

Engineering Record Type: Engineering Pre-application Submittal Process
Engineering Record Prefix: EPRE-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 "**Engineering Pre-application**".
- **Next:** Click "**Continue Application**".

Step 1: Location & Contacts

- **Associated Address/Parcel**
 - Select whether you want to use an assigned address or the closest intersection to the project.
 - **Assigned Address:**
 - If "Yes" is 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.

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- **Closest Intersection:**
 - You can manually enter an intersection (e.g., Avondale Blvd & Van Buren St) or a description (e.g., Avondale Blvd from Van Buren St to Roosevelt St).
- **Contacts**
 - Choose the contacts for the application.
 - **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: Pre-Application Information

- **Pre-Application Information**
 - Select the Pre-Application Type from the dropdown list.
 - Depending on the selection, additional fields may appear requiring further information. Fill in the appropriate details based on the selected Pre-Application Type.

Step 3: Documents

- **Submittal Documents Table**
 - Review the Submittal Requirements for the selected Submittal Type. These requirements will be displayed in the table.
 - **Important Note:** A Preliminary Site Plan for the proposed project is required.

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- For Small Cell Wireless Facility submissions, a link to a specific application will be provided. Fill out the Small Cell Wireless Facility Site Plan Application and upload it along with the Preliminary Site Plan.
- **Attachments**
 - In the Attachment Table, choose to either:
 - **Select from Account:** Attach documents from your account.
 - **Add Documents:** If the document is not already available in your account, you can add it here.
 - **Document Type:** Ensure you select the correct Document Type as indicated in the Submittal Documents table.

Step 4: Review

- **Review Submitted Information**
 - Review all the information you have entered. Ensure that everything is accurate.
 - If needed, you can make edits to any of the previously entered fields.
 - **Certification:** Check the box at the lower-left corner to certify that all information is correct.
- Step 5: Complete the Engineering Pre-Application Submission
- After reviewing and certifying, click Continue to complete your Engineering Pre-Application Submittal.
 - Your Record Number (e.g., EPRE-25-XXXX) will be displayed, confirming the submission.

Engineering Pre-application Status

- To track the status of your application:

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- 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.