

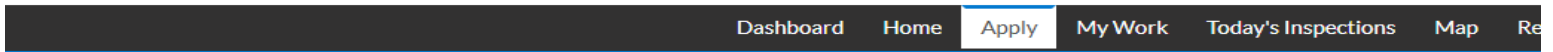
SUBMITTING A PLAN ONLINE

Updated 9/30/2025

How to Submit a Plan Online

1. Please log into your ePortal account and click on the APPLY menu item.

*If you do not already have an account, you will need to select “Login or Register” button on the home page to create one. Newly created accounts will be approved during regular business hours.

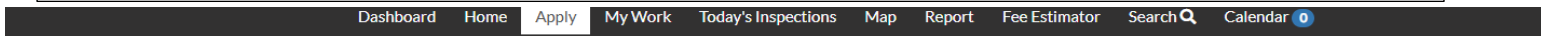


Application Assistant

Search for application names and keywords

2. Choose a plan type from the list. You can use the category filter to help you find it faster. When you find the one you need, click the **APPLY** button to begin.

Note: Each submittal type has a detailed description listed. Please take a moment to read the description to make sure you have selected the appropriate category.



Application Assistant

Search for application names and keywords

[All](#) [Trending](#) [My History](#) [PERMITS](#) [PLANS](#)

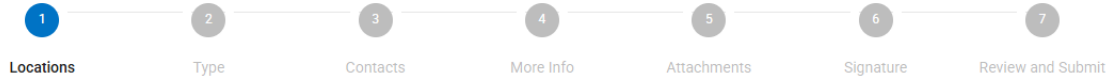
[Show Categories](#) [Show My Templates](#)

Zoning Compliance Letter	<input type="button" value="Apply"/>
Category Name: Plan	Description: Zoning Compliance Letter
Subdivision Potential	<input type="button" value="Apply"/>
Category Name: Zoning	Description: Zoning Staff will review the subdivision history of the property and provide a letter that establishes the maximum number of lots, if any, that could be divided from the property and which division processes are available for the division. It is important to note that the maximum density noted in the Subdivision Potential letter is a theoretical maximum and that density may not actually be achievable on any given lot because of limitations such as drain-field sites, road frontage, floodplain or open space requirements.

3. Next, add the location where the work will take place. At least one location is required. Click the **ADD LOCATION** button to continue.



Please note: There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.



LOCATIONS

Please enter the Parcel Identification Number/Address of the property to be researched.

A blue modal window titled 'Add Location'. At the top is a search box labeled 'Parcel Address' with a dropdown arrow. Below the search box is the text 'Add Location' and a large white plus sign. At the bottom of the modal, the word 'REQUIRED' is displayed.

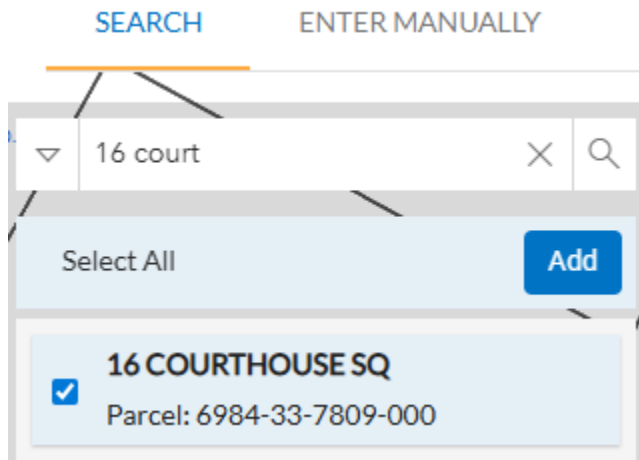
Create Template

Save Draft

Next

Click the white “+” to open the county map. You may either add a location using the parcel number or address.

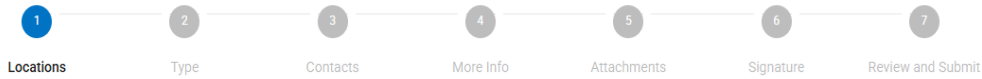
In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.



From the results of the search, select the address you want to add to the submission (the **ADD** button will not appear until an address is selected). Once you have verified the location information is correct, click **NEXT** to continue.

Apply for Plan - Subdivision Potential

*REQUIRED



LOCATIONS

Please enter the Parcel Identification Number/Address of the property to be researched.

