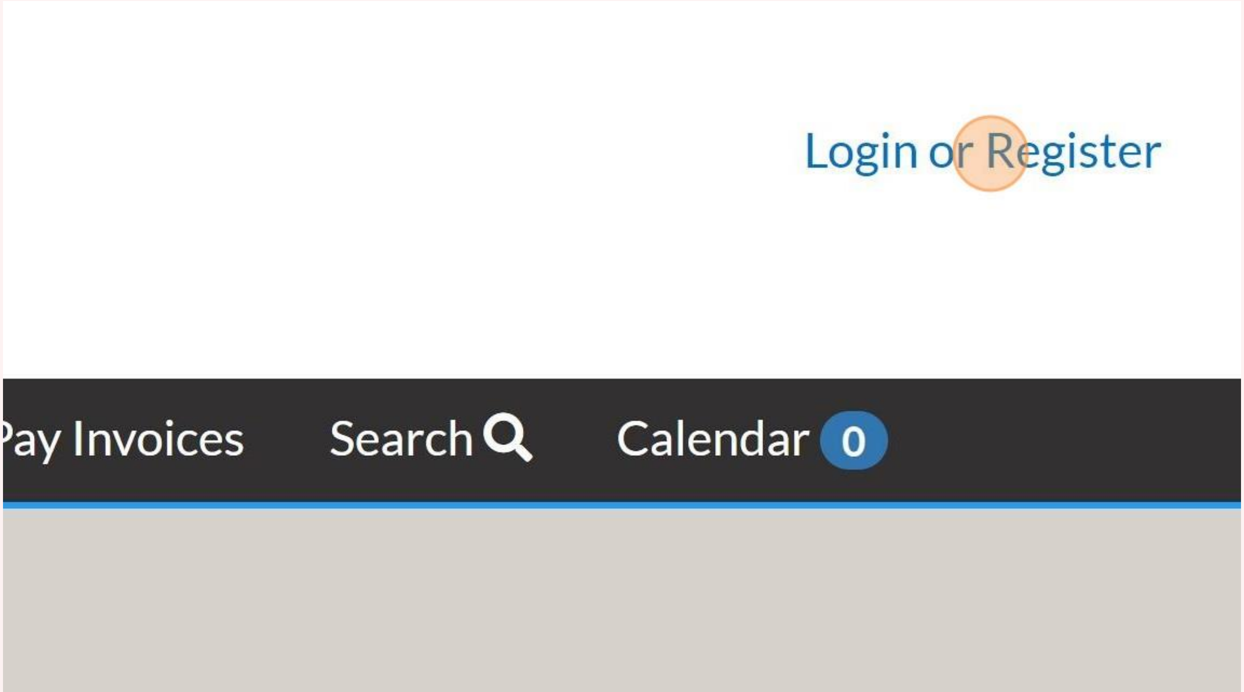
Apply for a Planning Application – Civic Access

1

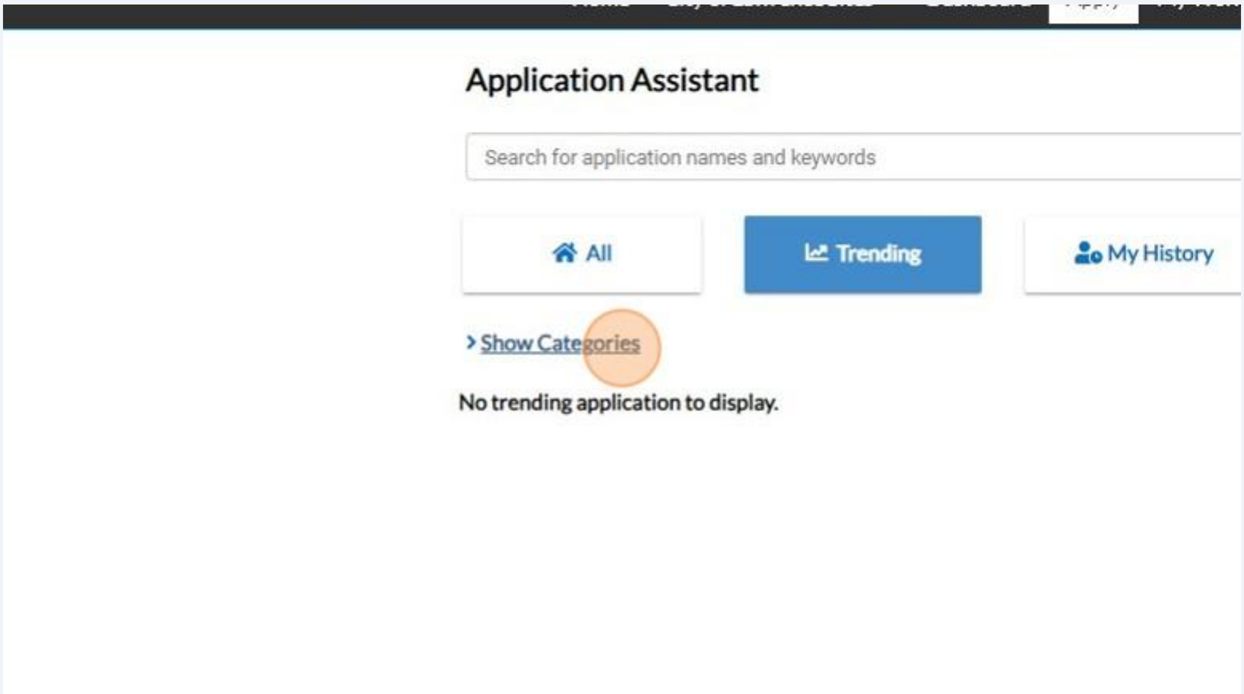
Navigate to the City of Lawrence Customer Portal: https://lawrenceks-energovweb.tylerhost.net/apps/SelfService#/home.

Alert! An account is required to apply for permits, plans, and licenses. Click "Login or Register" in the top-right corner to sign in or create an account.

