



# How to Submit a Planning Application - Planning Applications

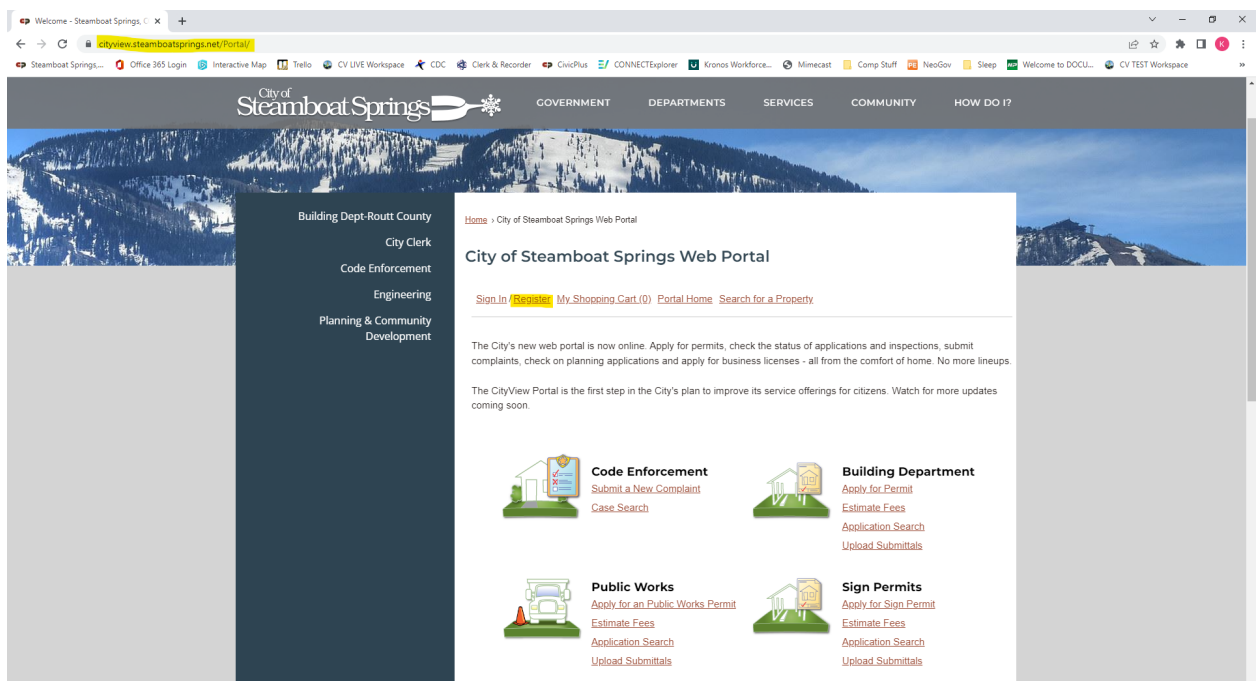
Use this document for guidance submitting a Planning Application.