Type: Parcel Address
16 COURTHOUSE
WARRENTON, VA 20186

Main Address

Parcel Number
6984-33-7809-000

Main Parcel

[Remove](#)

- After verifying the location, the next step is Plan Type. You'll notice the "Plan Type" is already populated for you based on the submission type you selected to apply for. The fields with an asterisk, such as the Description, are required.

PLAN DETAILS

In the description box below, please enter one of the following:

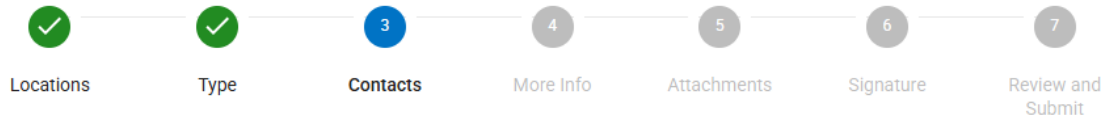
If the property is owned by a business - (Business Name) Property

If the property is privately owned - (Last Name) Property

* **Plan Type**

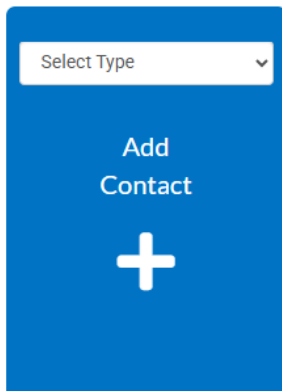
* **Description**

5. The next step is to add contacts related/required to your submission. You, as the person logged into the portal, are automatically added as the Applicant. You are the only person/contact that cannot be removed. You will need to add the recorded owner as a contact by first selecting the contact type from the dropdown list, then click on the “+” to add contact.



CONTACTS

Please add the owner of the property below.
 (The applicant should have been generated from your account info)



6. The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.

Search

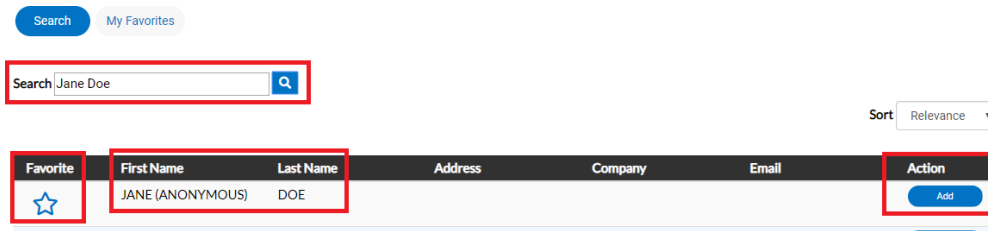
Search

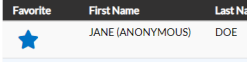
Sort

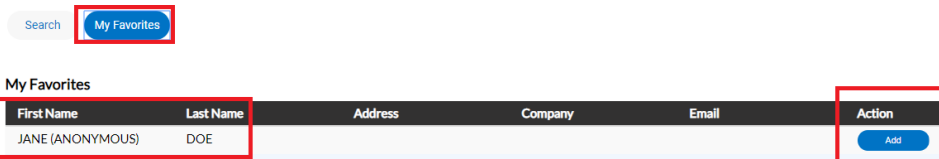
Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="checkbox"/>				Test 123		<input type="button" value="Add"/>

Results per page 1 - 1 of 1 << < 1 > >>

The second way is to “ADD” a new contact and if it’s a contact you use on a regular basis, you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.



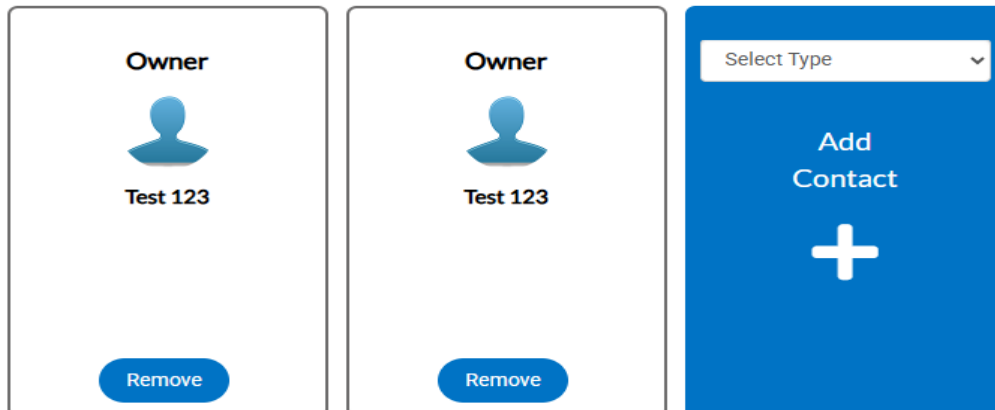
Note! If you add the contact to your favorites , then the next time you need to add that contact to a plan, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.



