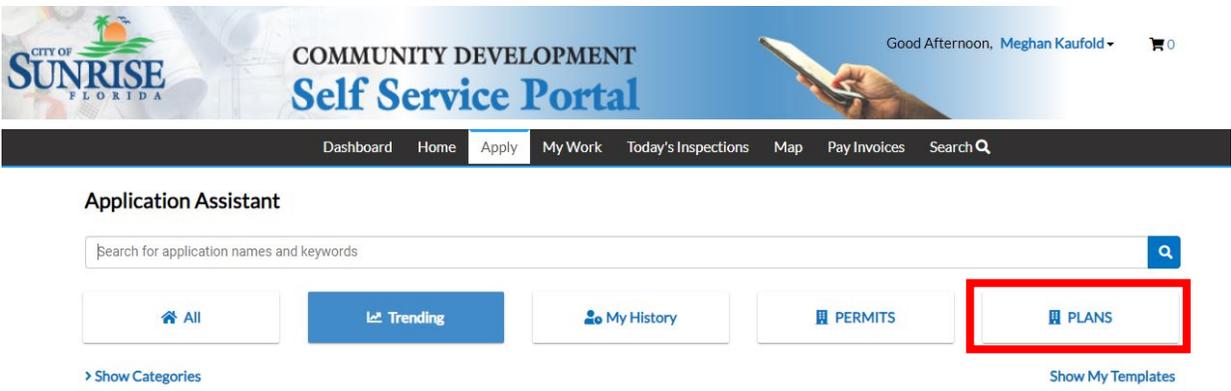


## Apply for a Plan

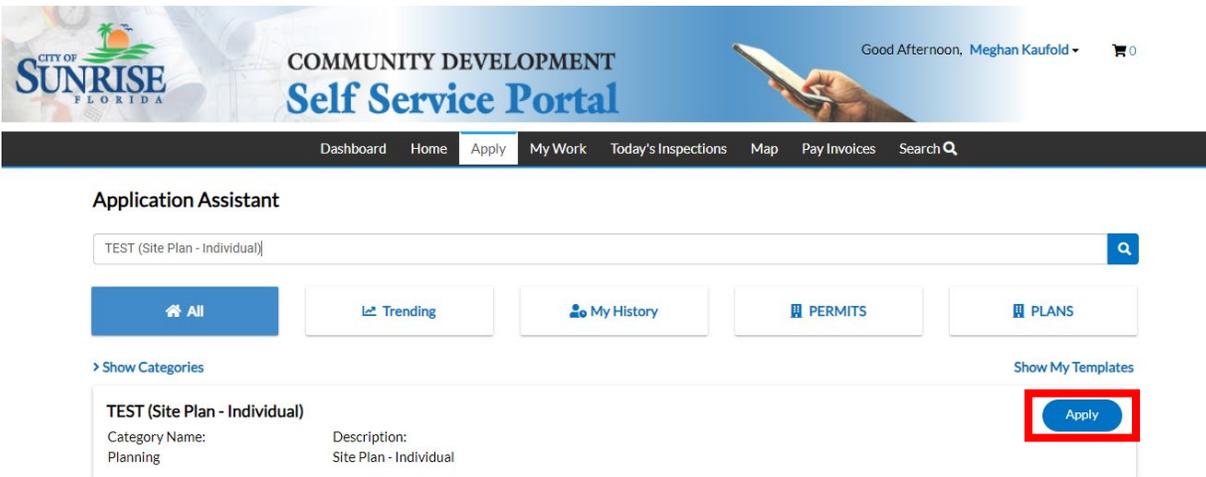
1. Select apply at the top of the CSS Portal