## Register a Portal Account

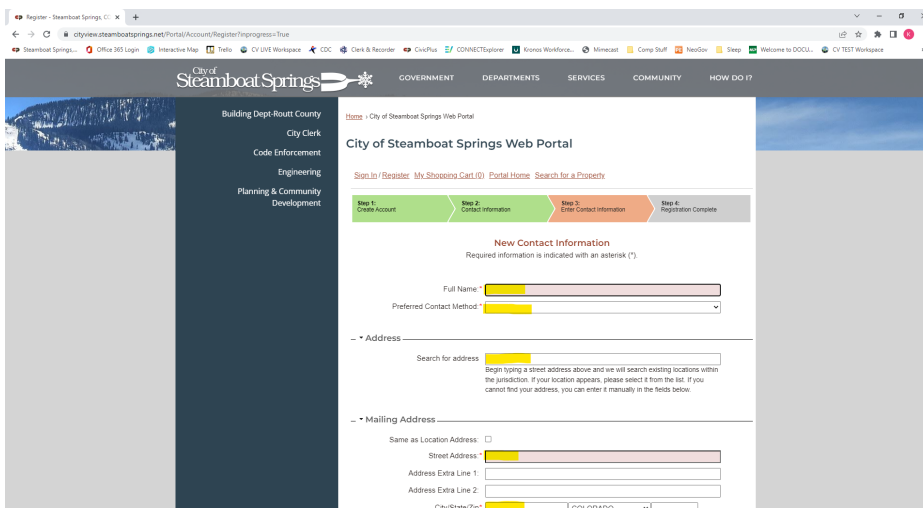
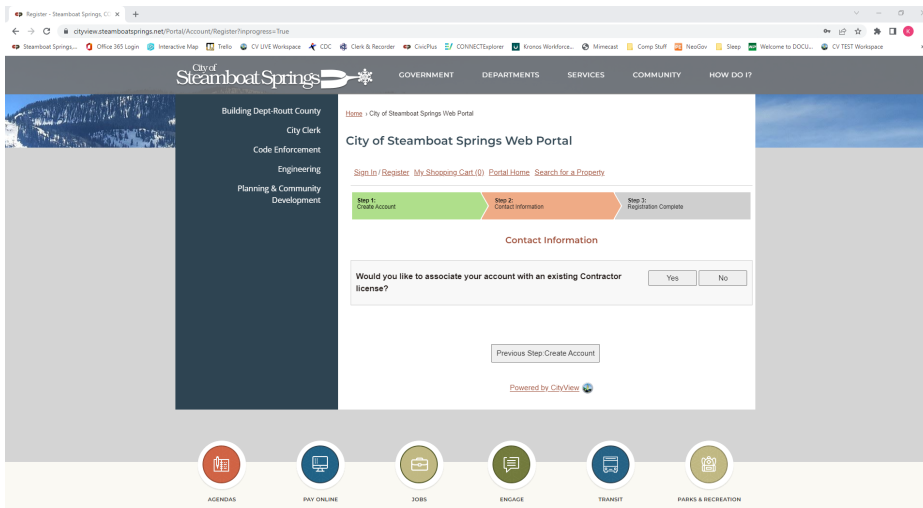
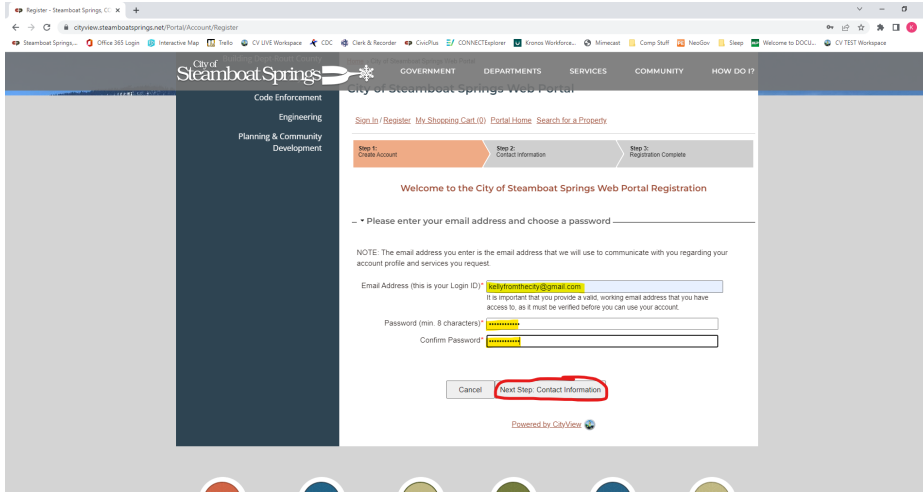
A portal account only needs to be registered once, the first time an application is submitted.

Open Google Chrome, if possible. Chrome is the only browser supported by CityView and generally improves functionality.

