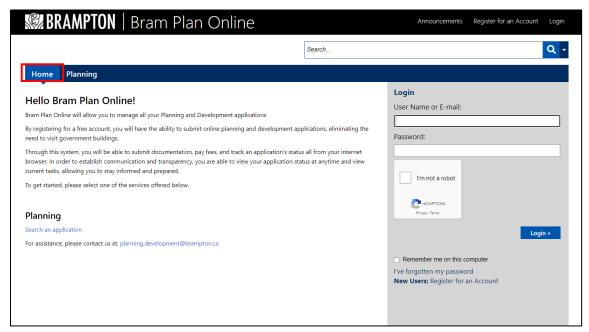


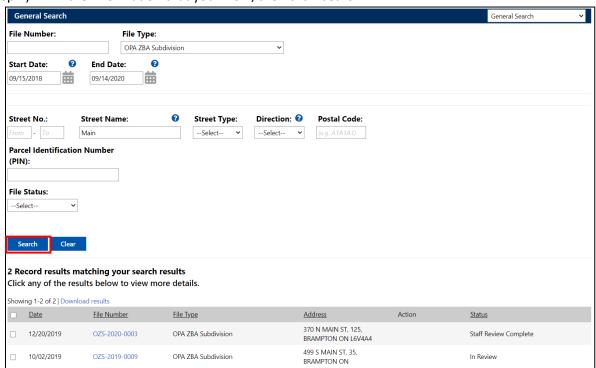
How to Search for an Application

Step 1) From the Homepage, click on 'Planning'.



Note: You do not have to be logged in to search for an application, however you can perform these same steps while logged in.

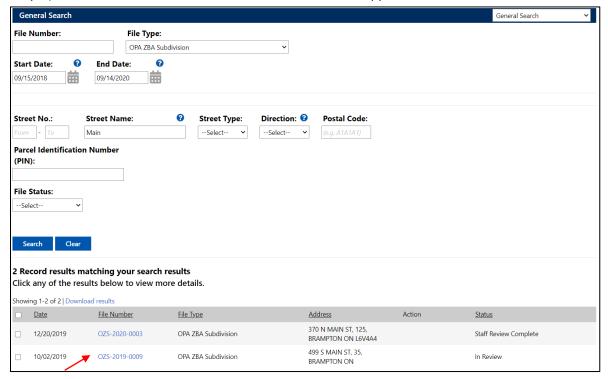
Step 2) Fill in the information that you know, then click 'search'



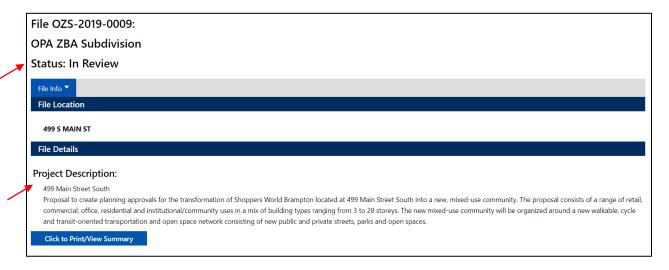


Note: The more search criteria that you enter, the more specific the search, the fewer criteria, the broader your results. For example, if you enter 'Main' into the 'Street Name' field, and no other criteria entered, all applications on Main Street North or South of any type will appear in the results.

Step 3) Click on the 'File Number' for further details on the application.

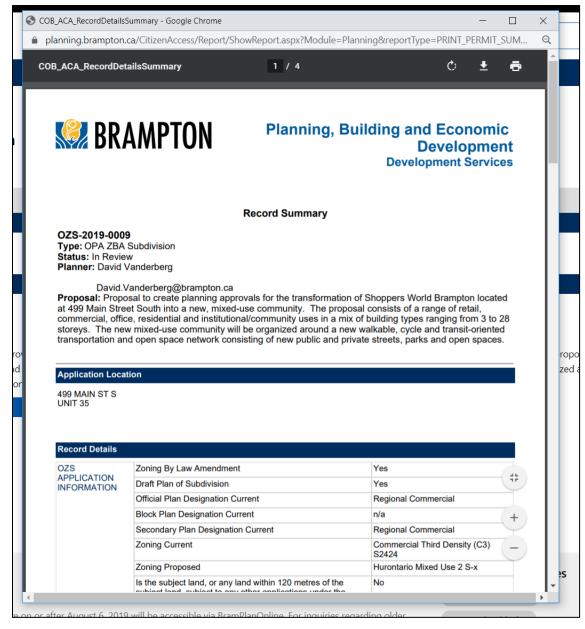


Step 4) Once you have opened the file, you have a number of options to view information. The landing page of the file will contain a description of the file, and will show the processing status.



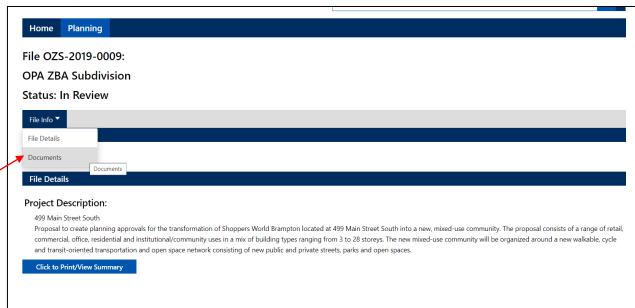
If you are looking to view summary information about the project, click on the 'Click to Print/View Summary' button. This will generate a PDF that contains the summary information.





If you are looking to view the documents that have been provided as a part of the submission of the application, click on the 'File Info' dropdown, then click 'Documents'.





This will take you to a page which contains all of the documentation.



Click on the name of the document to open it.