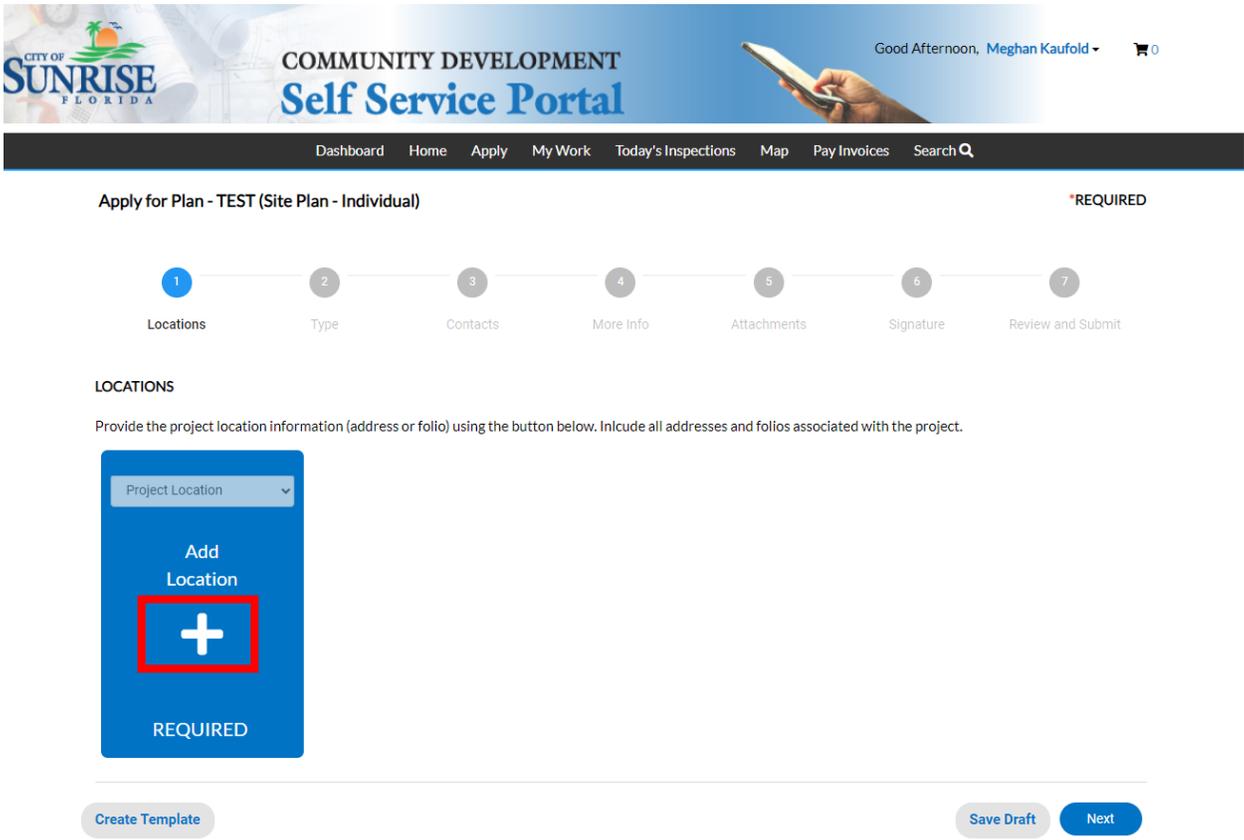
2. Select Plans near the top of the screen



3. Select the type of plan you are applying for and click Apply:



4. Add the location of the permit.
  - a. First click add location.



Good Afternoon, **Meghan Kaufold** ▾ 

COMMUNITY DEVELOPMENT  
**Self Service Portal**

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search 🔍

**Apply for Plan - TEST (Site Plan - Individual)** \*REQUIRED

1  
Locations

2  
Type

3  
Contacts

4  
More Info

5  
Attachments

6  
Signature

7  
Review and Submit

**LOCATIONS**

Provide the project location information (address or folio) using the button below. Include all addresses and folios associated with the project.

Project Location ▾

Add Location



REQUIRED

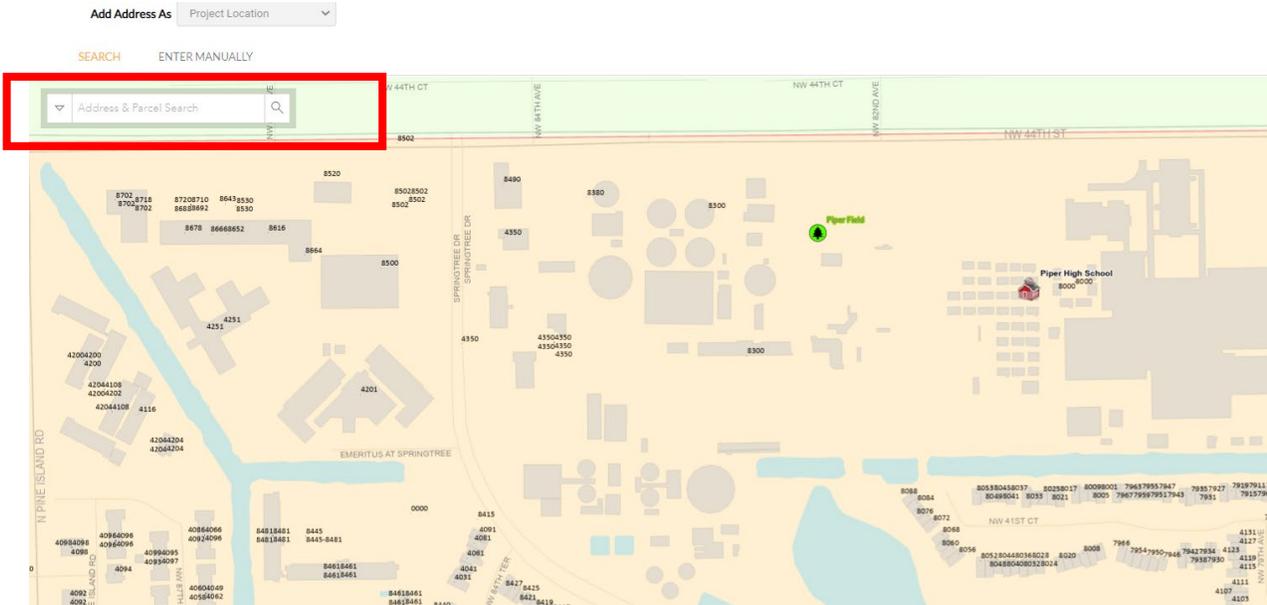
Create Template
Save Draft
Next

Have questions, or want to verify records created prior to May 13, 2019? Call for Assistance.