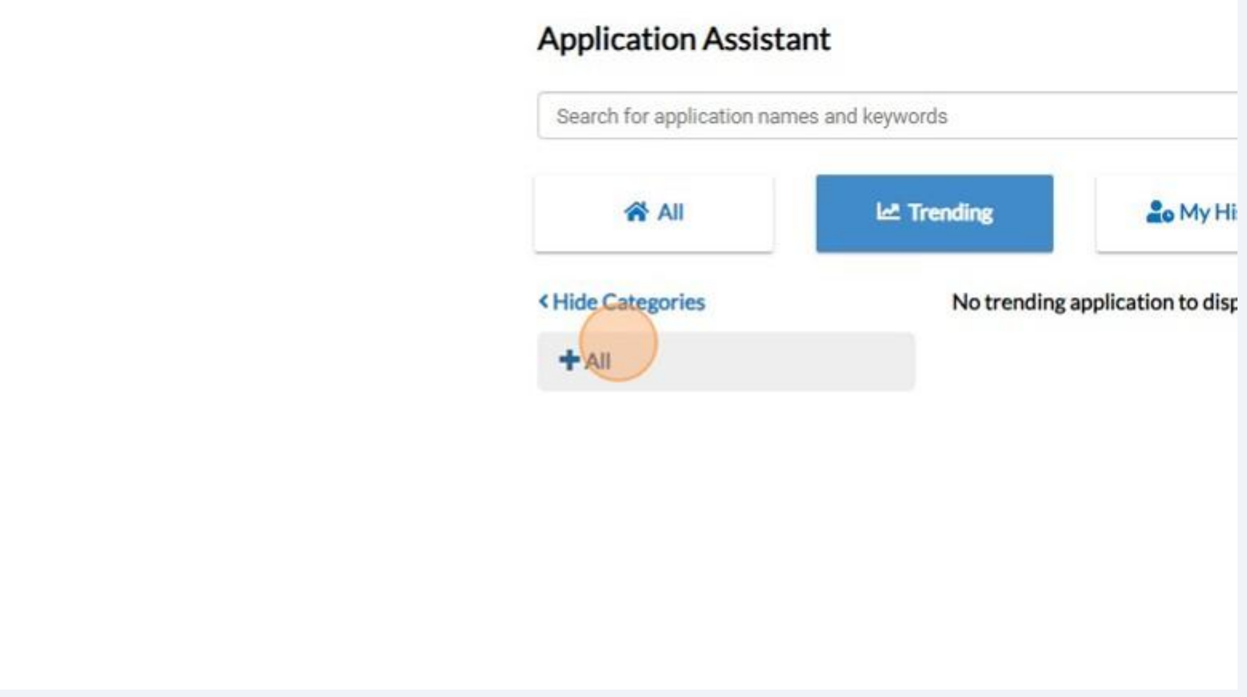


2 Click "Apply" from the toolbar ribbon or use the "Apply" tile on the landing page.

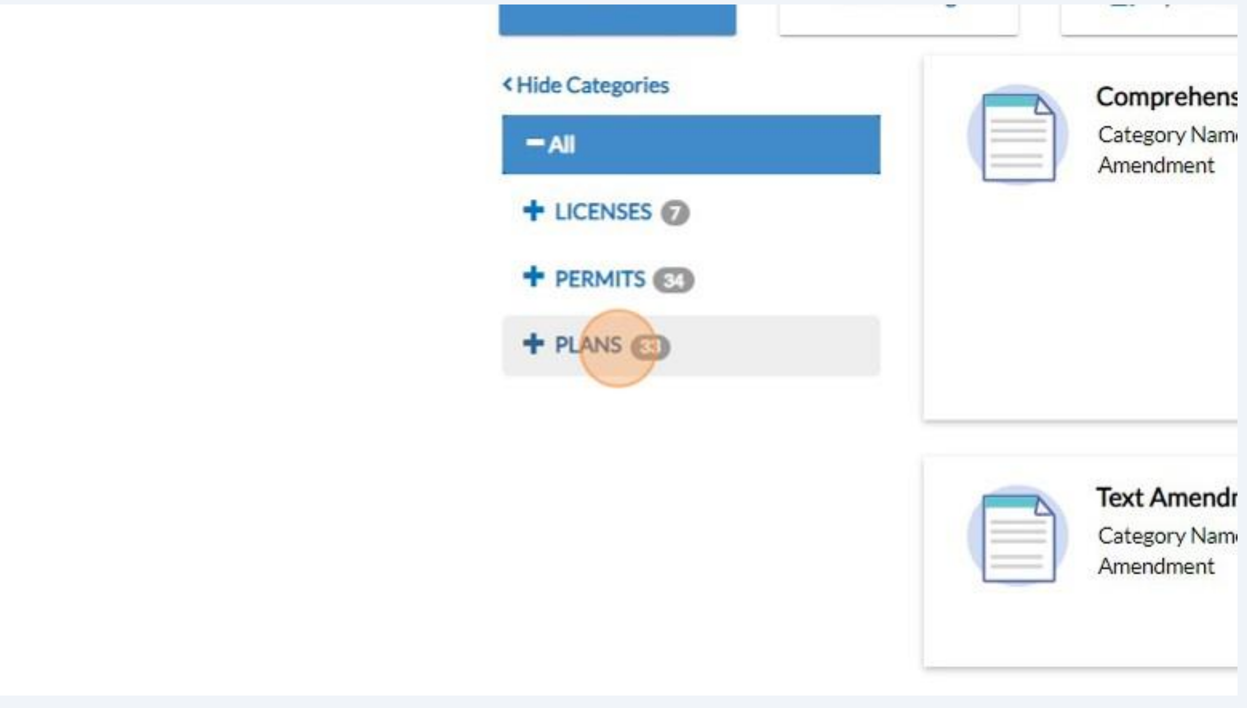
3 From the Application Assistant page, click "Show Categories" to open the category sidebar.



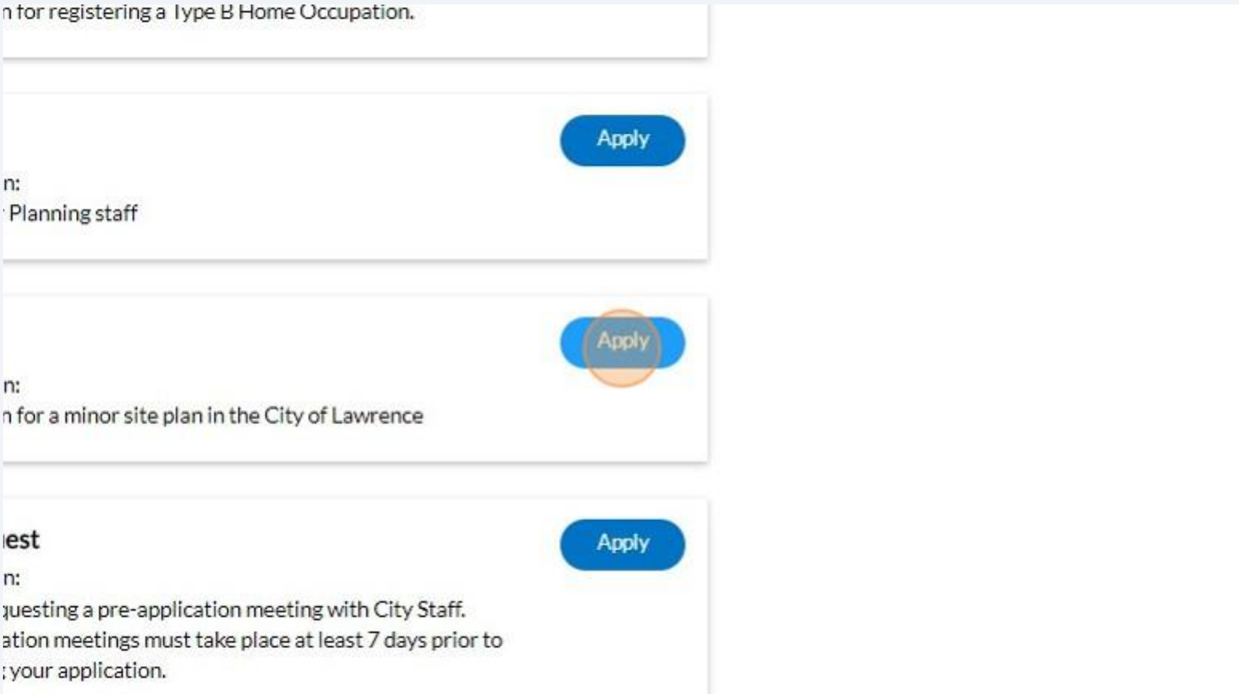
4 Click "All" to show the available application categories.



