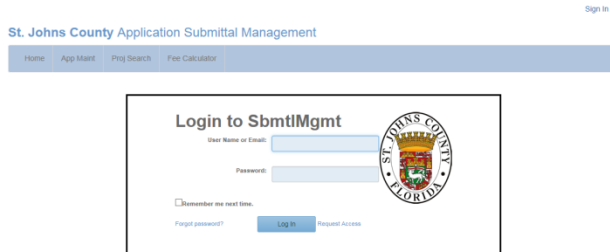


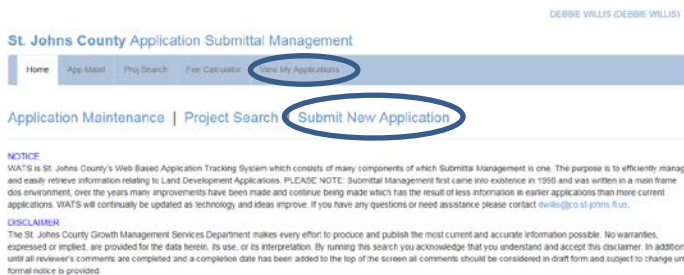
# APPLICANT GUIDE TO ONLINE APPLICATION SYSTEM

1. First time Applicants will need to click the “Request Access” tab to set up a user account. Once a user account has been created, the user will be able to Sign In to submit new applications or manage existing applications. See below Login Screen:



**Suggestion: Companies with more than one person submitting applications may want to set up a general company user account to enable tracking of all online applications submitted by the company. The Online Application System has been set up to identify the specific contact person for each application, and will send application status e-mails to the e-mail address listed as the contact person on the application.**

2. Once signed in, Applicants will be able to manage their existing applications (View My Applications) and submit new applications (Submit New Application)



3. Once the Applicant picks the application type, the next screen is the Project Information Screen (see below snapshot). The Applicant will be required to verify each parcel id number they input before they can move past this screen.

### St. Johns County Application Submittal Management

- Home
- App Maint
- Proj Search
- Fee Calculator
- View My Applications

You must Click 'View Map' and Click 'Parcel Is Correct' for each parcel id that is entered

#### Enter Project Information

Application Type:  Edit

Parcel Number(s):  Add

Parcel			
061940-0070	<a href="#">View Map</a>	<a href="#">Parcel Is Correct</a>	<a href="#">Delete</a>

Project Name:

Location:

Project Desc:

Rezone To:  Size of Property in Acres:

Cleared Acres:  Proposed Bldg. S.F.:

No Lts/Unts:

Save & Continue

4. The next screen is the Applicant Information screen. If the Applicant does not fill in one of the required fields, an error message prompts.

### St. Johns County Application Submittal Management

- Home
- App Maint
- Proj Search
- Fee Calculator
- View My Applications

Step 1. Parcel Information >>> 2. Applicant Information >>> 3. Users >>> 4. Supporting Documents >>> 5. Agree & Submit >>>

#### Enter Applicant Information

Contact Type:

Name:  Company:

Address:  City:

State:  Zip:

Email Address:

Contact:  Work:

Cell:  Fax:

**Please Enter a Contact Phone**

Previous Save Remove Continue

(Red shaded input boxes are required)

5. The next screen allows the Applicant to grant access to others (ie: Property Owner, Engineer, Planner, Survey Company). This enables others to assist in uploading the required documents for the application.

### St. Johns County Application Submittal Management

- Home
- App Maint
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- Fee Calculator
- View My Applications

Step 1. Parcel Information >>> 2. Applicant Information >>> 3. Users >>> 4. Supporting Documents >>> 5. Agree & Submit >>>

#### Enter Users Who Can Contribute to this Application

Add User

Name	
DEBBIE WILLIS (DEBBIE WILLIS)	<a href="#">Delete</a>

Previous Continue

6. The next screen allows the Applicant to upload supporting documents. The documents must be in .jpg, .pdf, or .tiff format). A completed and signed application form will be one of the required documents. Note: Do not use special characters, such as . or -, when naming the documents to upload into the system. Documents with special characters in the name may not upload.

DEBBIE WILLIS (DEBBIE WILLIS)

### St. Johns County Application Submittal Management

Home App Maint Proj Search Fee Calculator View My Applications

Step 1. Parcel Information >>> 2. Applicant Information >>> 3. Users >>> 4. Supporting Documents >>> 5. Agree & Submit >>>

#### Supporting Documents

Please upload a signed application form as one of your Supporting Documents.