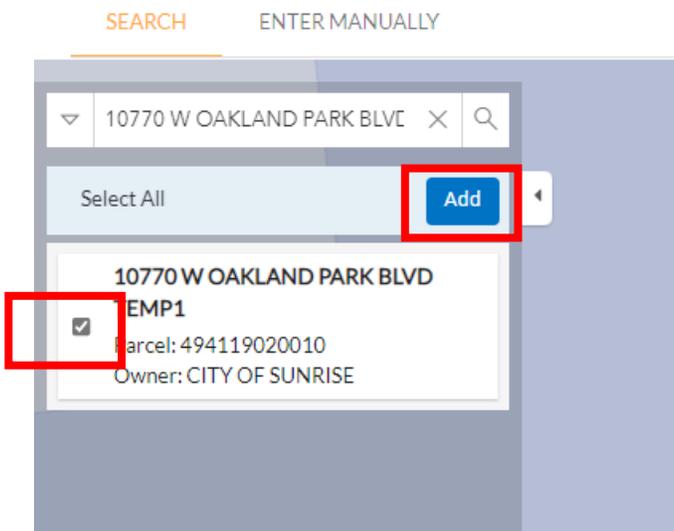
|                            |                            |                               |  |   |                                    |
|----------------------------|----------------------------|-------------------------------|--|---|------------------------------------|
| Building<br>(954) 572-2354 | Planning<br>(954) 746-3270 | Engineering<br>(954) 746-3270 | Community Enhancement<br>& Code Compliance<br>(954) 572-2344 | Business Tax Receipts<br>(954) 572-2352 | Fire Inspections<br>(954) 746-3470 |
|----------------------------|----------------------------|-------------------------------|--|---|------------------------------------|

Visit Community Development Homepage

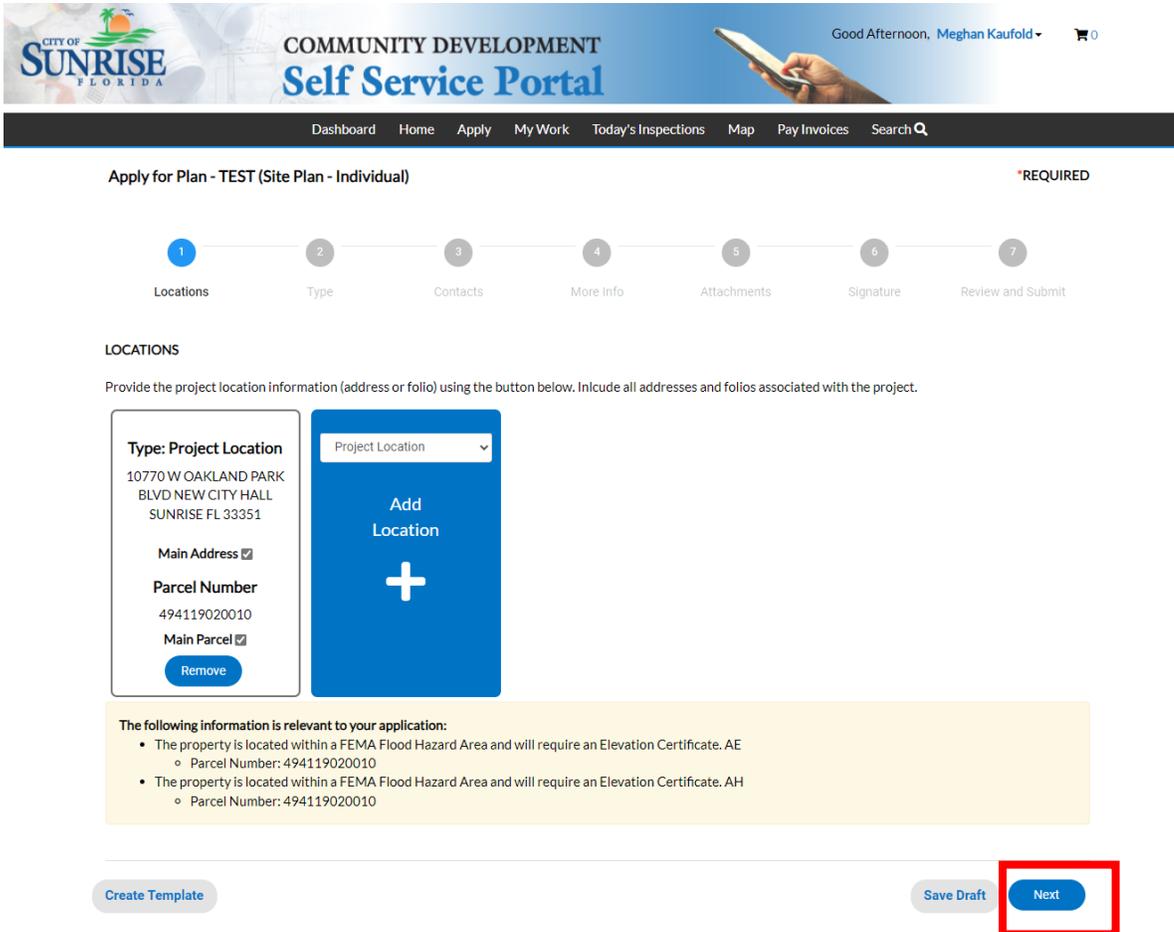
b. Enter the address in the box below:



