

**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.

Login or Register

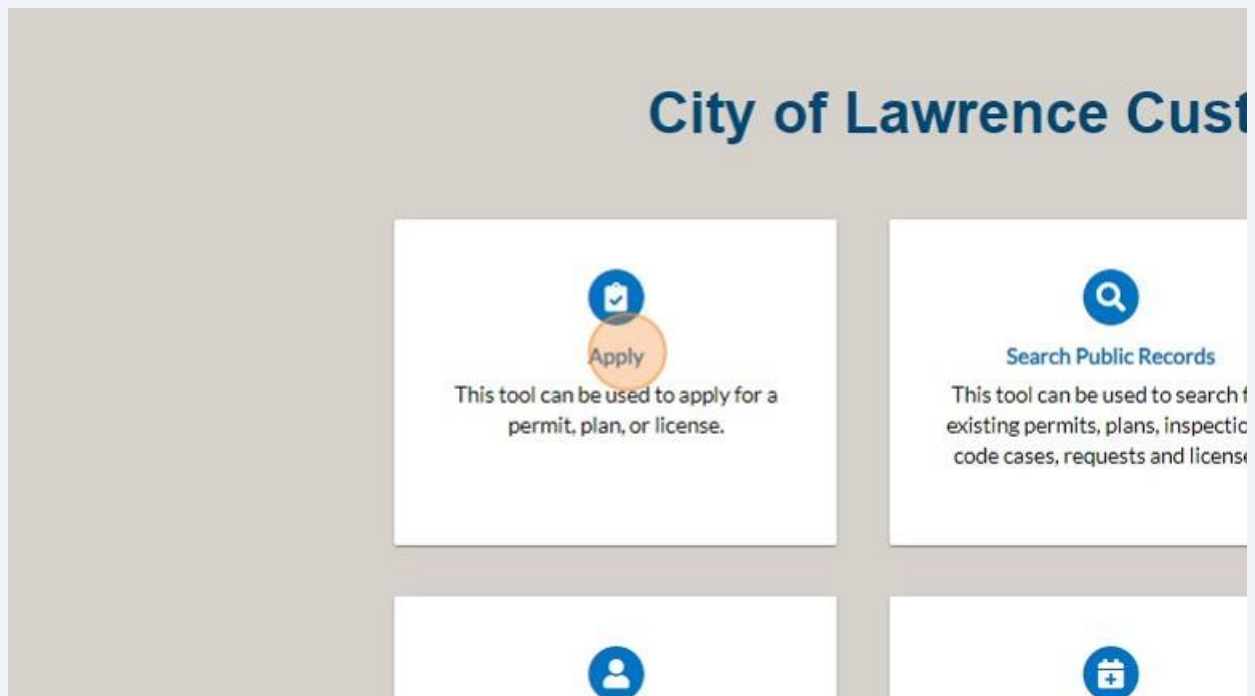
Pay Invoices

Search 

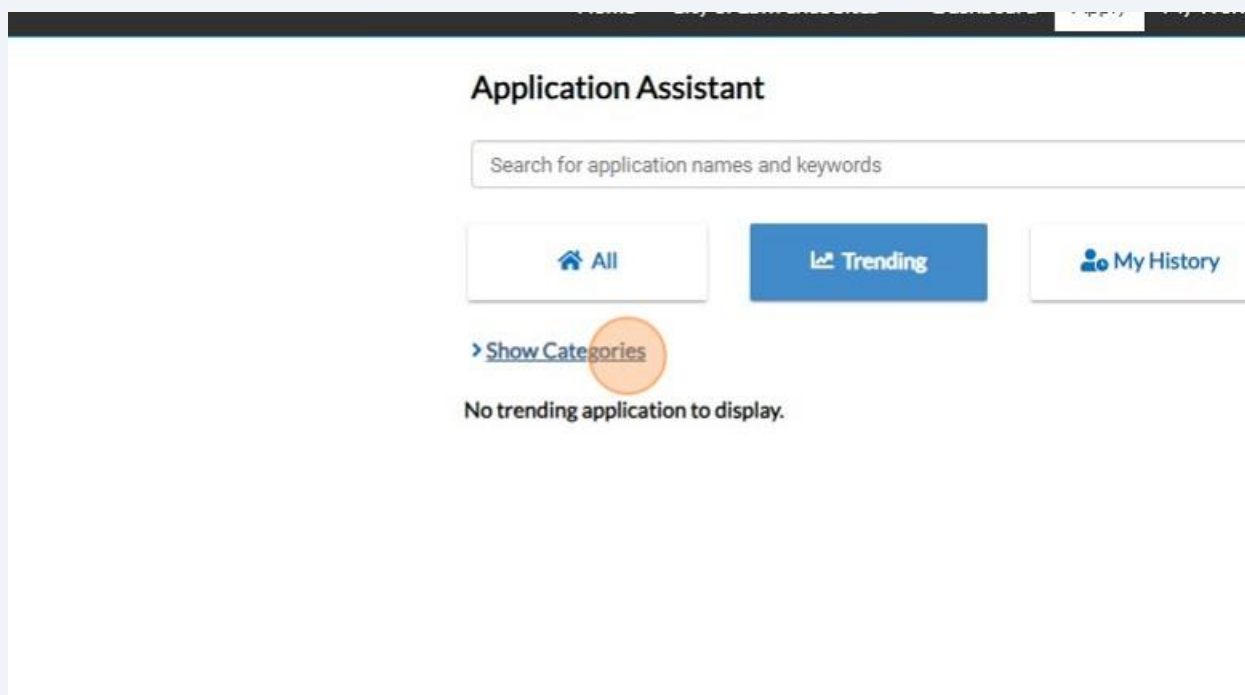
Calendar 



