



ePlan Review

<p>Development Services Division (DSD) Applicant User Guide - Revised June 2024</p>	<p>In addition to this user guide, please refer to the instructions provided in the electronic task forms (eForms) for further assistance.</p>
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Electronic Plan Submission

The WSSC ePlan Review system is a web-based solution for electronic plan review that will allow plans, drawings and documents to be submitted electronically, improve the plan review cycle, reduce costs associated with plan review, as well as support green initiatives.

All new and existing project plan reviews for the WSSC Development Services Division (DSD) are to be submitted electronically to WSSC for review. Following are some DSD project/plan types:

- Hydraulic Planning Analysis (HPA)
- System Planning Forecast (SPF)
- System Extension Plans (SEP)
- Developer Relocation/Rehabilitation Plans (DRP)
- Site Utility System (SU)
- Minor Site Utility System (MSU)

Note: All project/plan case applications for a new project/plan are to be made via the WSSC ePermitting system. All project/plan reviews and plan submittals are to be made via the WSSC ePlan Review system.

ePermits

To get started:

1. Register in WSSC ePermitting system (if not already registered there). The ePermitting link is located on WSSC website under Work With Us/Permit Services (wsscwater.com).
2. Login to the ePermitting system and submit your project/plan case application (for new projects only). Your project/plan case application will be processed and review fees will be invoiced. Once fees have been paid in the ePermitting system, your project/plan case will be created in the ePlan Review system.
3. You will receive an email invitation from the ePlan Review system notifying you to start uploading plans into the ePlan Review system.
4. Review the standards for your specific project type for how to name your drawing and document files, border spacing, acceptable file formats, etc. (See Standards section and Appendices in this guide.)

Note: There is no registration in the ePlan Review system. Access is by invitation only. The same email address you have in the ePermitting system will be the User ID in ePlan Review system. Suggestion: Keep the passwords the same in both systems.

Standards

Standards allow for easy identification of drawing by naming convention, vector file types in order to facilitate the most efficient review, color coding of comments for visual identification of departments and so on.

Required Files

1. Drawing Files - all required drawings following WSSC standards for submission (along with other information required by the WSSC's checklist). Each page of the A-Series (WSSC Design)

drawings shall be uploaded as a separate file. A supporting drawing set (Non-WSSC Design) may be uploaded as either individual files or as a drawing set (Example: Sediment Control Plans as a single drawing set or as multiple files). Note: File Name Length restriction is **70** characters including file extension characters (.pdf). Required drawings for various submittals are listed in the following Appendices.

- Appendix A - Hydraulic Planning Analysis (HPA) and System Planning Forecast (SPF)
 - Appendix B - System Extension Process (SEP)
 - Appendix C - Site Utility (onsite) (SU) and Minor Site Utility (MSU)
 - Appendix D - Developer Relocation/Rehabilitation Process (DRP)
2. Supporting Document Files - all other files that are required as part of the project submission but are not drawing files. Each separate supporting document (may contain multiple pages) shall be uploaded as a separate file. Required documents for various submittals are listed in the following Appendices. These lists provide basic requirements and may not include unique document requirements.
- Appendix A - Hydraulic Planning Analysis Project (HPA) and System Planning Forecast (SPF)
 - Appendix B - System Extension Process (SEP)
 - Appendix C - Site Utility (onsite) (SU) and Minor Site Utility (MSU)
 - Appendix D - Developer Relocation/Rehabilitation Process (DRP)

Electronic Plan Standards

All WSSC Design drawing files shall be drafted to the WSSC standards (link below) and contain design criteria and support information specified in the latest versions of the WSSC Pipeline Design Manual, WSSC Plumbing Fuel and Gas Code, and the Development Services Code.

Design Examples = [Design Examples change to pdf.xlsx \(wsscwater.com\)](#)

WSSC CAD Standards and Base Sheets = [WSSC Civil Drafting Standards | WSSC Water](#)

ePlan Checklists = [ePlan Review | WSSC Water](#)

The engineer shall upload the required support drawings listed within the latest version of the Development Services Code. The supporting drawings (site plans, forest conservation plans, record plats, dry utility plans, stormwater and paving plans, grade establishment plans, etc.) do not have to contain the entire set; only the relevant sheets that pertain to the area covered under the WSSC Water and Sewer plan. These types of support drawings can also be uploaded as a combined plan file i.e. single file set for the appropriate sediment control plan sheets.

Hydraulic Planning Analysis (HPA) Color-Coded Sketch requirements:

- The HPA sketch must use the WSSC HPA AutoCAD Basesheet Template (WSSC DSD Sheet Files.dwg) to generate a single PDF file for submittal.
- The minimum PDF sketch size is 24"x36".
- The submitted sketch must be vector based and contain layers.
- The WSSC batch stamp approval block size and location shall exactly match the base template and must be left blank.
- Follow the HPA Checklist for ePlan Review

System Extension Process (SEP) drawing requirements:

- The SEP drawing(s) must use the latest version of the WSSC SEP AutoCAD Basesheet Template (WSSC DSD Sheet Files.dwg).
- The pdf sheet size(s) shall be exactly 24"x36" for all sheets.
- The WSSC batch stamp approval block size and location shall exactly match the base template and must be left blank.
- The submitted SEP PDF file(s) must be vector based and contain layers.
- Drafting must be done according to the latest version of the WSSC Civil Drafting Standards
- **Do NOT submit Color PDFs.**
- Follow the SEP Phase 2 Design Checklist for ePlan Review

Site Utility Process (SUP) drawings requirements :

- The SUP drawing(s) must use the latest version of the WSSC SUP AutoCAD Basesheet Template (WSSC DSD Sheet Files.dwg).
- The pdf sheet size(s) shall be exactly 24"x36" for all sheets.
- The WSSC batch stamp approval block size and location shall exactly match the base template and must be left blank.
- The submitted SUP PDF file(s) must be vector based and contain layers.
- Drafting must be done according to the latest version of the WSSC Civil Drafting Standards
- **Do NOT submit Color PDFs.**
- Follow the Site Utility Water and Sewer Design Checklist for ePlan Review

Developer Relocation/Rehabilitation (DRP):

- The following requirements apply to Relocation of WSSC Water and/or Sewer Mains, Abandonment of WSSC Water and/or Sewer Mains category of the 'Non-DR' type DRP projects, and Fire Hydrants
 - The DRP drawing(s) must use the latest version of the applicable WSSC SEP AutoCAD Basesheet Template (WSSC DSD Sheet Files.dwg).
 - The pdf sheet size(s) shall be exactly 24"x36" for all sheets except for fire hydrants. Fire hydrants sheet size(s) shall be exactly 11"x17",
 - The WSSC batch stamp approval block size and location shall exactly match the base template and must be left blank.
 - The submitted SEP PDF file(s) must be vector based and contain layers.
 - Drafting must be done according to the latest version of the WSSC Civil Drafting Standards
 - **Do NOT submit Color PDFs.**
 - Follow the applicable Checklist

Developer Relocation/Rehabilitation (DRP) requirements :

- The following requirements apply to Grading/Utility Crossing of WSSC Mains
 - The drawing(s) must use the latest existing contract of the applicable WSSC main.
 - The pdf sheet size(s) shall be exactly 24"x36"
 - A blank 3"x3" red outlined block is required on the plan for all sheets. This is for the WSSC approval stamp and the 3"x3" area must be left blank.
 - The submitted PDF file(s) must be vector based and contain layers.
 - Drafting must be done according to the latest version of the WSSC Civil Drafting Standards.
 - The existing contract must be sketched in black and white. All proposed work and grading contained in the review must be sketched in the color red. All project title information, notes, applicant information, engineer information, engineer's seal must be sketched in the color red.
 - Applicable Checklist

- The following requirements apply to 'Non-DR' Type - Grade Establishment Plans.
 - The drawing(s) must be sketched on the applicable County template
 - The submitted SEP PDF file(s) must be vector based and contain layers.
 - Applicable Checklist

File Naming Standards - Plans

File names for drawings submitted through ePlan Review must include a Priority Designation character (A-Z), followed by a 3-digit sheet number and drawing type/name (Example: B001- Composite Plan).

Note: File Name Length restriction is **70** characters including file extension characters (.pdf). **File names for both drawings and documents must remain the same for all submittals. ProjectDox will automatically assign a version number to the resubmitted file(s) once it detects changes.**

See samples below and Appendices for a complete listing of File Naming Standards for Hydraulic Planning Analysis, System Extension, Site Utility, Developer Relocation/Rehabilitation drawings and documents.

- **Priority Designation** - The first character in the file name represents the 'priority' or sequence in which the drawing or document will appear in the ePlan Review submittal followed by the page number and type of drawing, i.e. D001 - Existing Site Utility Plan. Ensure that all plans, including the associated details, are submitted under the correct priority designation.

- **Sheet Number** - Must be a 3 digit number with leading zeros.

Example: Hydraulic Planning Analysis Project (see Appendices for complete list):

Drawing Type:	Priority Designation	Sheet Number	File Name	Submittal Example
Proposed HPA/SPF Color-Coded Sketch (with layers)	A	001	Color-Coded Sketch	A001 - Color-Coded Sketch
Deep Sewer/Pressure Sewer Profile	B	001-999	Sewer Profile	B001 - Sewer Profile
Preliminary/Site Plan	R	001-999	Preliminary/Site Plan	R001 - Preliminary/Site
				R002 - Preliminary/Site

Example: System Extension Project (see Appendices for complete list):

Drawing Type:	Priority Designation	Sheet Number	File Name	Submittal Example
Proposed Water and/or Sewer Extension Plan	A	001-999	Extension Plan	A001 - Extension Plan
				A002 - Extension Plan
				A003 - Extension Plan
Composite Plan	B	001-999	Composite Plan	B001 - Composite Plan
WSSC W&S Plan (Contract No.) (as-builts - if available)	C	001-999	WSSC W&S	C001 - WSSC W&S (2024-1234A)
Site Utility Plan (if required)	D	001-999	Site Utility	D001 - Site Utility (SU-1234-2024)
Storm Drain & Paving Plan	E	001-999	Storm Drain-Paving	E001 - Storm Drain-Paving
Sediment Control Plan	F	001-999	Sediment Control	F001 - Sediment Control
Storm Water Management Plan	G	001-999	Storm Water	G001 - Storm Water

Example: Site Utility Project (see Appendices for complete list):

Drawing Type:	Priority Designation	Sheet Number	File Name	Submittal Example
Site Utility or Minor Site Utility Plan	A	001-999	Site Utility Plan	A001 - Site Utility Plan
				A002 - Site Utility Plan
				A003 - Site Utility Plan
Composite Plan	B	001-999	Composite Plan	B001 - Composite Plan
WSSC W&S Plan (Contract No.) (as-builts - if available)	C	001-999	WSSC W&S	C001 - WSSC W&S (2024-1234A)
Existing Site Utility Plan	D	001-999	Existing Site Utility	D001 - Existing Site Utility (SU-1234-2024)
				D002 - Site Utility (09-OS-1234)
Storm Drain & Paving Plan	E	001-999	Storm Drain-Paving	E001 - Storm Drain-Paving
Sediment Control Plan	F	001-999	Sediment Control	F001 - Sediment Control
Storm Water Management Plan	G	001-999	Storm Water	G001 - Storm Water

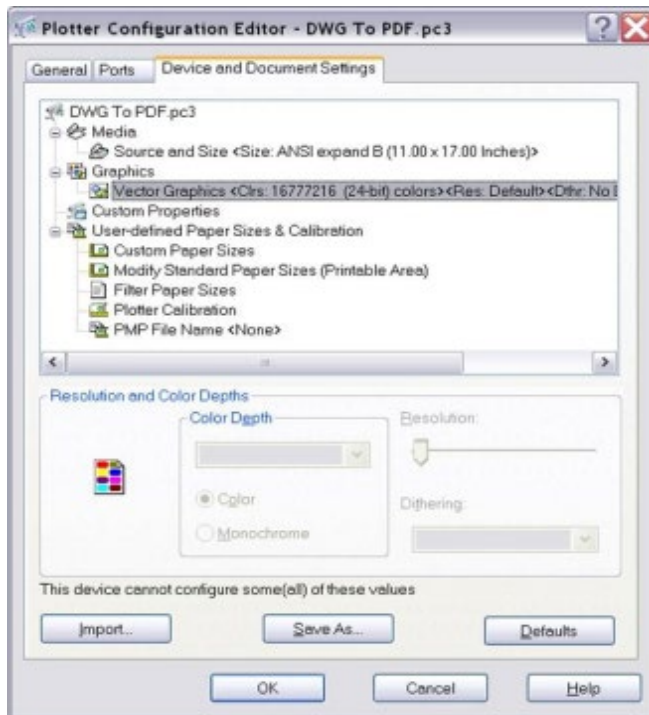
Example: Developer Relocation/Rehabilitation Project (see Appendices for complete list):

Drawing Type:	Priority Designation	Sheet Number	File Name	Submittal Example
Proposed Water and/or Sewer Relocation Plans; Fire Hydrant Plans; Abandonment of Water and/or Sewer Plans; Grading/Utility Crossing of WSSC Mains Plan; Grade Establishment Plan Sewer System Rehabilitation	A	001-999	DRP Relocation Plan;	A001 - DRP Relocation Plan
			DRP FH Plan;	A001 - DRP FH Plan
			DRP Abandonment Plan;	A001 - DRP Abandonment Plan
			DRP Grade Crossing Plan;	A001 - DRP Grading Plan
			DRP GE Plan	A001 - DRP Grade Est
DRP Sewer Rehab	A001 - DRP Sewer Rehab			
Composite Plan	B	001-999	Composite Plan	B001 - Composite Plan
WSSC W&S Plan (Contract No.) (as-builts - if available)	C	001-999	WSSC W&S	C001 - WSSC W&S (2024-1234A)
				C002 - WSSC W&S (2024-1234A)

File Type Standards

Only Vector-Based PDF files will be accepted for project drawings. AutoCAD software is commonly used to create drawing files. It is recommended that drawings created in AutoCAD are converted to Vector-Based PDF by using the Autodesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver.”