c. Next check the correct address box and select add. Once add is selected the screen in step 5 will appear.

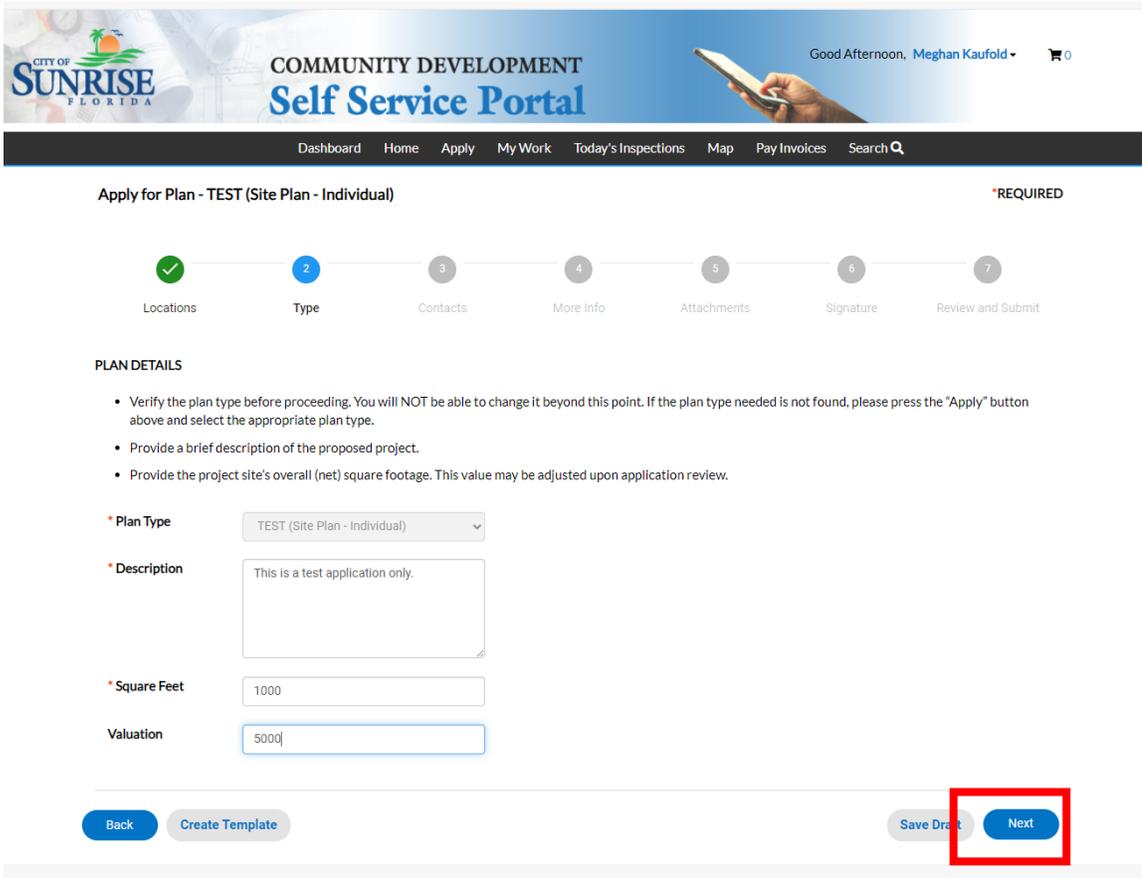


5. The click next on the screen below:



The screenshot shows the 'Self Service Portal' for the City of Sunrise. The page title is 'Apply for Plan - TEST (Site Plan - Individual)' with a '\*REQUIRED' indicator. A progress bar at the top shows seven steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. Step 1 is currently active. Below the progress bar, the 'LOCATIONS' section is displayed. It includes a form with the following details: 'Type: Project Location', '10770 W OAKLAND PARK BLVD NEW CITY HALL SUNRISE FL 33351', 'Main Address' checked, 'Parcel Number: 494119020010', and 'Main Parcel' checked. There is a 'Remove' button at the bottom of the form. To the right of the form is a blue 'Add Location' button with a plus sign. Below the form, a yellow box contains the following information: 'The following information is relevant to your application:'. It lists two items: 'The property is located within a FEMA Flood Hazard Area and will require an Elevation Certificate, AE' (Parcel Number: 494119020010) and 'The property is located within a FEMA Flood Hazard Area and will require an Elevation Certificate, AH' (Parcel Number: 494119020010). At the bottom of the page, there are three buttons: 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red rectangular box.

