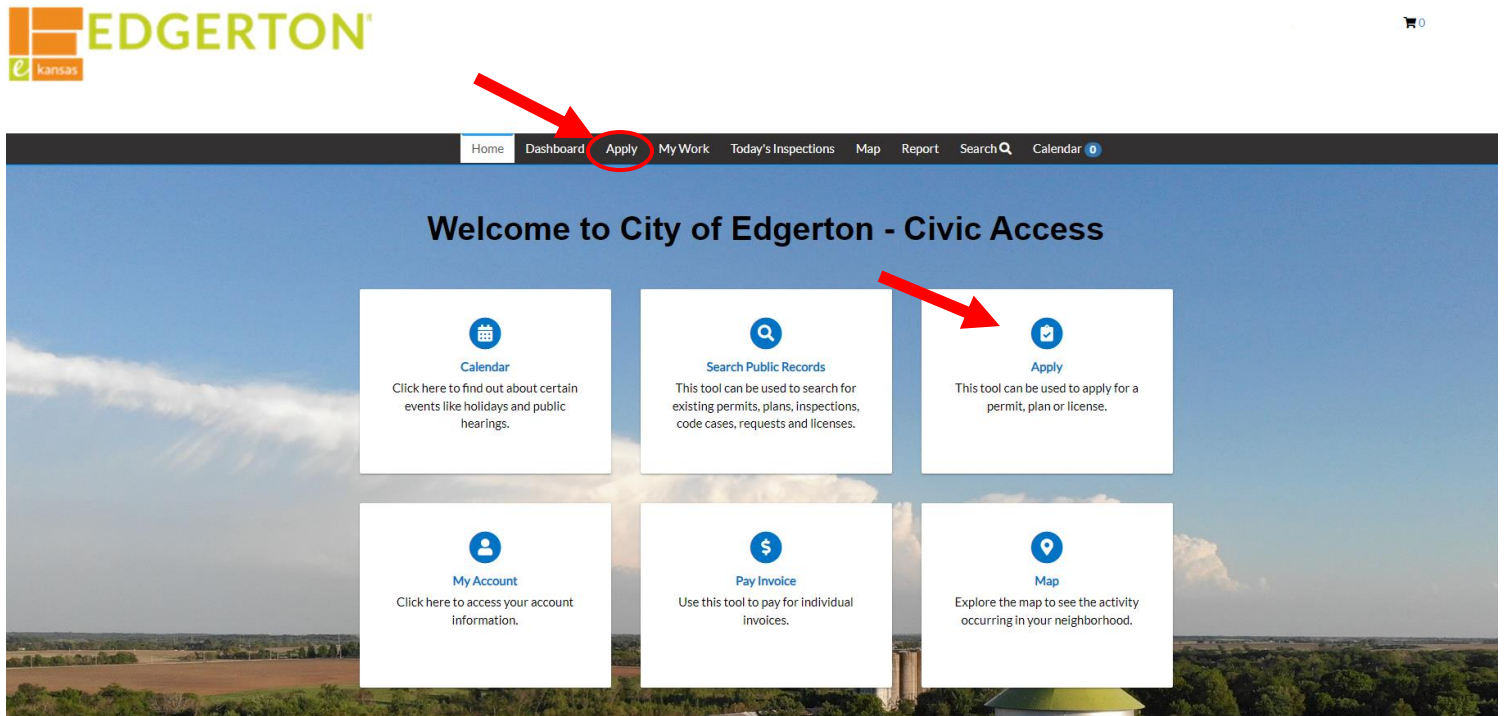


Applying for a Plan

To get started, go to <https://cityofedgertonks-energovweb.tylerhost.net/apps/selfservice#/home> and log in.

