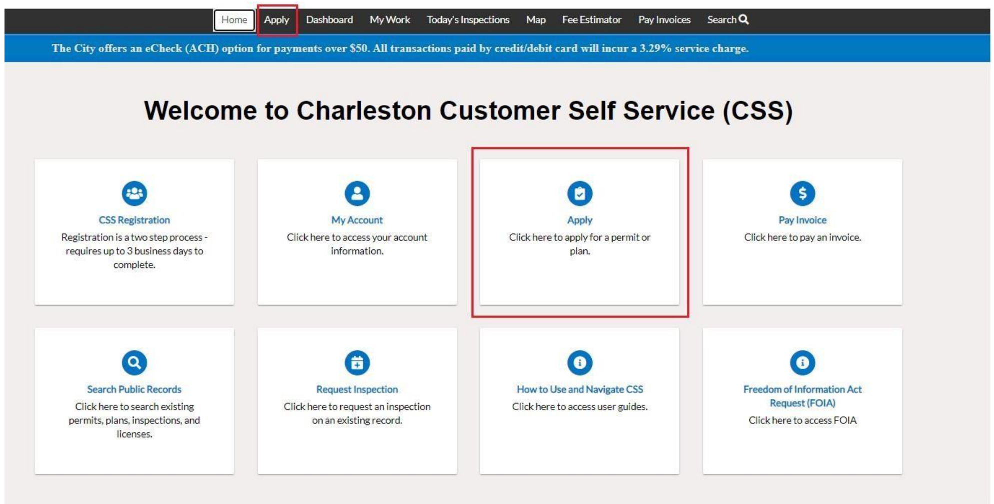
Submitting to TRC via Customer Self Service (CSS)

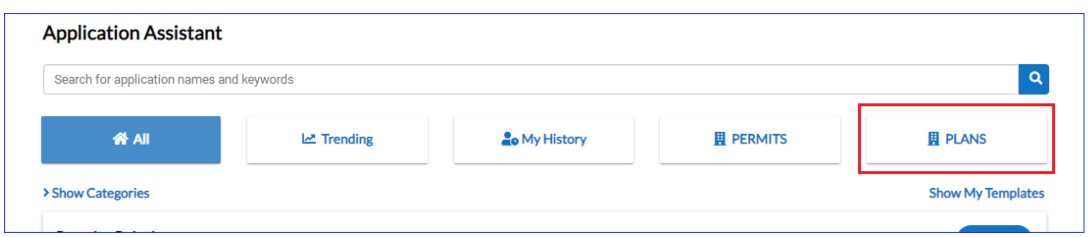
To Submit a New Project for Pre-App or 1st Review

1. Login to your CSS account.

2. On the CSS Home Page, select "Apply" in the banner or on the main page.



3. Select "Plans" on the resulting page.



4. On the resulting page, select the applicable Plan Type and click 

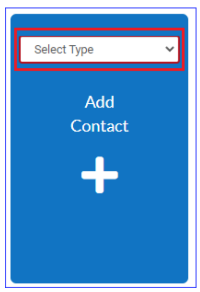
****Ensure you select the correct plan type based on your project. Contact the TRC Coordinator if unsure****

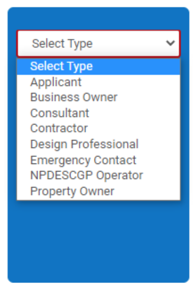
5. Follow the step-by-step instructions in the application workflow.

<u>Step 1</u> *LOCATIONS* - Enter the Parcel/Address search bar and select "+ Add" to include the parcel(s). When all applicable parcels have been added, select "Next".

<u>Step 2</u> *TYPE*- Enter the Project name in the "Description" and select "Next".

<u>Step 3</u> *CONTACTS* - Add all applicable Project Contacts and select the applicable role in the drop-down menu.

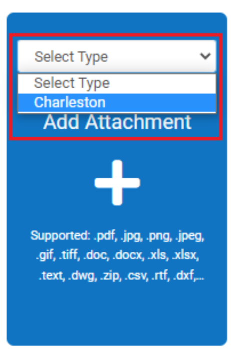




<u>Step 4</u> *MORE INFO* – Skip to Step 5.

<u>Step 5</u> *ATTACHMENTS* – Upload all applicable submittal files.

1. Select "Charleston" in the drop-down menu in the "Add Attachment" tab.



2. Select the + icon and add all submittal files.
3. Verify all submittal files are now displayed on the "Attachments". page
4. Click "Next".

<u>Step 6</u> *SIGNATURE* – Read the disclaimer, enter your signature, and select "Next".

Step 7 *REVIEW AND SUBMIT* – Verify all fields are accurate. If so, click "Submit".

6. A message will display that "Your application was successfully submitted!"
7. Send an email to the TRC Coordinator indicating the submittal is ready for intake review. Please include the new Project ID#.
8. The TRC Coordinator will acknowledge receipt of the submittal and begin reviewing the submittal for completeness.