

Submitting an Application in ProjectDox

User Guide



Log In to ProjectDox

Step 1.

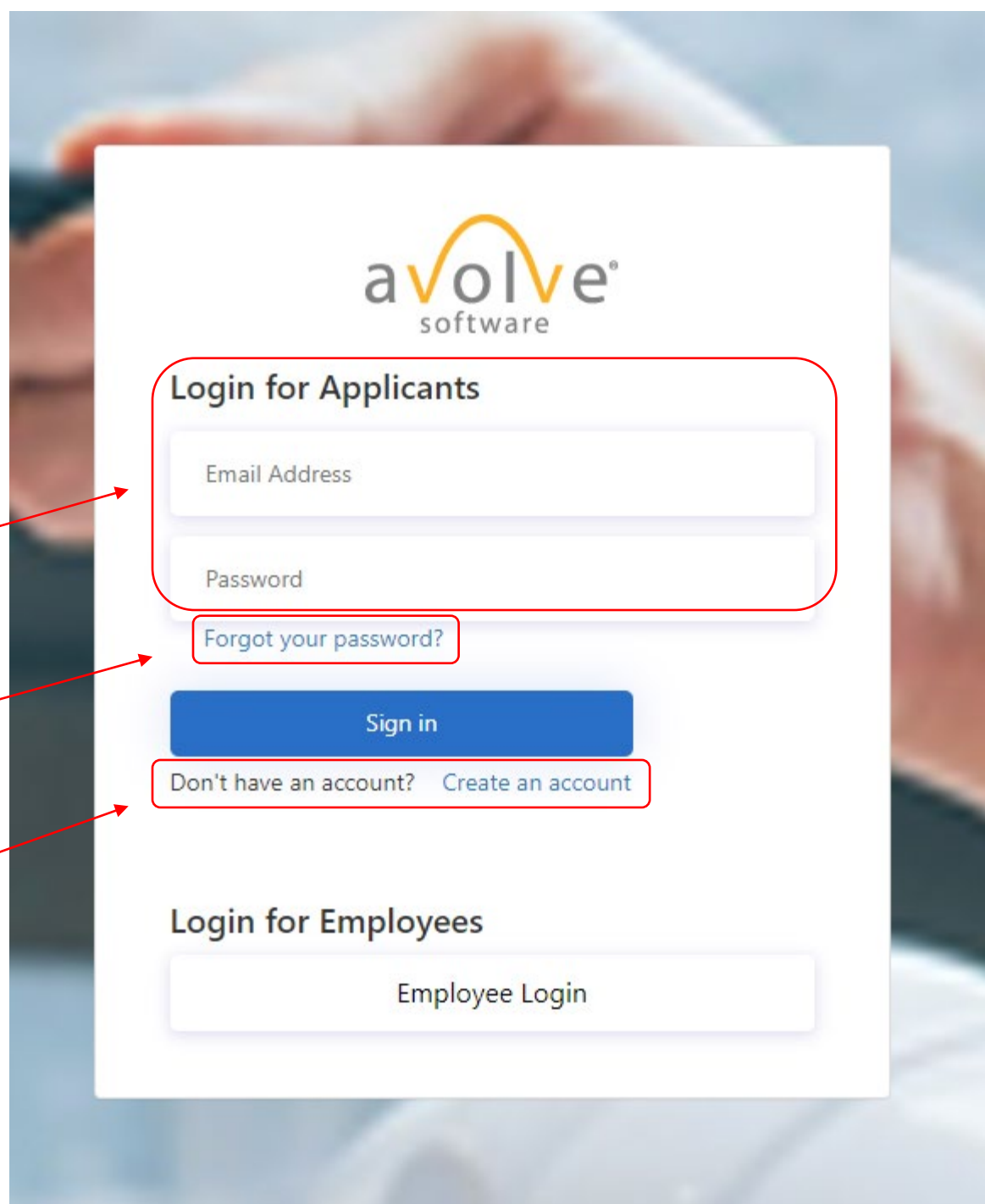
Visit [ProjectDox Plan Submission: Howard County, Maryland](#)

Step 2.

Log in using Email Address and Password.

Use "Forgot your password?" if unable to login but have an existing account.

New users: Use "Create an account" option to sign up for a new account.