Supporting files may be in the following formats: PDF, DOC, DOCX, XLS, or XLSX. Please submit searchable Vector-Based PDF files for calculations, reports and other supporting documentation (non-drawing files).



Digital Signatures

- All system extension, site utility, and developer relocation/rehabilitation project drawings to be uploaded must contain a State of Maryland Professional Engineer seal and Professional Certification Statement on all sheets. Only the seal will be placed on the plan until the design is batch stamped. The plan will be signed through DocuSign (Not applicable for Hydraulic Planning Analysis projects).

Folder Structure

- All drawings should be uploaded to the “Drawings” folder for each project. See the latest edition of the WSSC Development Services Code for the drawings to be uploaded into the Drawings folder for Hydraulic Planning Analysis, System Extension, Site Utility, Developer Relocation submittals.
- Other documentation should be uploaded into the “Documents” folder for each project. See the latest edition of the WSSC Development Services Code for the documents to be uploaded to the Documents folder for Hydraulic Planning Analysis, System Extension, Site Utility, Developer Relocation/Rehabilitation submittals.

Markup Name and Color Standards

- Standard markup names and colors will be used for each reviewing department for easy identification. A markup can have one or more “changemarks.” Changemarks are created to quickly identify a markup and associated comments.
- **Corrected files should always be re-submitted with the SAME FILE NAME as the original submittal.**

WSSC ePlan Review

ePlan Review Invitation

You will receive an email invitation from the ePlan Review system notifying you to start uploading plans into ePlan Review once your project is created there. An ePlan Review Invitation will be sent to your email address. The email will contain your login information and information about your project, including a link to the project. An task ‘Applicant Upload’ task will also be created for you for your specific project in ePlan Review. The site address for the WSSC ePlan Review (ProjectDox) system is: <https://wssc-md-us-projectdoxwebui.avolvecloud.com/>

Applicant Upload Task Assignment

Hello PSU:

Welcome to the WSSC ePlan Review (ProjectDox) system. This project invitation has been sent to you in response to your Plan Case/Project Application via WSSC ePermit system. A project has been created in the WSSC ePlan Review (ProjectDox) system to allow you to electronically upload your drawings and supporting documents for plan review.

To access your new project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Password (if this is your first submission, a temporary password was sent in a separate email)
3. Click on the Project Number link or the "Applicant Upload Task" for the project, if not already in your project. The Project Number link or the "Applicant Upload Task" are located under the "Tasks (PF)" tab on your "Home" screen. [Note: the "Home" screen has three tabs: "Tasks (PF)", "Tasks (PD)", and "Projects". All new projects and their tasks will be located under the "Tasks (PF)" tab.]
4. Click on the "Drawings" folder to upload your main project drawings or "Documents" folder to upload any supporting documents. Please refer to the Applicant Guide for detailed instructions on each folder's content and file naming conventions for the specific project type (i.e., HPA, SEP, SU, etc.). The Applicant Guide is located on the ePlan Review (ProjectDox) Login screen.
5. Click the "Upload Files" button and follow the instructions to upload your drawings and/or documents
6. Complete the "Applicant Upload" task found in your task list to submit your project to WSSC for review.

WSSC will accept the following file types.

Drawings/Supporting Documents:

.DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF

User Login:	Your email address
Project Name:	DA6063Z21
Project Description:	HPA - Alabama (ProjectFlow Test)
Project Permit Access Link	

For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with WSSC ePlan Review (ProjectDox), please contact ds gintake@wsscwater.com or call 301-206-8650.

Please do not reply to this email.

New Users

Browser Compatibility: The WSSC ePlan Review system (9.3 version ProjectDox) is compatible with all browsers: Edge, Chrome, Firefox, Safari.

External users (engineers/stakeholders) can use all browser types. Internal WSSC reviewers are advised to use Edge which offers more robust markup/changemark capabilities (i.e., measurement tool, edit of existing markup/changemark comments) for reviewers.

Using the Edge Browser:

- If using the Edge browser, you must install ProjectDox Components.

NOTE: Other browsers do not need ProjectDox Components installed.

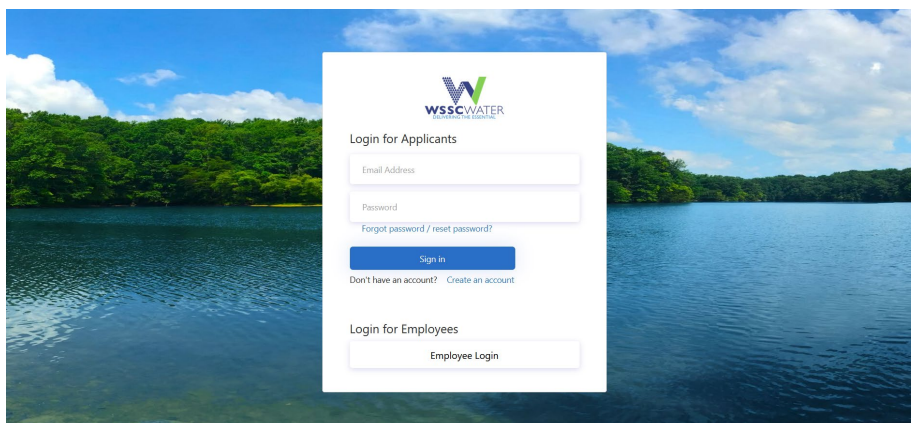
- You must turn off 'Compatibility Mode' with Internet Explorer v11.

Using **all** browsers:

Prior to logging into the ePlan Review (ProjectDox) application, the following actions must be completed:

1. If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the ePlan Review (ProjectDox) web address (<https://wssc-md-us.avolvecloud.com/ProjectDox/>). The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc). Once the ePlan Review (ProjectDox) site is allowed, you will be able to utilize the application.
 - The login page also provides a shortcut that you can drag and drop onto your Desktop as well as a link to save the ePlan Review (ProjectDox) web address to your favorites.
2. To sign in, enter your email address and temporary password (first time user) and click the Login button, as shown below:

Note: A temporary password will be provided to you in the initial ePlan Review email invitation. The ePlan Review system will automatically require you to create a permanent password.



- Enter your new password and reconfirm the new password and personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button in the middle of the screen. Remember passwords are case sensitive and must be 8 to 10 characters in length with at least one number, one alpha character and no special characters. This Profile Information can be accessed at anytime by selecting the “Profile” button at the top of the Home page.

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Profile Information

Temporary Password: AAE327C

Contact Information	User Metadata	Project Membership	Group Membership
* Required field			
First Name: *	<input type="text" value="Julie"/>	Last Name: *	<input type="text" value="Plumber TWO"/>
Email: *	<input type="text" value="plumber2wssc@gmail.com"/>		
Title: *	<input type="text"/>		
Company: *	<input type="text"/>		
Address 1: *	<input type="text"/>		
Address 2:	<input type="text"/>		
City: *	<input type="text"/>		
State/Province: *	<input type="text" value=""/>	Postal Code: *	<input type="text"/>
Phone: *	<input type="text"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Site Utility Num:	<input type="text"/>
Stamps:	<input type="text"/>		
Language: *	<input type="text" value="en"/>		

Existing Users


If you are a returning user, login to ePlan Review with your full email address and password. If you have forgotten your password, click on the “Forgot Password” button so that it can be emailed to you. This will work only if you have logged in once and added a security question and answer.

Locating a Project

After you have successfully logged into ePlan Review (ProjectDox 9.3) you will see the **Home** screen displayed. The **Home** screen contains three tabs: “**Tasks** ”and “**Projects**”. Default is to **Tasks** tab.

- **Tasks** - this tab is where all tasks associated with projects will be located;
- **Projects** - this tab is to access all records through the project link.

- Any outstanding tasks that require your action will be located under the **Tasks** tab.




Tasks Projects

Refresh Save Settings

ACTION	TASK	PROJECT NUM...	GROUP	ASSIGNMENT ...
Complete	Applicant Resubmit Task (Reassigned from fname4905 Iname4905)	DA6881C20	Applicant	FirstInGroup
Accept	Applicant Resubmit Task (Reassigned from Enoc Reuto)	DA7622Z23	Applicant	FirstInGroup
Complete	Applicant Resubmit Task	DA7658Z23	Applicant	FirstInGroup
Accept	Applicant Resubmit Task (Reassigned from Matt Snyder)	SU-4657-2023	Applicant	FirstInGroup

- Any projects for which you have access will display under the **Projects** tab.



Home

Tasks **Projects**

Refresh Save Settings

ACTION	PROJECT NUMBER	LOCATION	PROJECT TYPE - PROJECT NAME	WSSC OWNER
	Test-9.3.7.6-Adan	Laurel, MD	SCCR - Test 9.3.7.6 Adan	Adan Rivera
	SU-4419-2024	Laurel, MD	SU - SU Test 9.3.7.6 Adan	Adan Rivera
	Zone - Dami22-SaaS	Laurel, MD	ZONE - Dami SaaS Zone Test	WSSC EPlans
	DR9376Z24	Laurel, MD	DRP - DR Test 9.3.7.6 Adan	Adan Rivera
	MSU-4417-2024	Laurel, MD	MSU - Dami SaaS MSU Test	WSSC EPlans

- The Projects tab defaults to **Recent Projects**. The **Recent Projects** button will list the recent projects you have entered. Click on the **All** button and all projects for which you have access will display.
- The buttons 'Recent Projects' or 'All' will display blue as indicator of the project list displayed.

Home Create Project All Tasks Site Reports Logout Admin

All Recent Hidden Show 10 records

WSSC OWNER STATUS CREATE DATE

- Search is available on each column. Enter your search criteria (partial or full) in the 'Contains...' field located immediately under the column header name. Sort is available on each column. The column data can be sorted ascending or descending order by toggling your clicks on the column header.

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Home [Search] Project: []

Tasks Projects

Refresh Save Settings Reset Settings

ACTION	TASK	PROJECT NUMBER	PROJECT DESCRIPTI...	GROUP	ASSIGNMEN
Accept	Applicant Upload Task	SU-9997-2024	SU - Matt's SU Test for PDox SaaS	Applicant	FirstInGroup
Complete	Batch Stamp Task	DA9997A24	SEP - Matt's SEP Test for PDox SaaS	DSD - Project Manager	FirstInGroup
Complete	DSD - Project Manager Department Review cycle #1	DA9997Z24	HPA - Matt's TEST HPA for SaaS	DSD - Project Manager	FirstInGroup

Initial Upload

- Click on the "Accept" button for the specific project that corresponds to the plans you will be uploading to accept the task for uploading files.

Tasks Projects

Refresh Save Settings Reset Settings

ACTION	TASK	PROJECT NUMBER	PROJECT DESCRIPTI...	GROUP	ASSIGNMEN
Accept	Applicant Upload Task	SU-9997-2024	SU - Matt's SU Test for PDox SaaS	Applicant	FirstInGroup

- Click the "Upload Drawings" button to upload the requires design and support drawings or "Upload Documents" button to upload the required supporting project documents.

