

**Engineering Record Type: Construction Plan Review Submittal Process**  
**Engineering Record Prefix: EDPR-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 "**Construction Plan Review**".
- **Next:** Click "**Continue Application**".

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## Step 1: Location & Contacts

### Associated Address/Parcel

- **Assigned Address:**
  - If selected, an additional screen will appear for Location selection.
  - Enter part of the address in the search box and click Search.
  - A list of matching addresses will be displayed. Select the appropriate address.
- **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).

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## Contacts

- **Applicant:**
  - This is a required field. Select the applicant for the project.
- **Owner/Developer:**
  - Choose the Owner/Developer from the list.
- **Additional Contacts:**
  - Select Yes or No.
  - If Yes is selected, you'll be prompted to enter a Primary Contact. This individual will receive notifications about the submittal.
- **Authorized Agent:**
  - You will be given the option to enter the Authorized Agent information on the next screen.

## Step 2: Plan Review Details

### Application Information

- **Project Name:**
  - Enter a concise, unique identifier for the project.
- **Detailed Description:**
  - Write a comprehensive description of the project, including basic quantities and information to clearly identify the scope of the work.

### Application Type

- **Application Type:**
  - From the dropdown list, select the appropriate Application Type.
- **Capital Improvement Project:**
  - Select Yes or No. If Yes is selected, additional information will be displayed for entry.

### Application Details

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- **Submittal Type:**
  - From the dropdown, select the type of submittal. Definitions of the submittal types and required documents are available under the designated section.
- **On-site and Off-site Improvements:**
  - Choose the relevant options for On-site and Off-site improvements, if applicable.

Step 3: Documents > Submittal Documents

### Submittal Documents

- The Submittal Requirements for the selected Submittal Type will be displayed under the Plan Submittal table.

### Attachment Table

- Documents can be selected from your Account or Added.
- **Select from Account:**
  - This will allow you to access documents stored in your My Account section for easy retrieval. Frequently used documents can be added to the Attachment area for quick access.
- **Attach Documents:**
  - When attaching documents, ensure that you select the correct Document Type as identified under the Plan Submittal table. An error will prompt if the required Document Types are not selected.

### Plan Sheet Count

- Enter the number of sheets in the Plan Sheet Count field for the submittal review.

Step 4: Review

### Review Information

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- The Review step will display all the selected options and allow the applicant to edit any previously entered information.
- After verifying the information, check the box at the lower left to certify the accuracy of the details.
- Click Continue to submit the application.

## Completion

Your Construction Plan Review submittal has been completed. The system will generate and display your Record Number (e.g., EDPR-25-XXXX).

## Construction Plan Review Status

- To track the status of your application:
  - Go to My Account in the upper right menu and select My Records.
  - Your Traffic Control Plan will be listed under the Engineering section.
  - 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.