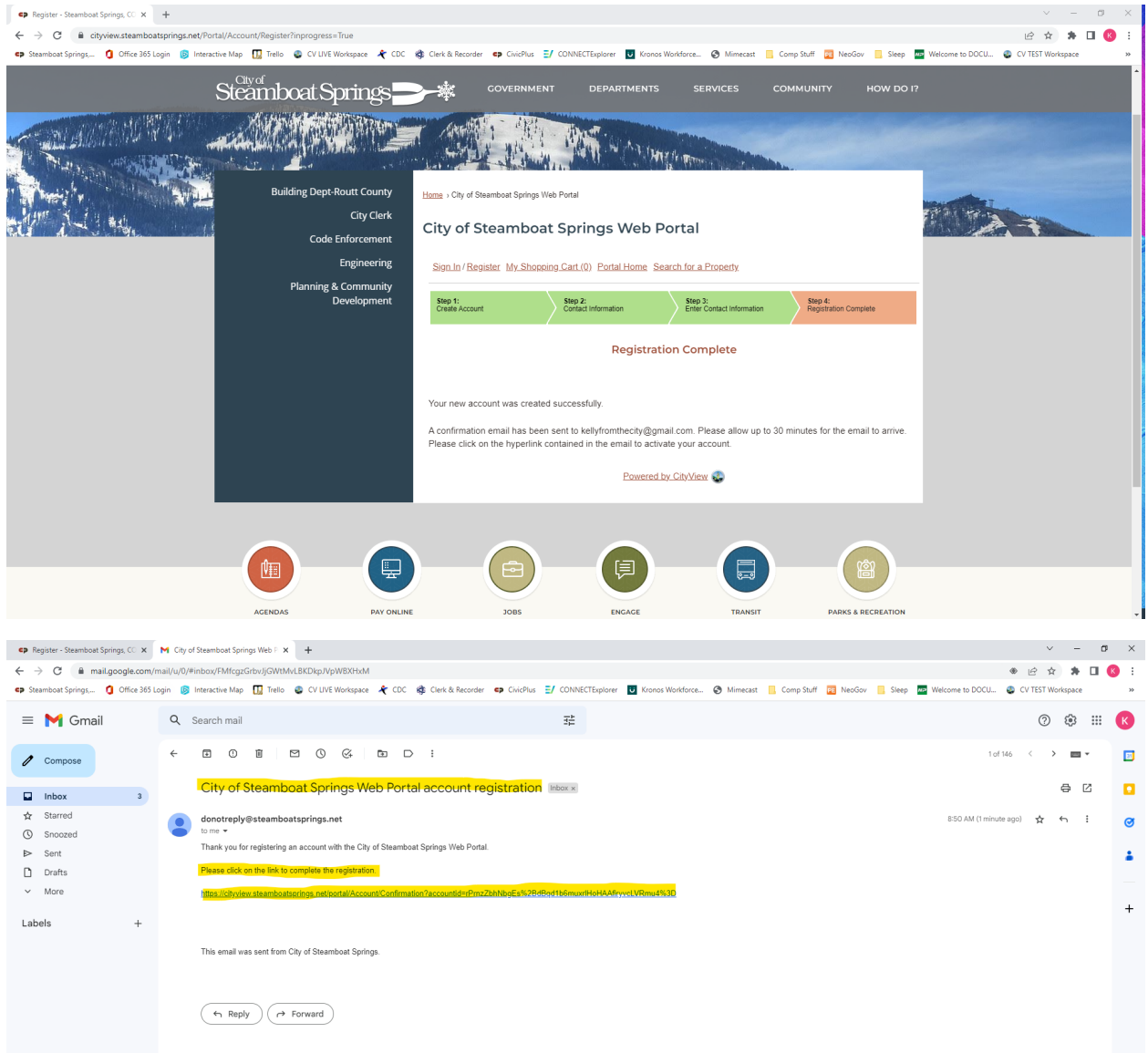
Navigate to Portal: <https://cityview.steamboatsprings.net/Portal/>. Click 'Register'



There are three steps on three screens. Proceed through each by entering the required information in each field.



When registration is complete, look for a confirmation email from CityView to activate your account. Click the link to complete registration. Check the spam folder if necessary.