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

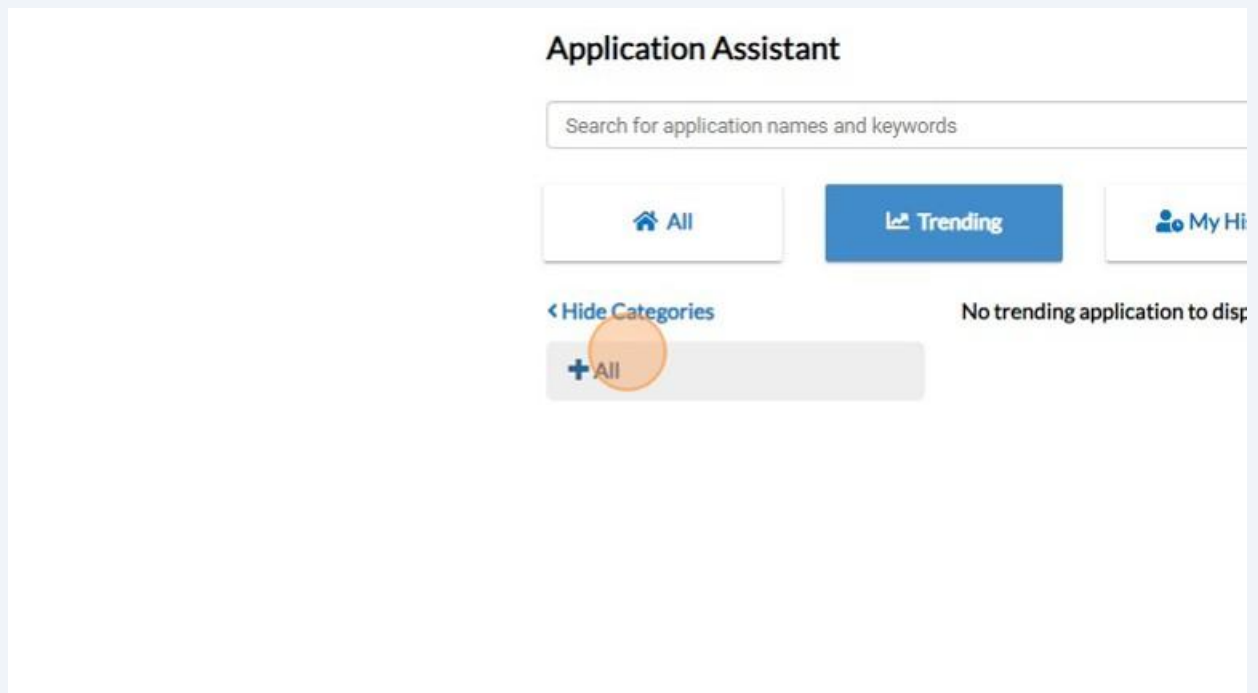


- 3 From the Application Assistant page, click "Show Categories" to open the category sidebar.

