

Updating an Existing Alternative Compliance Application in ProjectDox

User Guide



Log In to ProjectDox

Step 1.

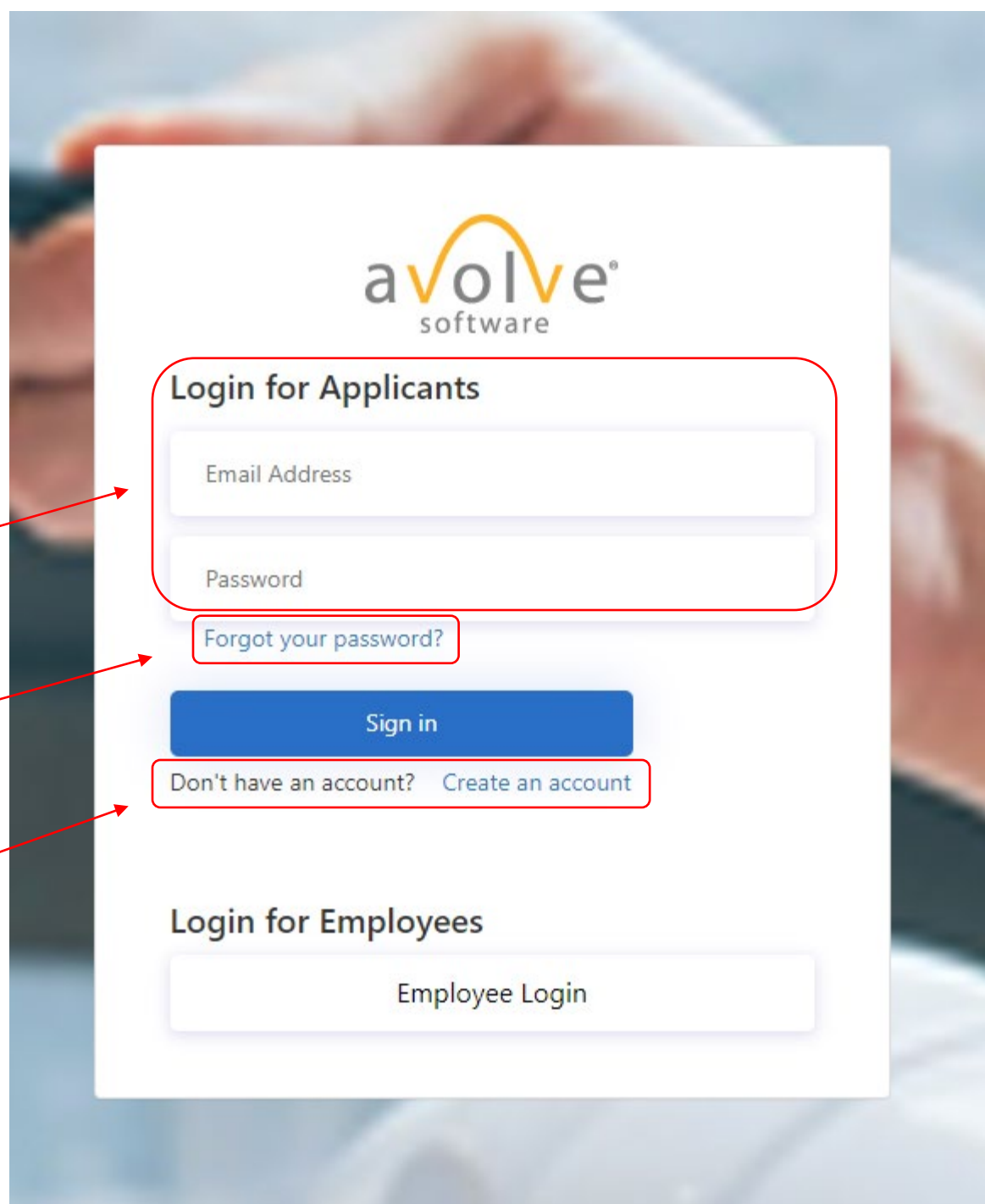
Visit [ProjectDox Plan Submission: Howard County, Maryland](#)

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 the 'Login for Applicants' section, which contains an 'Email Address' input field, a 'Password' input field, a 'Forgot your password?' link, a blue 'Sign in' button, and a 'Don't have an account? Create an account' link. Below this is the 'Login for Employees' section with an 'Employee Login' input field. Red arrows point from the instructional text on the left to the corresponding fields: the first arrow points to the Email Address field, the second to the Forgot your password? link, the third to the Create an account link, and the fourth to 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 **“Update Alternative Compliance Application”** to begin submission process.

Go To ProjectDox
Go directly to ProjectDox and Skip Application Submittal.

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

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 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.

Update Redline Application
Update your previously submitted Redline Application here.

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 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 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.

Update Alternative Compliance Application
Update your previously submitted Alternative Compliance application here.

Update Division Petition Application
Update your previously submitted Division Petition Application here.

