

VIEW PLANNING DEPARTMENT PROJECTS ONLINE
WWW.VELOCITYHALL.COM/WASHINGTONCOUNTY

CITIZEN ACCESS FOR PLANNING PROJECTS

In 2006, the Washington County Permits and Inspections Department launched “Velocity Hall,” which is an internet application now known as “Accela Citizen Access.” Citizen Access allows the public to view the progress of permits and to apply for some permits on-line through the Washington County Government website. Velocity Hall works through the Accela System that we use to track the progress of Planning Department projects. On July 18th, 2008, the Planning Department will introduce the availability of Accela Citizen Access to citizens, consultants, and other interested parties in order to view the progress of our projects. We will not offer applications on-line, but the public will be able to track the progress of our projects by viewing reviewing agency comments, approval information and contact information. Listed below are instructions on how to view the status of planning projects through Accela Citizen Access. If you have further questions, please contact us at 240-313-2430. Instructions will also be available on-line at www.washco-md.net/planning/plan.shtm. If you would like further information on viewing and applying for permits through Accela Citizen Access, please contact the Washington County Permits and Inspections office at 240-313-2460.

VIEWING PLANNING PROJECTS THROUGH CITIZEN ACCESS

1. Citizen Access is available at: www.velocityhall.com/washingtoncounty
2. Select “*Check/Research Permits*”
3. Under: “*Look up Permits/Projects;*” Select one of the following:

By Address –Search by the address of the property. A list of projects under the address entered will be displayed. This list may include Permit Department projects as well Planning Department projects

By Parcel Number –Search by the property tax map, grid and parcel number. A list of projects that are attached to this parcel number will be displayed. This list may include Permit Department projects as well as Planning Department projects

By Permit Number –Enter Planning Department reference number (see note below). This is the quickest way to find and view a specific project.

By License Number- Used by consultants to track projects being completed by their firm, using a license number assigned by the County.

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***Note –**Planning Department projects are assigned a reference number. This reference number is made up of a three part alpha numeric scheme. The first portion of the reference number indicates the type of project (Preliminary/Final Subdivisions, Site Plans, Rezoning Cases, etc.) The second portion of the reference number indicates the year that we received the project, and the final portion of the reference number indicates the order in which the project was received.

Ex: SP-00-001-“SP” indicates the type of project is a Site Plan. “00” indicates that we received it in the year 2000. “001” indicates that it was the first project of this type that we received for the year.

When searching for a Planning Department project, this is the format that you will need to use when looking for the project by the reference number. To obtain the reference number for a project, please call our office. The reference number for a project is also located on the “Notice of Acceptability,” letter which is sent to the consultant, and the property owner, when the project has been received and processed for review.

PROJECT INFORMATION

When the project is selected, a main page will be displayed that includes basic project information with a list of contacts related to the project. Other screens that are available through Citizen Access include Inspection, Status, and Payment History:

Inspection: The inspection screen provides an internal tracking system for staff to monitor the status of projects. This information will allow you to view the stages of the process from initiation to approval.

Status: Once a project has been initiated by the Planning Department, it is sent out for review to various agencies that have a vested interest in the project. This screen shows the public what agencies have been included in the review and any comments they may have with regard to the project.

Payment History: Shows a calculation of review fees that are due and what payments have been received.