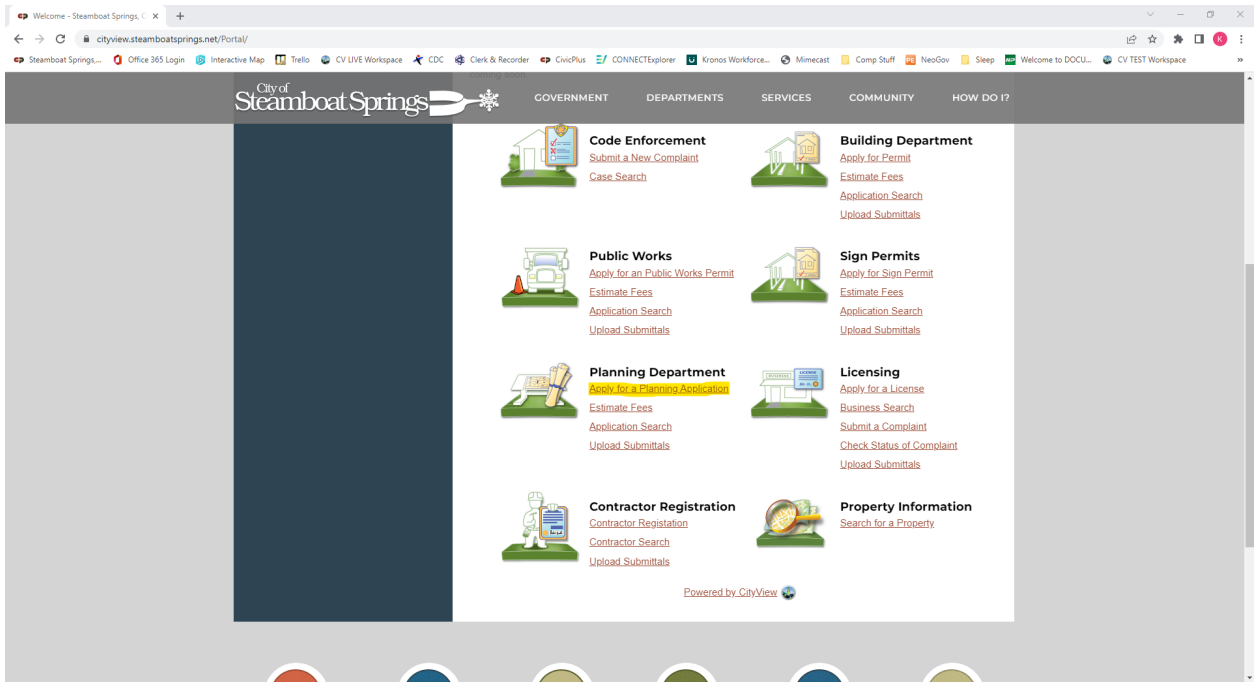


## Submit a Planning Application

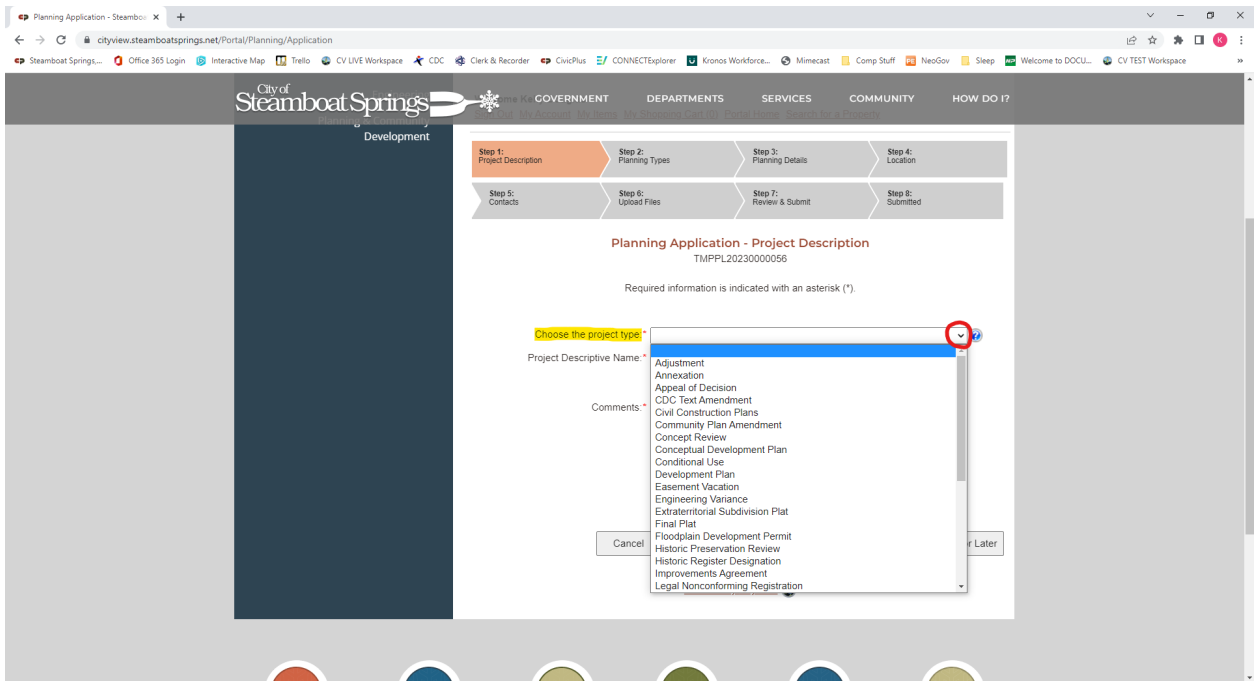
If required, complete a presubmittal meeting with the Planning Department prior to submittal.