APPLICANT UPLOAD

Project Information Contacts

Project Number SU-9997-2024
Project Type Site Utility
Project Status Applicant Upload
Address 14501 SWEITZER LN
City LAUREL
State MD
Postal Code 20707-0000

Task Instructions
Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: SU-9997-2024

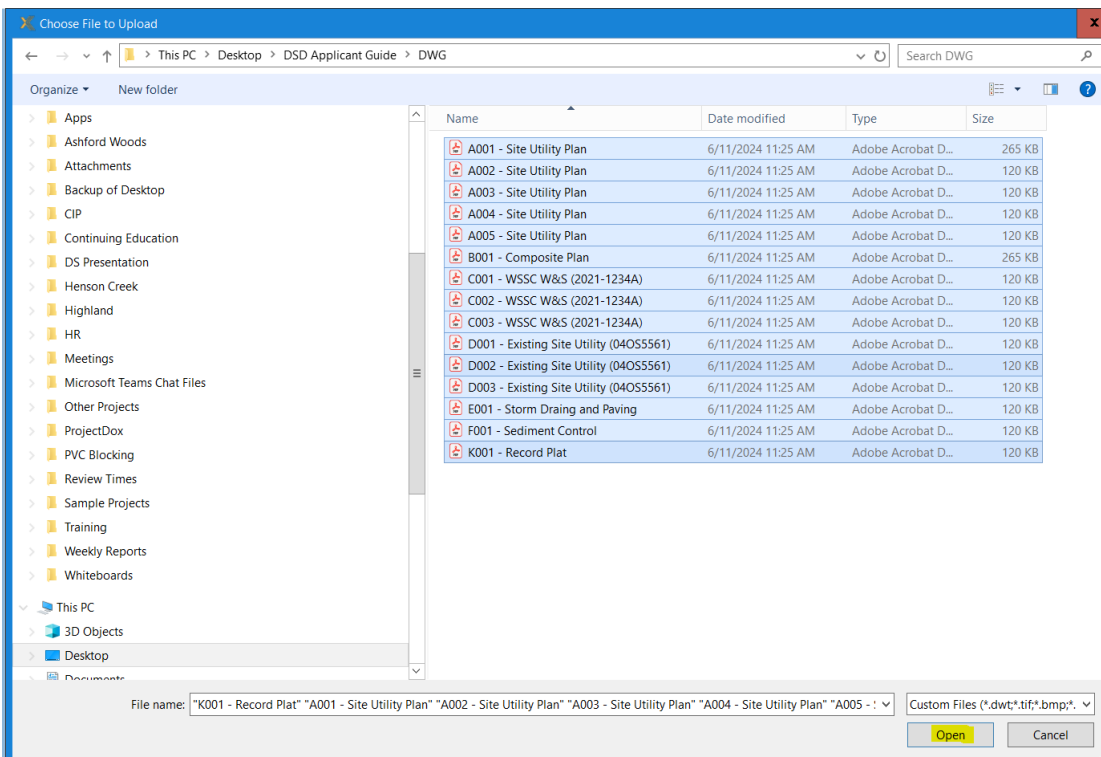
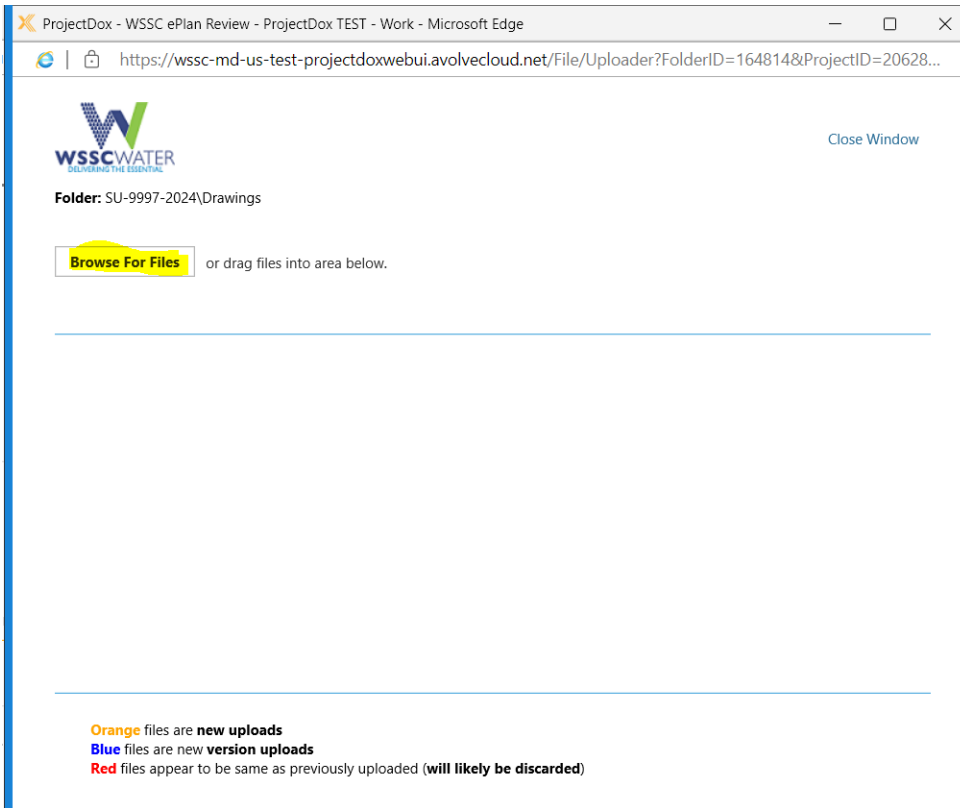
Please click appropriately for the **type of files** you are uploading.

Upload Drawings **Upload Documents**

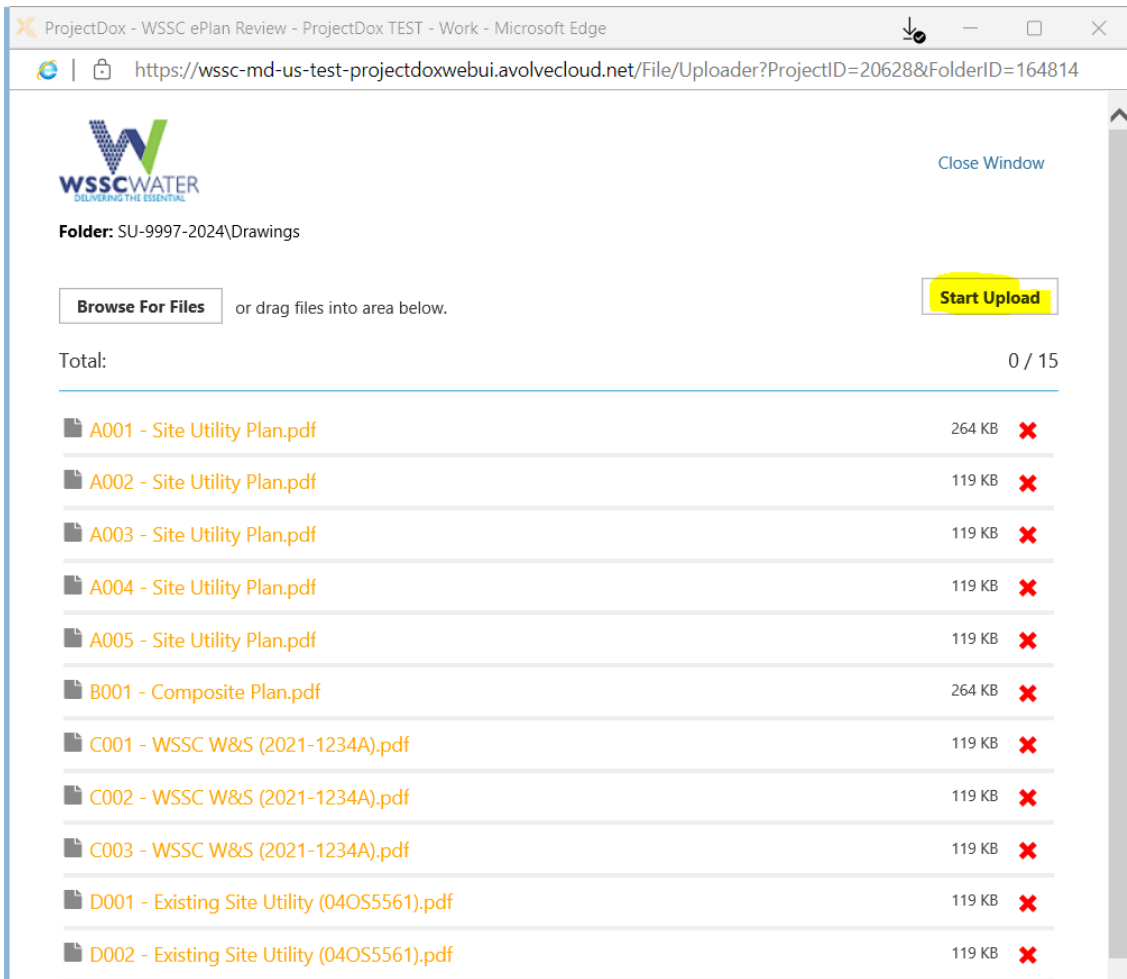
Unloaded files

Submit Close

- Click on the “Browse for Files” button to go to the file location on your computer and select or highlight files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. You can also drag and drop files into the upload window list. Click the “Open” button and the files selected will then be copied to the upload window.

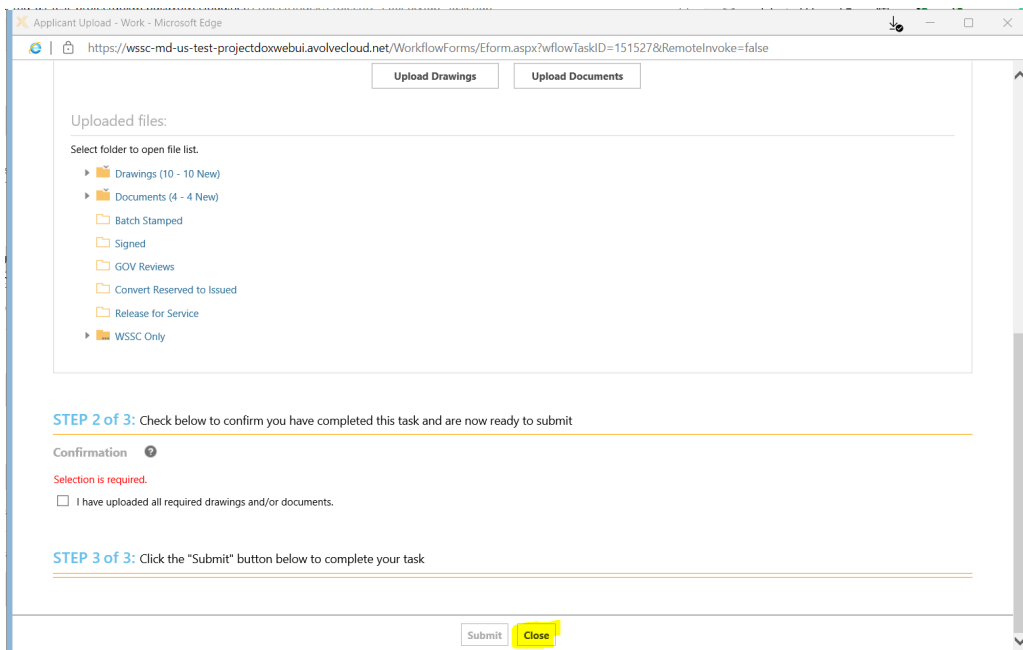


4. Click the “Start Upload” button to begin the upload

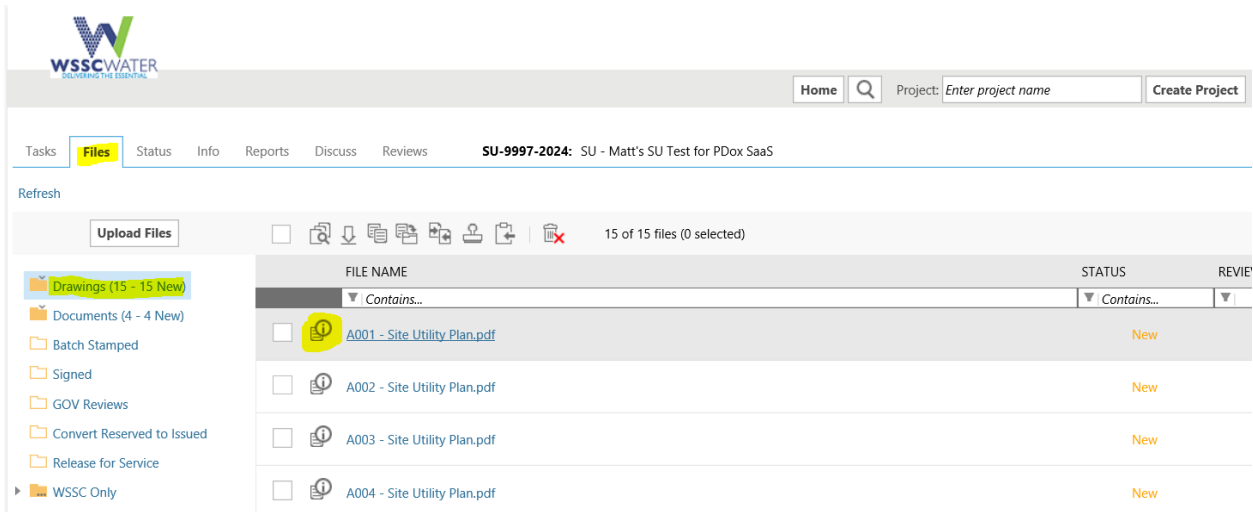


5. Repeat the process for the Documents.

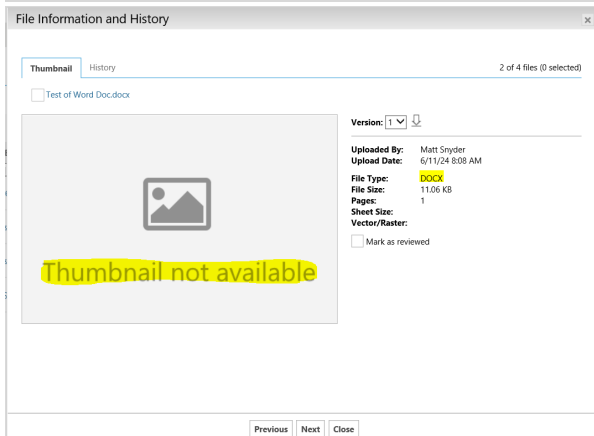
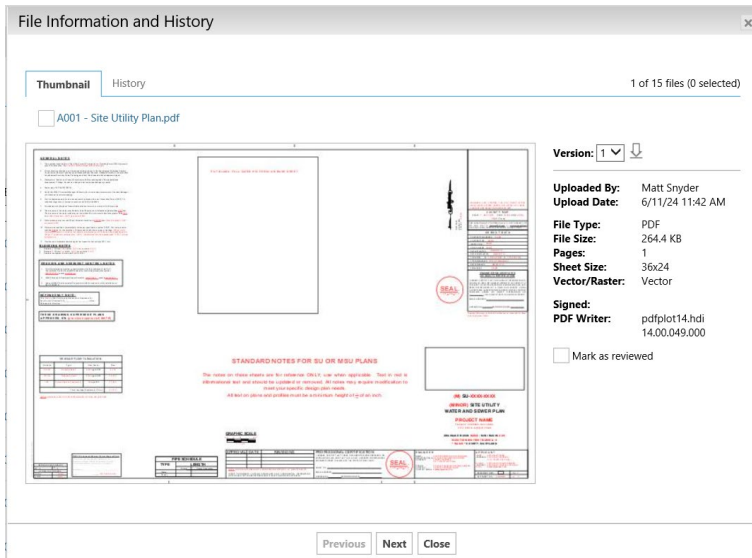
6. To double check the correct files were uploaded, scroll to the bottom of the window and hit the “Close” button.