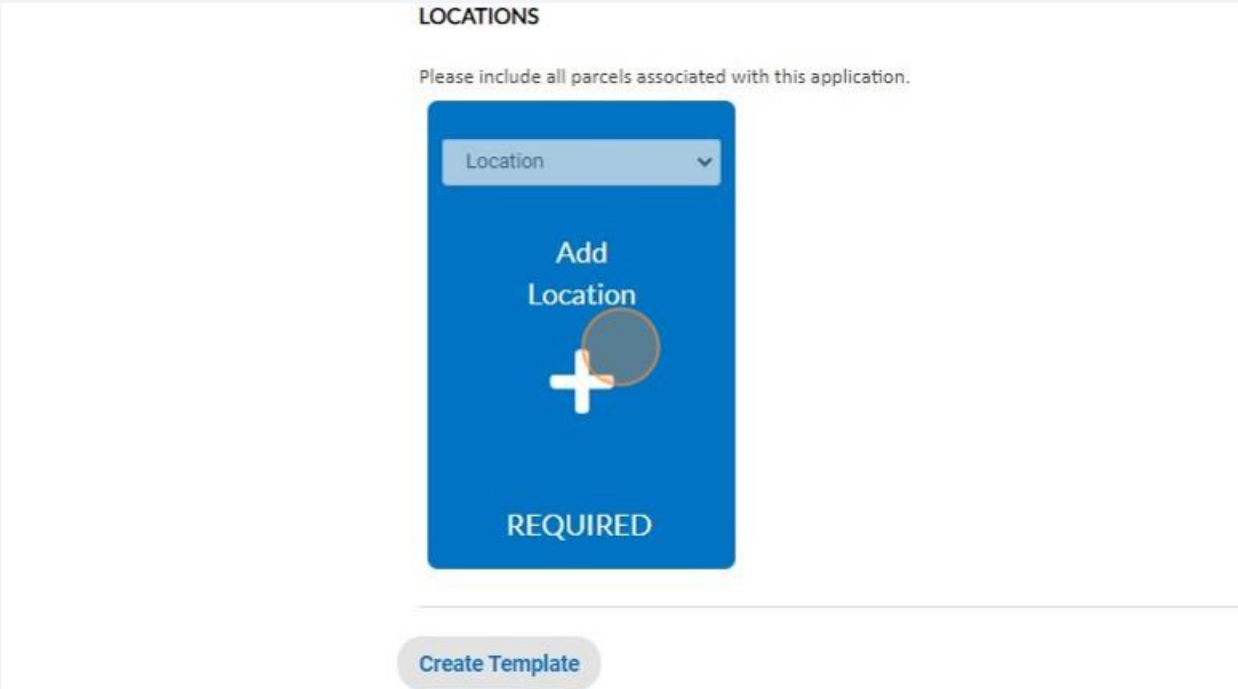
5 Click "Plans" to show available plan applications.



6 Click "Apply" to begin the application process.

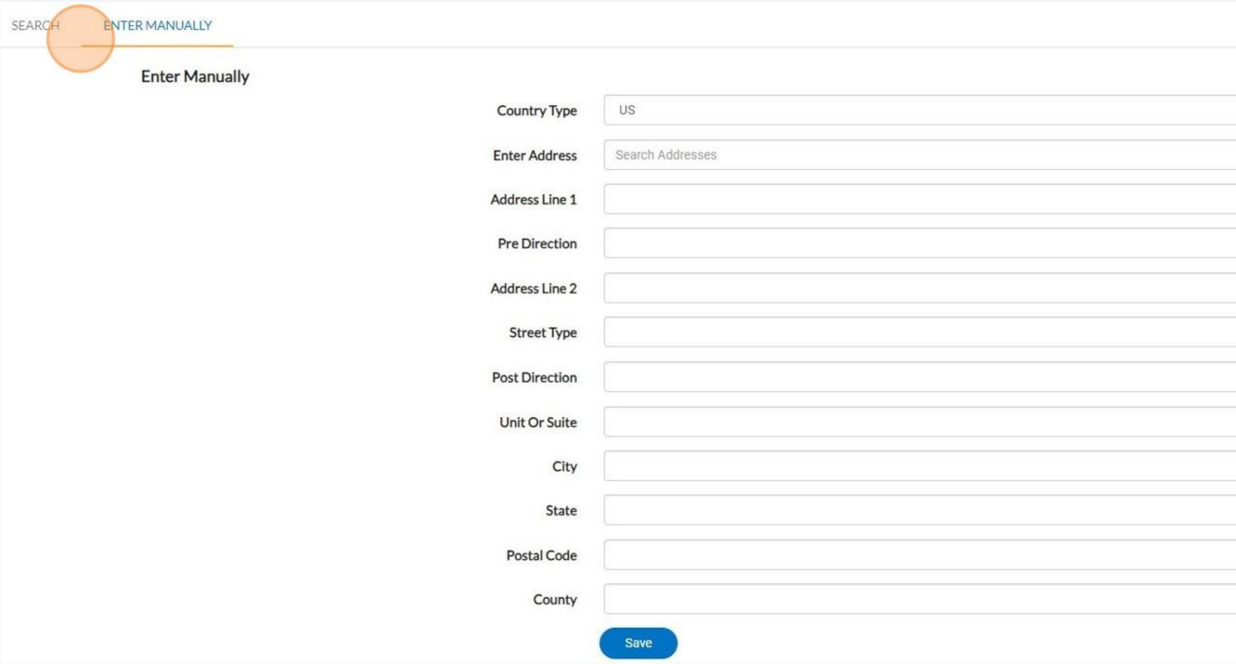


7 Click "Add Location."

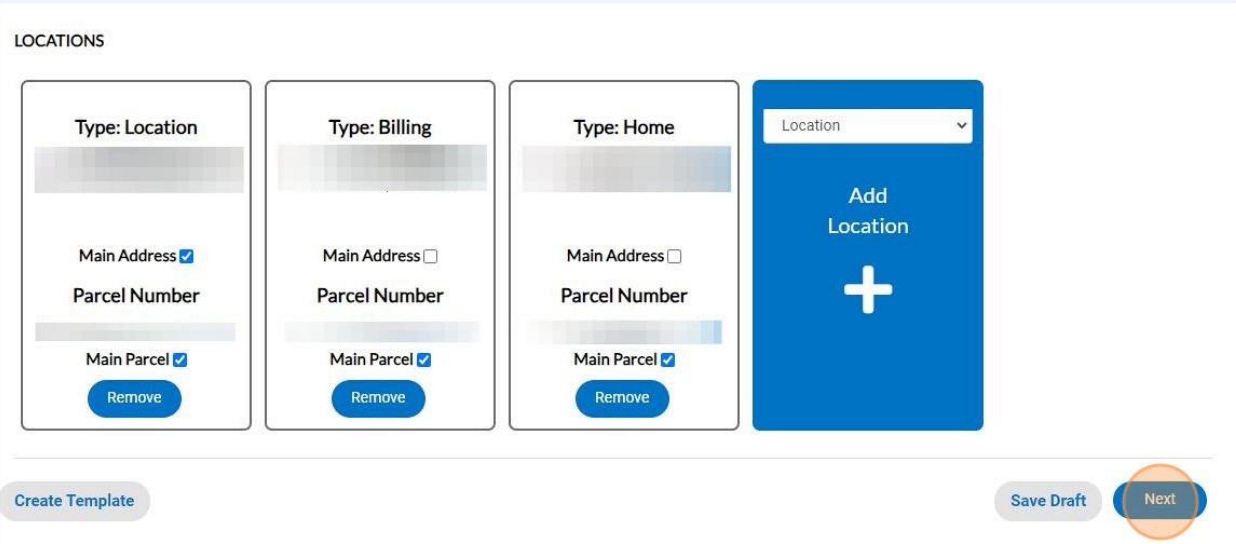


8 Use "Search" or "Enter Manually" to input the application address.

NOTE: Although one address is required, multiple address types can be added to a plan (i.e., billing, home, mailing, shipping).