Once you have finished adding in your contacts, select NEXT to move on.

CONTACTS

Please add the owner of the property below.
(The applicant should have been generated from your account info)



7. No information is required on the “More Info Instructions” page, please scroll to the bottom and click next.



MORE INFO

No information is required on this page, please scroll to the bottom and click next

General Info

[Next Section](#) | [Top](#) | [Main Menu](#)

Water Service:

Sewer/Septic:

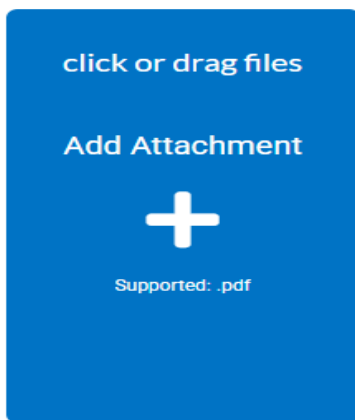
Electric Provider:

- Grading
- Sign
- Structure
- Use

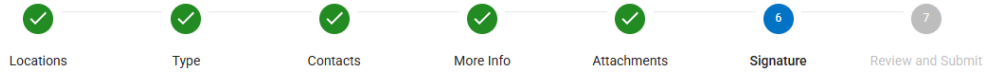
8. This section is for uploading your attachments. **It is VERY IMPORTANT** that you carefully read the note or message displayed at the top of this section. The note provides a list of required documents that must be attached to your plan. These documents are necessary to pass quality control and to avoid delays in the review of your application. Once you have uploaded all the required documents, click **NEXT**.

Attachments

Please attach a digital copy of the Subdivision Potential form below.



9. Prior to getting to the final “Summary” page for your review, you will be required to “sign” the application you are submitting. Please read the statement and sign the application in order to continue. Depending on the submittal type you are applying for, the signature statement will be different with each type of application.



SIGNATURE

I hereby request research on the subdivision potential of the above parcel. I understand that the research for a residential property will identify whether the property has an administrative division only and for RA or RC properties the research will identify the MAXIMUM number of potential lots only, and that fewer lots may actually be achievable because of zoning and subdivision requirements, site conditions or other factors. I understand that, if I am not the property owner, a copy of the research will also be sent to the property owner of record for the researched parcel.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Jane·Doe

X Draw Signature Here

Clear

Back

Create Template

Save Draft

Next

10. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changed you can go "BACK" by clicking on the BACK button at the bottom of the page. ()Once you are satisfied with the application, click on the SUBMIT button



Submit

Locations

Parcel Address	16 COURTHOUSE WARRENTON, VA 20186
Parcel Number	6984-33-7809-000

Basic Info


Type	Subdivision Potential
Description	Test
Applied Date	09/16/2025

Contacts

Owner	Test 123
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Please note: Do not click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the screen

11. After a short wait, the permit screen will re-appear with a permit number and all the information that was submitted. Note that the permit Status is shown as Draft. At this point, the permit with its plan has been submitted to the county to be processed. It may take 1-3 business days for quality control to be completed. You will receive notification when your filing fee has been invoiced for payment. The plans will not be distributed for review until payment is received.

 **Your application was successfully submitted!**

Thank you for submitting your application. A completeness review will be conducted on the next business day. If the application is deemed complete, an invoice will be added to your account for payment. The review process will begin once payment has been received. If you have any questions

[Continue to permit](#)

For assistance please contact the Fauquier Department of Community Development at [540-422-8200](tel:540-422-8200).

Plan Number: **SUBP-25-023927**

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Subdivision Potential	Status:	Online Submission	Project Name:	
IVR Number:	150670	Applied Date:	09/16/2025	Expiration Date:	
District:	Cedar Run District	Assigned To:	Sexton, Jenn	Completion Date:	
Description:	Test				