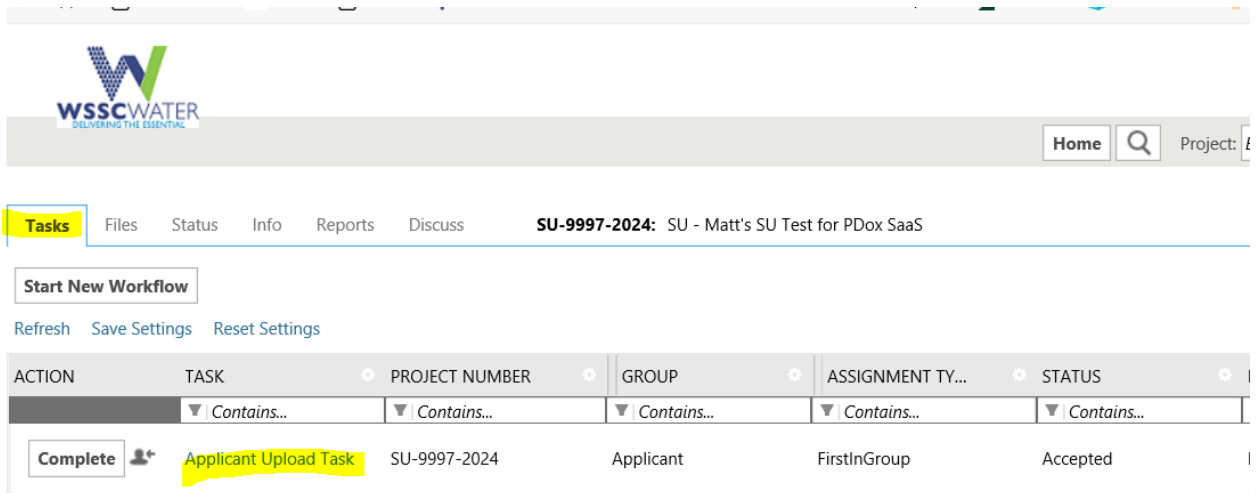
- Click on the Files, then click the drawings folder, to display the files within the folder. Click on the information button (paper with an “i”) to see a preview.



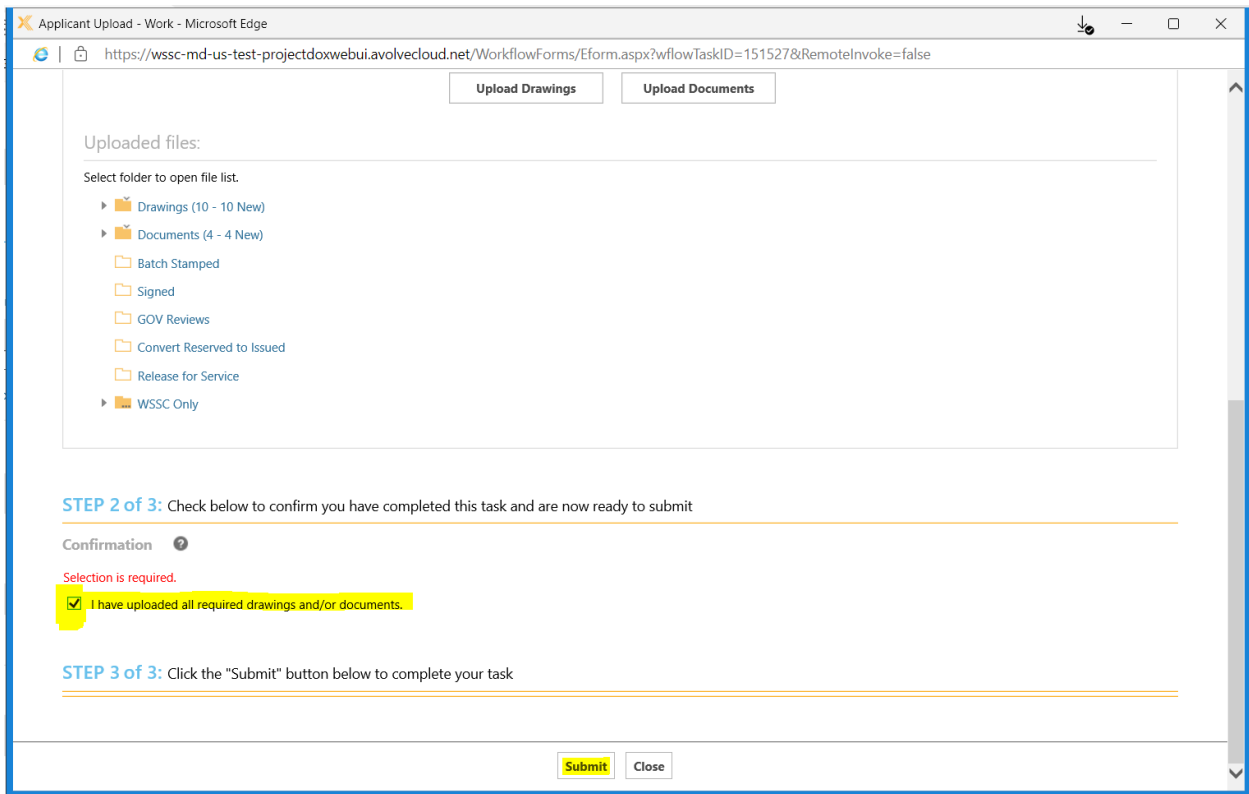
- The files information is displayed along with a preview. The preview function may not work for all file types (Word, Excel, etc). Double click the file preview or “thumbnail not available” to open the file.



- If corrections are required return to the previous steps to upload the correct drawings or documents. After confirming all files are correct, click on the “Tasks” tab and click on the “Applicant Upload Task”.



- Scroll down to the bottom of the window. If all drawings and documents have been uploaded, then check the box. The submit button will turn from gray to black. Click on the “Submit” button to submit the project to WSSC.



- Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to WSSC to start the prescreening process to determine if the submittal requirements have been met.

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for formal review. This will be performed by WSSC for all project submittals. Allow a minimum of three (3) working days after you have uploaded your documents and completed the Applicant Upload task for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a "Prescreening Corrections Task Assignment" email with instructions on the changes requested and how to resubmit.

Pre-Screen Correction Task Assignment

Attention [UserFirstName]:

Your plan review submission for Project: [Project.Name] - [ProjectDescription] has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ePlan Review (ProjectDox) site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC
- Complete your Pre-Screen Corrections Task to send the project back to WSSC for review.

If a Pre-Screen Re-submission fee for Prescreen review is due, please ensure the current re-submission fee has been paid or submitted and received by WSSC Permit Services Section **before** completing your Pre-Screen Corrections Task. **Please Note:** Your project will be rejected if the re-submission fee has not been received.

- An invoice for the Pre-Screen Re-submission fee is available in the ePermit system under this specific plan case/project number.

Please Note: all projects received after 12 noon are considered received the "next business day."

Project:	[Project.Name]
Description:	[ProjectDescription]
Task:	[Activity.Name]
Project Contact:	[OwnerUserName] ([OwnerEmail], [OwnerWorkPhone])
Project Access Login to ProjectDox	

For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with WSSC ePlan Review (ProjectDox), please contact #dsgintake@wsscwater.com or call 301-206-8650.

Please do not reply to this email.

1. Click the link in the email to access the ePlan Review (ProjectDox) site and login into ePlan Review.

- The Prescreen Correction task will appear under the Tasks tab on the Home screen. Click on this task and this will launch a new window with the Prescreen Corrections task eForm.

PRESCREEN CORRECTIONS

Project Information Contacts

Project Number SU-9997-2024
Project Type Site Utility
Project Status Prescreen - Rejected
Address 14501 SWEITZER LN
City LAUREL
State MD
Postal Code 20707-0000

Task Instructions

Please follow the steps below:

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 1

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Import Excel Responses

Review and respond in Excel, then upload your responses.

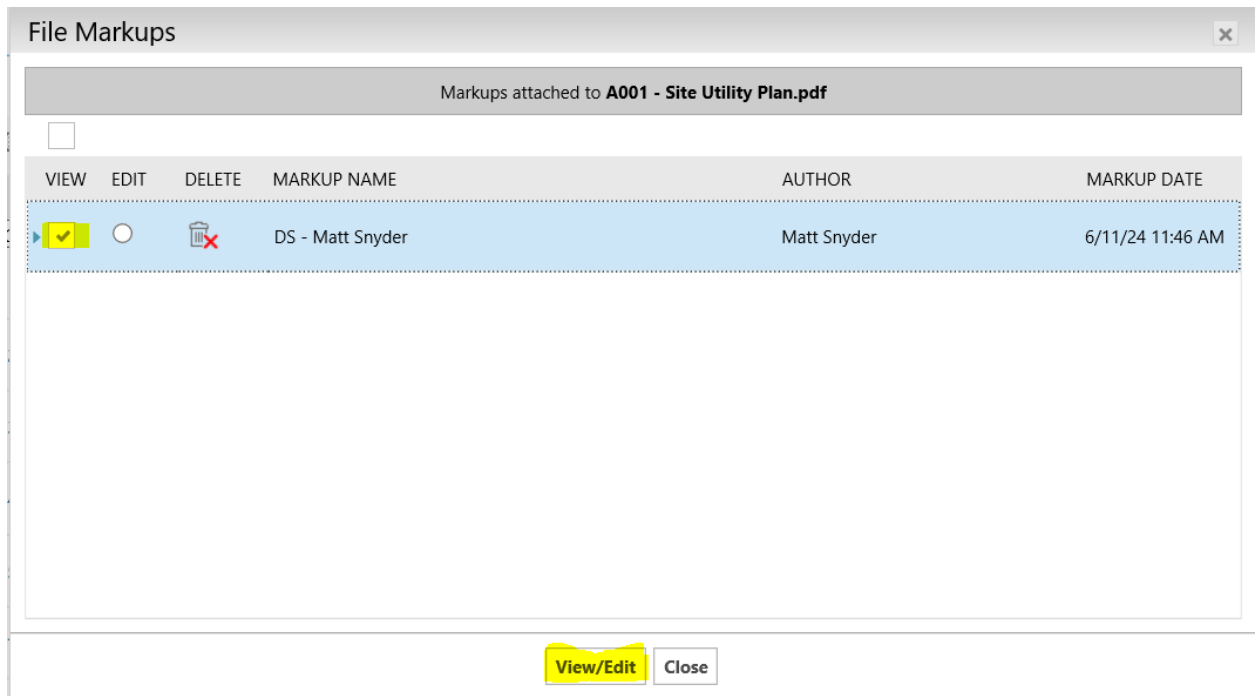
STEP 2 of 4: Upload any new or updated files into this project

Submit

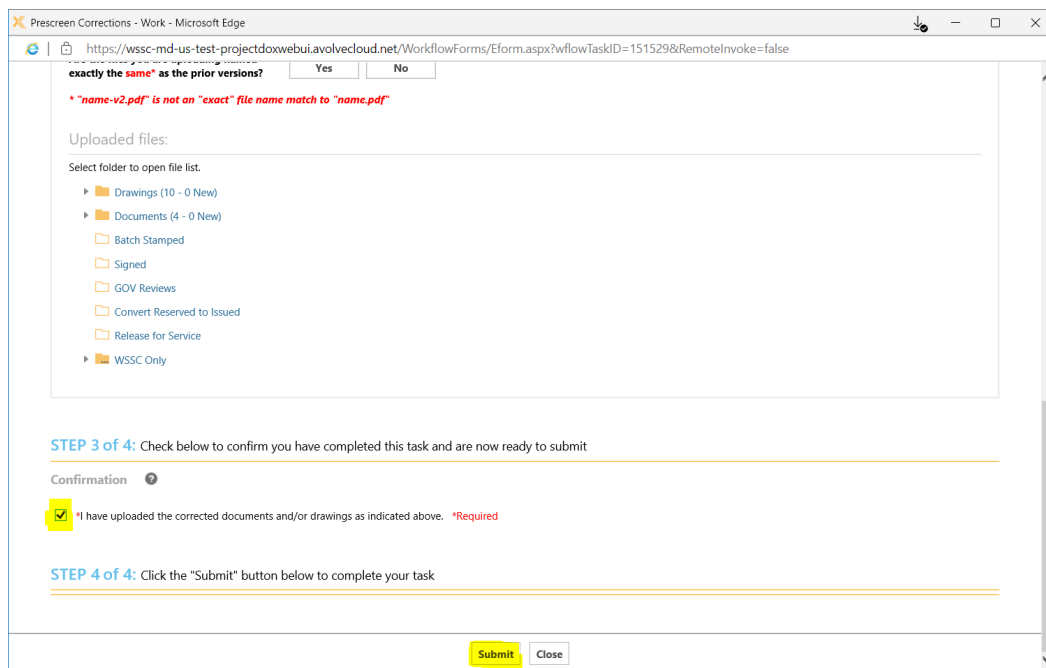
Close

- Close the Prescreen Corrections task eForm, (you will re-open the eForm later when you want to resubmit the project back to WSSC after you have made the required corrections to the submittal).
- Review WSSC’s comments to identify which requirements were noted as missing.
 - WSSC’s intake comments are provided via markup comments. To view a plan markup, click on the icon next to the drawing as shown below and select the reviewer’s markup.