Enter a Document Description:

Previously Uploaded Documents:

7. The final screen is the application submission screen.

DEBBIE WILLIS (DEBBIE WILLIS)

### St. Johns County Application Submittal Management

Home App Maint Proj Search Fee Calculator View My Applications

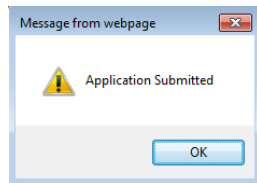
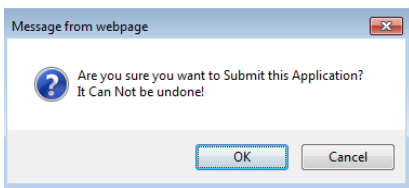
Step 1. Parcel Information >>> 2. Applicant Information >>> 3. Users >>> 4. Supporting Documents >>> 5. Agree & Submit >>>

#### Submit Application to St. Johns County

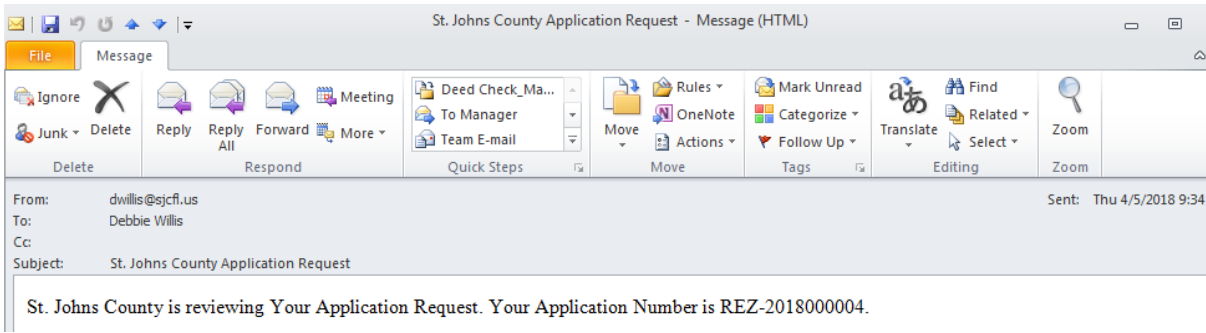
By Clicking the Submit button below you certify that all information is correct, and understand that misrepresentation or errors contained in this application or supporting documents may void an approved application, at the determination of the County considering the Land Development Code, Comprehensive Plan, or other applicable regulations. You further understand that reasonable inspections of the subject property may be made as part of the application process.

Once you have submitted your application to the county you can no longer make changes online.

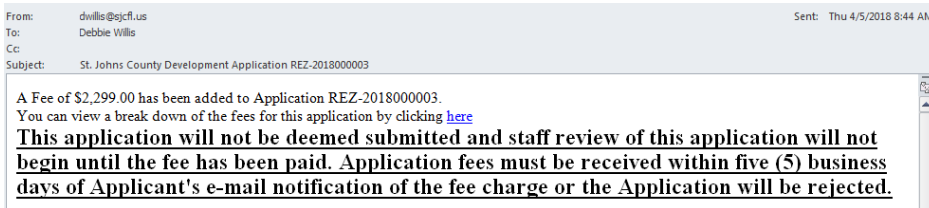
A message box will appear when the Applicant clicks the "Submit" button, and then a final message box will notify them that the application has been submitted.



8. St. Johns County staff will review the application and supporting documents. Once staff reviews the application package, a system e-mail is generated to the Applicant notifying them that staff is reviewing the application and also providing them the Application Number.



9. Staff will process the application the same as in the past, calculate application fees and add the fees to an open ticket. Once they add the fees to an open ticket a system generated e-mail will be sent to the Applicant notifying them of application fees that need to be paid (see below snapshot)



10. The Applicant can click the link on the e-mail generated by the application fee open ticket and it will take them to the login screen for them to log on to their user account.



11. The Applicant can access the fees by going into the “View My Applications” tab and click on the “Fees Due: Click to Pay Now” link for the application they want to pay fees on.

