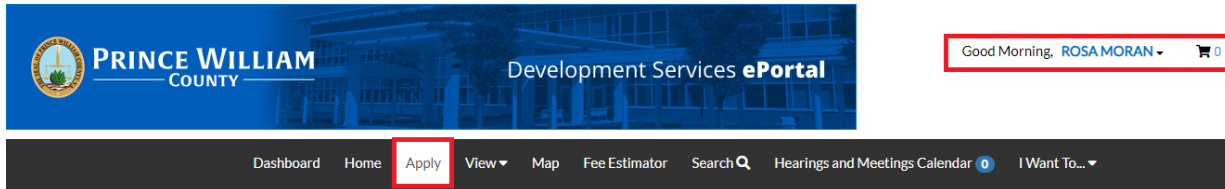


APPLYING FOR A CULTURAL RESOURCE ASSESSMENT

Updated 8/2/2023

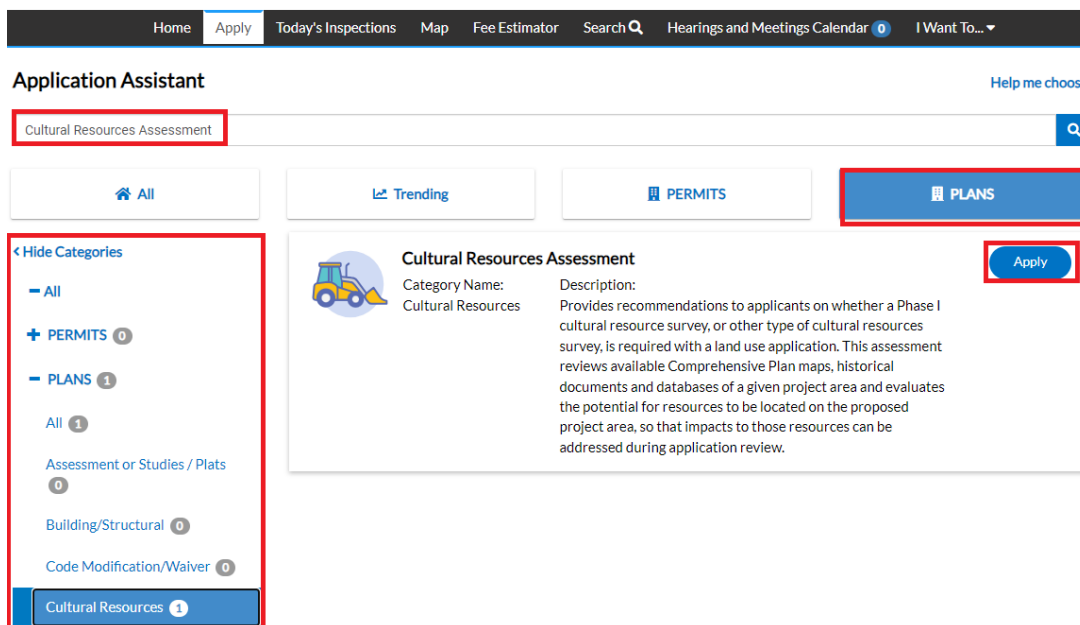
Submitting a Cultural Resource Assessment

1. Please log into your ePortal account (<https://www.pwcgov.org/eportal>), and click on the APPLY menu item.



2. Select PLANS. From the list of available plans you can apply for, you can filter from the category list to narrow the list or enter CULTURAL in the "Search for application names and keywords" field. Once you find Cultural Resource Assessment, click on the APPLY button to start the process.

Alternatively, click on this link to go directly to the case: [Cultural Resources Assessment](#)



3. The first step in the process is to add a location for the cultural resource assessment application. You'll note that at least one location is required. Click on ADD LOCATION.



Please note: There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.

Apply for Plan - Cultural Resources Assessment

*REQUIRED



LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

A blue modal box with a search dropdown labeled 'Site Address', a button 'Add Location', a white plus sign, and the word 'REQUIRED' at the bottom.

Create Template

Save Draft

Next

You may either add a location using the parcel number or address. Under most circumstance the address is the way to go and the search section defaults to Address search.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.

Back to Application

Add Location

Address Parcel

Add Address As Site Address

Search

Address Information

Search 127 stone lined

From the results of the search, select the address you want to add to the cultural resource assessment.

Address Information

Search 127 stone lined

Address	Action
12700 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12733 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12735 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12736 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12737 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12738 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12739 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12740 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12741 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>
12742 STONE LINED CIR, WOODBRIDGE, VA 22192	<input type="button" value="Add"/>

Results per page 10 1 - 10 of 36 << < 1 2 3 4 > >>

Once you have verified the location information is correct, click on **NEXT** to go to the next step or add an additional address if needed.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Plan - Cultural Resources Assessment *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites.

