



Middlesex County Electronic Development Review System (ePlan) ePlan Quick Guide for Applicants – v.1C

Tips before you create an account

- Read this Quick Guide before you create an account
- Assign one person from your team as the primary ePlan contact (others can be invited later)
- Separate and re-name the individual sheets of plans
- Name all individual sheets of plans and complete documents using the ePlan file-naming conventions. See the bottom of this guide for instructions.
- Download and fill-out a Development Review Checklist and, if applicable, a Property Owner Authorization form from the Development Review webpage [here](#).¹
- ePlan is task-based. You will receive email notifications and links to tasks that you need to complete, e.g. review/respond to staff comments. You can also view and access the tasks via your ePlan dashboard page which appears immediately after you log into ePlan.

ePlan Quick Guide Instructions

1. CREATE ACCOUNT. Visit the Middlesex County ePlan portal [here](#)² and create an account. Follow the instructions on the screen. When done, the system will take you to a dashboard page. (Bookmark that page for future reference.)
2. FILL-OUT APPLICATION. On the dashboard page, go to Start a New Application Request (upper left side of the screen) and select type (Subdivision or Site Plan), fill-in a Name and select Start Application Process. You will be prompted to fill-out the application form. Note that ePlan will calculate the application fees at the bottom of the form. When done, click Submit and follow the instructions to submit payment. (Online credit card payment is preferred. If you choose to mail a check wait 3-5 days for receipt confirmation.)
3. UPLOAD/PRESCREENING. Check your email for the link to upload plans and documents or go to your dashboard page and click on the task. Upload the following documents:
 - Subdivision Plans and/or Site Plans (upload individual sheets)
 - Development Review checklist – completely filled out (download from [here](#)³)
 - Property Authorization form, if applicable (same webpage as the checklists)

¹ <https://www.middlesexcountynj.gov/government/departments/department-of-transportation/office-of-planning/development-review>

² <https://middlesex-nj-us.avovecloud.com/Portal>

³ <https://www.middlesexcountynj.gov/government/departments/department-of-transportation/office-of-planning/development-review>

- Other reports/documents, e.g. traffic report, stormwater management report
- Note: All uploaded plans and documents MUST follow use file naming formats (see bottom of this guide)

You will receive an email, typically in 1-3 days, confirming either your application has been accepted or items are missing (e.g. payment, checklist, property authorization form.)

4. **COMPLETENESS.** Once accepted, the County will review your application for Completeness, per the Middlesex County Subdivision and Site Plan Resolutions and required Development Review Checklist(s). You will be notified by email if the application has been deemed complete or if plan details or documents are missing. If the latter, you will be prompted to reply to staff comments in ePlan and upload the requested materials.

5. **TECHNICAL AND LEGAL REVIEW (Pre-DRC).** Once your application is deemed complete, staff will provide a technical review and schedule your application for a Development Review Committee (DRC) meeting. Check your email for instructions to view the scheduled DRC meeting date and staff report.

6. **DEVELOPMENT REVIEW COMMITTEE (DRC).** After the DRC meeting, check your email for the action taken on your application and next steps.

7. **POST DRC MEETING.** The steps following the Development Review Committee (DRC) meeting will vary according to the DRC action, e.g. conditional approval, approval, extension.

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

File Naming Conventions. Files must be submitted as non-layered vector PDFs. Other file types will not be accepted.

- Files must be named using a three- or four-digit sheet number (alphanumeric), followed by a dash and the sheet name. See the example file names below.
- File names must not exceed 50 characters in length.
- Each page of the drawings MUST be submitted as a single sheet. (Do not separate document pages.)

Sample names of plan sheets and documents

001-Owner Authorization Form

0002-Traffic Report

0003-Drainage Calculations

0004-Maintenance Agreement

NOTE: *Digitally signed, sealed plans* are preferred for ePlan and will be required starting July 1. If your plans do not have a digital seal and signature, you will need to submit one paper copy of a signed, sealed plan prior to County approval.

Have questions or need technical assistance? Contact the Middlesex County Office of Planning at ePlan@co.middlesex.nj.us.