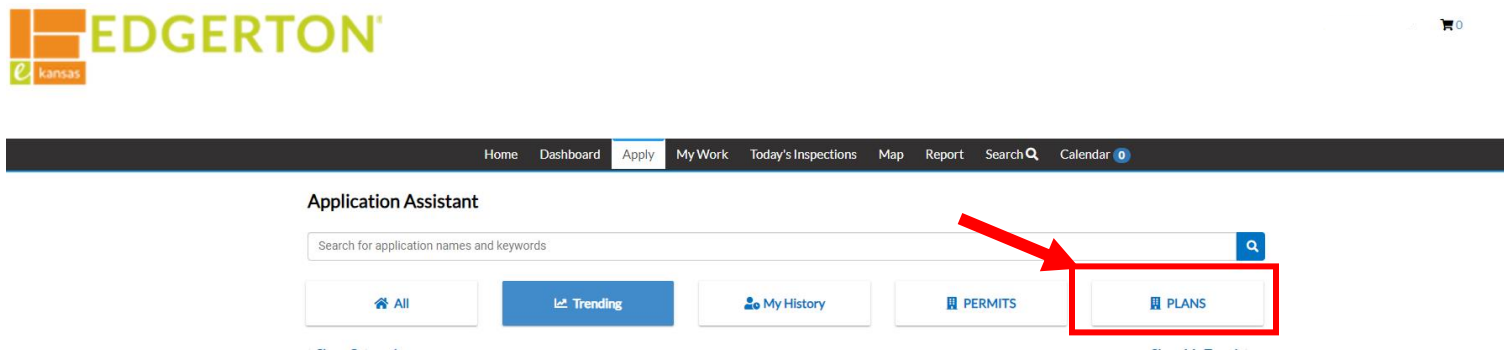
Step 1:

Select the **APPLY** tile or on the toolbar.



Step 2:

Select the **PLANS** tile. The plan type can also be searched for



Select **APPLY** next to the appropriate permit type/work class.

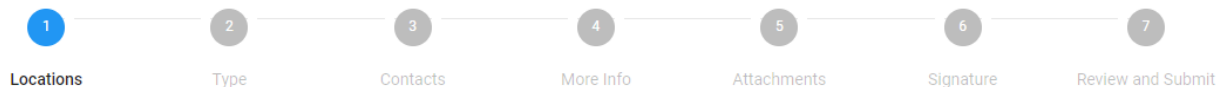
	Annexation Category Name: Annexation Description: Request to annex land into the City of Edgerton.	
	Appeals Category Name: Board of Zoning Appeals Description: An appeal of a decision of the Zoning Administrator.	
	Variance Category Name: Board of Zoning Appeals Description: A request for a deviation from the specific terms of the regulations of the Unified Development Code.	
	Conditional Use Permit Category Name: Conditional Use Description: Request for approval of a Conditional Use Permit.	

Step 4:

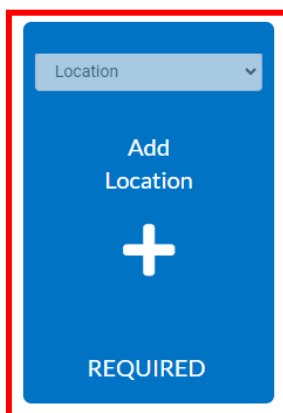
Select the **ADD LOCATION** tile.

Apply for Permit - Building Non-Residential - New Construction

*REQUIRED



LOCATIONS



Create Template

Save Draft

Next

Type and select the address for the location of the project and select ADD.

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 404 E Nelson

Address	Action
404 NELSON ST, Edgerton, KS 66021	Add

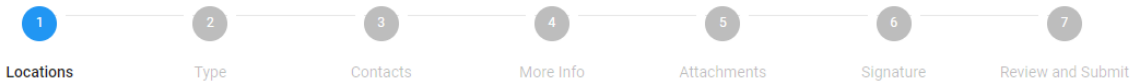
Results per page 10 1 - 1 of 1 << < 1 > >>

Step 6:

Click NEXT if you are ready to proceed, or you can add additional properties by repeating Steps 4 and 5.

Apply for Permit - Building Non-Residential - New Construction

*REQUIRED



LOCATIONS

Type: Location
404 NELSON ST, Edgerton, KS 66021

Main Address

Parcel Number
BP25000021 0013

Main Parcel

[Remove](#)

Location

Add Location

+

Create Template

Save Draft

[Next](#)

Enter all of the required information that is marked with a red asterisk and click NEXT.

