

Submitting an Application in ProjectDox: Development and Subdivision Plans

User Guide



Log In to ProjectDox

Step 1.

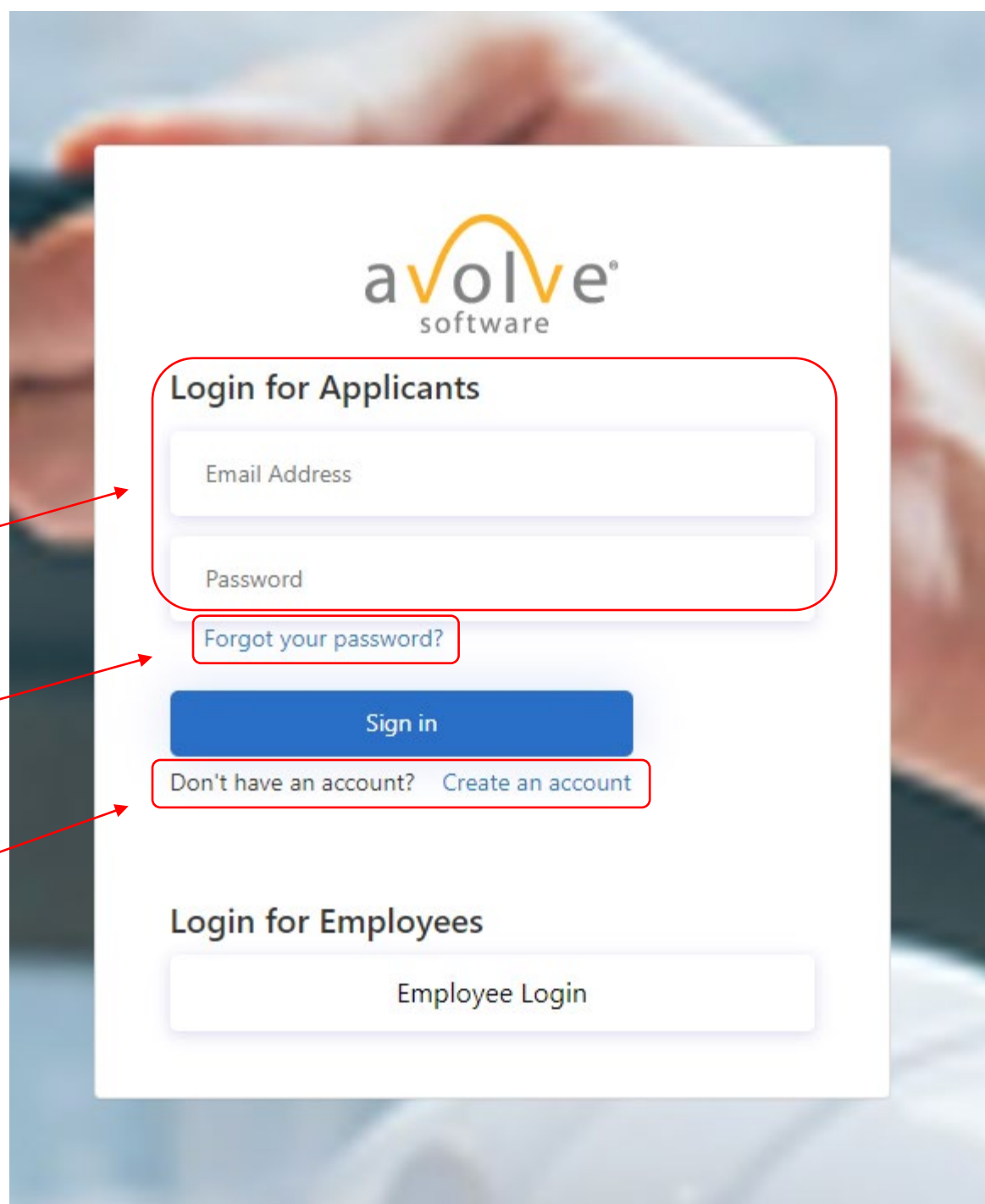
Visit [ProjectDox Plan Submission: Howard County, Maryland](#)

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, and a 'Forgot your password?' link. A blue 'Sign in' button is positioned below these fields. Under the button is a link that says 'Don't have an account? Create an account'. Below this is the 'Login for Employees' section, which contains an 'Employee Login' input field. Red arrows point from the instructional text on the left to specific elements: one to the 'Email Address' field, one to the 'Forgot your password?' link, and one to the 'Create an account' link.

