Committee
Address: 75 Bayard Street - 5th Floor
Phone: 732-745-3812
Email: eplan@co.middlesex.nj.us

General Information Section

Type of Application – Select the Application Type

Is this a new application? – Indicate Yes for new applications or No for a resubmission of an existing application.

For Subdivision Applications, you have 3 options listed for the Type of Application.

– General Information

INCOMPLETE

Use the "Save For Later" button to save your work especially, before hitting the back button.

All fields with a red * are required.

Type of Application * Minor Subdivision
 Preliminary Subdivision
 Final Subdivision

Is this a new application? * Yes
 No

For Site Plan Application, only the Site Plan option exists.

– General Information

COMPLETE

Use the "Save For Later" button to save your work especially, before hitting the back button.

Type of Application * Site Plan

Respond to the question "Is this a new application." If you answer No, you will be prompted to enter the County file number for the existing application.

County file number: *

example: WO-SP-999



Applicant Contact Information Section

Copy Information from profile – Selecting this checkbox transcribes the information from the applicants profile to this section.

First Name * – Enter the First Name of the applicant

Last Name * – Enter the Last Name of the applicant

Company * – Enter the Company Name of the applicant

Phone * – Enter the Phone Number of the applicant

Email * – Enter the Email of the applicant

Address 1 * – Enter the 1st Line of the Address info of the applicant

Address 2 * – Enter the 2nd Line of the Address info of the applicant

City * – Enter the 2nd Line of the Address info of the applicant

State * – Enter the 2nd Line of the Address info of the applicant

Zip Code * – Enter the 2nd Line of the Address info of the applicant

Is the Applicant also the Owner? – Selecting this radio button indicates the Applicant is the Property Owner.

NOTE: If the Applicant is not the Property Owner, the Applicant must upload a property authorization as described. (A link to the form is provided in the application.)

– Applicant Contact InformationINCOMPLETE

Copy information from profile.

First Name *

Last Name *

Company *

Phone *

Email *

Address 1 *

Address 2

City *

State *

Zip Code *

Is the Applicant also the Owner? Yes
 No

If you are not the property owner you will need to upload a property authorization form along with your plans. The form is available on the county's Development Review website: [HERE](#)



Owner Contact Information Section

First Name * – Enter the First Name of the owner

Last Name * – Enter the Last Name of the owner

Company * – Enter the Company Name of the owner

Phone * – Enter the Phone Number of the owner

Email * – Enter the Email of the owner

Address 1 * – Enter the 1st Line of the Address info of the owner

Address 2 * – Enter the 2nd Line of the Address info of the owner

City * – Enter the 2nd Line of the Address info of the owner

State * – Enter the 2nd Line of the Address info of the owner

Zip Code * – Enter the 2nd Line of the Address info of the owner

– Owner Contact Information		INCOMPLETE
First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Company *	<input type="text"/>	
Phone *	<input type="text"/>	
Email *	<input type="text"/>	
Address 1 *	<input type="text"/>	
Address 2	<input type="text"/>	
City *	<input type="text"/>	
State *	<input type="text"/>	
Zip Code *	<input type="text"/>	



Attorney Contact Information Section

First Name * – Enter the First Name of the attorney

Last Name * – Enter the Last Name of the attorney

Company * – Enter the Company Name of the attorney

Phone * – Enter the Phone Number of the attorney

Email * – Enter the Email of the attorney

Address 1 * – Enter the 1st Line of the Address info of the attorney

Address 2 * – Enter the 2nd Line of the Address info of the attorney

City * – Enter the 2nd Line of the Address info of the attorney

State * – Enter the 2nd Line of the Address info of the attorney

Zip Code * – Enter the 2nd Line of the Address info of the attorney

– Attorney Information (optional)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Company	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value=""/>
Zip Code	<input type="text"/>