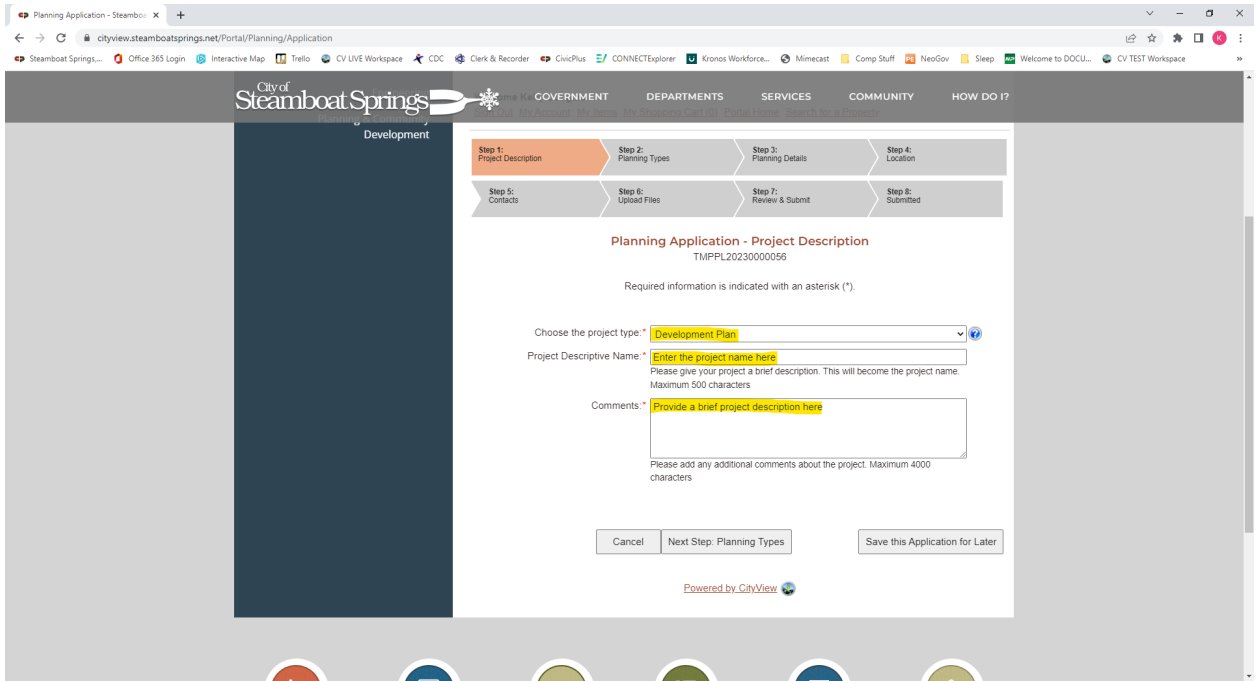
See the Planning Application Resource Center How To Prepare for a Presubmittal Meeting document to determine if a presubmittal meeting is required and learn how to prepare.