The screenshot shows the WSSC Water project management interface. At the top, there is a navigation bar with 'Home', a search icon, a 'Project:' field with 'Enter project name', and buttons for 'Create Project', 'All Tasks', and 'Site Repc'. Below this is a sub-navigation bar with 'Tasks', 'Files', 'Status', 'Info', 'Reports', 'Discuss', and 'Reviews'. The main content area shows a file list for project 'SU-9997-2024: SU - Matt's SU Test for PDox SaaS'. The file list has columns for 'FILE NAME', 'STATUS', and 'REVIEWED'. The file 'A001 - Site Utility Plan.pdf' is highlighted, and a yellow warning icon is visible next to it. The interface also shows an 'Upload Files' button and a toolbar with various file management icons.



- Note: when incorrect file naming convention was used on a file(s), the file will need to be deleted (see the “Deleting Files” section for instructions).
4. After you have identified the missing or corrected drawings and/or documents to upload, login to ePlan Review (if not already logged in) and enter the project.
 5. Upload the missing and/or corrected drawings and documents (see the “Uploading Files” section for instructions).
 - Note: when a file has a ‘markup comment’ on it, a new version of that file must be uploaded by the applicant (continue to use the same file name when uploading corrected plans).
 6. Click back to the Prescreen Corrections task eForm with your task assignment as shown below.



7. When the eForm opens, place a checkmark for the following statement “I have uploaded the corrected...” and the Resubmit to WSSC button will display for you to click to complete your task. **Reminder:** If the Pre-Screen Re-Submission Fee is due, please ensure the current re-submission fee has been submitted and received by the WSSC Permit Services Section before clicking the Resubmit to WSSC button to return your project to WSSC.

Upon completion, the WSSC will be notified that the files have been completed or corrected and will continue with the Prescreening process.

Note: You can view and pay invoices for all fees in the ePermitting system under the specific project/plan number.

Acceptance

If your submittal passes the Prescreen process and is accepted, it will immediately move into the formal review process. You will receive a notification email when the project has moved into the formal review process.

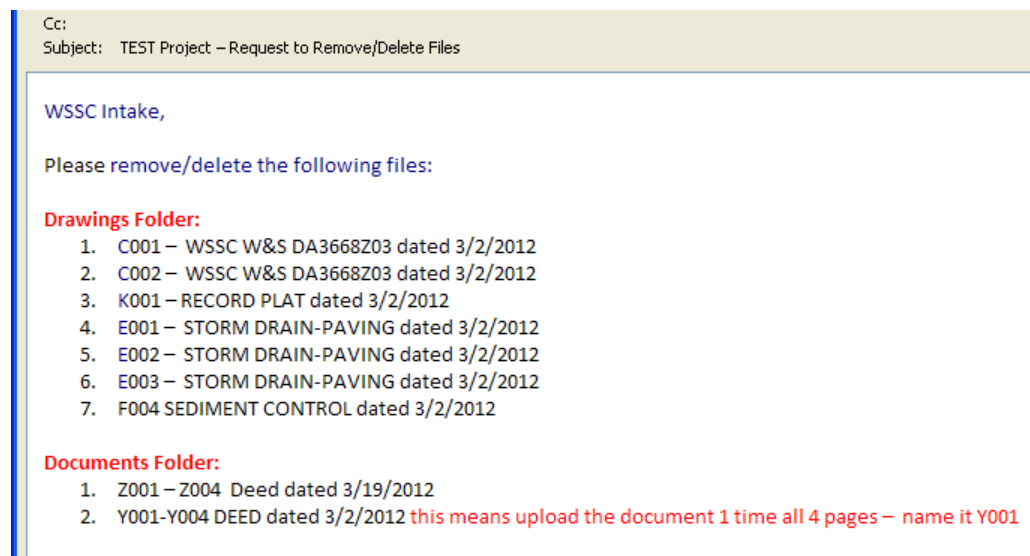
Delete Files

The applicant (engineer) does not have the ability to delete a file from the ePlan Review (ProjectDox) System, only the **WSSC Intake group** has this ability. Therefore, when a submittal is rejected because an incorrect file naming convention was used on a file(s), the file(s) will need to be deleted. The applicant (engineer) will need to send an OUTLOOK email request to **WSSC Intake group** specifying the exact name of the file, the date of the file, and the folder location (Drawings or Documents) of the file to be deleted. Please send the OUTLOOK email to the following **WSSC Intake group** email address:

#dsgintake@wsscwater.com

NOTE: please always use the above email address to prevent a delay in the file deletion process..

Email Example:

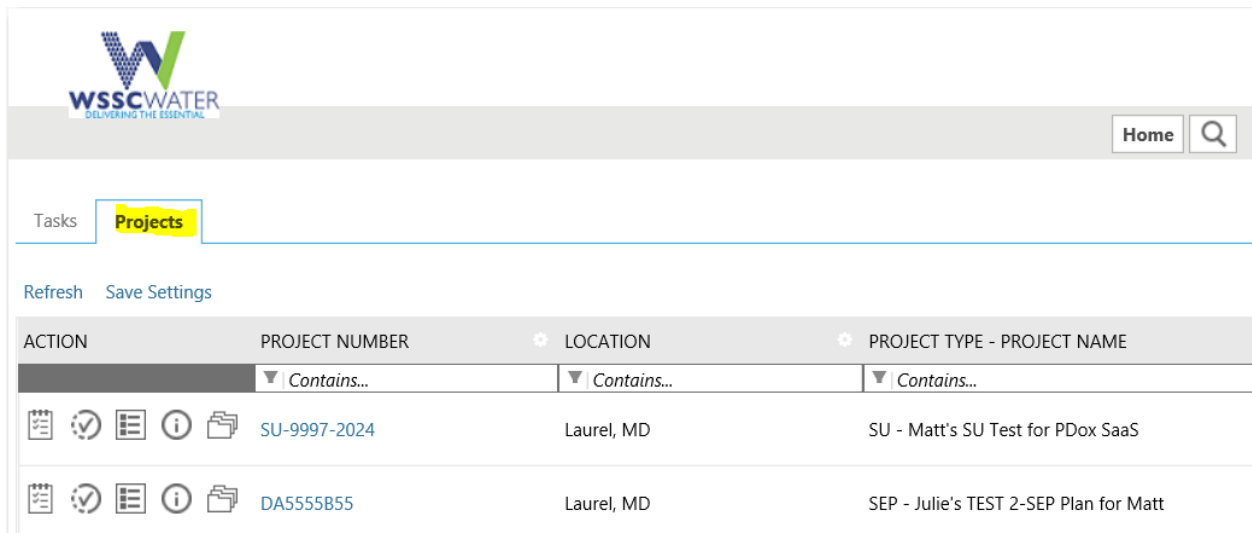


Project Status











Once you have logged into ePlan Review (ProjectDox) click on the Projects tab. The projects screen will display, listing all projects. The status of each project is displayed under the Status column on the respective screen. A more detailed timeline of the project reviews (prescreen and formal) which have taken place can be found under the **Plan Review- Workflow Routing Slip report**.

The **Current Project - Workflow Routing Slip** report is a very useful tool to enable you to see at all times exactly where your project reviews stand. Below are the instructions on how to access this report.

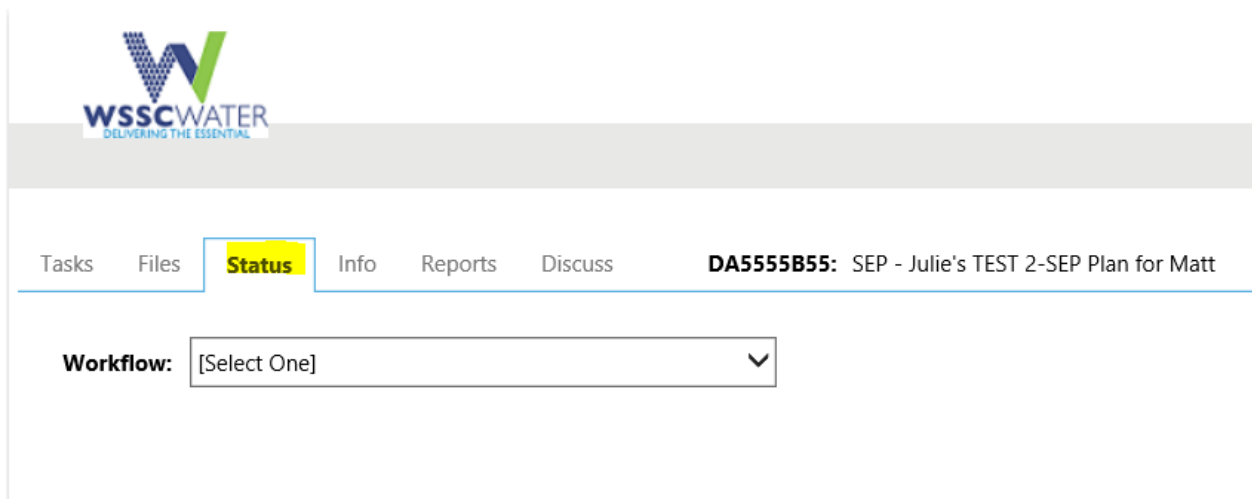
- 1) Click on the Project Number on the projects tab to enter the project. Example:
DA5555B55



The screenshot shows the WSSCWATER logo at the top left and a 'Home' button with a search icon at the top right. Below the logo is a navigation bar with 'Tasks' and 'Projects' tabs, where 'Projects' is selected. Underneath are 'Refresh' and 'Save Settings' links. The main content is a table with the following data:

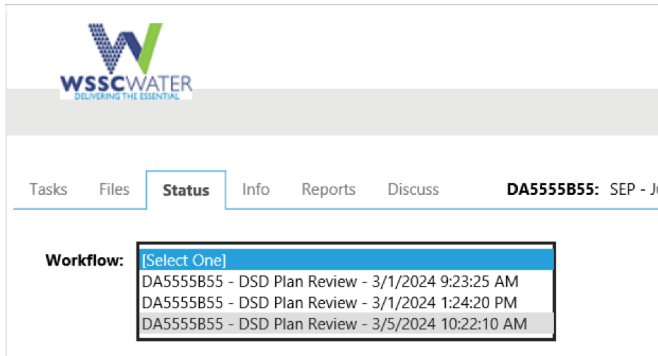
ACTION	PROJECT NUMBER	LOCATION	PROJECT TYPE - PROJECT NAME
    	SU-9997-2024	Laurel, MD	SU - Matt's SU Test for PDox SaaS
    	DA5555B55	Laurel, MD	SEP - Julie's TEST 2-SEP Plan for Matt

- 2) Click on the **Status** tab

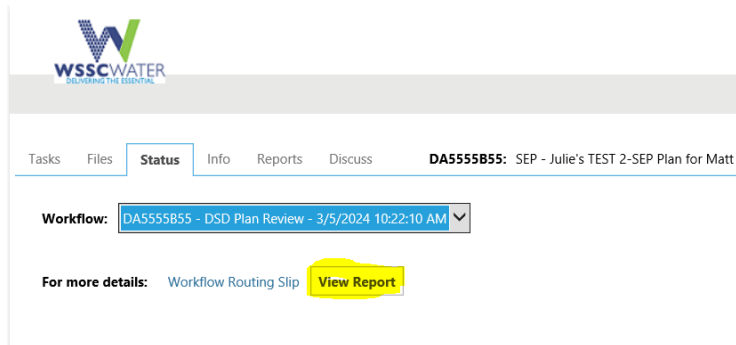


The screenshot shows the WSSCWATER logo at the top left. Below it is a navigation bar with 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Discuss' tabs, where 'Status' is selected. To the right of the tabs, the project name 'DA5555B55: SEP - Julie's TEST 2-SEP Plan for Matt' is displayed. Below the navigation bar is a 'Workflow:' label followed by a dropdown menu showing '[Select One]' and a downward arrow.

3) Select the most recent workflow from the drop-down menu.



4) Click on the “View Report” button



5) The report provides the task name, the task status, the review cycle, when the task was assigned, accepted and completed, created, the group name (who has responsibility for the task - applicant or WSSC), who the user was who completed the task, and how much time the task user has spent on the task. The Review Cycle indicates how many formal reviews were performed on the project.