Engineer Contact Information Section

First Name * – Enter the First Name of the engineer

Last Name * – Enter the Last Name of the engineer

Company * – Enter the Company Name of the engineer

Phone * – Enter the Phone Number of the engineer

Email * – Enter the Email of the engineer

Address 1 * – Enter the 1st Line of the Address info of the engineer

Address 2 * – Enter the 2nd Line of the Address info of the engineer

City * – Enter the 2nd Line of the Address info of the engineer

State * – Enter the 2nd Line of the Address info of the engineer

Zip Code * – Enter the 2nd Line of the Address info of the engineer



First Name *

Last Name *

Company *

Phone *

Email *

Address 1 *

Address 2

City *

State *

Zip Code *



Site Information

Municipality * – Select a Municipality for the Property from the dropdown list

Block and Lot Number * – Select a block number for the Property based on the Municipality from the dropdown list. (The form accepts multiple blocks, lots and municipalities)

Search Button – Click the Search Button to see the list of lot numbers for the block number selected.



Add Selected Button – After selecting a lot number row hitting the Add Selected Button will move the block and lot number to the entry box.

Remove Button – Pressing the Remove Button removes entries from the selection list.

Remove All All– Pressing Remove All Button removes all entries from the selection list

Address * – Enter the Address info for the site (provide street and street number even for vacant parcels.)

Acreage of Entire Tract * – Enter the acreage to the hundredth acre

Current Use * – Select a value from the dropdown list

Proposed Use * – Select a value from the dropdown list

Parking Spaces * – Identify the number of proposed parking spaces

Proposed New Lots * – Enter the number of proposed new lots

- Site InformationINCOMPLETE

Municipality *

Block and Lot Number(s) *

Lot Number	QCode	Owners Name	Property Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No Rows To Show			
0 to 0 of 0 < < Page 0 of 0 > >			

Address *



ePlan User Guide – Part 1

Acreage of Entire Tract (to the hundredth acre) *

Current Use *

Proposed Use *

Parking Spaces *

Proposed New Lots *

③ Number of new lots plus lands remaining

Exempt Subdivision

Does the subdivision contain less than four lots? * – Select No or Yes

Does the subdivision contain less than two acres or less? * – Select No or Yes

Does the subdivision include two hundred feet of frontage or less on or abutting a County Road? * – Select No or Yes | No radio button

– Exempt Subdivision INCOMPLETE

Does the subdivision contain less than four lots? * Yes
 No

Does the subdivision contain two acres or less? * Yes
 No

Does the subdivision include two hundred feet of frontage or less on or abutting a County Road? * Yes
 No

Signatures and Fees

I agree - Selecting this checkbox indicates you agree with verbiage above and provides your electronic signature.

Button Action

Save & Calculate Administrative Fees

– Signature and Fees COMPLETE

I hereby apply to the Development Review Committee of the Middlesex County Planning Board for approval of the application submitted herein and acknowledge that the reporting periods set forth in N.J.S.A. 40:27-6.5 and 6.7 shall not begin to run until this application is deemed complete, and the fees and accompanying plans satisfy all county application requirements.

I hereby certify that the information and exhibits that will be uploaded for this application are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the owner or the contract purchaser pursuant to the owner's authorization. I also certify that the identical plans submitted herewith have been submitted to the appropriate municipal board or agency.

I agree. Before you press submit check to make sure all sections in the application are complete.

Note: Fees are capped at \$20,000.00. If your fee exceeds \$20,000.00 please contact the Office of Planning at 732-745-3812.

Applicant: Lauren Drain Signature date: 2022-01-10 2:10 PM

Administrative Fees Due: \$ 520.00

Save & Calculate Administrative Fees

Save for Later **Submit Request**

[Home](#) | [Profile](#)



Submit Request

If nothing happens, one of the above sections is probably missing required information. Scroll through each section and look for any “Incompletes” on the right side of the form.

You may pay online using a credit card by selecting the SmartPay CreditCard Payment radio button.

Pressing the Submit Request button presents the following screen:



[Home](#) [Profile](#)

Lauren Drain | [Logout](#)

Billing Information

January 5, 2022

Amount Due \$520.00

Company Name

First Name *

Last Name *

Address 1 *

City *

Province/State *

Postal Code/Zip Code *

Country *

Payment Options * Pay in Person or by Mail
 SmartPay CreditCard Payment




Note: Payment information will be entered on the following secure page.