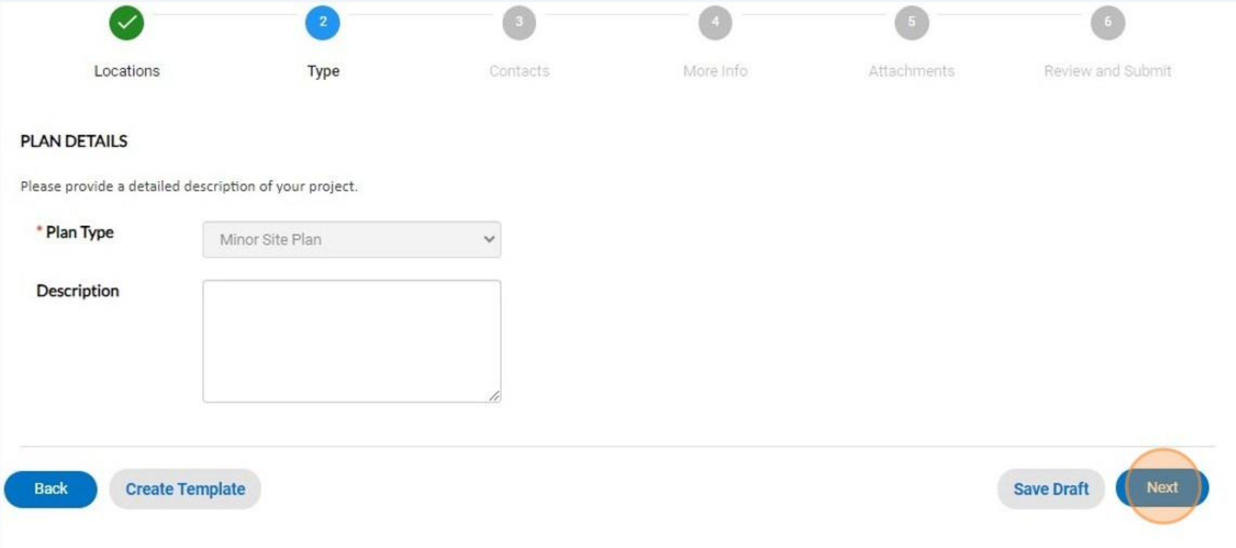


9 After the addresses are entered, click "Next" to proceed to plan details.



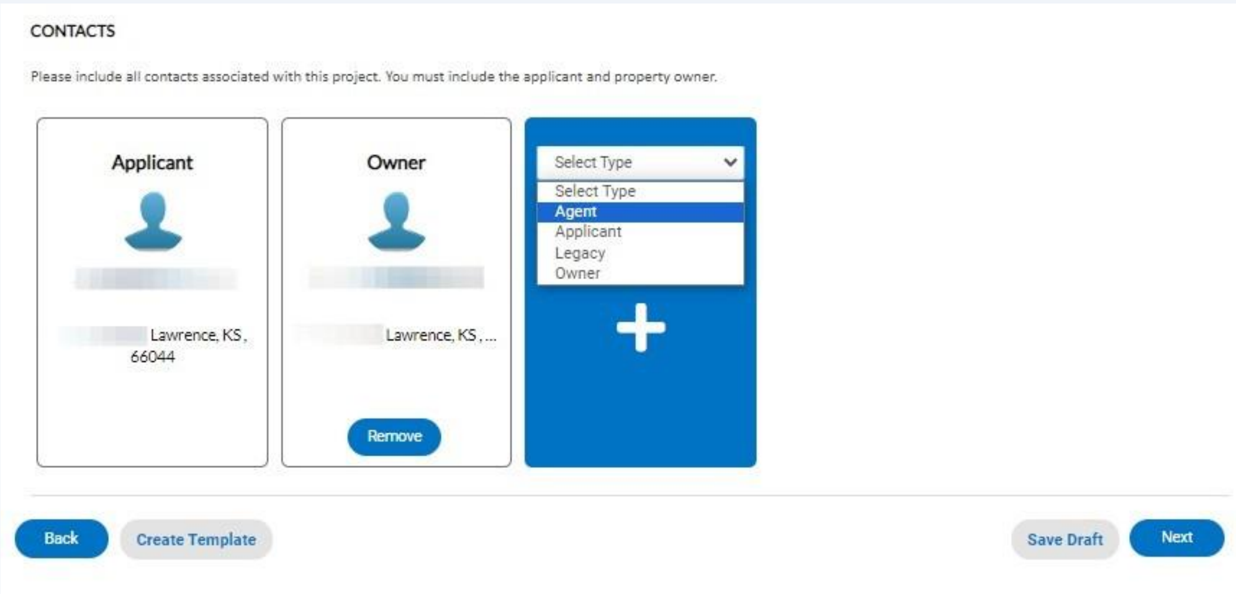
10 Enter a detailed project description. Click "Next" to proceed to contact information.

NOTE: The plan type is automatically populated.