Plan Review - Workflow Routing Slip

Report Generated: **06/11/2024 09:17 AM**

Review Type: **DSD Review**

Number of Files: **0**

Project Name: **DA5555B55**

Workflow: **DA5555B55 - DSD Plan Review - 3/5/2024 10:22:10 AM**

Total Review Comments:

Total Review Cycle: **1**

Days Calculated as: **Business Days**

Time Elapsed: **49 days 4 hrs**

Time with Jurisdiction: **49 days 4 hrs**

Time with Applicant: **0 days 0 hrs**

Completed Submission (Prescreen):

Completed Plan Review: **49 days 4 hrs**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER	SUB TOTAL
Applicant Upload Task	Completed		0	03/05/2024 10:22 AM	03/05/2024 10:23 AM	03/05/2024 10:23 AM	Applicant	Matt Snyder	0 days 0 hrs
Prescreen Review Task	Completed		0	03/05/2024 10:23 AM	03/05/2024 10:23 AM	03/05/2024 10:24 AM	Intake	Matt Snyder	0 days 0 hrs
Assign Reviewers Task	Completed		0	03/05/2024 10:24 AM	03/05/2024 10:24 AM	03/05/2024 10:24 AM	Intake	Matt Snyder	0 days 0 hrs
DSD - Project Manager Department Review cycle #1	Completed	Approval	1	03/05/2024 10:24 AM	03/05/2024 10:24 AM	05/13/2024 02:18 PM	DSD - Project Manager	Matt Snyder	49 days 4 hrs
DSD - QA Review Department Review cycle #1	Completed	Approval	1	03/05/2024 10:26 AM	03/05/2024 10:27 AM	05/13/2024 02:18 PM	DSD - QA Review	Matt Snyder	49 days 4 hrs
DSD - QA Review 2 Department Review cycle #1	Completed	Approval	1	03/05/2024 10:26 AM	05/13/2024 02:17 PM	05/13/2024 02:17 PM	DSD - QA Review 2	Matt Snyder	49 days 4 hrs
Review Complete Task	Completed		1	05/13/2024 02:18 PM	05/13/2024 02:18 PM	05/13/2024 02:19 PM	DSD - Project Manager	Matt Snyder	0 days 0 hrs
Batch Stamp Task	Completed		1	05/13/2024 02:19 PM	05/13/2024 02:19 PM	05/13/2024 02:19 PM	DSD - Project Manager	Matt Snyder	0 days 0 hrs

Total Completion Time: 49 days 3 hrs

Change Notification and Plan Resubmit

Reviewing Comments

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below: You will receive an ‘Applicant Resubmit Task Assignment’ email notification from the ePlan Review (ProjectDox) system requesting revised drawings and/or documents.

Applicant Resubmit Task Assignment

Attention [UserFirstName]:

Your plan review submission for Project: [Project.Name] - [ProjectDescription] has been reviewed, but has generated comments or requires corrections. You may review correction comments and requirements by accessing the ePlan Review (ProjectDox) site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ePlan Review \(ProjectDox\)](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC
- Complete your Applicant Resubmit Task to send the project back to WSSC for review

If an Extra Review Fee is due, please ensure the current fee has been paid or submitted and received by WSSC Permit Services Section **before** completing your Applicant Resubmit Task. **Please Note:** Your project will be rejected if the extra review fee has not been received.

- An invoice for the Extra Review fee is available in the ePermit system under this specific plan case/project number.

Please Note: all projects received after 12 noon are considered received the "next business day."

Project:	[Project.Name]
Description:	[ProjectDescription]
Task:	[Activity.Name]
Project Contact:	[OwnerUserName] ([OwnerEmail], [OwnerWorkPhone])
Project Access Login to ProjectDox	

For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with WSSC ePlan Review (ProjectDox), please contact #dsgintake@wsscwater.com or call 301-206-8650.

Please do not reply to this email.

1. Click the link in your email to access the ePlan Review (ProjectDox) site.
2. Login to ePlan Review (ProjectDox). The Applicant Resubmit task will display under the Tasks tab on the Home screen.

The screenshot shows the WSSC ePlan Review (ProjectDox) system interface. At the top left is the WSSC WATER logo with the tagline 'DELIVERING THE ESSENTIAL'. To the right of the logo is a navigation bar with a 'Home' button, a search icon, and a search field containing 'Project: Enter project name'. Below the navigation bar, there are two tabs: 'Tasks' (selected) and 'Projects'. Under the 'Tasks' tab, there are links for 'Refresh', 'Save Settings', and 'Reset Settings'. A table displays a list of tasks with columns for ACTION, TASK, PROJECT NUMBER, PROJECT DESCRIPTI..., GROUP, ASSIGNMENT T..., and STATUS. The first row in the table has an 'Accept' button in the ACTION column, 'Applicant Resubmit Task' in the TASK column, 'SU-9997-2024' in the PROJECT NUMBER column, 'SU - Matt's SU Test for PDox SaaS' in the PROJECT DESCRIPTI... column, 'Applicant' in the GROUP column, 'FirstInGroup' in the ASSIGNMENT T... column, and 'Pending' in the STATUS column.

3. Click on Applicant Resubmit Task to accept the task and access the eForm.

Applicant Resubmit - Work - Microsoft Edge
https://wssc-md-us-test-projectdoxwebui.avolvecloud.net/WorkflowForms/Eform.aspx?wflowTaskID=151550&RemoteInvoke=fa

APPLICANT RESUBMIT

Project Information Contacts Review Results

Project Number SU-9997-2024
Project Type Site Utility
Project Status Returned to Applicant
Address 14501 SWEITZER LN
City LAUREL
State MD
Postal Code 20707-0000

Task Instructions

Please follow the steps below:

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 4
Info Only Comments: 0
Files with Markups: 2

Plan Review:

Review and respond online. *Review and respond in Excel, then upload your responses.*

STEP 2 of 4: Upload any new or updated files into this project

4. Click on the Review Comments button to review the comments. The comments can also be exported to Excel and a response imported back into the form.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 4
Info Only Comments: 0
Files with Markups: 2

Plan Review:

Review and respond online. *Review and respond in Excel, then upload your responses.*

- Some of WSSC's comments can also be seen by clicking on the pen with the red check mark near the files (highlighted below).

WSSC WATER DELIVERING THE ESSENTIAL

Home Create Project All Tasks

Tasks **Files** Status Info Reports Discuss Reviews **SU-9997-2024: SU - Matt's SU Test for PDox SaaS**

Refresh

Upload Files 15 of 15 files (0 selected)

FILE NAME	STATUS	REVIEWED
Contains...	Contains...	
<input type="checkbox"/> A001 - Site Utility Plan.pdf		
<input type="checkbox"/> A002 - Site Utility Plan.pdf		

File Markups

Markups attached to **A002 - Site Utility Plan.pdf**

VIEW	MARKUP NAME	AUTHOR	MARKUP DATE
	DS - Matt Snyder	Matt Snyder	6/11/24 11:48 AM

[View](#) [Close](#)

Annotate Review Measure Publish

A002 - Site Utility Plan.pdf V1

Additional Comments

Matt Snyder 06/11/2024 11:48 AM
Department Review, DSD - Project Manager
dsj@dcw.wisc.gov

0 replies

- These comments ONLY appear on the version of the file that the comment was made. So comments on the 1st review will NOT appear on the 2nd version of the file. The engineer shall ensure that all comments are adequately address as WSSC cannot approve a plan with unresolved comments from any review cycle.

Reviews Tab

All Markup and Changemark Comments can also be viewed on the **Reviews** tab. This tab also provides and area for responding to comments inside the yellow column on the right of the screen.

Resubmittal Process

To upload the revised files back to WSSC. Click on the **Tasks** tab and click on the “Applicant Resubmit Task”

Respond to Comments.

Step 1 of 4 of the applicant resubmit window provides the ability to respond to comments. The “Review Comments” button opens the review tabs window. several options to upload files. An Excel version of the comments can be downloaded with the “Export to Excel” button. The engineer can input the responses into Excel and reupload back using the “Import Excel Responses” button. The engineer shall **not** change the comment Excel row order as this may apply incorrect response to WSSC comments.

WSSC **CANNOT** batch stamp plans with unresolved comments. It is very important to ensure that all unresolved comments have been addressed.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 4
Info Only Comments: 0
Files with Markups: 2

Plan Review: | |

Review and respond online. | *Review and respond in Excel, then upload your responses.*

Upload Files

Step 2 of 4 of the applicant resubmit window provides several options to upload files. If the files replace an existing file, then choose the **Versioned Files** tab and the files can be uploaded to the drawings or documents folder similar to the initial submittal.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: SU-9997-2024 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | New Files

Are the files you are uploading named exactly the **same*** as the prior versions?

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Please click appropriately for the **type** of files you are uploading.

Uploaded files:

If the file name has changed, then select the “No” button. A pop-up window will allow the replacement of individual files.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: SU-9997-2024 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | New Files

Are the files you are uploading named exactly the **same*** as the prior versions?

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Choose the “Select File” button by the ProjectDox file that will be versioned with a new uploaded file. After selecting a new file, the color will change according to the legend description at the bottom of the window.

ProjectDox - WSSC ePlan Review - ProjectDox TEST - Work - Microsoft Edge

https://wssc-md-us-test-projectdoxwebui.avolvecloud.net/File/Uploader?ProjectID=20628&Folder1ID=16481...

WSSC WATER
DELIVERING THE ESSENTIAL

Close Window

Upload File Versions

Project: SU-9997-2024

Select: Files w/ Markups File(s) with markup comments **that may** require new versions Upload

A001 - Site Utility Plan.pdf A001 - Site Utility Plan.pdf is a new version of A001 - Site Utility Plan.pdf	287 KB	X
SU-9997-2024\Drawings\A002 - Site Utility Plan.pdf		Select File
SU-9997-2024\WSSC Only\QA 1st Review\CP6881A20 MOU.pdf		Select File
SU-9997-2024\WSSC Only\QA 1st Review\HPA - Final Approval - PF.pdf		Select File
SU-9997-2024\WSSC Only\QA 1st Review\Large File.pdf		Select File
SU-9997-2024\WSSC Only\QA 1st Review\MSU - Final Approvel - PF.pdf		Select File

Orange files are **new uploads**
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Complete the Resubmittal

After confirming that all comments have been adequately addressed and the new files are uploaded to WSSC, the next step is to confirm the items within ProjectDox.

STEP 3 of 4: Check all below to confirm you have completed this task and are now ready to submit

Confirmation

- *I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Review Comments" button above. *Required
- *I have submitted additional fees, if applicable, to WSSC - Please ensure the fees have been received by WSSC before resubmission, otherwise the project review will be rejected. *Required
- *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to WSSC for further review. *Required

After confirming the questions within the Applicant Window Step 3 of 4, then the submit button will turn from gray to black allowing the Project to be resubmitted to WSSC for review.

STEP 3 of 4: Check all below to confirm you have completed this task and are now ready to submit

Confirmation 

- *I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Review Comments"
- *I have submitted additional fees, if applicable, to WSSC - Please ensure the fees have been received by WSSC before resubmission, otherwise t
- *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the ! review. ***Required**

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit **Close**

Plan 'Batch Stamped' and Ready for DocuSign process

After WSSC determines that there are no unresolved comments, then plan will be electronically stamped or 'Batch Stamped' by WSSC. The process is slightly different for the Phase I and Phase II plans described below.

Hydraulic Planning Analysis (HPA)

You will receive a "Batch Stamped Plans Ready for Download Notification" email indicating that your approved **HPA Color-Coded Sketch** and **Letter of Findings (LOF)** is ready in the "Signed" folder with instructions on how to download and print your files. Note: Digitally signed plans are not required for HPA approval.

System Extension Plans (SEP), Site Utility Plans (SU and MSU), Developer Relocation / Rehabilitation Plans (DRP)

NOTE: Plan is NOT VALID without digitally signed PE Seal and Date, and WSSC digital signatures.

You will receive a "Batch Stamped Plans Ready for Download Notification" email indicating that your batch stamped plan is ready and instructions on how to proceed with having the plans digitally signed via DocuSign.

- Prior to beginning the DocuSign process, an approval of the AutoCAD files from Engineering and Environmental Services Division (EESD) Land Services Section must be obtained. Please email your **AutoCAD DWG files** to CADREVIEW@wsscwater.com and include only your **project number** in the subject line.

After a System Extension plan (SEP), Site Utility plan (SU or MSU), or Developer Relocation/Rehabilitation plan (DRP) has been 'batch stamped', the ePlan Review system will close the project file and prohibit further drawing and document submittals.

DocuSign Process for Plan Approval

Once plans have been Batch Stamped, you will receive an automated email from ePlan that describe the next steps for the plan to be signed.