Type: Site Address
12740 STONE LINED CIR,
WOODBRIDGE, VA 22192

Main Address

Parcel Number
8193-22-0877

Main Parcel

Site Address

Add
Location

4. After verifying the location, the next step is Type. You'll notice the "Plan Type" is already populated for you based on the plan you selected. The fields with an asterisk, such as Description are required. Please articulate your request for review/action in the Description field. Make sure to describe in detail. If entering square footage, please do not use commas or decimal points, just whole numbers. When you are finished, click **NEXT**.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Plan - Cultural Resources Assessment *REQUIRED

PLAN DETAILS

Fill in all required fields marked with a "red" star. In the description field type in the scope of work.

* Plan Type

* Description

Square Feet

- The next step is to verify and add any additional contacts related to your cultural resources assessment case. You as the person logged into the application are automatically added as the Applicant. You are the only person/contact that cannot be removed. You do NOT need to add anyone else.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Plan - Cultural Resources Assessment *REQUIRED

CONTACTS

If you wish to add an additional contact, please select contact type "Authorized Agent" and search for the contact you wish to add. If you do not find the contact you wish to add, please email DDS@pwcgov.org so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use.

Applicant

PRINCE WILLIAM COUNTY
ROSA MORAN (You)
5 COUNTY COMPLEX,
WOODBRIIDGE, VA, United States, 22192

Select Type

Add Contact

If you need to add an additional contact, first select the contact type from the dropdown list, then click on the "card" to ADD CONTACT.




Please note: For co-workers within the same company or organization, please select **Authorized Agent**.

The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.

You can then “ADD” the contact... AND if it’s a contact you use on a regular basis...you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.

Favorite	First Name	Last Name	Address	Company	Email	Action
<input type="checkbox"/>	JANE (ANONYMOUS)	DOE				<input type="button" value="Add"/>



Pro Tip! If you add the contact to your favorites  **JANE (ANONYMOUS) DOE**, then the next time you need to add that contact to a case, select **MY FAVORITES**, and your list of most used contacts appears and you don't have to search for them.

Favorite	First Name	Last Name	Address	Company	Email	Action
<input checked="" type="checkbox"/>	JANE (ANONYMOUS)	DOE				<input type="button" value="Add"/>

Once you are finished adding in your contacts, select **NEXT** to move on.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar **4** I Want To... ▾

Apply for Plan - Cultural Resources Assessment *REQUIRED

✓ Locations
 ✓ Type
 3 Contacts
 4 More Info
 5 Attachments
 6 Review and Submit

CONTACTS

If you wish to add an additional contact, please select contact type "Authorized Agent" and search for the contact you wish to add. If you do not find the contact you wish to add, please email DDS@pwcgov.org so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use.

Applicant

PRINCE WILLIAM COUNTY
ROSA MORAN (You)
5 COUNTY COMPLEX,
WOODBIDGE, VA, United States, 22192

Authorized Agent

JANE DOE

Remove

Select Type ▾

Add Contact

+

Back
Create Template
Save Draft
Next

6. The next step is to enter the name you want to call this project and enter the visual inspection findings.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar **4** I Want To... ▾

Apply for Plan - Cultural Resources Assessment *REQUIRED

✓ Locations
 ✓ Type
 ✓ Contacts
 4 More Info
 5 Attachments
 6 Review and Submit

MORE INFO

Any **"RED"** field you see is a required field and must be populated before you can continue. If you hover over a field, some have more information about the field. Custom fields are listed in one large column, make sure to scroll down the whole list as you may not find the field where you expect it.

***Project Name**

Project Name is required.

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

Visual Inspection Findings

Back
Create Template
Save Draft
Next



Please note: In some cases, depending on the plan case you selected, you will see fields which are highlighted in "red"... those are required custom fields and need to be populated prior to proceeding to the next step. Below is an example of what one might look like.

*Project Name

Project Name is required.

Once you are finished updating the fields, select **NEXT** to move on.

7. The next section are for your attachments. It is **VERY IMPORTANT** that you review the note/message at the top of the section. This note will list the documents you will need to attach to the case in order to not delay the review of your application. Select **NEXT** to continue after you have attached your documents.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

Apply for Plan - Cultural Resources Assessment *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

All required forms must be submitted as fillable PDFs. PDFs that are locked or otherwise not fillable are not acceptable for Prince William County Electronic Review purposes and will cause delays in processing of your application. At minimum the following needs to be attached:

1. [Cultural Resources Assessment and Record Check for Pending Development Applications](#)
2. Please upload any additional information regarding your Cultural Resources Assessment. (I.E. Previously expired assessments, photographs, or any known surveys.)

Uploaded via CSS

IKEA Expansion.pdf
Size: 556.87 KB

Remove

click or drag files

Add Attachment

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

Back Create Template Save Draft **Next**

8. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changes you can go "BACK" by clicking on the BACK button at the bottom of the page ()



Please note: DO NOT click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the screen.

Apply for Plan - Cultural Resources Assessment

*REQUIRED



Submit

Locations

Site Address 12740 STONE LINED CIR , WOODBRIDGE, VA 22192

Parcel Number 8193-22-0877

Basic Info

Type Cultural Resources Assessment
Description Please articulate your request for review/action in the Description field. Make sure to describe in detail.
Square Feet
Applied Date 08/02/2023

Contacts

Applicant ROSA MORAN
PRINCE WILLIAM COUNTY
5 COUNTY COMPLEX CT, WOODBRIDGE, VA, United States, 22192

Once you are satisfied with the application, click on the SUBMIT button.

