Engineering Record Type: Capital Improvement Plan Submittal Process
Engineering Record Prefix: ECIP-XX-XXXX

(For Additional Information Click Here)

1. Login

- **Action**: Access the Avondale Citizen Portal and log in using your credentials.

2. Select "Create Application"

- **Action**: Once logged in, locate and click on the **"Engineering"** icon.
- **Next**: Under the Engineering section, click on **"Create Application"**.

3. Sign In & Accept Terms

- **Action**: Sign in if prompted and accept the terms of service to proceed.
- **Next**: Click **"Continue Application"** to move to the next screen.

4. Select Record Type for Submittal

- **Action**: On the next screen, select the appropriate record type for your submittal.
- **Next**: Under the **Engineering** section, choose **"Capital Improvement Plan"**
- **Next**: Click **"Continue Application"**.

Step 1: Location & Contacts

- **Location: Associated Address/Parcel**
  • Select the appropriate option for Assigned Address or Closest Intersection to the project.
  • If you select Assigned Address, the system will open an additional screen for selecting a location.
  • Enter part of the address in the search box and click Search.
  • A list of matching addresses will appear. Select the correct address.

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• For Closest Intersection: Enter a free-form description (e.g., "Avondale Blvd & Van Buren St") or a description (e.g., "Avondale Blvd from Van Buren St to Roosevelt St").

Step 2: Contacts

- **Contact Information:**
    o Select the required options for the following:
        ▪ Applicant
        ▪ Owner/Developer (Optional)
        ▪ Emergency Contact (Required)
    o Ensure that Applicant and Emergency Contact are filled out, as they are mandatory.

Step 3: Plan Review Details

- **Application Information**
  • Project Name: Enter a concise and unique identifier for the project.
  • Provide a comprehensive description of the project. Include basic quantities or work scope to give clear details about the project.
- **CIP Information**
  • City of Avondale City Project ID: Enter the assigned City Project ID for your Capital Improvement Plan.
  • Select the appropriate options from the dropdown lists for additional required information.

Step 4: Attachments

- **Submittal Documents:**
    o Add the required documents listed under the Submittal Documents table.
    o You can either:
        ▪ Select from Account: Choose documents available in your account.
        ▪ Add Documents: Upload new files as necessary.

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- o **Important:** Ensure that you select the correct Document Type when attaching files. Failure to do so may prompt an error message.

Step 5: Review

- Review all the information you have entered.
- If necessary, make any edits to the previously entered data.
- After verifying the information, check the box in the lower left to confirm certification.
- Click Continue to complete the application.

Completion

- • Your Capital Improvement Plan (CIP) Submittal is now complete.
- • The Record Number will be displayed in the format ECIP-25-XXXX.

Capital Improvement Plan Status

- To track the status of your application:
    - o Go to My Account in the upper right menu and select My Records.
    - o Your Traffic Control Plan will be listed under the Engineering section.
    - o The Status column will display the current status of your application (initial status: Info Received).
- You will receive email notifications regarding any status changes for your record.