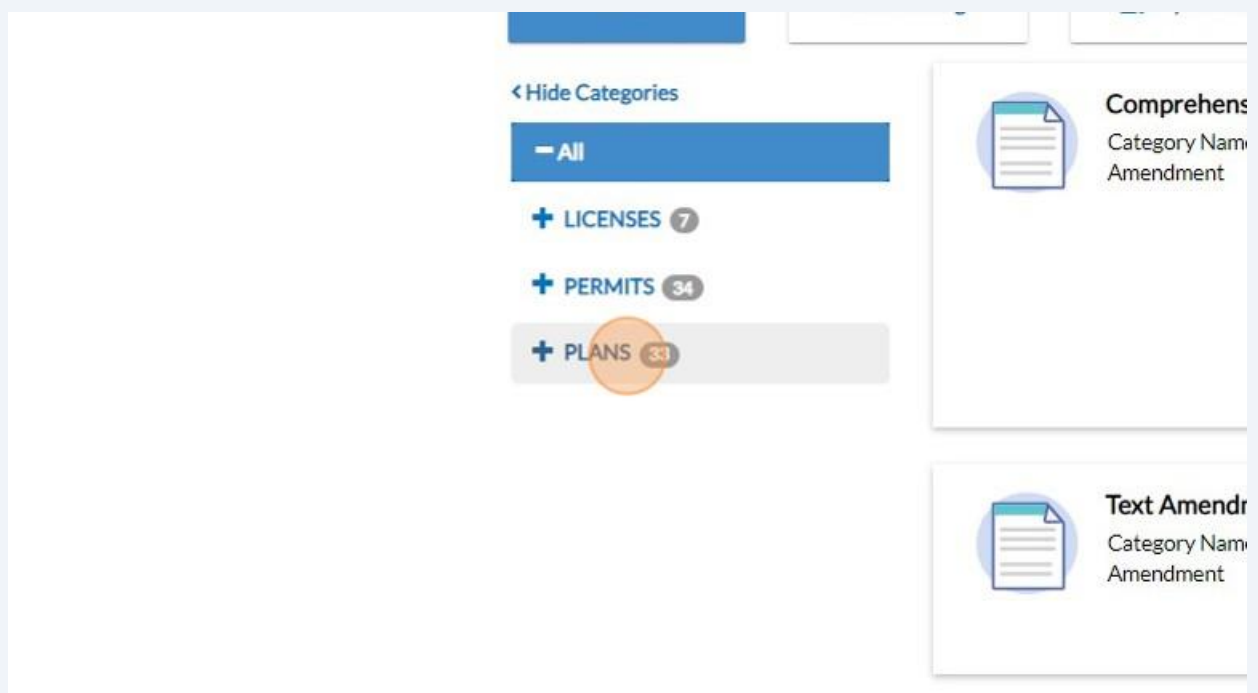




- 4 Click "All" to show the available application categories.



- 5 Click "Plans" to show available plan applications.





6 Click "Apply" to begin the application process.

n for registering a Type B Home Occupation.

n:
Planning staff

Apply

n:
n for a minor site plan in the City of Lawrence

Apply

est
n:
requesting a pre-application meeting with City Staff.
ation meetings must take place at least 7 days prior to
; your application.

Apply

7 Click "Add Location."

LOCATIONS

Please include all parcels associated with this application.

Location

Add
Location

+

REQUIRED

Create Template



- 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).

SEARCH ENTER MANUALLY

Enter Manually

Country Type US

Enter Address Search Addresses

Address Line 1

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

City

State

Postal Code

County

Save

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

LOCATIONS

Type: Location

Main Address ☒

Parcel Number

Main Parcel ☒

Remove

Type: Billing

Main Address ☐

Parcel Number

Main Parcel ☒

Remove

Type: Home

Main Address ☐

Parcel Number

Main Parcel ☒

Remove

Location

Add Location

+

Create Template

Save Draft

Next



10

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

NOTE: The plan type is automatically populated.

The screenshot shows a progress bar at the top with six steps: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the section is titled 'PLAN DETAILS'. A prompt says 'Please provide a detailed description of your project.' There is a dropdown menu for '* Plan Type' with 'Minor Site Plan' selected. Below that is a large text area for 'Description'. At the bottom, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next' (which is highlighted with an orange circle).

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.

The screenshot shows the 'CONTACTS' section. A prompt says 'Please include all contacts associated with this project. You must include the applicant and property owner.' There are two contact cards: 'Applicant' and 'Owner'. The 'Applicant' card shows a person icon and the address 'Lawrence, KS, 66044'. The 'Owner' card shows a person icon, the address 'Lawrence, KS, ...', and a 'Remove' button. To the right of these cards is a blue panel with a 'Select Type' dropdown menu. The dropdown is open, showing options: 'Select Type', 'Agent', 'Applicant', 'Legacy', and 'Owner'. Below the dropdown is a large white plus sign on a blue background. At the bottom, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'.



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.