The screenshot shows the ProjectDox login interface. At the top is the 'avolve software' logo. Below it is a section titled 'Login for Applicants' which contains an 'Email Address' input field and a 'Password' input field. A red rounded rectangle encloses these two fields. Below the password field is a link that says 'Forgot your password?'. Below that is a blue 'Sign in' button. Under the button is a link that says 'Don't have an account? Create an account'. Below this is a section titled 'Login for Employees' with an 'Employee Login' input field. Red arrows point from the instructional text on the left to the 'Email Address' field, the 'Forgot your password?' link, the 'Create an account' link, and the 'Employee Login' field.

avolve[®]
software

Login for Applicants

Email Address

Password

[Forgot your password?](#)

[Sign in](#)




[Don't have an account? Create an account](#)

Login for Employees

Employee Login

Open the Portal



 Home  Profile  Services

James Wilkerson | Admin | Logout

Welcome to the Portal

August 29, 2023

ProjectDox - A tool for plan submission, review, approval and tracking using a paperless online system that allows parallel collaboration between agencies to review and markup plans, share comments and more easily identify potential conflicts and issues. ProjectDox offers automatic task notification and plan routing between the applicant and all review departments. It also incorporates tools to increase the effectiveness of the review process and reduce review cycle time.

Who to Contact: ProjectDox Development Team - via email at helpdpzpdox@howardcountymd.gov

James Wilkerson - (410) 313-4362

Lisa Kenney - (410) 313-4373

Julia Sauer - (410) 313-4342

Continue

Home, Services, and Continue button will all take you to the “Services” page, where applications can be accessed.



Services Screen

Click **“Go To ProjectDox”** to directly access existing projects and perform tasks.

Click **“Submit Alternative Compliance Application”** to begin submission process.

Go To ProjectDox

Go directly to ProjectDox and Skip Application Submittal.

Go To ProjectDox

Submit Alternative Compliance Application

Submit your Alternative Compliance application here. You will submit your application, justification, exhibits, and any required corrections online.

Submit Alternative Compliance Application

Submit Division Petition Application

Submit your Division Zoning Petition here. Division Zoning Petitions include: Administrative Adjustment, Temporary Use, and Nonconforming Use Confirmation. You will submit your petition, plan set, supporting documentation and provide any required amendments online.

Submit Division Petition Application

Submit Zoning Board Petition Application

Submit your Zoning Board Petition here. Zoning Board Petitions include: Zoning Map, Zoning Regulations, PDP Amendment, and PDP MXD. You will submit your petition, plan set, supporting documentation and provide any required amendments online.

Submit Zoning Board Petition Application

Update Redline Application

Update your previously submitted Redline Application here.

Update Redline Application

Submit Development or Subdivision Plan Application

Submit your Subdivision or Development Plan application here. The choices are Environmental Concept Plan, Sketch Plan, Preliminary Plan, Preliminary Equivalent Sketch Plan, Final Subdivision Plan, Preliminary Water and Sewer Plan, or Site Development Plan. You will submit your application, plan set, and any required corrections online. Once available, approved plans can be downloaded online.

Submit Development or Subdivision Plan Application

Submit Redline Application

Submit your Redline application here. You will submit your application, plan set, and any required corrections online. Once available, approved plans can be downloaded online.

Submit Redline Application

Submit Hearing Examiner Petition Application

Submit your Hearing Examiner Zoning Petition here. Hearing Examiner Zoning Petitions include: Non-Residential Variance Petition, Residential Variance Petition, Conditional Use Petition and Nonconforming Use. You will submit your petition, plan set, supporting documentation and provide any required amendments online.

Submit Hearing Examiner Petition Application

Update Alternative Compliance Application

Update your previously submitted Alternative Compliance application here.

Update Alternative Compliance Application

Update Division Petition Application

Update your previously submitted Division Petition Application here.

Update Division Petition Application

Submit An Alternative Compliance Application

Use “Select Request Type” dropdown to choose “Alternative Compliance.”

Name project and click “Start Application Process.”

Start New Application Request ?

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ?

Name: *

Start Application Process

Select Request Ty ▾

Select Request Type

Alternative Compliance

Applications: Unsubmitted ?

Search:

REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION
SDP-400	SDP_TEST	Site Development	08/22/2023	James Wilkerson	↗ 📄 ✕

1 - 1 of 1 records

Review submitted and unfinished applications.

My Projects VIDEO SERIES: GETTING STARTED || ACCEPTING A TASK || DOWNLOADING APPROVED P

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (9)
NCU-2023-OhNo	OhNoNCU OhNoNCU	OhNoNCU	Division Petition	Open Assign Division Petition Reviewers
HEP-404	Vacant	3430 Court House Ridve	Upload	Open Assign Zoning Petition Number
HEP-405	Vacant	3430 Court House Dr	Upload	Open Assign Zoning Petition Number
HEP-406	bdksfb	sdvsdfg	Upload	Open Assign Zoning Petition Number
ZBP-416	ert	6978	Prescreen	Open Prescreen Review

1 - 5 of 50 records

You have more than 50 projects, to view all your projects, click the button below.

View All Projects

Access active projects and tasks or find completed projects.