The following plans require approval of the plan's CAD files from WSSC's Engineering and Environmental Services Division (EESD):

- Site Utility System (SU) plans
- System Extension Process (SEP) plans
- Developer Relocation/Rehabilitation (DRP) DR type Relocation of Water and/or Sewer Mains
- Developer Relocation/Rehabilitation (DRP) DI type Sewer System Rehabilitation

Once the CAD files have been approved (if necessary), the WSSC PM will initiate the DocuSign process for the plans to be digitally signed by the engineer and the applicant. DocuSign is required for the following project types:

- Developer Relocation/Rehabilitation (DRP) Non-DR type Abandonment plans
- Developer Relocation/Rehabilitation (DRP) Non-DR type Fire Hydrant plans
- Developer Relocation/Rehabilitation (DRP) Non-DR type Grading Over WSSC Mains plans
- Developer Relocation/Rehabilitation (DRP) Non-DR type Grade Establishment plans
- Developer Relocation/Rehabilitation (DRP) Non-DR type Sewer Manhole Rehabilitation plans
- Minor Site Utility System (MSU) plans
- Site Utility System (SU) plans
- System Extension Process (SEP) plans
- Developer Relocation/Rehabilitation (DRP) DR type Relocation of Water and/or Sewer Mains
- Developer Relocation/Rehabilitation (DRP) DI type Sewer System Rehabilitation

When the DocuSign process has been completed, you will receive a Signed Plan email informing you that your signed plans, Signed Plan Letter, Site Utility Permit, SEP Permit, or DRP Permit (where applicable), and Outstanding Conditions List (OCL) (where necessary) are located in the Signed Folder within WSSC ePlan review. Follow the instructions in the [Signed Plan Letter](#) regarding the next steps toward the construction of the specific project.

Once all items noted in the OCL have been addressed and / or submitted, and the related Permit (where applicable) has been executed by WSSC, a copy of the Permit will be uploaded into the project's 'Signed' folder in ePlan Review. You will then receive instructions on scheduling your pre-construction meeting.

Construction Process

The following project/plan types must be inspected by the WSSC - Pipeline Construction Division (PCD). See the current Development Services Code for the specific details for each project/plan type.

- **System Extension Projects (SEP)**
- **Site Utility System Projects (SU)**
(Note: **Minor Site Utility Systems (MSU)** are installed by a WSSC registered licensed plumber under a plumbing permit and inspected by a WSSC - Regulatory Services Division, Plumbing Inspector.):
- **Developer Relocation/Rehabilitation Projects (DRP)**
(Note: Not applicable for the 'Non-DR' Type DRP project: Grade Establishment Plan.)

Amendment to HPA

The applicant will submit requests for any changes to an approved **HPA Color-Coded Sketch** and **LOF** as a **HPA Amendment Request** via the ePermitting system. The applicant must login to the ePermitting system, enter the specific HPA project, click on Sub-Records, scroll down to the **HPA Amendment Request**, and click Apply. Provide a detailed list of changes for the HPA on the screen, then submit the amendment request in the ePermitting system. The **HPA Amendment Request** will be reviewed and fees invoiced. After the fees have been paid, the HPA project will be reopened in the ePlan Review (ProjectDox) system enabling the applicant to upload the amended/revised HPA sketch file using the SAME FILE NAME as the original file name and resubmit to WSSC.

The screenshot shows the WSSC ePermitting system interface. At the top left is the WSSC WATER logo with the tagline 'DELIVERING THE ESSENTIAL'. The user is logged in as 'Good Morning, Wssc Admin Plumber Id'. The navigation bar includes links for Dashboard, Home, Apply, View, Map, Pay Invoices, Search, Calendar, Cross Connection Test Reports, Permit and Licensee Search, and Help. The main content area shows the plan number 'DA1111Z21' and a summary card with the following details:

- Type: (HPA) Hydraulic Planning Analysis
- Status: Returned to Applicant
- Project Name: DA1111Z21 - EP2 JULIE TEST PROJECT

Below the summary card are several tabs: Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, Attachments, Contacts, Sub-Records (highlighted in blue), Holds, Meetings, and More Info. The 'Sub-Records' tab is active, displaying a table of existing sub-plans:

Plan Number	Type	Status
RHA-2664-2021	HPA Amendment Request	Denied
RR-2708-2021	Refund Request (Plan)	Approved (PFG)
RHA-2709-2021	HPA Amendment Request	Approved (PFG)

Below the table, there is a pagination control showing 'Results per page: 10' and '1 - 3 of 3'. The 'Remaining Sub-Plans' section shows a table with the following data:

Type	Action
HPA Amendment Request	Apply
Refund Request (Plan)	Apply

Apply for Plan - HPA Amendment Request

*REQUIRED



MORE INFO

Request Info

[Top](#) | [Main Menu](#)

Please provide the following information regarding your HPA Amendment Request.

*Existing HPA Plan Case Number

Existing HPA Plan Case Number is required.

*Plan Case Name

*Amendment Info: Detailed List of Proposed Changes:

Amendment Info: Detailed List of Proposed Changes: is required.

Revisions to Approved Plans

System Extension Projects (SEP), Site Utility Projects (SU and MSU), and Developer Relocation Projects (DRP).

The applicant will submit requests for any changes to an approved system extension plan (SEP), site utility plan (SU or MSU), or developer relocation plan (DRP) via email directly to the DSD Project Manager (WSSC - Development Services Division) and copy the Contract Manager (WSSC - Pipeline Construction Division) for review. The request must include the following:

- Email subject: ‘Revision to Approved Plan’ with Project Number and Project Name
- An explanation as to why the changes are necessary to the design of the approved plans.
- A redline sketch/drawing (copy) of the project plan showing the proposed changes in red. (This is to include plan changes, profile changes, general notes and revision blocks). Note: the original redline sketch/drawing must be sealed, signed and dated by a registered Professional Engineer.

The DSD Project Manager will determine what revision method is required for the requested changes and notify the applicant (engineer) via email whether:

- a. **As-Built changes:** proposed changes are approved; and instruct the engineer to show the changes on the project as-built plans; OR
- b. **Changes that require new plans to be approved:** proposed changes must be re-submitted for a formal review via ePlan Review system as a Revision of Approved Plans via ePlan system.
 - i. The Project Manager will invoice the extra review fee for re-review in the ePermitting system and notify DSD Intake (Permit Services Section). After the extra review fees have been paid, DSD Intake will reopen the Project within the ePlan Review system for that project enabling the applicant to upload and resubmit the proposed revisions. **Revisions should always be re-submitted using the SAME FILE NAME as the original submittal.**

Release for Service

The Permits Services Section will issue the Release for Service (RFS) for the following project/plan types once all requirements are met. The RFS occurs once the 'Certificate of Substantial Completion (CSC)' and the 'Certificate of Final Acceptance (CFA)' have been issued as part of the overall eBuilder process. For further information regarding the eBuilder process and the steps necessary to ensure the proper completion of a project, see the guide located on our website; the guide can also be accessed by using this link: <https://www.wsscwater.com/sites/default/files/2021-01/cscfca-ebuilder-process-contract.pdf>

Additionally, see the current Development Services Code for the specific details for each project/plan type.

- **System Extension Projects (SEP)**
- **Site Utility System Projects (SU)**
- **Developer Relocation/Rehabilitation Projects (DRP)**

Browser Compatibility

The new upgraded 9.3 WSSC ePlan Review system is compatible with all browsers: Internet Explorer 11 (must turn off 'Compatibility Mode'), Edge, Chrome, Firefox, Safari.

Common ProjectDox Issues

Uploaded PDF File Can't be viewed/read in ProjectDox, but can be viewed/read in Adobe.

Possible cause: The file has the shaded areas made with hatch marks, pattern, or dots.

Solution: **1) Make the shaded areas solid.** Using hatch marks, patterns, or dots for shading on the plans increases the file size exponentially and makes it extremely slow to zoom and pan around the drawing when open in ProjectDox.

Solution: **2) Make the shaded areas the bottom layer.** ProjectDox displays the layers as they were created from AutoCAD. The AutoCAD file used to make the vector-based PDF file in ProjectDox has the hatch mark layer as the top layer thus causing the text to appear broken, etc. and the

overall plan/sketch to be difficult to read/view in ProjectDox. The same layer based PDF file looks perfect when viewed in Adobe because Adobe handles the layers differently from ProjectDox and automatically moves the shading layer behind the other layers.

APPENDIX A - HYDRAULIC PLANNING ANALYSIS (HPA) SKETCH

File Naming Standards for:
HYDRAULIC PLANNING ANALYSIS (HPA) SKETCH
 Drawings & Documents

DRAWINGS FOLDER

Place the following types of drawings in the DRAWINGS folder of your ePlan (ProjectDox) Hydraulic Planning Analysis (HPA) submittal. File Name Length restriction is 70 characters including file extension characters (.pdf).

NOTE: The files in the DRAWINGS folder must contain one sheet per file (Please do not scan multiple sheets as one file.).

Drawing Type	Priority Designation	Sheet No.	File Naming Standard	Example Submittal
Proposed HPA/SPF Color-Coded Sketch (with layers)	A	001	Color-Coded Sketch	A001 - Color-Coded Sketch
Deep Sewer/Pressure Sewer Profile	B	001-999	Sewer Profile	B001 - Sewer Profile
Site Utility Plan (if available)	D	001-999	Site Utility	D001 - Site Utility
				D002 - Site Utility
SEP Phase 2 Plan (if available)	E	001-999	SEP Plan	E001 - SEP
Storm Water Management Concept Plan (if available) *	G	001-999	Storm Water	G001 - Storm Water
Record Plat (if available) *	K	001-999	Record Plat	K001 - Record Plat
Forest Conservation / TCP Type 2 Plan (if available) *	P	001-999	Forest/Tree Conservation	P001 - Forest/Tree Conservation
Preliminary/Site Plan *	R	001-999	Preliminary/Site Plan	R001 - Preliminary/Site
				R002 - Preliminary/Site
				R003 - Preliminary/Site
Last Approved Color-Coded Sketch (required for Amendments)	S	001	Last Approved Color-Coded Sketch	S001 - Last Approved Color-Coded Sketch
MISC (any drawing required to approve HPA Color-Coded Sketch)	Z	001-999	(Insert a clear, descriptive name)	Z001 -

* upload only the relevant sheets that pertain to the area covered under the WSSC Water and Sewer plan

APPENDIX A - Continued
 File Naming Standards for:
HYDRAULIC PLANNING ANALYSIS (HPA) SKETCH
 Drawings & Documents

DOCUMENTS FOLDER

Place the following types of support information in the DOCUMENTS folder of your ePlan (ProjectDox) Hydraulic Planning Analysis (HPA) submittal. File Name Length restriction is 70 characters including file extension characters (.pdf). NOTE: The files in the DOCUMENTS folder can contain multiple page files (you do NOT need to scan each document page as a separate file).

Document Type	Priority Designation	Sheet No.	File Naming Standard	Example Submittal
HPA Checklist (Completed)	Y	001	HPA Checklist	Y001 - HPA Checklist
Definition of Layers for Color-Coded Sketch	Y	001	Definition of Layers	Y001 - Definition of Layers
Pressure Sewer Computations	Y	001	Pressure Sewer Computations	Y001 - Pressure Sewer Computations
Environmental Questionnaire	Y	001	Environmental Questionnaire	Y001 - Environmental Questionnaire
Environmental Database Search Map Report OR Environmental Site Assessment Phase 1 Report (ESA)	Y	001	EDS Map Report ESA Phase 1 Report	Y001 - EDS Map Report Y001 - ESA Phase 1 Report
Last Approved Letter of Findings (required for Amendments)	Y	001	Last Approved Letter of Findings	Y001 - Last Approved Letter of Findings
Engineer's Response to Comments	Y	001	Engineer's Response	Y001 - Engineer's Response
MISC (any documents or permits required to approve HPA Color-Coded Sketch)	Z	001-999	(Insert a clear, descriptive name)	Z001 -

APPENDIX B - SYSTEM EXTENSION PLANS (SEP)

File Naming Standards for:
SYSTEM EXTENSION PLANS (SEP)
 Drawings & Documents

DRAWINGS FOLDER

Place the following types of drawings in the DRAWINGS folder of your ePlan (ProjectDox) System Extension (SEP) submittal. File Name Length restriction is 70 characters including file extension characters (.pdf). NOTE: The files in the DRAWINGS folder must contain one sheet per file (Please do not scan multiple sheets as one file.).

Drawing Type	Priority Designation	Sheet No.	File Naming Standard	Example Submittal
Proposed Water and/or Sewer Extension Plans	A	001-999	Extension Plan	A001 - Extension Plan A002 - Extension Plan A003 - Extension Plan
Composite Plan	B	001-999	Composite Plan	B001 - Composite Plan
WSSC W&S Plan (Contract No.) (as-builts - if available)	C	001-999	WSSC W&S	C001 - WSSC W&S (2024-1234A) C002 - WSSC W&S (2024-1234A) C003 - WSSC W&S (1987-6543B) C004 - WSSC W&S (1987-6543B) C005 - WSSC W&S (1987-6543B)
Site Utility Plan (if required) *	D	001-999	Site Utility	D001 - Site Utility (SU-1234-2024)
Storm Drain & Paving Plan *	E	001-999	Storm Drain-Paving	E001 - Storm Drain-Paving
Sediment Control Plan *	F	001-999	Sediment Control	F001 - Sediment Control
Storm Water Management Plan *	G	001-999	Storm Water	G001 - Storm Water
Dry Utilities Plan (gas, electric, etc.) (proposed and existing) *	H	001-999	Dry Utilities	H001 - Dry Utilities (proposed) H002 - Dry Utilities (existing)
200 FT Sheet	J	001-999	200 FT Sheet	J001 - 200 FT Sheet
Record Plat *	K	001-999	Record Plat	K001 - Record Plat
WSSC Easement (1-page Sketch) (off property)	L	001-999	WSSC Easement	L001 - WSSC Easement
Private Easement (1-page Sketch)	M	001-999	Private Easement	M001 - Private Easement
Street Grades Establishment Plan *	N	001-999	Street Grades	N001 - Street Grades
Forest Conservation Plan *	P	001-999	Forest Conservation	P001 - Forest Conservation
Traffic Control Plan *	Q	001-999	Traffic Control	Q001 - Traffic Control
Site Plan *	R	001-999	Site Plan	R001 - Site Plan
HPA Color-Coded Sketch (approved)	S	001-999	HPA Sketch	S001 - HPA Sketch
HPA Color-Coded Sketch (proposed)	S	001-999	HPA Sketch (Proposed)	S002 - HPA Sketch (Proposed)
Redline Sketch (for Revision/Re-Approval situations)	T	001-999	Redline Sketch	T001 - Redline Sketch
MISC (any drawing required to approve SEP Plan) *	Z	001-999	(Insert a clear, descriptive name)	Z001 - Z001 - Design Last Comments (for converting from paper to ePlan)

* upload only the relevant sheets that pertain to the area covered under the WSSC Water and Sewer plan

APPENDIX B - Continued
File Naming Standards for:
SYSTEM EXTENSION PLANS (SEP)
Drawings & Documents

DOCUMENTS FOLDER

Place the following types of support information in the DOCUMENTS folder of your ePlan (ProjectDox) System Extension (SEP) submittal. File Name Length restriction is 70 characters including file extension characters (.pdf).
NOTE: The files in the DOCUMENTS folder can contain multiple page files (you do NOT need to scan each document page as a separate file).

