

Engineering Record Type: Floodplain Permit Submittal Process
Engineering Record Prefix: EFLD-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 "**Floodplain Permit**".
- **Next:** Click "**Continue Application**".

Step 1: Location & Contacts

- **Associated Address/Parcel**
 - Select the option for an assigned address and/or the closest intersection to the project.
 - **Assigned Address:** If selected, an additional screen will appear for location selection. To find an existing location, enter part of the address in the text box and click Search. A list of matching addresses will be displayed for selection.
 - **Closest Intersection:** Use the free-form text box to enter the intersection (e.g., Avondale Blvd & Van Buren St) or provide a description (e.g., Avondale Blvd from Van Buren St to Roosevelt St).

Engineering Record Type: Floodplain Permit Submittal Process
Engineering Record Prefix: EFLD-XX-XXXX

(For Additional Information [Click Here](#))

- **Contacts**

- Select options for the following:
 - **Applicant:** This is a required selection.
 - **Owner/Developer:** Select the applicable contact type.
 - **Additional Contacts:** Choose Yes or No. If Yes is selected, a prompt will appear asking for the primary contact information. This Primary Contact will receive notifications regarding the Floodplain Permit submittal.
- After selecting contacts, the next screen will prompt you to enter the Authorized Agent information, if applicable.

Step 2: Floodplain Information

- **Application Information**

- Project Name: Provide a concise, unique identifier for the project.
- Detailed Description: Enter a comprehensive description of the project, including key quantities and a summary of the scope of work.

- **Floodplain Information Section:**

- Select the Floodplain Project Type from the dropdown list.
- A definition of each Floodplain Project Type and the required documents for submission can be found under #####.
- Fill in any additional Floodplain information relevant to the selected project type.

Step 3: Document Upload

- **Submittal Documents**

- The Attachment Table will display a list of documents required for submittal.

Engineering Record Type: Floodplain Permit Submittal Process
Engineering Record Prefix: EFLD-XX-XXXX

(For Additional Information [Click Here](#))

- **Select from Account:** Choose documents available in the applicant's My Account for easy access.
- **Add Documents:** If the documents are not in the My Account, click Add to upload from your computer.
- Ensure that you select the correct Document Type for each document in the Attachment table to avoid errors in submission.

Step 4: Review & Certification

- **Review**
 - The Review screen will display all of the information you have entered.
 - Carefully verify all details.
 - If any information needs to be updated or corrected, you can edit it at this stage.
- **Certification:**
 - After verifying your entries, check the box in the lower-left corner to certify the accuracy of the submitted information.
 - Click Continue to finalize your application.

Step 5: Submission Confirmation

- Once you complete the review and certification, the Floodplain Permit Submittal will be complete.
 - A Record number will be displayed (e.g., EFLD-25-XXXX).

Application Status

- To track the status of your application:

Engineering Record Type: Floodplain Permit Submittal Process
Engineering Record Prefix: EFLD-XX-XXXX

(For Additional Information [Click Here](#))

- 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.