“View All Projects” takes you to standard ProjectDox view of projects.

Terms and Conditions

Step 1.
Review the pertinent information.

Step 2.
Check the box acknowledging your understanding and agreement.

Step 3.
Click "Accept and Start My Application."

Terms And Conditions ?

August 29, 2023

TERMS AND CONDITIONS OF USE

Your access to and use of the Howard County Government Project DOX website (the "Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to the Site is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the "Login" button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and Conditions, the words "you" and "your" mean you and the employees, consultants, contractors, and other parties who access the Site using your password.

Modification of the Agreement

Howard County Government maintains the right to modify these Terms and Conditions of Use and may do so by posting such modifications on this page. Any modification is effective immediately unless otherwise stated. Your continued use of the Site following the posting of any modification signifies your acceptance of such modification.

Conduct

You agree to access and use the Site only for lawful purposes. You are solely responsible for the knowledge of and adherence to any and all laws, statutes, rules and regulations pertaining to your use of the Site. By accessing the Site, you agree that you will not:

- Use the Site to commit a criminal offense or to encourage others to conduct that which would constitute a criminal offense or give rise to a civil liability;
- Post or transmit any unlawful, threatening, libelous, harassing, defamatory, vulgar, obscene, pornographic, profane, or otherwise objectionable content;
- Use the Site to impersonate other parties or entities;
- Use the Site to upload any content that contains a software virus, "Trojan Horse" or any other computer code, files, or programs that may alter, damage, or interrupt the functionality of the Site or the hardware or software of any other person who accesses the Site;
- Upload, post, email, or otherwise transmit any materials that you do not have a right to transmit under any law or under a contractual relationship;
- Disrupt the normal flow of communication in any way;
- Claim a relationship with or speak for any business, association, or other organization for which you are not authorized to claim such a relationship;
- Post or transmit any unsolicited advertising, promotional materials, or other forms of solicitation; or
- Post any material that infringes or violates the intellectual property rights of another.

Termination of Use

Howard County Government may, in its sole discretion, terminate or suspend your access and use of this Site without notice and for any reason, including but not limited to:

- Your violation of these Terms and Conditions of Use;
- Your failure to pay any fee due in connection with your use of this Site; or
- Other conduct by you which the Howard County Government, in its sole discretion, believes is unlawful or harmful to others.

In the event of termination, you are no longer authorized to access the Site, and the Howard County Government will use whatever means possible to enforce this termination.

Content

The Howard County Government has the right to monitor the content that you provide, but is not obligated to do so. We reserve the right (but assume no obligation) to delete, move, or edit any material we consider unacceptable or inappropriate, whether for legal or other reasons. United States and foreign copyright laws and international conventions protect the contents of the Site. You agree to abide by all copyright notices.

Indemnity

You agree to defend, indemnify, and hold harmless the Howard County Government and its employees from any and all liabilities and costs incurred by Indemnified Parties in connection with any claim arising from any breach by you of these Terms and Conditions of Use, including reasonable attorneys' fees and costs. You agree to cooperate as fully as may be reasonably possible in the defense of any such claim. The Howard County Government reserves the right to assume, at its own expense, the exclusive defense and control of any matter otherwise subject to indemnification by you. You in turn shall not settle any matter without the written consent of the Howard County Government.

Disclaimer of Warranty

You expressly understand and agree that your use of the Site, or any material available through this Site, is at your own risk. Neither the Howard County Government nor its employees warrant that the Site will be uninterrupted, problem-free, free of omissions, or error-free; nor do they make any warranty as to the results that may be obtained from the use of the Site. The content and function of the Site are provided to you "as is," without warranties of any kind, either express or implied, including, but not limited to, warranties of title, merchantability, fitness for a particular purpose or use, or "currentness."

Limitation of Liability

In no event will the Howard County Government or its employees be liable for any incidental, indirect, special, punitive, exemplary, or consequential damages, arising out of your use of or inability to use the Site, including without limitation, loss of revenue or anticipated profits, loss of goodwill, loss of business, loss of data, computer failure or malfunction, or any and all other damages.

Site Maintenance

Howard County Government has the right to perform periodic maintenance on the Site without prior notification to you.

Under the Maryland Public Information Act, the public is entitled to view and obtain copies of the documents filed with Howard County via the PDOX system. However, the County reserves the right to release these documents to the public only in printed form.

☐ I have read, understand, and agree to the above terms and conditions

[Accept & Start My Application](#)

[Back To My Home Page](#)

Alternative Compliance Application Form

Step 4.

Complete project details. Be sure to fill in all fields marked with a **red asterisk *** as those are required fields.

Step 5.

