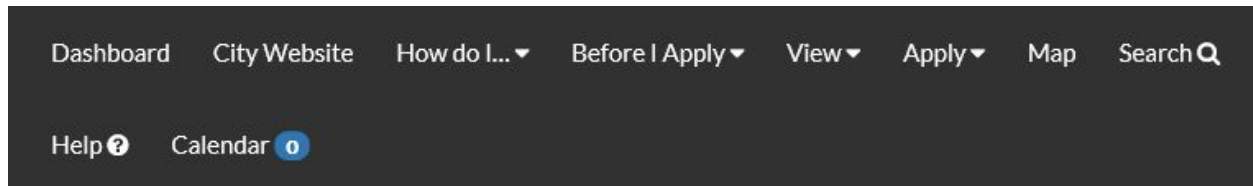




City of Portland Citizen Self Service

How to apply through Citizen Self Service

1. Begin by logging into Citizen Self Service.
2. Select the **Apply** option from the Main Menu



3. Then select the application type from one of the two categories. Select **All** to view a complete list.

Historic Preservation, Planning & Zoning Amendments

- > Historic Preservation: Administrative Review
- > Historic Preservation Board Review - Small Project
- > Historic Preservation Board Review - Major Project
- > Historic Preservation: After-the-Fact Review
- > Administrative Authorization
- > All (15)

4. When you find the application type you wish to apply for click the blue apply button.



5. Begin by filling out the fields within the application. Please note the **Description** field needs to be filled in describing your project. Required fields will be marked in red. At the end of each page you have the option of saving your draft and returning back to it at a later time.

6. At the **Project Location** Section search your property by adding just the street name, just the street number or the street name and number only. (i.e. 389 Congress). If your parcel has multiple units or lots you will need to select the unit or lot that relates to your project. If no address comes up, switch to the parcel search by clicking the parcel button and then type in the parcel id. Check the box to the right and then click Search Associated Addresses button. If no address appears simply click Add selected

***NOTE* When searching for a parcel the first three numbers are followed by two spaces then the letter 001^^A002001 (^=space)**

Address Parcel

Parcel Information

Search 001 A002001

Parcel Number	Section	Township	Range	Action
001 A002001	STATE OF MAINE			<input checked="" type="checkbox"/>

Results per page 10 1 - 1 of 1 << < 1 > >>

Search Associated Addresses

Associated Addresses

Associated Addresses for Parcel - #001 A002001	
Address	Action
No records to display.	

Add Selected Cancel

7. **Contact** types are required. Do a search to see if the contact is already in our system, if so select them. To add a new contact switch to manual entry and include as much information as you have. If a contact type is required (i.e. surveyor) and you don't have that contact type on your project search **Not Applicable** and select..

8. A **Project Summary** is required for all projects for public access and viewing. Some applications may require specific individual plans. Please upload only requested/required items

in the attachments section. A project summary is a written description which should include the following details:

For Site Plan Applications:

- a. Project Name
- b. Proposed uses
- c. Building size
- d. Number of residential units
- e. Square footage of commercial space
- f. Number of parking spaces

For Historic Preservation Applications

- a. Project Location
- b. Project Description including scope of work
- c. Affected Elevations
- d. Photograph of building in current state

[Note: Any attachments not required at this stage can be submitted later by the designated ePlan Document Contact.]

9. When you have completed filling out all the fields click the **Submit** button. ****Once you hit submit you will not be able to alter any of your application.**
10. You will receive an **email** confirmation of your submission and next steps on [how to upload documents and drawings into ePlan](#) and [how to pay your invoice](#).
11. Checklists for historic preservation, site plan, zoning amendments, master development plans, and conditional uses are on the City's web page. The completed checklist is a required submission item.

Planning Checklists: <http://www.portlandmaine.gov/754/Development-Review>.

Historic Preservation Checklists: <http://www.portlandmaine.gov/1770/Historic-Preservation>