Sign in to Portal: <https://cityview.steamboatsprings.net/Portal/>. Navigate to 'Portal Home', scroll down to 'Planning Department' and click 'Apply for a Planning Application'.

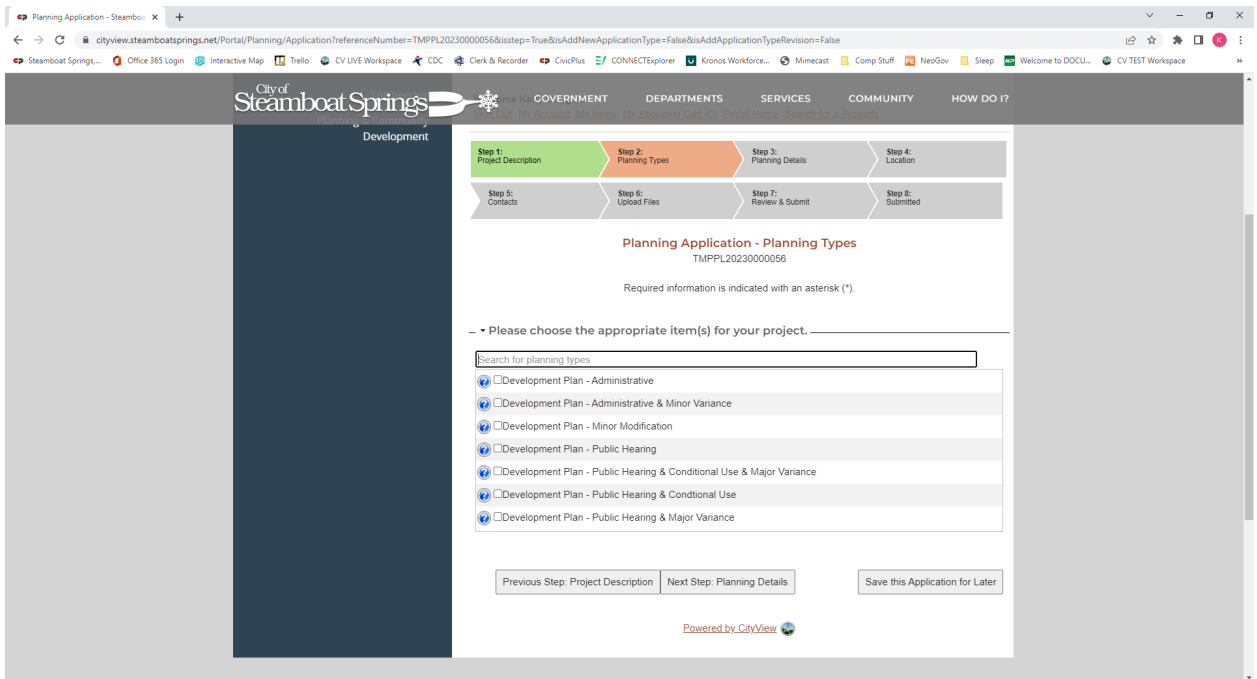


Choose the project type from the drop-down menu, enter a name and description in the comments field.