*Existing Building Footprint	<input type="text"/>														
*Proposed Building Footprint	<input type="text"/>														
*Pervious Surface Area	<input type="text"/>														
*Number of Buildings	<input type="text"/>														
*Pavement Coverage	<input type="text"/>														
*Estimated Cost of Construction	<input type="text"/>														
Are you also submitting additional applications?	<table><tr><td><input type="checkbox"/></td><td>Building Permit</td></tr><tr><td><input type="checkbox"/></td><td>None</td></tr><tr><td><input type="checkbox"/></td><td>Special Use Permit</td></tr><tr><td><input type="checkbox"/></td><td>Subdivision Plat</td></tr><tr><td><input type="checkbox"/></td><td>Variance</td></tr><tr><td><input type="checkbox"/></td><td>Zoning Change</td></tr><tr><td><input type="checkbox"/></td><td>Other</td></tr></table>	<input type="checkbox"/>	Building Permit	<input type="checkbox"/>	None	<input type="checkbox"/>	Special Use Permit	<input type="checkbox"/>	Subdivision Plat	<input type="checkbox"/>	Variance	<input type="checkbox"/>	Zoning Change	<input type="checkbox"/>	Other
<input type="checkbox"/>	Building Permit														
<input type="checkbox"/>	None														
<input type="checkbox"/>	Special Use Permit														
<input type="checkbox"/>	Subdivision Plat														
<input type="checkbox"/>	Variance														
<input type="checkbox"/>	Zoning Change														
<input type="checkbox"/>	Other														
*Reason for Request / Detail Description of Project	<div><div></div></div>														

Back

Create Template

Save Draft

Next



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.

Attachments

Please attach each of the required documents shown below. You may also attach any supporting documents.

Legal Description	Owner Authorization Form	Site Plan	Select Type
Add Attachment	Add Attachment	Add Attachment	Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .zip, .csv, .rtf, .txt	Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .zip, .csv, .rtf, .txt	Supported: .pdf	Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf...
REQUIRED	REQUIRED	REQUIRED	

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



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

Legal Description

Number and Desc of Existing Improvement Structures

Current Appraised Value

Existing Building Footprint 2100

Proposed Building Footprint 2200

Pervious Surface Area 2000

Number of Buildings 1

Pavement Coverage 500

Estimated Cost of Construction 15000

Are you also submitting additional applications?

<input type="checkbox"/>	Building Permit
<input type="checkbox"/>	None
<input type="checkbox"/>	Special Use Permit
<input type="checkbox"/>	Subdivision Plat
<input type="checkbox"/>	Variance
<input type="checkbox"/>	Zoning Change
<input type="checkbox"/>	Other

Reason for Request / Detail Description of Project

Attachments


Legal Description

Owner Authorization Form

Site Plan

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

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

 **Your application was successfully submitted!**

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.

Home City of Lawrence Sites ▾ Dashboard Apply **My Work** Today's Inspections Map Report Pay Invoices

My Work

MY INVOICES MY PERMITS MY PLANS MY LICENSES

Search...

[Add to Cart](#) Display Unpaid ▾ for All Invoices ▾

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number
<input type="checkbox"/>	INV-00000019	\$20.00	01/11/2024	Due	

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

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

<

Invoice Number: INV-00000019

[Add to Cart](#)

Invoice Total: \$20.00

Status: Due Invoice Date: 12/12/2023 Due Date: 01/11/2024

Description: NONE



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

Cart result

(s) added to cart

Continue Go To Cart

Pay Invoices Search Q Calendar 0

Add to Cart

Invoice Date: 12/12/2023 Due Date: 01/11/2024

- 22** Click "Check out" to pay invoice.

our cart items	Cart summary
License: Invoice: INV- \$20.00 00000019 View details Remove	Subtotal \$20.00 Additional fees may be applied at checkout Check out



23

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

Enter your payment information

How are you going to pay?

☐ Enter new credit card

☐ Enter new eCheck

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

Summary

Subtotal

An additional fee may be added to your method of payment

24

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

Routing number

Confirm routing number

Name on account

☐ Remember this account

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)



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."

The screenshot shows the 'My Work' page of a web application. At the top is a dark navigation bar with links: Home, City of Lawrence Sites, Dashboard, Apply, My Work (highlighted), Today's Inspections, Map, Report, and Pay Invoices. Below this is a sub-header 'My Work' with tabs for MY INVOICES, MY PERMITS, MY PLANS (active), and MY LICENSES. A search bar is present, followed by filters for Display (All), Records (Updated), and In (Last 1 Year). A table displays the following data:

Plan Number	Project	Address	Plan Type	Status
SP-			Minor Site Plan	Approved