6. Enter the requested information and then select next.



COMMUNITY DEVELOPMENT  
**Self Service Portal**

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search

Apply for Plan - TEST (Site Plan - Individual) \*REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

PLAN DETAILS

- Verify the plan type before proceeding. You will NOT be able to change it beyond this point. If the plan type needed is not found, please press the "Apply" button above and select the appropriate plan type.
- Provide a brief description of the proposed project.
- Provide the project site's overall (net) square footage. This value may be adjusted upon application review.

\* Plan Type: TEST (Site Plan - Individual)

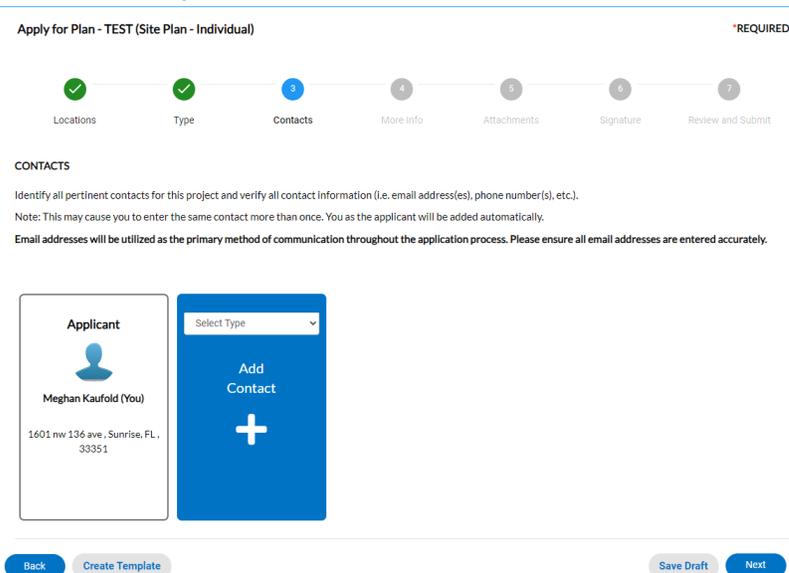
\* Description: This is a test application only.

\* Square Feet: 1000

Valuation: 5000

Back Create Template Save Draft **Next**

7. Add the contacts that should receive notifications regarding the permit and select next. Also, include any and all contractors associated with the application.



Apply for Plan - TEST (Site Plan - Individual) \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

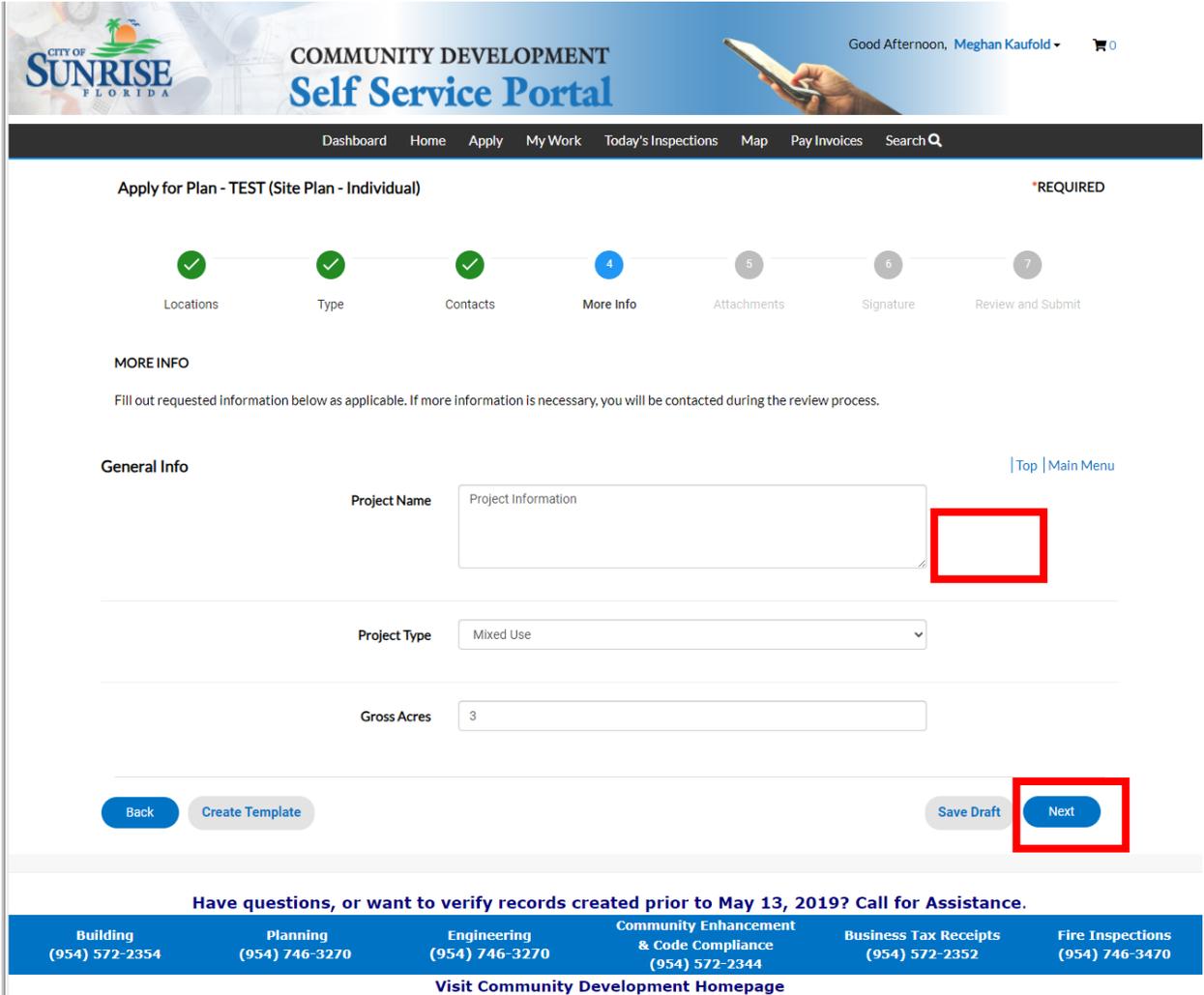
Identify all pertinent contacts for this project and verify all contact information (i.e. email address(es), phone number(s), etc.).  
 Note: This may cause you to enter the same contact more than once. You as the applicant will be added automatically.  
 Email addresses will be utilized as the primary method of communication throughout the application process. Please ensure all email addresses are entered accurately.