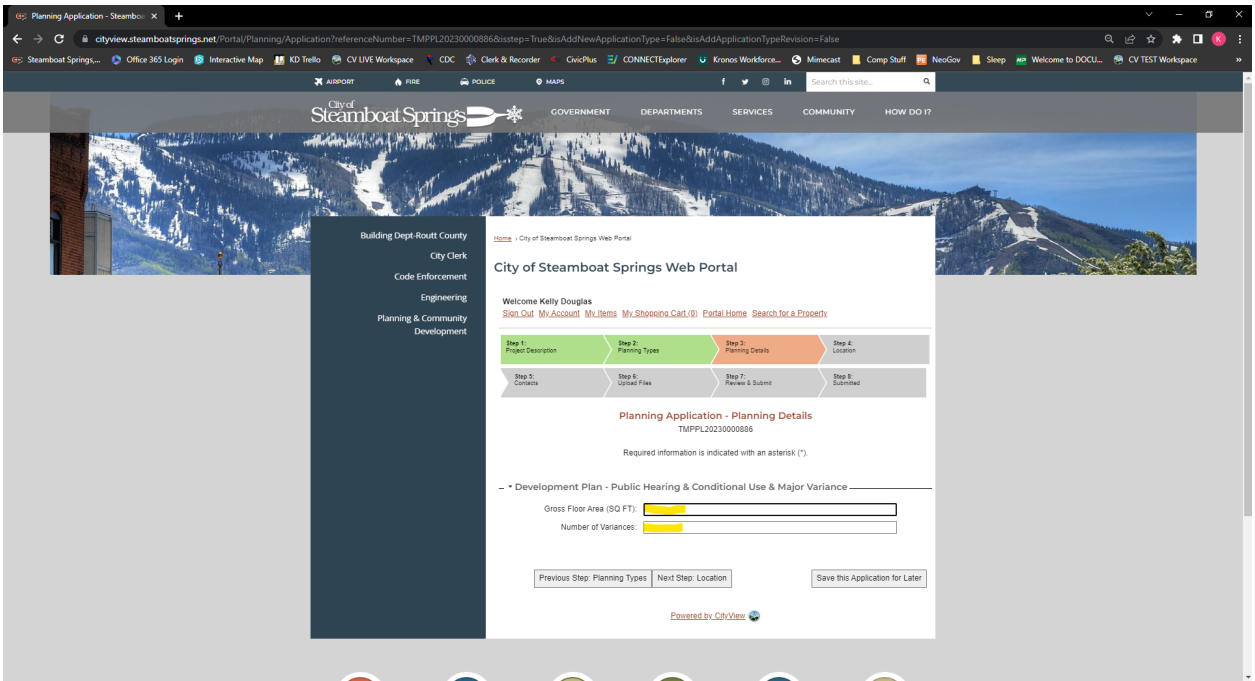




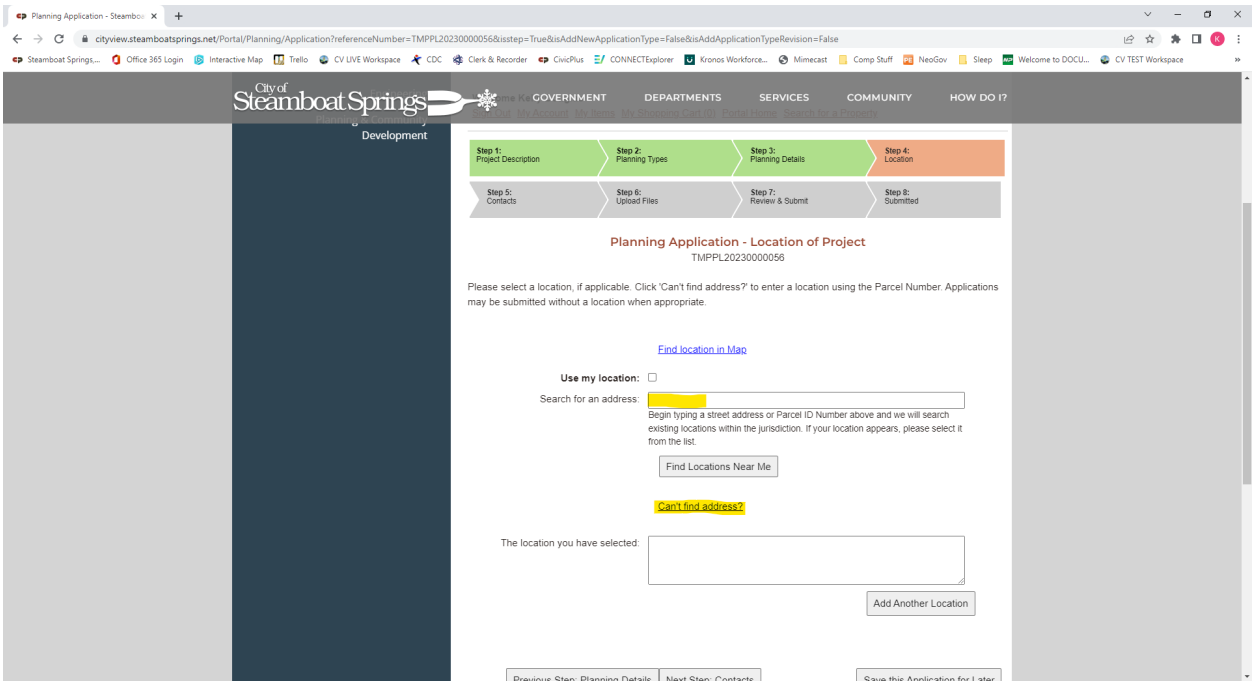
Choose the more specific application type, if applicable. Only choose one.