Note: Fees are capped at \$20,000.00. If your fee exceeds \$20,000.00 please contact the Office of Planning at 732-745-3812.



Submit

Pressing the Submit button with the Payment Option radio button set to on presents the following screen



MIDDLESEX
C O U N T Y • N J

Email* - Your email is required for Planning Board purposes, only, and will not be shared.

Middlesex County Planning Board

Amount*


NOTE: Please do not click "Submit" multiple times to avoid duplicate payments.

Cardholder Name*

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
---	--

Credit Card*	EXP Date	CVV	ZIP
<input type="text" value="Card Number"/>	<input type="text" value="MM/YY"/>	<input type="text" value="CVV"/>	<input type="text" value="08901"/>

Address 20 characters limit

I'm not a robot  [Privacy](#) - [Terms](#)

IMPORTANT - If you are using a Credit Card other than your own, please enter card holder name below. This information will be used to match the payment to your registration.

Enter the requested information then press the Submit button.



MIDDLESEX
COUNTY • NJ

Invoice #: 0702240079
Track #: 0014563
Date: 2/24/2022 at 8:49:27
Card Holder Name: Hayes, Christopher

Middlesex County Office of Planning
75 Bayard Street - 5th Floor
New Brunswick, NJ 08901
732-745-3812
eplan@co.middlesex.nj.us

Payment Method	Credit
Number	0028
CVV	***
Exp. Date	**/**
AuthCode	07807C
Result	APPROVAL

Item	Price
E-Plan/Planning Board	0.01
Total: 0.01	

A copy of this receipt has been sent to your email address.

[Print](#) [Continue](#)

Press the Print button to Print the invoice or select the Continue button to proceed.

After Pressing the Continue button, the following screen which will appear for several seconds



THANK YOU



Thank you for registering and paying for the Middlesex County Planning Board. You will receive an email confirmation shortly. If the email confirmation does not appear in your inbox, please check your spam folder. If you do not receive your email confirmation, please call 732-745-3812.

Continue

©2022 | All Rights Reserved Middlesex County

You can press the Continue button or after several seconds you are returned to the following Dashboard Page where you will see the project in the My Project view with a Task of Upload and Submit.

If you select pay in person or by mail, submit a check to the Middlesex County Office of Planning. Checks must be made payable to the “Middlesex County Treasurer.” (An e-check option will be available in the near future.)





Start New Application Request ?

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ?

Name: *

Start Application Process

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
SUB-318	pams test for guide		Upload	Open Upload and Submit
SUB-299	11302021 1105 Test		Pre-Screening	
SUB-293	PD Test1 Subdivision		No Interest	
SP-260	Pams Cattle Ranch		Approved	Open Download Approved Plans
SUB-253	Pam - Clover Subdivision		Pre-Screening	

1 - 5 of 5 records

[View All Projects](#)

Applications: ? Search:

REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION
SP-310	zyn	Site Plan Application Form	12/03/2021	Lauren Drain	

Upload and Submit

You will receive an email (Figure 1) with a link to start your Upload and Submit task. Click **Start Task** within the email to open the ProjectDox login screen in your browser. Once logged in, your task eForm will open.

You can also accept the task and open the eForm by clicking on **Accept** or clicking on the Upload and Submit link on the Home Page Tasks tab.

Tasks Projects

Refresh Save Settings

ACTION	TASK
Accept	Upload and Submit



Step 1: To Upload, select the desired folder.

UPLOAD AND SUBMIT

Task Information Invite Others

Task Information

Project Name: SUB-9
Project Description: PJD 0103 Test SP
Task Due Date: 1/8/22 10:20 AM

Task Instructions [Watch Video](#)

Please follow the steps below to complete the submission.

If you are not the property owner you will need to upload a property authorization form along with your plans. All the necessary Development Review Forms and checklists are available to download from the county's Development Review website: [CLICK HERE](#)

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required.

File Upload for: SUB-9 ?