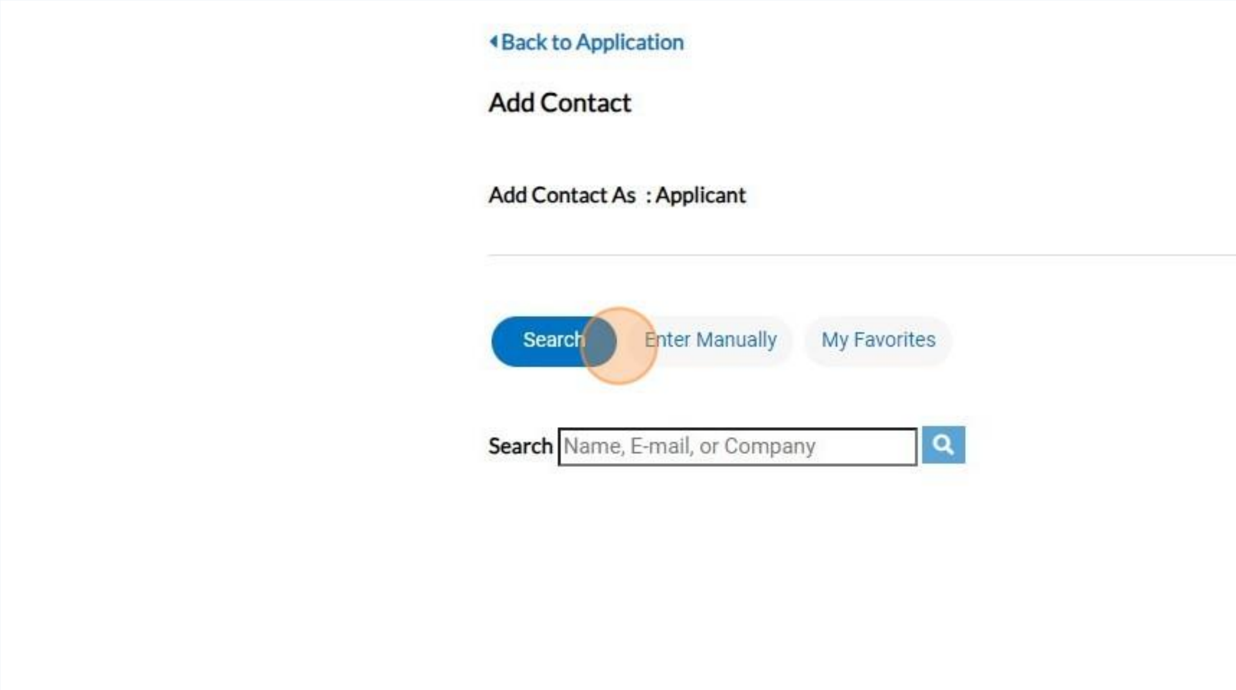


11 Click "Add Contact" to add the required Owner information.

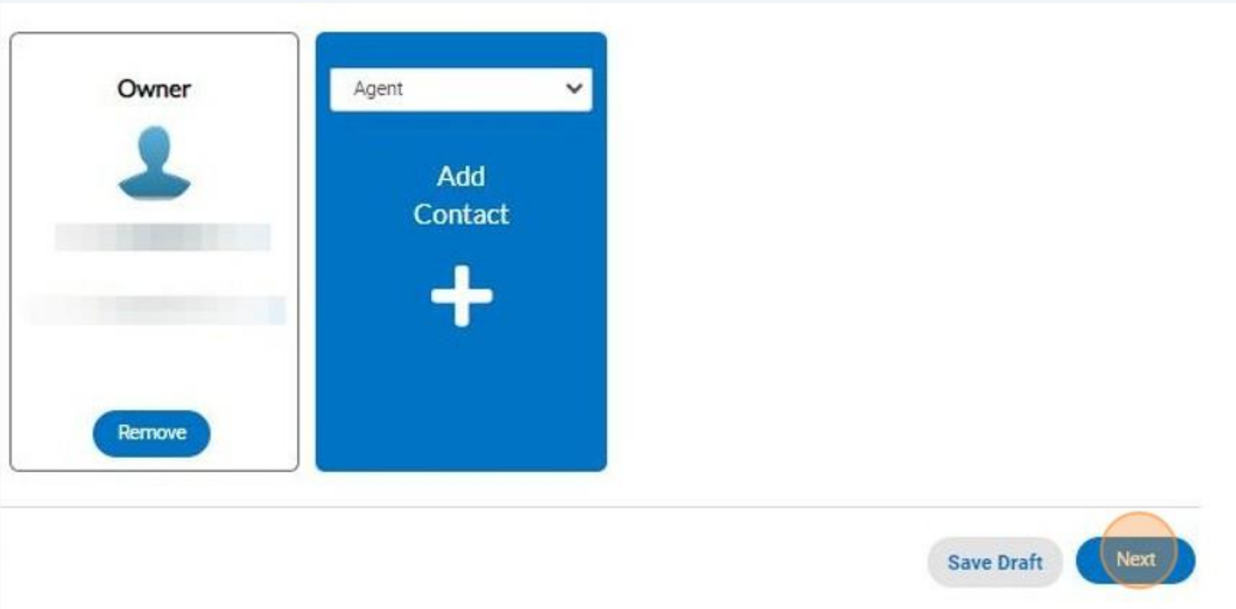
NOTE: The applicant contact is automatically populated. There is a drop-down to list additional contacts. "Legacy" should **not** be used as a contact type as this is only for use by City staff.



12 To add contact, the "Search" or "Enter Manually" features can be used. The "My Favorites" can also be used if favorites have been previously established.



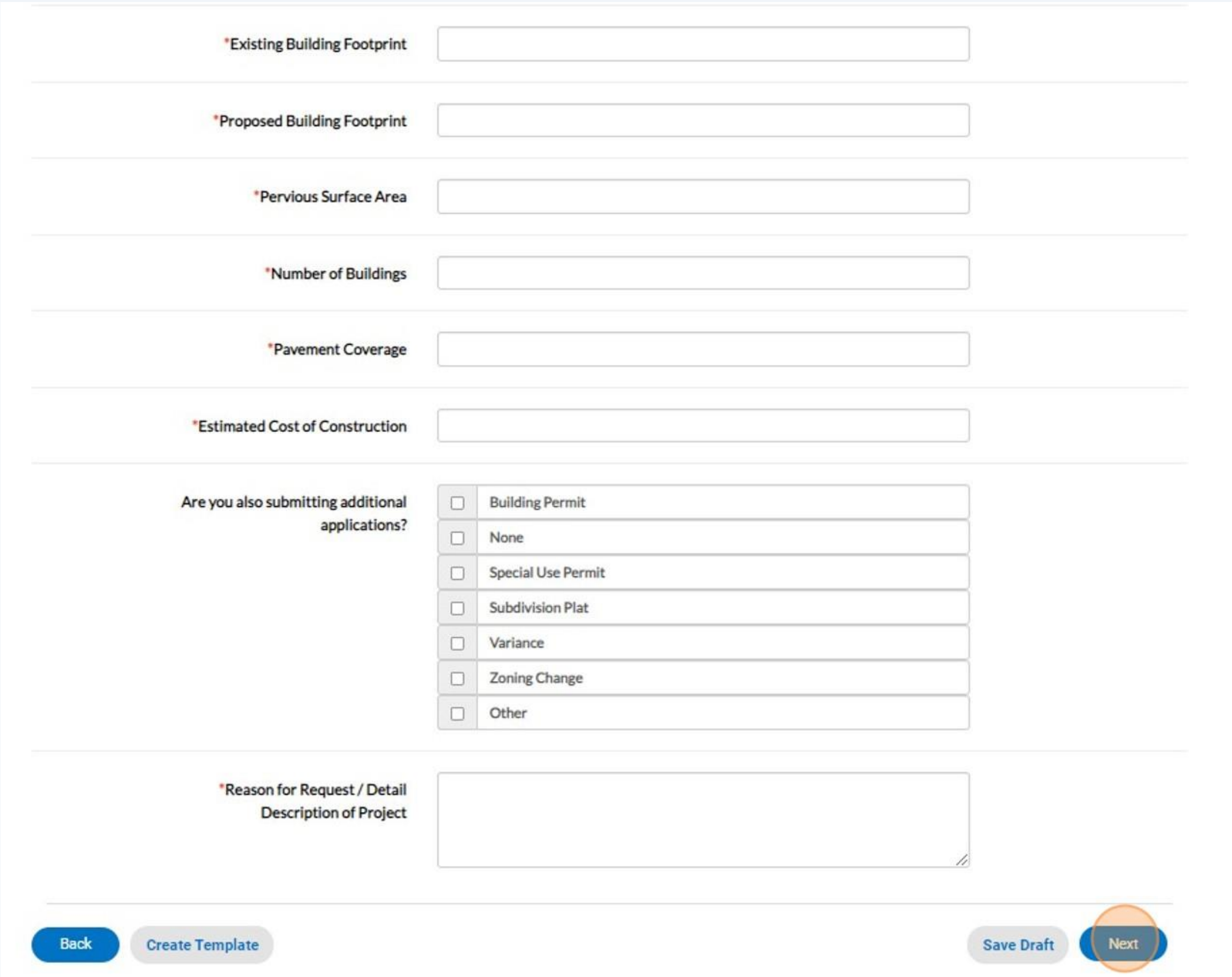
13 After the contacts are entered, click "Next" to proceed to enter more information.



Alert! "More Info" content will vary depending on the type of planning application. The following example (Step 15) is for a Minor Site Plan.