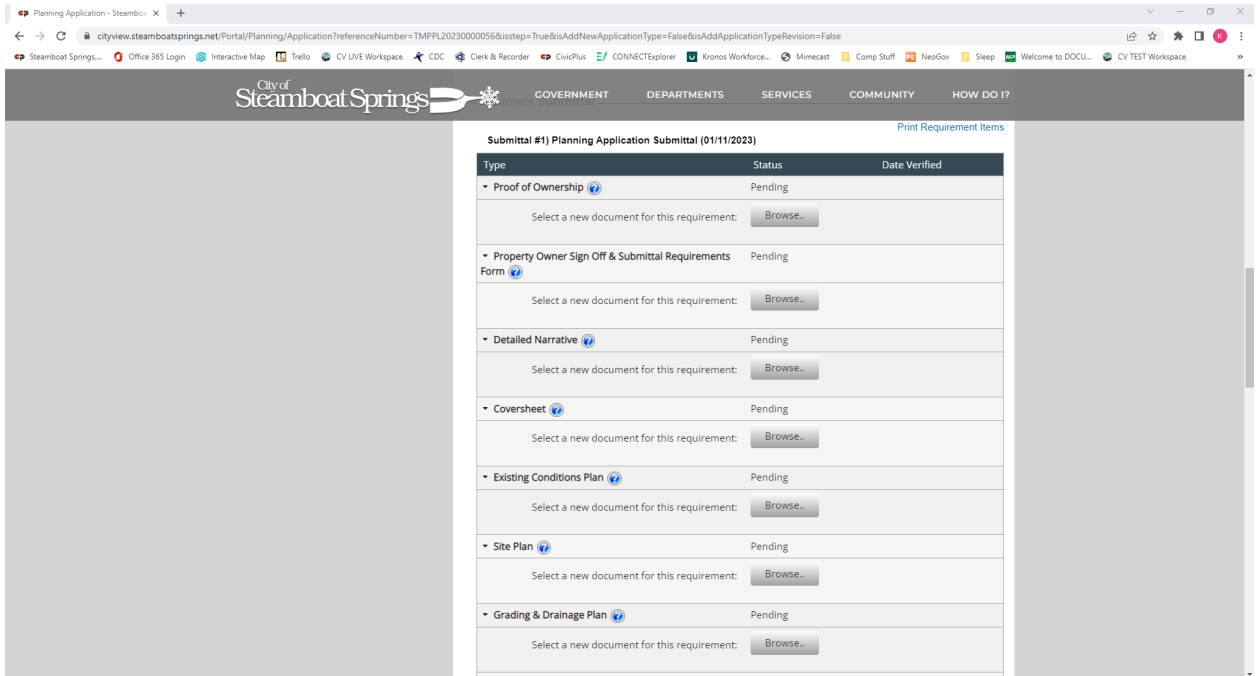
Some Application types require additional information such as Gross Floor Area, number of lots, or number of Variances. Be sure to **enter a value of at least 1** in all fields. If no Gross Floor Area is proposed, please still enter 1.



Select a location, if applicable. Click 'Can't find address?' to enter a location using the Parcel Number. Applications may be submitted without a location when appropriate.



Upload each required document against the correct submittal item. Multiple documents may be uploaded against a single submittal item as needed. Please name documents according to the guidelines at the top of this page.



Fees are assessed in the last step and payable in portal via credit card. Fees must be paid in order for applications to be processed.

Click 'Submit' to finalize.

Staff will follow up upon receipt of submitted applications.