All files to be submitted must be in PDF format. Issues related to file naming conventions require three to four digits, followed by a dash OR one or more spaces between the dash and then a title string.
Example: i.e. 0001-Cover Sheet.pdf OR 0001 - Cover Sheet.pdf

Please click appropriately for the **type of files** you are uploading. [Watch Video](#)

Click Browse for **Files** or drag files into the upload window. Click **Start Upload**. This step may be repeated to add additional files. NOTE: Documents and drawings (plans) must be labeled properly using the County's file naming convention indicated in the form. All plans must be uploaded one sheet at a time.

ProjectDox Close Window

Folder: Gael Test\Drawings


or drag files into this area.

Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)



Step 2: Confirm all files have been uploaded.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation 

*All files for this project have been uploaded *Required

Step 3: Complete your task by clicking Submit.

STEP 3 of 3: Click the "Submit" button below to complete your task

Receipt of your upload will be confirmed by email.

UPLOAD COMPLETED

Hello Lauren Drain,

The following files have been received for your project - **SP-370 : Pam Thursday Test 1223**

The Middlesex County Office of Planning is verifying you have submitted the following:

- Completed Application Form (online)
- Application Fee
- Property Owner Authorization Form (if applicable)
- Completed Subdivision/Site Plan Checklist
- Site Plan or Subdivision Plat(s)

We will notify you if any of the above items are missing."

1. 0001- Sutton Place Drainage Report.pdf

Do not reply to this email - it is system-generated. If you need technical assistance, please contact [the Middlesex County Office of Planning](#)

Prescreen Corrections Required

If corrections are needed, you will receive an email notification for the Prescreen Corrections task. Click **Start Task** from your email or login to ProjectDox and accept the task.

PREScreen CORRECTIONS

Hello PS,

You have a task to complete to continue your plan review.

Unfortunately, your uploaded files submission has not met prescreen acceptance requirements.

TIP: Getting through Prescreen
Please review all submission requirements and use "Add Comment" in Discuss Prescreen if you have any questions or comments.

To review and resubmit, please click on "Start Task" below.

To submit your updates for **BLD-1234 : Corner Shop**



Step 1: Respond to comments provided by the County. A summary of the comments will be listed. Click **Review Comments**.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: **Review Comments**

Review and respond to the comments.

Add Comment / Ask Question				Please enter your responses ?
Ref.# 1	Coordinator	Preeti Schatzman	3/9/21 5:27 PM	Type your response here.
Unresolved	Your submission is missing storm water files.			
Comment				

After making the requested corrections, type your response in the text field box. To ask the County a question click **Add Comment/Ask Question**. A response may be required to all comments.

Step 2: Upload New or Versioned Files.

- If you are uploading New Files, select the New Files tab and follow the same procedures as the initial upload
- If there are versioned files, select the file naming option (Yes or No)
 - If Yes, follow the same procedures as initial upload
 - If No, select the new file that will be a new version of the existing file. ProjectDox will rename the file upon upload with the same name as prior version

Versioned Files | New Files

Are your updated files named exactly the same* as the prior versions? [Learn how](#)


* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Please click appropriately for the type of files you are uploading. [Learn how](#)



Step 3 and 4: Confirm all requirements have been met and click Submit.

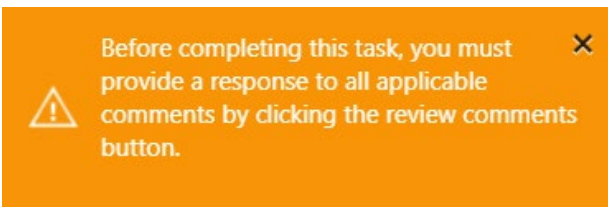
STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation 

*I have completed all Prescreen requests *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Note: If all review comments require a response and they have not been provided, you will see the following notification and will not be able to complete your task until required responses have been entered.



The Prescreen Corrections task can be repeated as many times as necessary until all corrections have been submitted. You will receive an email when your Prescreen review is accepted and the Completeness review begins.

Completeness Corrections

If corrections are needed, you will receive an email notification for the Completeness Corrections task. Click **Start Task** from your email or login to ProjectDox and accept the task.