Apply for Plan - Plat *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Signature) ●, 7 (Review and Submit) ●

PLAN DETAILS

* Plan Type:

* Description:

* Square Feet:

Buttons: Back, Create Template, Save Draft, **Next** (highlighted with a red box and arrow)

Step 8:

Add information for contacts – Property Owner, Applicant, etc.

Apply for Plan - Plat *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ✓, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Signature) ●, 7 (Review and Submit) ●

CONTACTS

Applicant: First Last (You)
404 E Nelson St., Edgerton, KS , 66021

Owner (highlighted with a red box and arrow)
Add Contact
+
REQUIRED

Select Type:

Add Contact
+

Buttons: Back, Create Template, Save Draft, Next

You can either search for a contact if they already have an account or you can enter it manually.

Add Contact As : Owner Enter Manually

Search

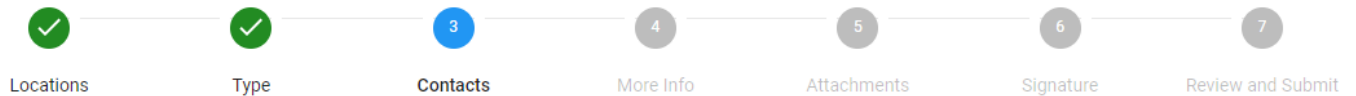
* First Name
* Last Name
Company Name
Email
* Home Phone
* Mobile Phone
* Business Phone

Step 10:

Enter each required contact. One contact can serve in multiple roles. Click NEXT once completed.


Apply for Plan - Plat

*REQUIRED



CONTACTS


Applicant



First Last (You)

404 E Nelson St , Edgerton, KS
, 66021

Owner




First Last(You)

404 E Nelson St , Edgerton, ...

Select Type

Add Contact



Step 11:

Enter all of the information on the next page. The more information the better. There are required fields that are marked with red asteriks. Click NEXT once completed.

Step 12:

Add attachments for review. Click the appropriate tile of what the document to be uploaded is. Note the supported file type. A box will popup to select the file to upload. Once all of the documents are uploaded, click NEXT. The required documents will differ depending on the type of plan being applied for.

Apply for Plan - Plat *REQUIRED

Progress: 1. Locations (✓) 2. Type (✓) 3. Contacts (✓) 4. More Info (✓) 5. Attachments (5) 6. Signature (6) 7. Review and Submit (7)

Attachments

Final Plat

Add Attachment

+

Supported: .pdf

REQUIRED

Legal Description

Add Attachment

+

Supported: .pdf, .doc, .docx

REQUIRED

Ownership Affidavit

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Buttons: Back, Create Template, Save Draft, Next

Step 13:

Type your name to sign the application and select NEXT.

SIGNATURE

* Please type your name as consent to electronically sign this application.

First Last

Enable Type Signature First Last

Guest
December, 27 2023

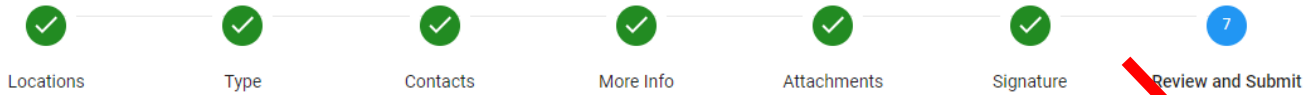
X *First Last*

Buttons: Back, Create Template, Save Draft, Next

Review the information provided. Click SUBMIT when you are finished reviewing the application at the top of the page or at the bottom.

Apply for Plan - Plat

*REQUIRED



Submit

Attachments

Final Plat	Plat_v1.pdf
Legal Description	Legal Description_v1.docx
Ownership Affidavit	Ownership Affidavit_v1.pdf

Back


Create Template

Save Draft

Submit

Step 15:

A confirmation page will display showing that the permit has been submitted. Click CONTINUE TO PLAN to view the application and the status of the plan.

 **Your application was successfully submitted!**

Your application has been successfully submitted. Staff will review the application for completeness and will follow up with you either confirming that the application is complete, or will inform you of any outstanding items.

Continue to plan