Authorized Agent JANE DOE

More Info

Project Name IDEA Addition [Top](#) [Main Menu](#)

Visual Inspection Findings Enter your visual findings here.

Attachments

Attachment IKEA Expansion.pdf

Back Create Template Save Draft **Submit**


- 9. After a short wait, the screen will re-appear with a plan number and all the information that was submitted. Note that the application Status is shown as Draft.

Plan Number: CRP2024-00001

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Cultural Resources Assessment	Status:	Draft	Project Name:	
IVR Number:	768014	Applied Date:	08/02/2023	Expiration Date:	

At this point, the application has been submitted to the county to be processed. You will receive a confirmation email. Please anticipate a minimum of 2 weeks for the review of your form.

 **Please note:** If you review your case online after submitting it and do not see any of your attachments, **DO NOT worry.** They were received but they need to be reviewed by staff and made available to the customer before you'll be able to see them on your case. **DO NOT** upload a copy of the application again.

Plan Number: CRP2024-00001

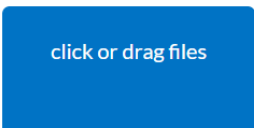
[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Cultural Resources Assessment	Status:	Draft	Project Name:	
IVR Number:	768014	Applied Date:	08/02/2023	Expiration Date:	
District:	05 - Brentsville	Assigned To:	Dietrich, Emma	Completion Date:	
Square Feet:	0.00				
Description:	Please articulate your request for review/action in the Description field. Make sure to describe in detail.				

- Summary
- Locations
- Fees
- Attachments**
- Contacts
- Sub-Records
- More Info

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments



10. When checking on the status of your application, if the status is PENDING, it means staff have started the review. If the status remains as DRAFT, then the review has not yet started.

11. Once staff have completed review of your application, the status is changed to COMPLETED, and an email will be sent to all contacts on the case to inform them the review of their application is completed.

How to obtain a copy of Cultural Resources Assessment Findings

1. Log into your ePortal account.
2. You can find your case by either "Searching" for it using the case number, or from the DASHBOARD, you can click on the ACTIVE or RECENT panel under MY PLANS

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

NEW!!
Attention Industry Members and Homeowners!
 Fiscal Year Updates will be performed Friday night, after normal business hours, sometime between 5:30 PM and 6:30 PM. Any permits submitted after the updates have been completed will display 2024 case numbers and 2024 estimated fees.

My Permits

Attention	Pending	Active	Recent	Draft
14	18	14	4	9
Building Residenti... 2	Building Residenti... 4	Building Residenti... 2	Building Residenti... 1	Building Commerci... 2
Building Commerci... 1	Building Residenti... 2	Electrical Resident... 2	Electrical Commerc... 1	Building Commerci... 1
Other 11	Other 12	Other 10	Other 2	Other 6

[View My Permits](#)

My Plans

Attention	Pending	Active	Recent	Draft
13	40	11	6	0

3. Click on the plan case you want to open. You'll notice the status of the case is now COMPLETED and there is a COMPLETION DATE.

Dashboard Home Apply **My Work** Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar I Want To...

MY INVOICES MY PERMITS **MY PLANS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS PROJECTS

Search... Export to Excel

Display Recent

Plan Number	Project	Address	Plan Type	Status	State
CRP2023-00001		12801 CHANDON CROSS...	Cultural Resources Assessment	Completed	Active, Recent

Plan Number: CRP2023-00001



Plan Details | Tab Elements | Main Menu

Type:	Cultural Resources Assessment	Status:	Completed	Project Name:	
IVR Number:	767999	Applied Date:	06/12/2023	Expiration Date:	
District:	05 - Brentsville	Assigned To:	Dietrich, Emma	Completion Date:	06/12/2023
Square Feet:	0.00	Approval Expiration Date:	06/12/2024		
Description:	Family Graveyard in the backyard				

4. Proceed to the Attachment tab on the case, and you'll see a copy of your findings attached along with any other important documents. To open and download a copy of the document just click on the document panel.

Dashboard Home Apply My Work Today's Inspections Map Fee Estimator Search Hearings and Meetings Calendar 4 I Want To...

Plan Number: CRP2023-00001



Plan Details | Tab Elements | Main Menu


Type:	Cultural Resources Assessment	Status:	Completed	Project Name:	
IVR Number:	767999	Applied Date:	06/12/2023	Expiration Date:	
District:	05 - Brentsville	Assigned To:	Dietrich, Emma	Completion Date:	06/12/2023
Square Feet:	0.00	Approval Expiration Date:	06/12/2024		
Description:	Family Graveyard in the backyard				

Summary Locations Fees Attachments Contacts Sub-Records More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments

Sort Needs Action




Attachment

IKEA Expansion FINDINGS.pdf

Uploaded: 08/02/2023

click or drag files

Add Attachment



Supported: .pdf, .jpg, .png, .jpeg