Applicant: Meghan Kaufold (You)  
 1601 nw 136 ave, Sunrise, FL, 33351

Select Type  
 Add Contact  
 +

Back Create Template Save Draft **Next**

8. Enter the project related information and then select next.



**COMMUNITY DEVELOPMENT Self Service Portal**

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Good Afternoon, [Meghan Kaufold](#)

**Apply for Plan - TEST (Site Plan - Individual)** \*REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

**MORE INFO**

Fill out requested information below as applicable. If more information is necessary, you will be contacted during the review process.

**General Info** [Top](#) | [Main Menu](#)

Project Name:   

Project Type:

Gross Acres:

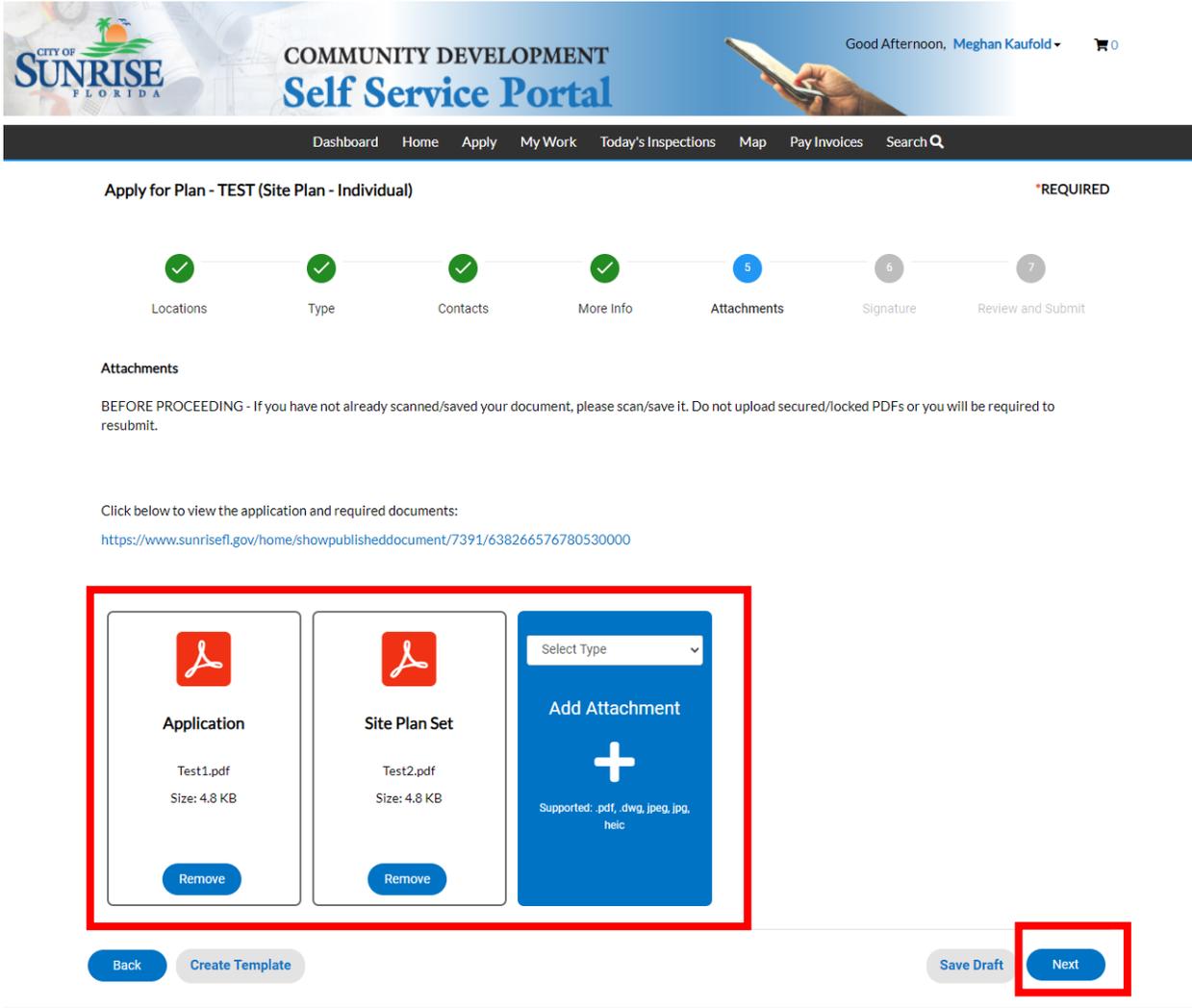
Back Create Template Save Draft Next

**Have questions, or want to verify records created prior to May 13, 2019? Call for Assistance.**

|                            |                            |                               |  |   |                                    |
|----------------------------|----------------------------|-------------------------------|--|---|------------------------------------|
| Building<br>(954) 572-2354 | Planning<br>(954) 746-3270 | Engineering<br>(954) 746-3270 | Community Enhancement<br>& Code Compliance<br>(954) 572-2344 | Business Tax Receipts<br>(954) 572-2352 | Fire Inspections<br>(954) 746-3470 |
|----------------------------|----------------------------|-------------------------------|--|---|------------------------------------|

[Visit Community Development Homepage](#)

9. Upload the plan review documents, applications, and any other associated documents by clicking on the plus within the blue rectangle for each document. Once all documents are uploaded, select next.



COMMUNITY DEVELOPMENT  
**Self Service Portal**

Good Afternoon, **Meghan Kaufold** 

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search 

Apply for Plan - TEST (Site Plan - Individual) \*REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

**Attachments**

BEFORE PROCEEDING - If you have not already scanned/saved your document, please scan/save it. Do not upload secured/locked PDFs or you will be required to resubmit.

Click below to view the application and required documents:  