PRESCREEN CORRECTIONS

Hello PS,

You have a task to complete to continue your plan review.

Unfortunately, your uploaded files submission has not met prescreen acceptance requirements.

TIP: Getting through Prescreen

Please review all submission requirements and use "Add Comment" in Discuss Prescreen if you have any questions or comments.

To review and resubmit, please click on "Start Task" below.

Start Task

To submit your updates
for **BLD-1234 : Corner Shop**



Step 1: Respond to comments provided by the County. A summary of the number of comments will be listed. Click **Review Comments**.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review:

Review and respond to the comments.

Add Comment / Ask Question				Please enter your responses ?
Ref.# 1	Coordinator	Preeti Schatzman	3/9/21 5:27 PM	Type your response here.
Unresolved	Your submission is missing storm water files.			
Comment				

After making the requested corrections, type your response in the text field box. To ask a question click **Add Comment/Ask Question**. A response may be required to all comments.

Step 2: Upload New or Versioned Files.

- If there are New Files, select the New Files tab and follow the same procedures as the initial upload
- If there are versioned files, select the file naming option (Yes or No)
 - If Yes, follow the same procedures as initial upload
 - If No, select the new file that will be a new version of the existing file. ProjectDox will rename the file upon upload with the same name as prior version

Versioned Files

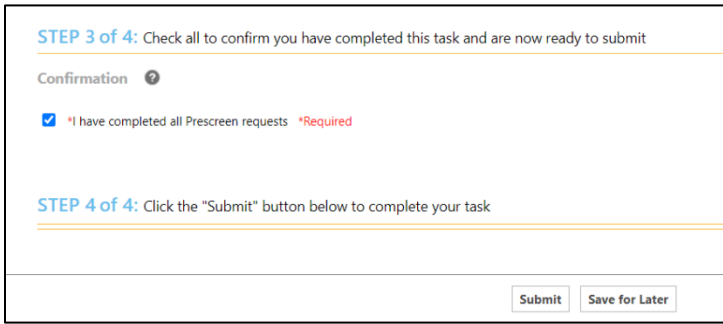
Are your updated files named exactly the same* as the prior versions? [Learn how](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Please click appropriately for the type of files you are uploading. [Learn how](#)

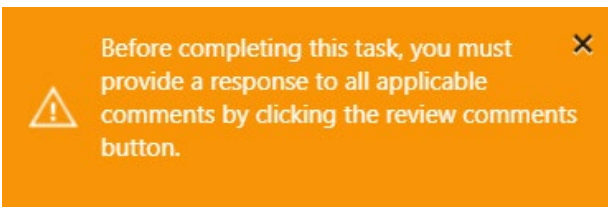


Step 3 and 4: Confirm all requirements have been met and click Submit.



The screenshot shows a confirmation step in a task. At the top, it says "STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit". Below this is a "Confirmation" section with a question mark icon. A checkbox is checked, and the text next to it reads "*I have completed all Prescreen requests *Required". Below this is "STEP 4 of 4: Click the 'Submit' button below to complete your task". At the bottom right, there are two buttons: "Submit" and "Save for Later".

Note: If all review comments require a response and they have not been provided, you will see the following notification and will not be able to complete your task until required responses have been entered.



The Completeness Corrections task can be repeated as many times as necessary until all corrections have been submitted. You will receive an email when your Completeness Corrections is accepted and review is beginning.

Technical Review for Applications

Once your application is deemed complete, County reviewers will prepare staff recommendations and schedule your application for a Development Review Committee (DRC) meeting. You will receive an email notification of the scheduled DRC meeting date and instructions for viewing the staff recommendations prior to the meeting.

This Technical Review task and the remaining tasks of the ePlan development review process will be discussed in detail in Part 2 of the Users Guide. Part 2 will be released in late March, prior to the April DRC meeting.