## St. Johns County Application Submittal Management

Home App Maint Proj Search Fee Calculator View My Applications

Submit New Application

## New Applications

View	Project Name	Status
View	Debbie's test application	Submitted to County
View	Final Rezoning Test	Submitted to County
View	Final Testing - Special Use Application	Rejected by County

## County Applications

View	Type	Number	Project Name	
View	MINMOD	2018000007	Add lots to Palencia	
View	MAJMOD	2018000001	Final Major Modification Application	Fees Due: <a href="#">Click to Pay Now</a>
View	REZ	2018000001	Final Rezoning Test	Fees Due: <a href="#">Click to Pay Now</a>
View	TUP	2018000001	Fireworks	
View	CONMOD	2018000002	Last test with Parcels Table	
View	PUD	2017000003	Rock Spring Farms PUD	Fees Due: <a href="#">Click to Pay Now</a>
View	PUD	2018000001	Test of Final System	Fees Due: <a href="#">Click to Pay Now</a>
View	ZVAR	2018000001	TURF Test Application	

12. When the Applicant clicks the “Fees Due Click to Pay Now” link, a breakdown of the fees will display that includes instructions for methods of payment. A “Print” button has been created for them to easily print the fee sheet to submit with their payment.

Application: REZ-2018000003  
Debbie Willis Rezoning

Total	Fee Description	Open Ticket
\$164.00	UTILITY PLAN REVIEW	875099
\$25.00	FIRE SERVICE REVIEW	875099
\$50.00	ADJACENT PROPERTY OWNERS LIST	875099
\$2,060.00	REZONING	875099
<b>\$2,299.00</b>	<b>Total Due</b>	

Application fees must be received within five (5) business days of Applicant's e-mail notification of the fee charge or the Application will be rejected. Fees can be paid by: Mail, Walk-in, or Credit Card Transaction form.

1. Mail: Mail this Fee Sheet, along with payment to: St. Johns County Permit Building  
Cashier  
4040 Lewis Speedway  
St. Augustine, FL 32084
2. Walk-in: Hand-deliver this Fee Sheet, along with payment to: St. Johns County Permit Building  
Cashier  
4040 Lewis Speedway  
St. Augustine, FL 32084
3. St. Johns County Growth Management Department Credit Card Transaction Form is available at <http://www.sjcf.us/BuildingServices/media/forms/CreditCardTransaction.pdf>. Please contact Central Cashiering at 904/209-0601 with questions on completing or submitting this form

**This application will not be deemed submitted and staff review of this application will not begin until the fee has been paid.**

**Growth Management - Department Telephone Numbers:**

Clearance Sheets: 904/209-0674  
Development Review: 904/209-0660  
Planning and Zoning: 904/209-0675

PRINT

13. If the fees are not paid, St. Johns County staff can reject the application for non-payment. This will generate a system e-mail to the Applicant notifying them that the application was rejected because of non-payment. See below snapshot.

From: dwillis@sjcfl.us  
To: Debbie Willis  
Cc:  
Subject: St. Johns County Application Request

**St. Johns County Has Rejected Your Application Request for REZ-2018000004 for the Following Reason:  
Outstanding Fees Not Paid**

**Note:** Applicants who utilize an e-mail verification system will need to add the following St. Johns County departmental e-mail addresses to their white list: [plandept@sjcfl.us](mailto:plandept@sjcfl.us), [gmtranplan@sjcfl.us](mailto:gmtranplan@sjcfl.us), [gmdev@sjcfl.us](mailto:gmdev@sjcfl.us) in order to utilize the online application and also the response to comments system.

Please contact Debbie Willis at 904/209-0609 or [dwillis@sjcfl.us](mailto:dwillis@sjcfl.us) if you have any questions, or need additional assistance.

## **Managing applications that were submitted Online as they proceed through the review process**

The Electronic Response to Comments process was designed several months ago to provide more efficient interaction between applicants and county staff during the Application Submittal Management process. This process involves sending an e-mail to the applicant that includes a password which enables the applicant to enter responses to staff review comments through an input form, upload supporting documents and submit the response to comments electronically back to St. Johns County.

Applications that utilize the Online Application Process will be able to access the Electronic Response to Comments process through the Applicant's User ID, within the View My Applications tab. See below snapshot.



Additional information on the ability to electronically manage the online application as it proceeds through the submittal management process will be forthcoming.