Document Type	Priority Designation	Sheet No.	File Naming Standard	Example Submittal
SEP Design Checklist (Completed)	X	001	SEP Checklist	X001- SEP Checklist
Letter of Findings (Phase One) (approved)	Y	001	LOF	Y001 - LOF
Corrosion Survey Checklist	Y	001	Corrosion Checklist	Y001 - Corrosion Checklist
Thrust Restraint Schedule Form 'A'	Y	001	Thrust Restraint	Y001 - Thrust Restraint Schedule
Dry Utilities Correspondence	Y	001	Dry Utilities Correspondence	Y001 - Dry Utilities Correspondence
Corporation/Entity Information Form (Completed)	Y	001	Corp. Entity Form	Y001 -Corp. Entity Form
Soils Report	Y	001	Soils Report	Y001 - Soils Report
Special Design Conditions	Y	001	Special Conditions	Y001 - Special Conditions
Correspondence from Other Regulatory Agencies	Y	001	Other Agencies	Y001 - Other Agencies (correspondence)
Agreements (Pavement Replacements, Relocations, etc.)	Y	001	Agreements	Y001 - Agreements
Computations (blocking/restraint; force main, grinder pump,)	Y	001	Computations (type)	Y001 - Computations (FM)
				Y001 - Computations (GP)
Address Assignment/Verification Documentation from MNCPPC	Y	001	Address Assignment	Y001 - Address Assignment
Engineer's Response to Comments	Y	001	Engineer's Response	Y001 - Engineer's Response
Applicant's HPA Amendment Acknowledgement Letter	Y	001	HPA Acknowledgement Letter	Y001 - HPA Acknowledgement Letter
Erosion and Sediment Control Permit Application	Y	001	E&S Permit Application	Y001 - E&S Permit Application
Cost Estimate	Y	001	Cost Estimate	Y001 - Cost Estimate
MISC (any documents or permits required to approve SEP Plan)	Z	001-999	(Insert a clear, descriptive name)	Z001 -
				Z001 - CSX Permit

APPENDIX C - SITE UTILITY (SU) & MINOR SITE UTILITY (MSU)

File Naming Standards for:
SITE UTILITY (SU) & MINOR SITE UTILITY (MSU)
 Drawings & Documents

DRAWINGS FOLDER

Place the following types of drawings in the DRAWINGS folder of your ePlan (ProjectDox) Site Utility (SU/MSU) submittal. File Name Length restriction is 70 characters including file extension characters (.pdf). NOTE: The files in the DRAWINGS folder must contain one sheet per file (Please do not scan multiple sheets as one file.).

Drawing Type	Priority Designation	Sheet No.	File Naming Standard	Example Submittal
Site Utility or Minor Site Utility Plan	A	001-999	Site Utility Plan	A001 - Site Utility Plan
				A002 - Site Utility Plan
				A003 - Site Utility Plan
Composite Plan	B	001-999	Composite Plan	B001 - Composite Plan
WSSC W&S Plan (Contract No.) (as-builts - if available)	C	001-999	WSSC W&S	C001 - WSSC W&S (2024-1234A)
Existing Site Utility Plan *	D	001-999	Existing Site Utility	D001 - Existing Site Utility (SU-1234-2024)
				D002 - Existing Site Utility (09-OS-1234)
Storm Drain & Paving Plan *	E	001-999	Storm Drain-Paving	
Sediment Control Plan *	F	001-999	Sediment Control	
Storm Water Management Plan *	G	001-999	Storm Water	G001 - Storm Water
Dry Utility Plan (gas, electric, etc.) *	H	001-999	Dry Utility Plan	
200 FT Sheet	J	001-999	200 FT Sheet	J001 - 200 FT Sheet
				J002 - 200 FT Sheet
Record Plat *	K	001-999	Record Plat	K001 - Record Plat
WSSC Easement (1-page Sketch)	L	001-999	WSSC Easement	L001 - WSSC Easement
Private Easement (1-page Sketch)	M	001-999	Private Easement	M001 - Private Easement
Redline Sketch (for Revision/Re-Approval situations)	T	001-999	Redline Sketch	T001 - Redline Sketch
MISC (any drawing required to approve SU or MSU Plan) *	Z	001-999	(Insert a clear, descriptive name)	Z001 -
				Z001 - Design Last Comments (for converting from paper to ePlan situations)

* upload only the relevant sheets that pertain to the area covered under the WSSC Water and Sewer plan

APPENDIX C - Continued

File Naming Standards for:
SITE UTILITY (SU) & MINOR SITE UTILITY (MSU)
 Drawings & Documents

DOCUMENTS FOLDER

Place the following types of support information in the DOCUMENTS folder of your ePlan (ProjectDox) Site Utility (SU/MSU) submittal. File Name Length restriction is 70 characters including file extension characters (.pdf). NOTE: The files in the DOCUMENTS folder can contain multiple page files (you do NOT need to scan each document page as a separate file).

Document Type	Priority Designation	Sheet No.	File Naming Standard	Example Submittal
Address Assignment Letter/Plan	Y	001	Address Assignment	
Code Modification Waiver	Y	001	Code Waiver	Y001 - Code Waiver
Computations (blocking/restraint; force main, grinder pump,)	Y	001	Computations (type)	Y001 - Computations (FM)
				Y001 - Computations (GP)
Covenant Agreement	Y	001	Covenant	
Hydraulic Information Sheet	Y	001	HIS	Y001 - HIS
Relocations Approval Letter	Y	001	Relocations Approval Ltr	Y001 - Relocations Approval Ltr
Service Area Category Change	Y	001	Category Change	Y001 - Category Change
Shared Site Utility Systems Maintenance and Billing Agreement	Y	001	Shared SU Agreement	
Supervised Fire Sprinkler Agreement	Y	001	Sprinkler Agreement	Y001 - Sprinkler Agreement
Owner's Declaration Letter	Y	001	Owners Declaration	Y001 - Owners Declaration
Engineer's Response to Comments	Y	001	Engineer's Response	Y001 - Engineer's Response
Erosion and Sediment Control Permit Application	Y	001	E&S Permit Application	Y001 - E&S Permit Application
MISC (any document required to approve SU or MSU Plan)	Z	001	(Insert a clear, descriptive name)	Z001 -
				Z001 - CSX Permit

Place the following documents **ON** the Site Utility or Minor Site Utility Plan - if applicable:

Document Type
Hydraulic Information Sheet

APPENDIX D - DEVELOPER RELOCATION/REHABILITATION PLANS (DRP)

File Naming Standards for:
DEVELOPER RELOCATION/REHABILITATION PLANS (DRP)
 Drawings & Documents

DRAWINGS FOLDER

Place the following types of drawings in the DRAWINGS folder of your ePlan (ProjectDox) Developer Relocation/Rehabilitation (DRP) ('DR' and 'Non-DR' type) submittal. File Name Length restriction is 70 characters including file extension characters (.pdf). NOTE: The files in the DRAWINGS folder must contain one sheet per file (Please do not scan multiple sheets as one file.):

Drawing Type	Priority Designation	Sheet No.	File Naming Standard	Example Submittal
Proposed Water and/or Sewer Relocation Plans; Fire Hydrant Plans; Abandonment of Water and/or Sewer Plans; Grading/Utility Crossing of WSSC Mains Plan; Grade Establishment Plan Sewer System Rehabilitation	A	001-999	DRP Relocation Plan; DRP FH Plan; DRP Abandonment Plan; DRP Grade Crossing Plan; DRP GE Plan DRP Sewer Rehab	A001 - DRP Relocation Plan A001 - DRP FH Plan A001 - DRP Abandonment Plan A001 - DRP Grading Plan A001 - DRP Grade Est A001 - DRP Sewer Rehab
Composite Plan	B	001-999	Composite Plan	B001 - Composite Plan
WSSC W&S Plan (Contract No.) (as-builts - if available)	C	001-999	WSSC W&S	C001 - WSSC W&S (2024-1234A) C002 - WSSC W&S (2024-1234A) C003 - WSSC W&S (1987-6543B)
Site Utility Plan (if required) *	D	001-999	Site Utility	D001 - Site Utility (SU-1234-2024) D002 - Site Utility (SU-1234-2024)
Storm Drain & Paving Plan *	E	001-999	Storm Drain-Paving	E001 - Storm Drain-Paving
Sediment Control Plan *	F	001-999	Sediment Control	F001 - Sediment Control
Storm Water Management Plan *	G	001-999	Storm Water	G001 - Storm Water
Dry Utilities Plan (gas, electric, etc.) (proposed and existing) *	H	001-999	Dry Utilities	H001 - Dry Utilities (proposed) H002 - Dry Utilities (existing)
200 FT Sheet	J	001-999	200 FT Sheet	J001 - 200 FT Sheet
Record Plat *	K	001-999	Record Plat	K001 - Record Plat
WSSC Easement (1-page Sketch) (off property)	L	001-999	WSSC Easement	L001 - WSSC Easement
Private Easement (1-page Sketch)	M	001-999	Private Easement	M001 - Private Easement
Street Grades Establishment Plan *	N	001-999	Street Grades	N001 - Street Grades
Forest Conservation Plan *	P	001-999	Forest Conservation	P001 - Forest Conservation
Traffic Control Plan *	Q	001-999	Traffic Control	Q001- Traffic Control
Site Plan *	R	001-999	Site Plan	R001 - Site Plan
Redline Sketch (for Revision/Re-Approval situations)	T	001-999	Redline Sketch	T001 - Redline Sketch
MISC (any drawing required to approve DRP Plan) *	Z	001-999	(Insert a clear, descriptive name)	Z001 -

* upload only the relevant sheets that pertain to the area covered under the WSSC Water and Sewer plan

APPENDIX D - Continued
 File Naming Standards for:
DEVELOPER RELOCATION/REHABILITATION PLANS (DRP)
 Drawings & Documents

DOCUMENTS FOLDER

Place the following types of support information in the DOCUMENTS folder of your ePlan (ProjectDox) Developer Relocation/Rehabilitation (DRP) ('DR' and 'Non-DR' type) submittal. File Name Length restriction is 70 characters including file extension characters (.pdf). NOTE: The files in the DOCUMENTS folder can contain multiple page files (you do NOT need to scan each document page as a separate file).

Document Type	Priority Designation	Sheet No.	File Naming Standard	Example Submittal
'DR' Type and 'Non-DR' Type DRP Design Checklist (Completed)	X	001	DR DRP Checklist or Non-DR DRP Checklist	X001 - DR DRP Checklist or X001 - Non-DR DRP Checklist
Corrosion Survey Checklist	Y	001	Corrosion Checklist	Y001 - Corrosion Checklist
Thrust Restraint Schedule Form 'A'	Y	001	Thrust Restraint	Y001 - Thrust Restraint Schedule
Dry Utilities Correspondence	Y	001	Dry Utilities Correspondence	Y001 - Dry Utilities Correspondence
Corporation/Entity Information Form (Completed)	Y	001	Corp. Entity Form	Y001 -Corp. Entity Form
Soils Report	Y	001	Soils Report	Y001 - Soils Report
Special Design Conditions	Y	001	Special Conditions	Y001 - Special Conditions
Correspondence from Other Regulatory Agencies	Y	001	Other Agencies	Y001 - Other Agencies (correspondence)
Agreements (Pavement Replacements, Relocations, etc.)	Y	001	Agreements	Y001 - Agreements
Computations (blocking/restraint; force main, grinder pump,)	Y	001	Computations (type)	Y001 - Computations (FM)
				Y001 - Computations (GP)
Address Assignment/Verification Documentation from MNCPPC	Y	001	Address Assignment	Y001 - Address Assignment
Engineer's Response to Comments	Y	001	Engineer's Response	Y001 - Engineer's Response
Erosion and Sediment Control Permit Application	Y	001	E&S Permit Application	Y001 - E&S Permit Application
Cost Estimate	Y	001	Cost Estimate	Y001 - Cost Estimate
MISC (any documents or permits required to approve DRP Plan)	Z	001-999	(Insert a clear, descriptive name)	Z001 -
				Z001 - CSX Permit