

Engineering Record Type: Land Services Submittal Process
Engineering Record Prefix: ELAS-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 "**Land Services**".
- **Next:** Click "**Continue Application**".

Step 1: Location & Contacts

1. Contact Selection

- Under Contacts, you will need to select the following:
 - Applicant (Required Selection)
 - Owner/Developer (Optional)
 - Additional Contacts (Yes/No Option)
- If you select Yes for Additional Contacts, an additional field will appear asking for the Primary Contact.
 - This Primary Contact will receive notifications related to the Record Type submittal.

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2. Authorized Agent Information

- On the next screen, provide any necessary Authorized Agent details if applicable.

Step 2: Land Services Details

1. Application Information

- Fill out the following fields:
 - Project Name: Provide a concise and unique project identifier.
 - Detailed Description: Enter a comprehensive description of the project. Include basic quantities to identify the scope of the work.

2. Land Services

- Select a Land Service Type from the dropdown list.
- For more details on each Land Service Type, refer to the guide located at #####.
- Provide any additional requested information related to the selected Land Service Type.

Step 3: Documents - Submittal Documents

1. Required Documents

- The Submittal Documents Table will display the required documents for the selected Land Service Type.
- In the Attachment Table, you will have the option to:
 - Select from Account: Access documents that are available in your My Account section.
 - Add New Documents: Click the Add button to upload documents from your computer.
- Ensure the Document Type selected in the Attachment area matches the required types in the Submittal Documents table. Failure to do so will result in an error prompt.

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Step 4: Review

1. The Review screen will display all information and documents entered during the application process.
2. Review your entries carefully. If any corrections are necessary, click Edit to modify.
3. After verifying the information, check the box for certification to confirm your submission.
4. Click Continue to finalize the submission.

Submission Confirmation

1. After successful submission, a Record Number (e.g., ELAS-25-XXXX) will be displayed. This confirms that your Land Services Submittal is complete.

View Land Services 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.