Access the Howard County Data Explorer if you are uncertain about information like Tax Map, Grid, etc. This will open a new tab/window and requires only an address to find the requisite information.

Project Identification

Site Description *

Subdivision Name / Property Identification *

Location Address

Location Address Line 2

Location City

Location State

MD

Location Zip Code

Existing Use *

Proposed Use *

Click to view interactive map to help determine information below.

[Howard County Data Explorer \(howardcountymd.gov\)](#)

Tax Map *

Grid *

Parcel No *

Election District *

Zoning *

Total Site Area *

Enter the Total Site Area in acres.

Code Section Reference Information

Step 6.

Cite all previously submitted or currently active plans on file.

The “Section Reference Information” will be used to evaluate your request.

Access the Howard County Subdivision and Land Development Regulations if you are uncertain about the code section to reference.

Step 7.

Provide a brief summary of your request.

– Previously Submitted or Currently Active Plans on File

INCOMPLETE

Please list all previously submitted or currently active plans on file with the County (Subdivision Plans, Board of Appeal Petitions, Alternative Compliance Petitions, etc.). If no, previous plans have been submitted, please provide a brief history of the site and related information to the request. *

– Section Reference Information

INCOMPLETE

NOTE: In the area below, the applicant shall enumerate the specific numerical section(s) from the Subdivision and Land Development Regulations for which an alternative compliance is being requested and provide a brief summary of the request.

[Howard County Subdivision and Land Development Regulations](#)

NOTE: Your initial Application Fees cover up to 2 Section References for this application.

1.) Section Reference No. *

Brief Summary of Request *

2.) Section Reference No.

Brief Summary of Request

NOTE: Adding more than 2 Section Reference Numbers will incur an additional fee. You can add the additional Section Reference Numbers below.

Contact Information

Step 8.

If you are the Property Owner and/or Applicant, simply check the box at the top of the section to autofill the fields using the information in your user profile.

Be sure to complete all fields marked with a **red asterisk *** as those are required fields.

The “Preparer Information” will be used to populate the “Applicant” group for the project.

This group is responsible for completing tasks and receives all notifications in ProjectDox.

– Property Owner Information

INCOMPLETE

☐ Select if the Property Owner is the currently logged in user.

Owner First Name *

Owner Last Name *

Owner Company Name

Owner Address *

Owner Address Line 2

Owner City *

Owner State ▼

Owner Zip Code *

Owner Phone Number *

Owner Email Address *

– Preparer Information

INCOMPLETE

☐ Select if the Preparer is the currently logged in user.

Preparer Company Name

Preparer First Name *

Preparer Last Name *

Preparer Address *

Preparer Address Line 2

Preparer City *

Preparer State * MD ▼

Preparer Zip Code *

Preparer Phone Number *

Preparer Email Address *

Save or Submit the Application

Step 9.

Review Submittal Requirements.

Access pertinent materials, such as the Checklist or information sheet. Use the “Save Later” button at any point to save current inputs and return later.

Step 10.

Submit the Request when the form is complete.

– Submittal Requirements (optional)

NOTE: Once this application is submitted and a project number is assigned, you will receive an email with a task to upload the required submission documentation.

Please review the County's Alternative Compliance application submittal requirements by clicking on the following link:

[Howard County Alternative Compliance Application Submittal Requirements](#)

– Signature

INCOMPLETE

NOTE: If the property owner does not sign application, then an owner's authorization document must be included with the submission.

- ☐ I hereby declare that I am the applicant, acting on behalf of the owner or developer with their permission, to proceed forward with this application. I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documentation is true to the best of my knowledge. I hereby authorize such periodic on-site inspections by the Department of Planning and Zoning and the Subdivision Review Committee agencies as may be necessary to review this application and any waiver petitions filed in connection herewith and to enforce the Subdivision Regulations and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted.

Applicant: Julia Sauer

Signature date:

Save for Later

Submit Request

Submission Confirmation

This screen means the submission was successful.

You will also receive a notification email containing a PDF copy of your application and acknowledging receipt, which can also be downloaded using the "Print" button.

Application Request Confirmation

Thank You!

Applicant: Julia Sauer
Signature Date: 9/15/2023 9:50:22 AM
Request Number: AC-454
Request Name: Smith Property

Letters:

Letter:

Alternative Compliance Application Form [\[Download\]](#)
Alternative Compliance Application Form

Sent to:

jsauer@howardcountymd.gov
DPZAlternativeComp@howardcountymd.gov

Print

Who to Contact for Assistance

Who do I contact if I experience technical issues?

James Wilkerson – jwilkerson@howardcountymd.gov or 410-313-4362

Who do I contact regarding questions about the plan types and submission requirements?

Julia Sauer – jsauer@howardcountymd.gov or 410-313-4342