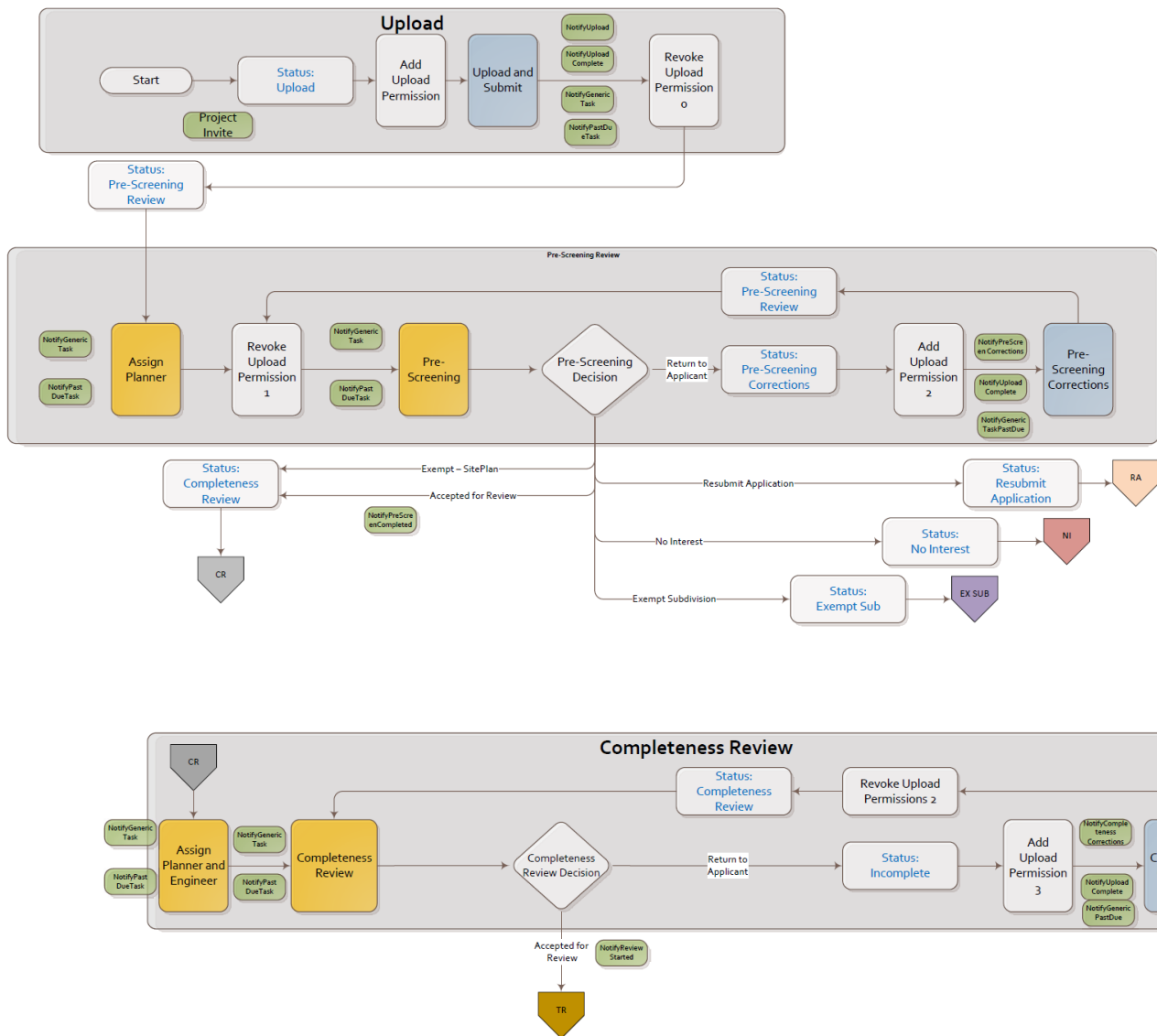
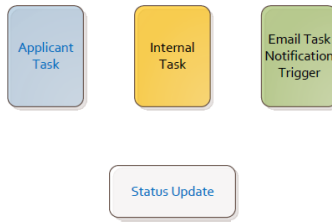
Appendix

Workflow Diagram

Subdivision and Site Plan Workflow

January 6, 2022

Legend



ePlan User Guide – Part 1