14 Enter the required property information. Click "Next" to proceed to attachments.

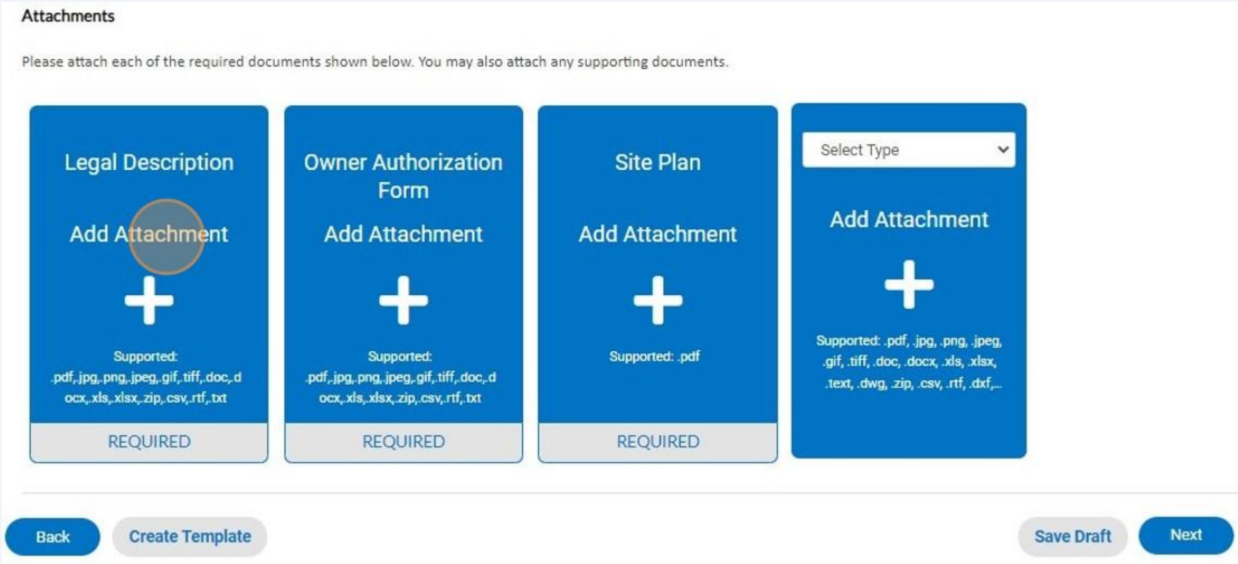
NOTE: Required fields are marked by a red asterisk.



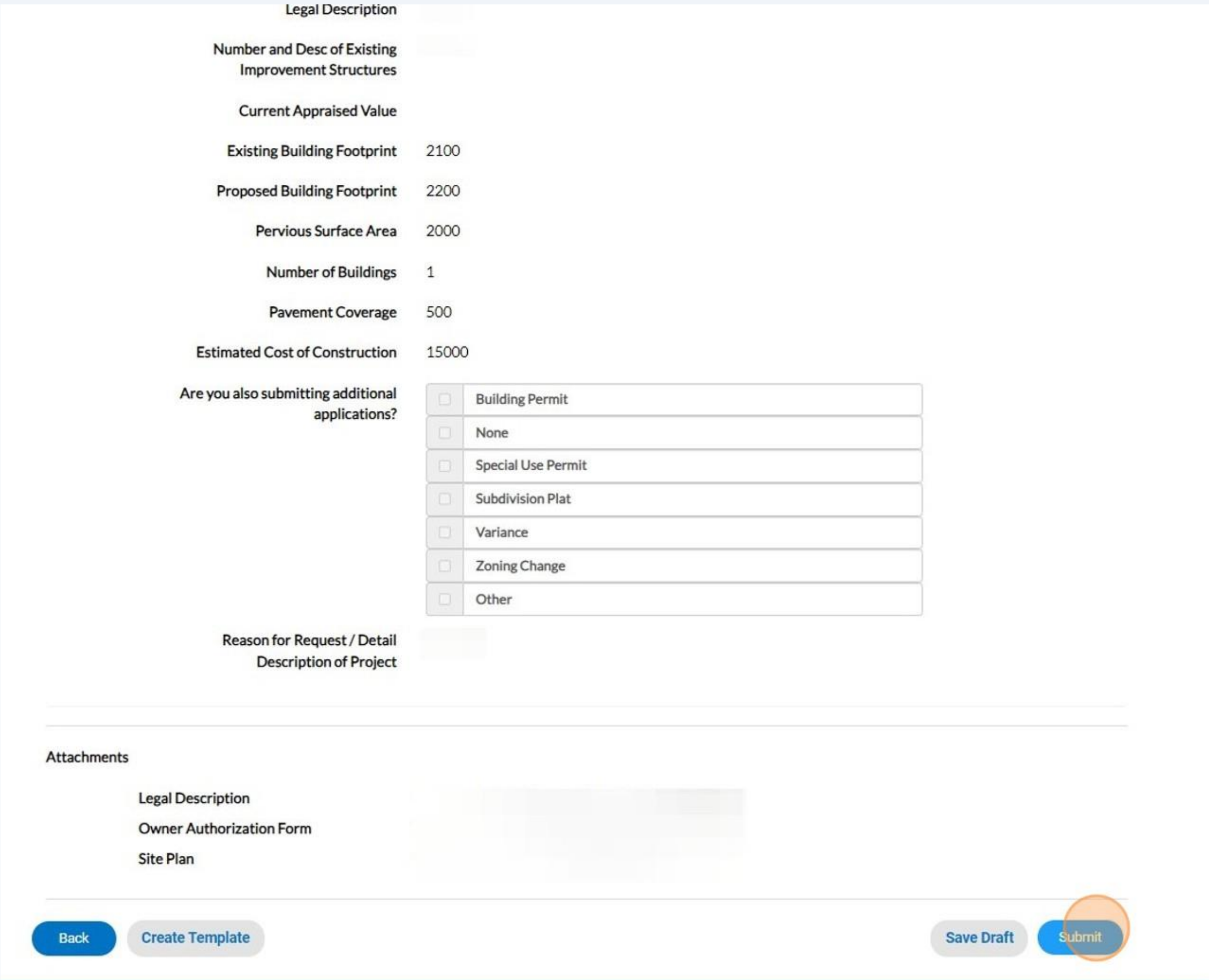
15

Click "Add Attachments" to upload any required documents. Click "Next" to proceed to the next page.

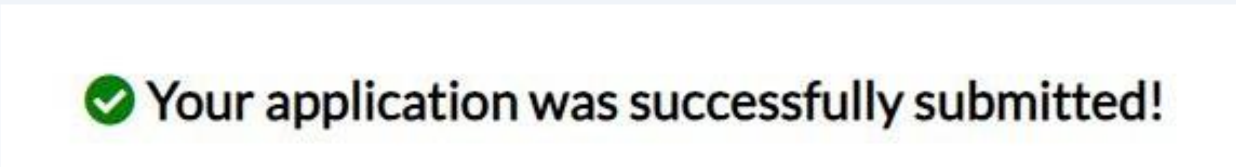
NOTE: Attachments are required to be uploaded as one of the supported file types listed for each attachment category.



