

Submitting a Redline Revision in ProjectDox

User Guide



Log In to ProjectDox

Step 1.

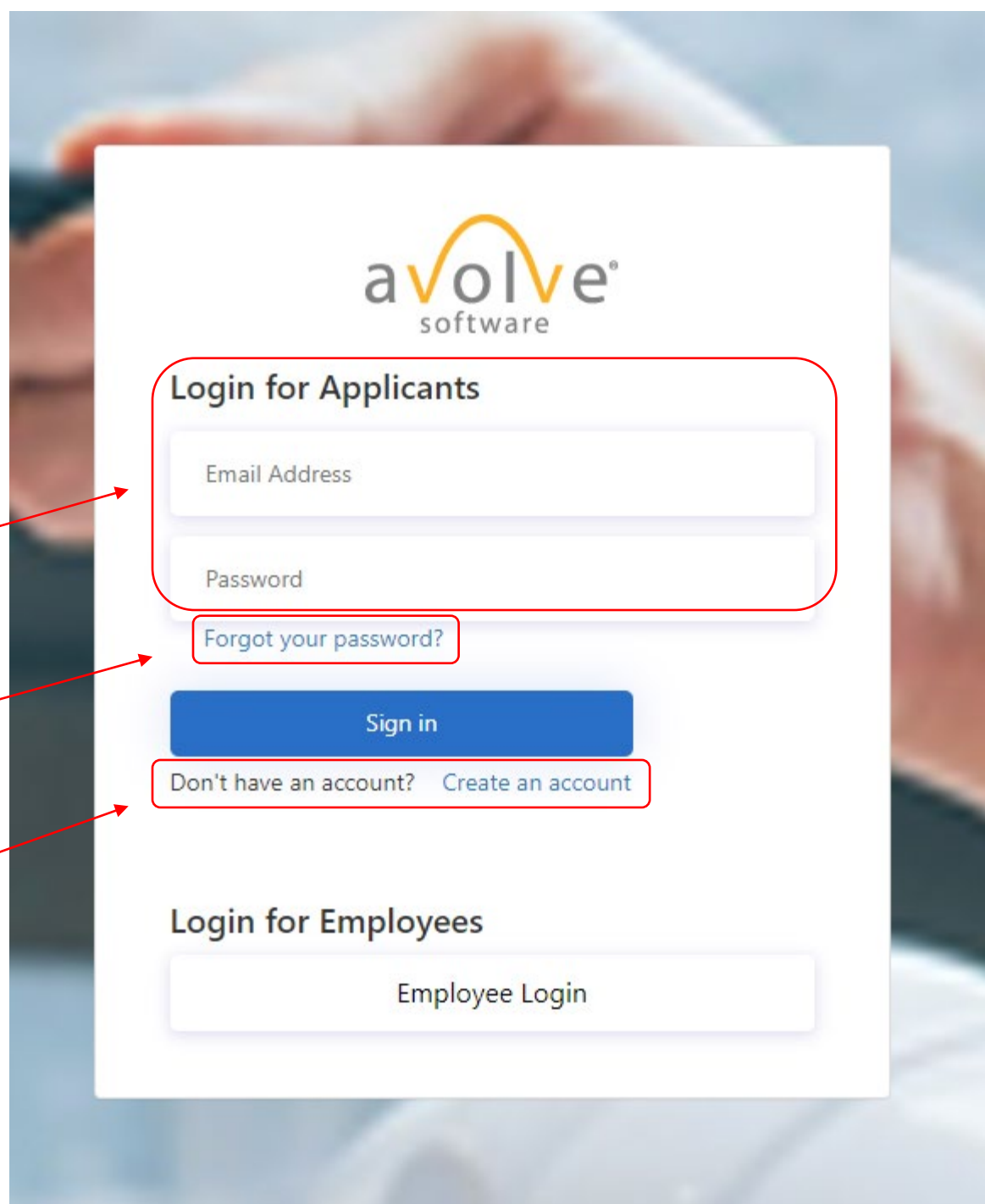
Visit [ProjectDox Plan Submission: Howard County, Maryland](#)