<https://www.sunrisefl.gov/home/showpublisheddocument/7391/638266576780530000>

Application: Test1.pdf, Size: 4.8 KB, Remove

Site Plan Set: Test2.pdf, Size: 4.8 KB, Remove

Add Attachment: Supported: pdf, dwg, jpeg, jpg, heic

Back Create Template Save Draft **Next**

## 10. Sign the application


COMMUNITY DEVELOPMENT  
Self Service Portal
Good Afternoon, **Meghan Kaufold**

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**Apply for Plan - TEST (Site Plan - Individual)** \*REQUIRED

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Review and Submit

**SIGNATURE**

I hereby certify that I am the owner (or owner's authorized agent) and that all information presented in the document(s) submitted with this application package is true and accurate to the best of my knowledge. I acknowledge that all applications, plans and documents submitted herewith shall become part of the official records of the City of Sunrise, and are not returnable. Note that an owner's authorization letter is required if someone other than the owner submits this application package.

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

Enable Type Signature

Meghan Kaufold  
November, 13 2023

Community Development Staff

Back
Create Template

Save Draft
Next

Have questions, or want to verify records created prior to May 13, 2019? Call for Assistance.

|                                   |                                   |                                      |  |  |   |
|-----------------------------------|-----------------------------------|--------------------------------------|--|--|---|
| <b>Building</b><br>(954) 572-2354 | <b>Planning</b><br>(954) 746-3270 | <b>Engineering</b><br>(954) 746-3270 | <b>Community Enhancement<br/>&amp; Code Compliance</b><br>(954) 572-2344 | <b>Business Tax Receipts</b><br>(954) 572-2352 | <b>Fire Inspections</b><br>(954) 746-3470 |
|-----------------------------------|-----------------------------------|--------------------------------------|--|--|---|

8 of 10

January 10, 2024

11.A summary of the submission will appear as shown below. Ensure all details are correct. If they are correct, select Submit. If the information needs correcting, select back to make corrections as necessary.