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

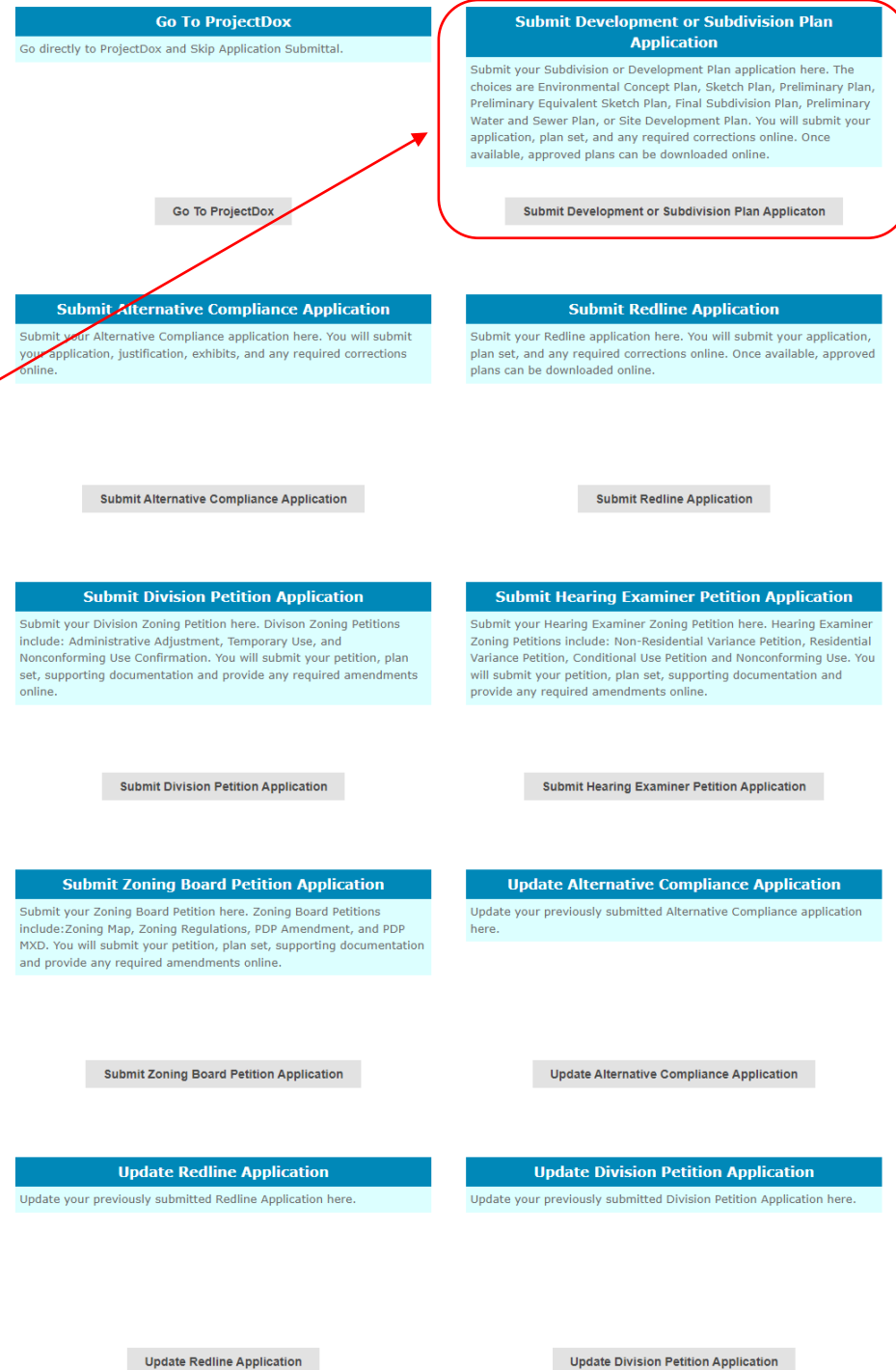
Home, Services, and Continue button will all take you to the “Services” page, where applications can be accessed.



Services Screen

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

Click **“Submit Development or Subdivision Plan Application”** to begin submission process for ECP, S, P, SP, F, W&S, SDP plan types.



Submit Development or Subdivision Plan Application

Use “Select Request Type” dropdown to choose the plan type.

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: *

Select Request Type ?

Name: *

Start Application Process

Select Request Type

Select Request Type

Environmental Concept

Final Subdivision

Preliminary

Preliminary Equiv Sketch

Preliminary Water Sewer

Site Development

Sketch

My Projects

VIDEO SERIES: GETTING STARTED || ACCEPTING A TASK || DOWNLOADING APPROVED F

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

1 - 5 of 50 records

⏪

⏴ Prev

1

2

3

4

5

Next ⏵

⏩

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:

Unsubmitted ?

Search: ↻

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

1 - 1 of 1 records

⏪

⏴ Prev

1

Next ⏵

⏩

Review submitted and unfinished applications.

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

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- 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;
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- 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
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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](#)

Plan Application Form

Step 4.

Make sure appropriate “Application Type” is selected.


Step 5.

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

Step 6.

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.

Plan Application Form



Howard County
Department of Planning and Zoning

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

– Submittal Identification

COMPLETE

Application Type *

Environmental Concept

– Project Identification

INCOMPLETE

Project Name *

Project Address

Project Address Line 2

Project City

Project State

MD

Project Zip Code

Existing Use *

Proposed Use *

Click to view interactive map to help determine information below.

[Howard County Data Explorer \(howardcountymd.gov\)](https://howardcountymd.gov/data-explorer)

Tax Map *

Grid *

Parcel No *

Zoning *

Election District *



Howard County
Department of Planning and Zoning

Contact Information

Step 7.

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 8.

Review Submittal Requirements. This information will change based on the application type. 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 9.

Submit the Request when the form is complete.

– Submittal Requirements (optional)

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

Below, please review the appropriate Howard County Checklists to obtain the ECP submittal requirements by clicking on the following link:

[Howard County Environmental Concept Plan Checklist](#)

NOTE: Note: If the applicant is the owner's agent, written documentation from the property owner granting that authority is required.

– Signature

INCOMPLETE

Advisory Comment: In accordance with Section 16.1103 of Subtitle 11, "Adequate Public Facilities Ordinance" (APFO), all residential subdivisions or site development plans (if subdivision is not required) are required to pass the tests for adequate public school facilities as a condition of approval, except those listed as exemptions under Section 16.1107.

☐ 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: James Wilkerson

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.



 Home  Profile  Services

Application Request Confirmation

Thank You!

Applicant: James Wilkerson
Signature Date: 8/29/2023 9:29:12 AM
Request Number: ECP-418
Request Name: Test ECP Plan

Letters:

Letter:

Development Plan Application Form [\[Download\]](#)
Development Plan Application Form

Sent to:

JWilkerson@HowardCountyMD.gov
DPZDevePlans@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