16 Review application information for accuracy. Click "Submit" when done.

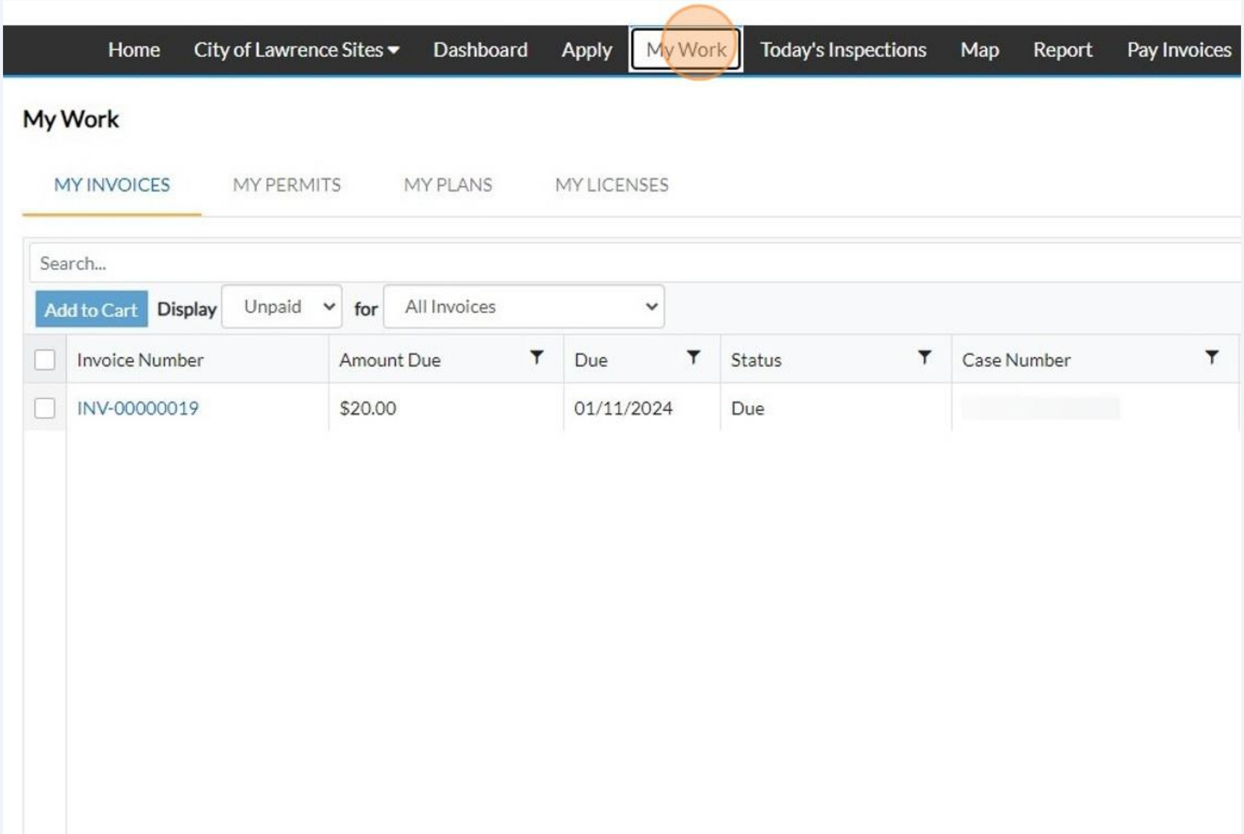


17 After reviewing and submitting, a confirmation page will show, and the application will be routed to City staff for review.



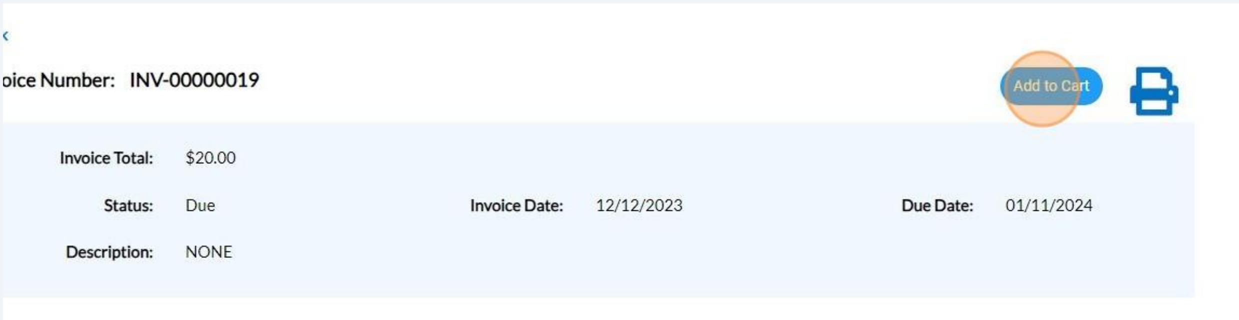
18 When City staff completes their review, an invoice will be issued if applicable. The applicant will be notified via automatic email.