Apply for Plan - TEST (Site Plan - Individual)

\*REQUIRED



Submit

Locations

|                  |  |
|------------------|--|
| Project Location | 10770 W OAKLAND PARK BLVD NEW CITY HALL SUNRISE FL 33351 |
| Parcel Number    | 494119020010   |

Basic Info

|              |                                  |
|--------------|----------------------------------|
| Type         | TEST (Site Plan - Individual)    |
| Description  | This is a test application only. |
| Square Feet  | 1000                             |
| Valuation    | 5000                             |
| Applied Date | 11/13/2023                       |

Contacts

|           |   |
|-----------|---|
| Applicant | Meghan Kaufold<br>1601 nw 136 ave , Sunrise, FL., 33351 |
|-----------|---|

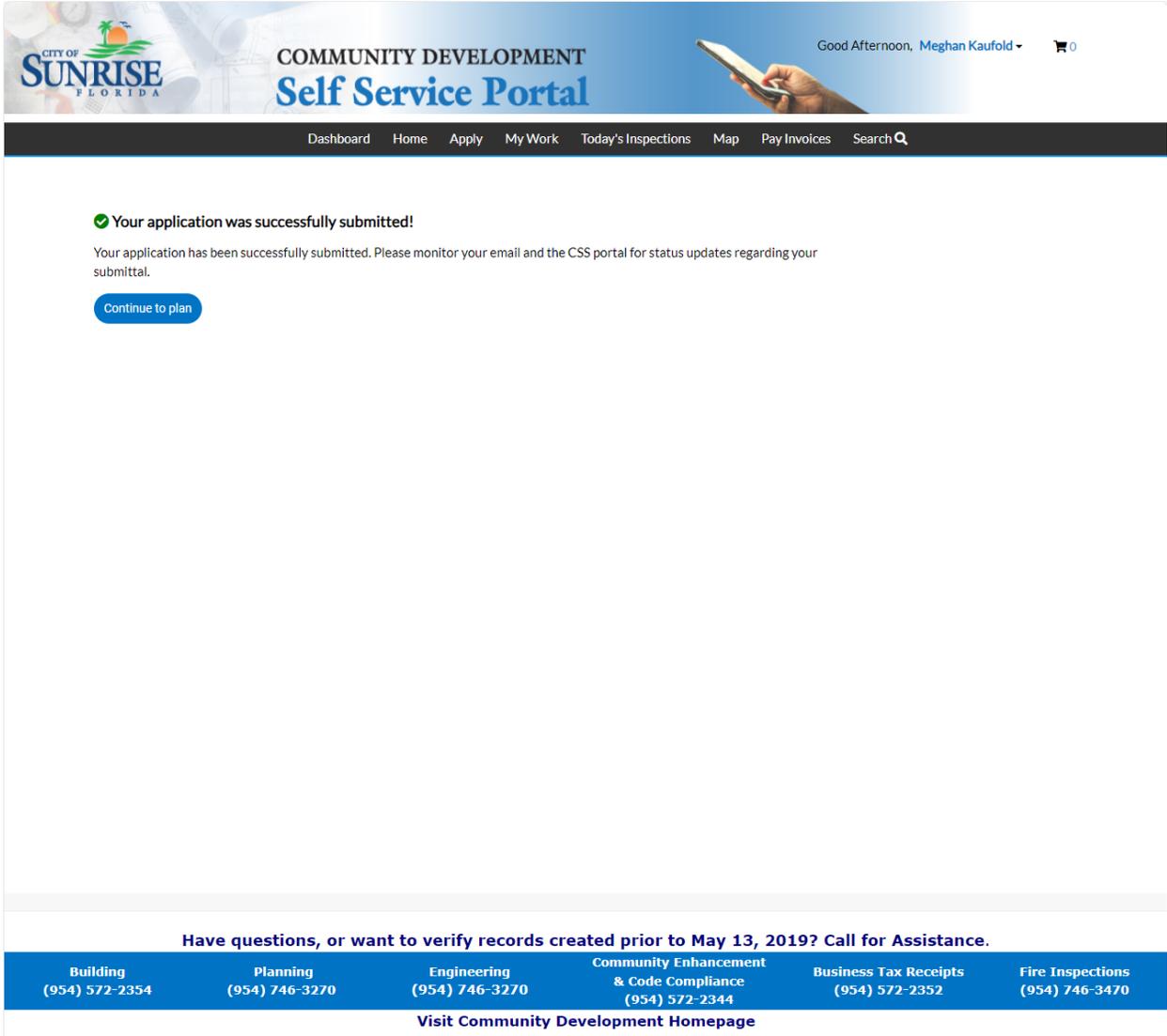
More Info

|              |                     |   |
|--------------|---------------------|---|
| General Info |                     | <a href="#">Top</a>   <a href="#">Main Menu</a> |
| Project Name | Project Information |   |
| Project Type | Mixed Use           |   |
| Gross Acres  | 3                   |   |

Attachments

|               |              |
|---------------|--------------|
| Application   | Test1_v1.pdf |
| Site Plan Set | Test2_v1.pdf |

12. After the permit has been submitted. You will see a confirmation screen and can return to your dashboard to track the status of your permit.



13. Monitor your email and CSS portal for further information regarding your submittal.