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 'avolve' software login interface. A red rounded rectangle encloses the 'Login for Applicants' section, which includes 'Email Address' and 'Password' input fields. A red arrow points from the 'Step 2' text to this section. Below the inputs is a 'Forgot your password?' link, with a red arrow pointing from the 'Forgot your password?' text in the instructions to it. A blue 'Sign in' button is below the link. Below the button is a link that says 'Don't have an account? Create an account', with a red arrow pointing from the 'Create an account' text in the instructions to it. Below this is the 'Login for Employees' section with an 'Employee Login' button.

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 Redline Application”** to begin submission process for SDP, F, and W&S plan types.

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 a Redline Revision Application

Use "Select Request Type" dropdown to choose plan type.

Select Request Type ▼
Select Request Type
Redline Request

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

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.

Applications: ?

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.

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.

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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."

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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](#)

Redline Request 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.

Redline Request Application Form



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

- Submittal Identification

INCOMPLETE

Application Type *

- Project Identification

INCOMPLETE

Plan Number *

Subdivision Name / Property Identification *

Project Address

Project Address Line 2

Project City

Project State

Project Zip Code

Click to view interactive map to help determine information below.

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



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 “Applicant Information” will be used to populate the “Applicant” group for the plan.

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

– Property Owner Information	INCOMPLETE
<input type="checkbox"/> Select if the Property Owner is the currently logged in user.	
Owner First Name *	<input type="text"/>
Owner Last Name *	<input type="text"/>
Owner Company Name	<input type="text"/>
Owner Address *	<input type="text"/>
Owner Address Line 2	<input type="text"/>
Owner City *	<input type="text"/>
Owner State *	MD ▼
Owner Zip Code *	<input type="text"/>
Owner Phone Number *	<input type="text"/>
Owner Email Address *	<input type="text"/>

– Applicant Information	INCOMPLETE
<input type="checkbox"/> Select if the Applicant is the currently logged in user.	
Applicant First Name *	<input type="text"/>
Applicant Last Name *	<input type="text"/>
Applicant Company Name	<input type="text"/>
Applicant Address *	<input type="text"/>
Applicant Address Line 2	<input type="text"/>
Applicant City *	<input type="text"/>
Applicant State *	MD ▼
Applicant Zip Code *	<input type="text"/>
Applicant Phone Number *	<input type="text"/>
Applicant Email Address *	<input type="text"/>

Save or Submit the Application

Step 8.
Review and Complete Submittal Requirements. Be sure to fill in all fields marked with a **red asterisk *** as those are required items 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

INCOMPLETE

NOTE: Please review the following submittal requirements for Redline. Check all documents that apply for you submittal.

Revised plans with proposed changes highlighted *

☐ Required
☐ Not Required

All necessary reports and supporting documentation (Exhibits, Plats, etc.) *

☒ Required
☐ Not Required

Cover letter stating proposed changes *

☐ Required

Check for \$200.00 review fee *

☐ Required

Letter of Permission - Property Owner *

☐ Required

Letter of Permission – Original MLDP of record (if applicable) *

☐ Required
☐ Not Required

– 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 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.

Applicant: Jeff Pickett

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](#)

Important Things to Know for Submission

Required Items for Submission: (Items marked with a red * asterisk are required for submission.)

- Revised Plans with proposed changes highlighted *
 - All necessary reports, supporting documentation and estimates *
 - Cover letter stating proposed changes *
 - Check for review fee *
 - Letter of permission from property owner *
 - Letter of permission from MLDP of record (if applicable) *
- The review fee is due once the Submission Confirmation email is received.
 - The review will not begin until the review fee is paid.
 - Typical review time is 2 to 3 weeks.
 - Once review is complete and revisions are approved, there will be another \$3.00/revised sheet DPW-CID Distribution print fee due at upload of plans for the DocuSign process.

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?

Jeff Pickett– jepickett@howardcountymd.gov or 410-313-3363