19 Applicants can pay invoices using the Customer Portal by clicking "My Work" and selecting the invoice to be paid.

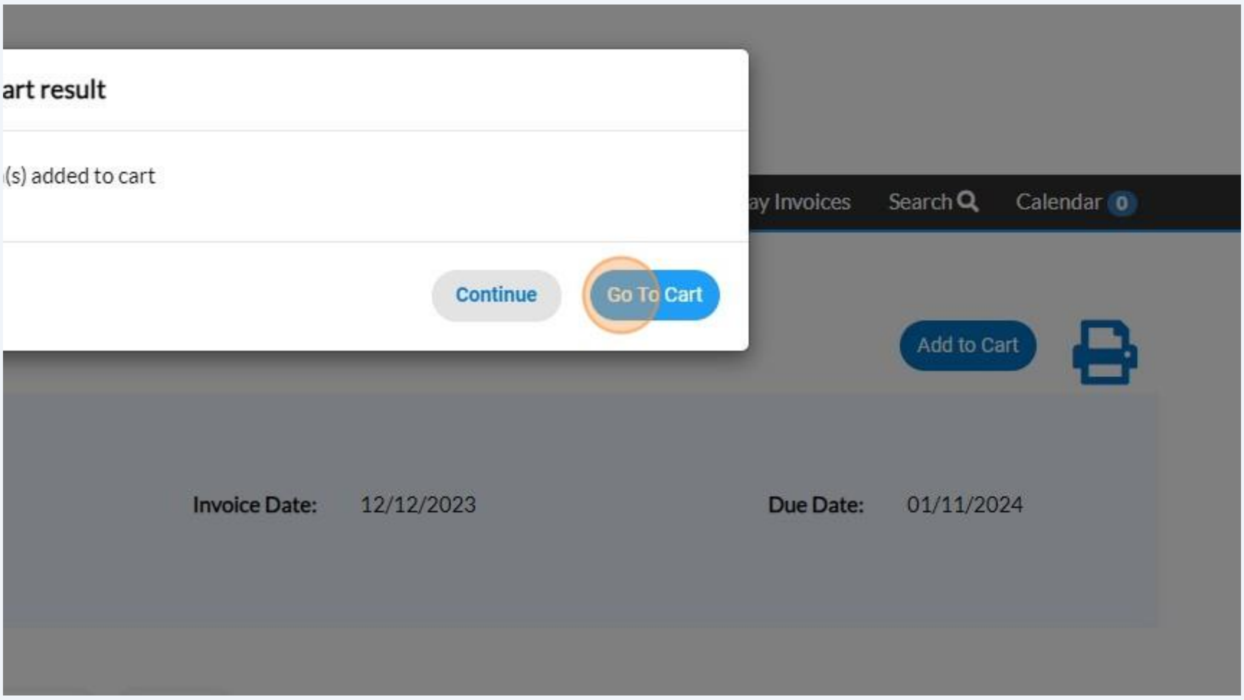


20 After selecting the invoice, click "Add to Cart."

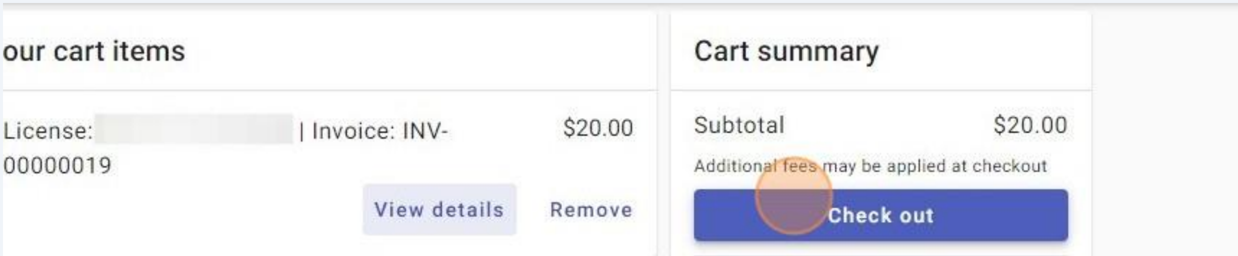
NOTE: Multiple invoices can be added to the cart and paid at the same time.



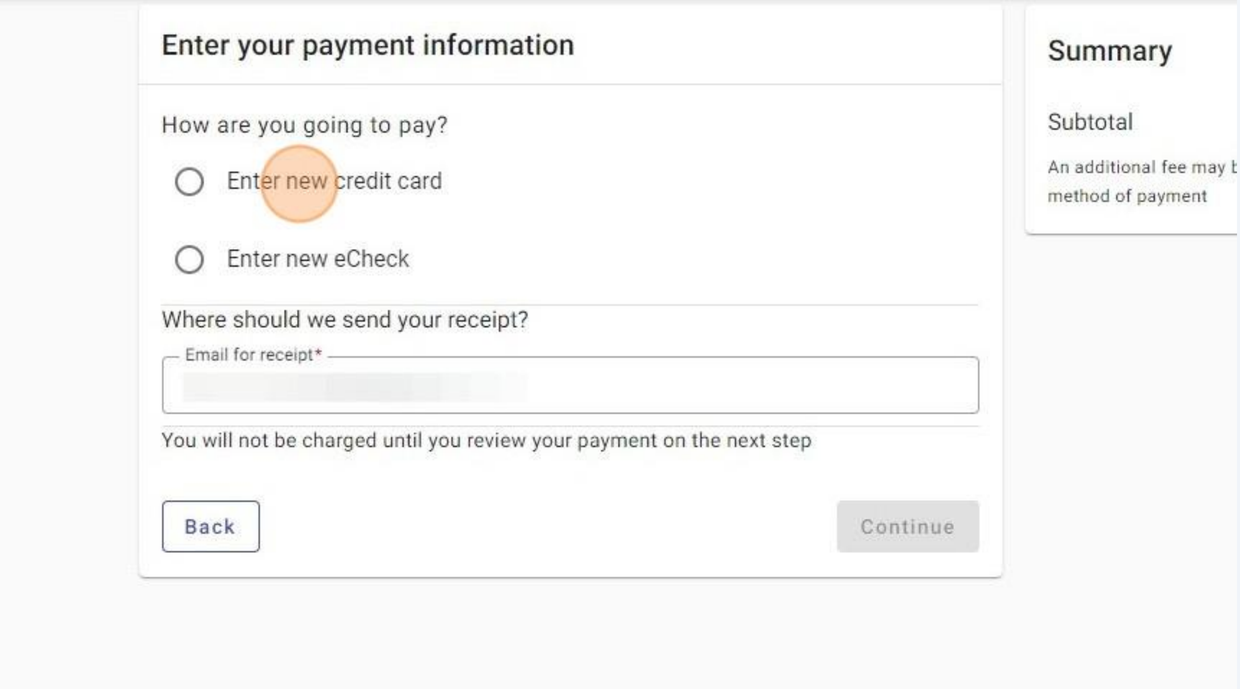
21 Click "Go To Cart" to begin the check-out process.



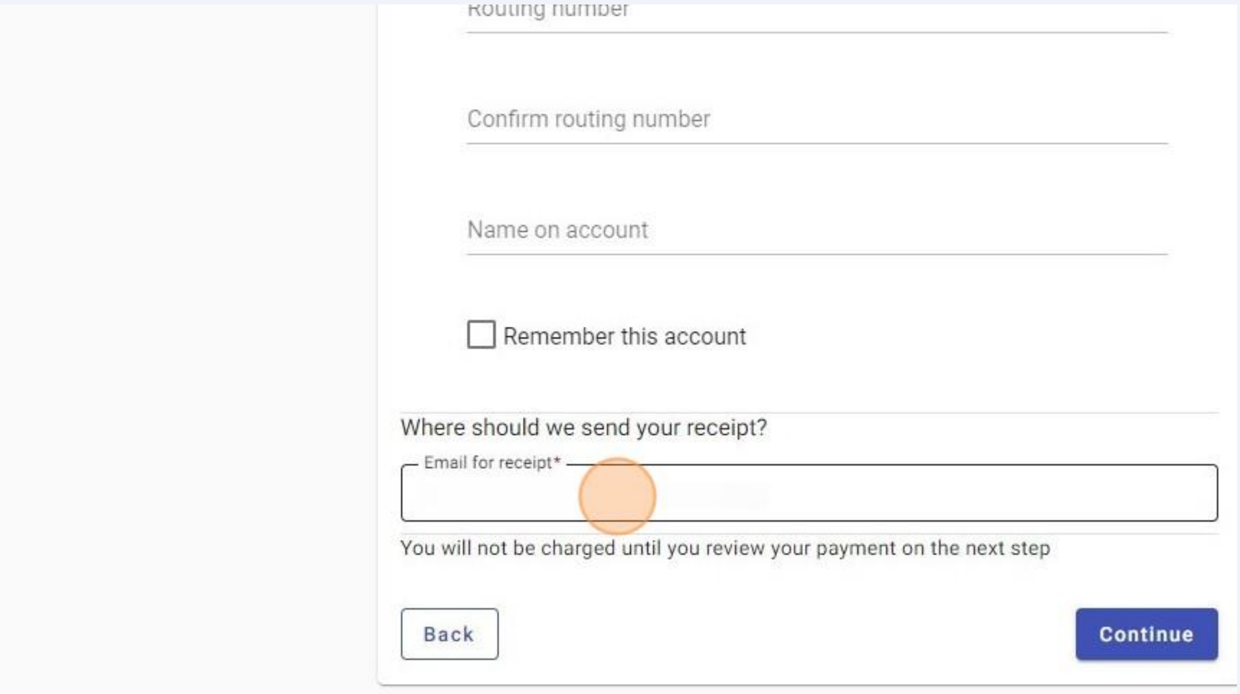
22 Click "Check out" to pay invoice.



23 Payments can be made with a debit/credit card or with eCheck. Select a payment method and enter payment information.



24 Enter an email in "Email for receipt" field to receive a receipt for the transaction. Click "Continue" for proceed to the review page.



25 Review the invoice and payment information for accuracy and click "Submit" to pay.

26 After payment, City staff will immediately approve the plan. Approved plans can be viewed on the "My Work" page under "My Plans."