Update An Alternative Compliance Application

Use “Select Request Type” dropdown to choose “Update Alternative Compliance Application”

Type the existing Project Name and click “Start Application Process”

Type: Update Alternative Compliance App
Select Request Type
Name: Update Alternative Compliance Application

Review submitted and unfinished applications.

Start New Application Request

To start a new application request:

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

Type: * Update Altern ▼

Name: * Smith Property

Start Application Process

My Projects VIDEO SERIES: GETTING STARTED || ACCEPTING A TASK || DOV

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (17)
ECP-418	Test ECP Plan			Open Assign Project Number
SDP-420	0230901			Open Assign Project Number
SDP-440	Mara Training Project			Open Assign Project Number
AC-454	Smith		Upload	Open Assign Project Number
ZBP-451	Julia's Training Project	3430 Court House Drive	In Review	Open Completeness Review

1 - 5 of 50 records

1 2 3 4 5

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.

Applications: Submitted ? Search: AC-454

REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION
AC-454	Smith Property	Alternative Compliance	09/15/2023	Julia Sauer	↶ ↷

1 - 1 of 1 records

1

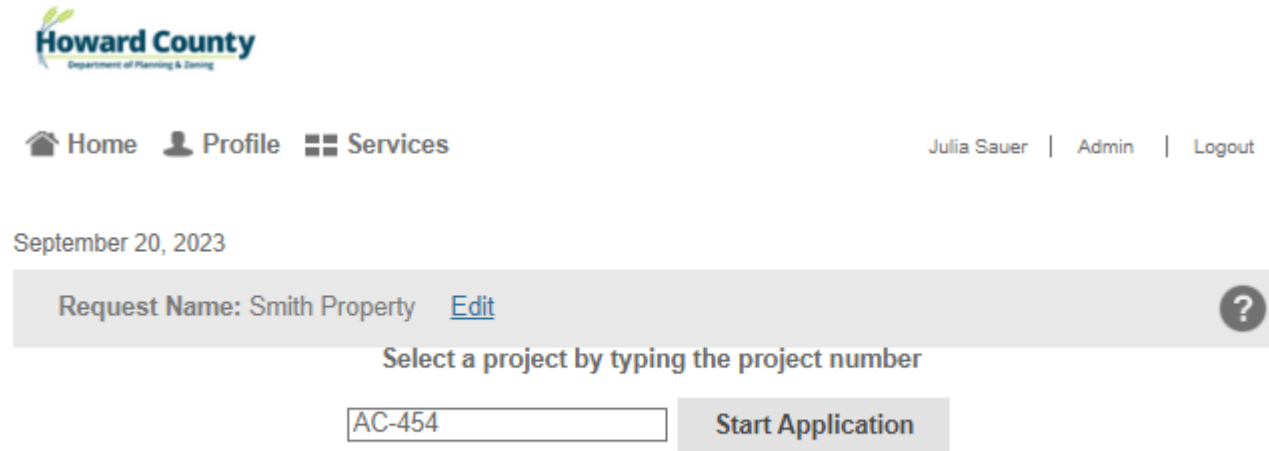
Update Alternative Compliance Application

Step 1.

Type the existing project number and select the project from the populated list.

Step 2.

Click "Start Application."



The screenshot shows the Howard County Department of Planning & Zoning web application. At the top left is the Howard County logo. Below it are navigation links: Home, Profile, and Services. On the top right, the user's name 'Julia Sauer' is displayed along with 'Admin' and 'Logout' links. The date 'September 20, 2023' is shown below the navigation. A grey bar contains the text 'Request Name: Smith Property' followed by an 'Edit' link and a help icon. Below this bar, the instruction 'Select a project by typing the project number' is displayed. A text input field contains 'AC-454', and a 'Start Application' button is to its right.

Howard County
Department of Planning & Zoning

Home Profile Services

Julia Sauer | Admin | Logout

September 20, 2023

Request Name: Smith Property [Edit](#) ?

Select a project by typing the project number

AC-454 Start Application

Update Alternative Compliance Application Form

The previously submitted application will open.

Step 3.

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

Each section will indicate "COMPLETE" when all required fields are filled.

Alternative Compliance Application Form



Howard County Department of Planning and Zoning
3430 Court House Drive | Ellicott City | MD | 21043
TEL: 410.313.2350

- Project Identification

COMPLETE

Site Description *

Description

Subdivision Name / Property Identification *

Smith

Location Address

Location Address Line 2

Location City

Location State

MD

Location Zip Code

Existing Use *

Residential

Proposed Use *

Residential

Click to view interactive map to help determine information below.

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

Tax Map *

16

Grid *

6

Parcel No *

a

Election District *

3

Zoning *

BR

Total Site Area *

2

Save or Submit the Updated Application

Step 4.

Use the “Save Later” button at any point to save current inputs and return later. Submit the updated Application when the form is complete.

Click the checkbox to digitally sign the application.

– 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

COMPLETE

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: 2023-09-20 2:17 PM

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