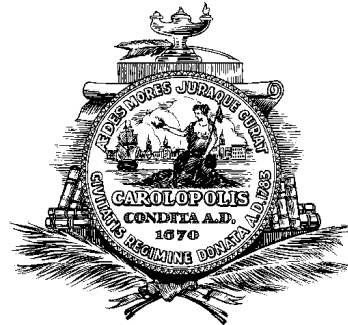


Plat Review Committee (PRC)

How to Apply Through the Customer Self Service (CSS) Portal

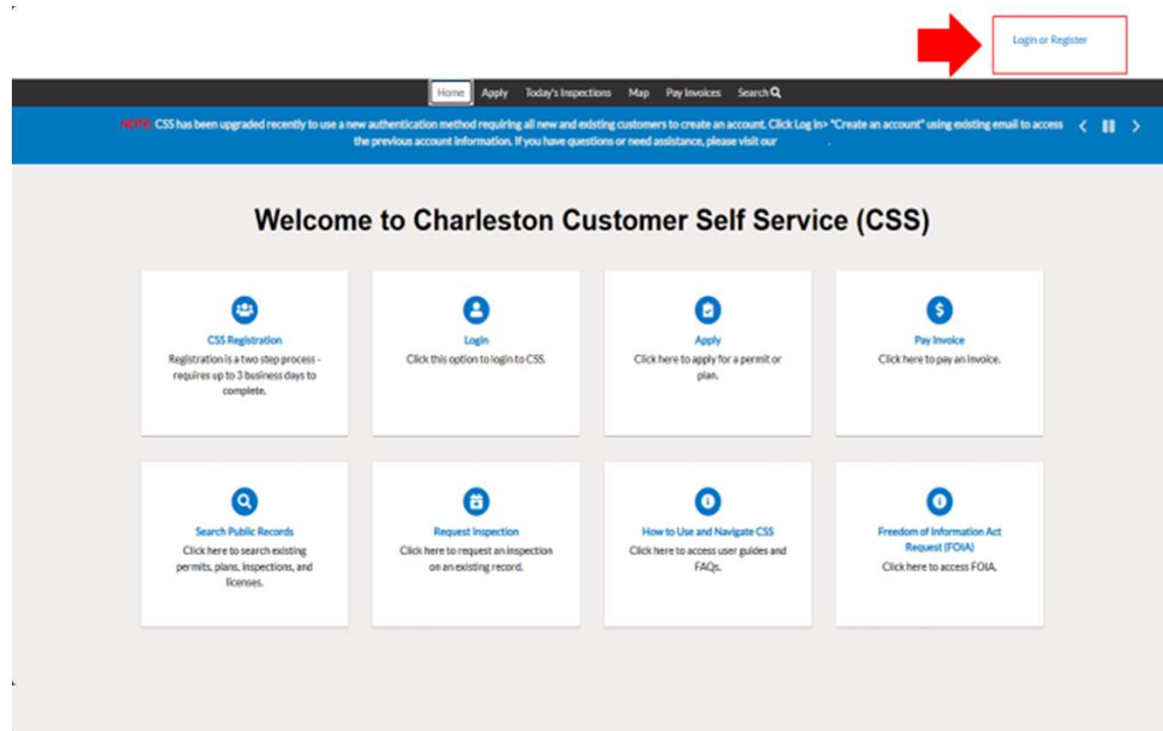
City of Charleston



All submissions to PRC must be completed using this process starting on January 1st, 2026. All other types of submissions, including paper and email, will not be accepted after this date.

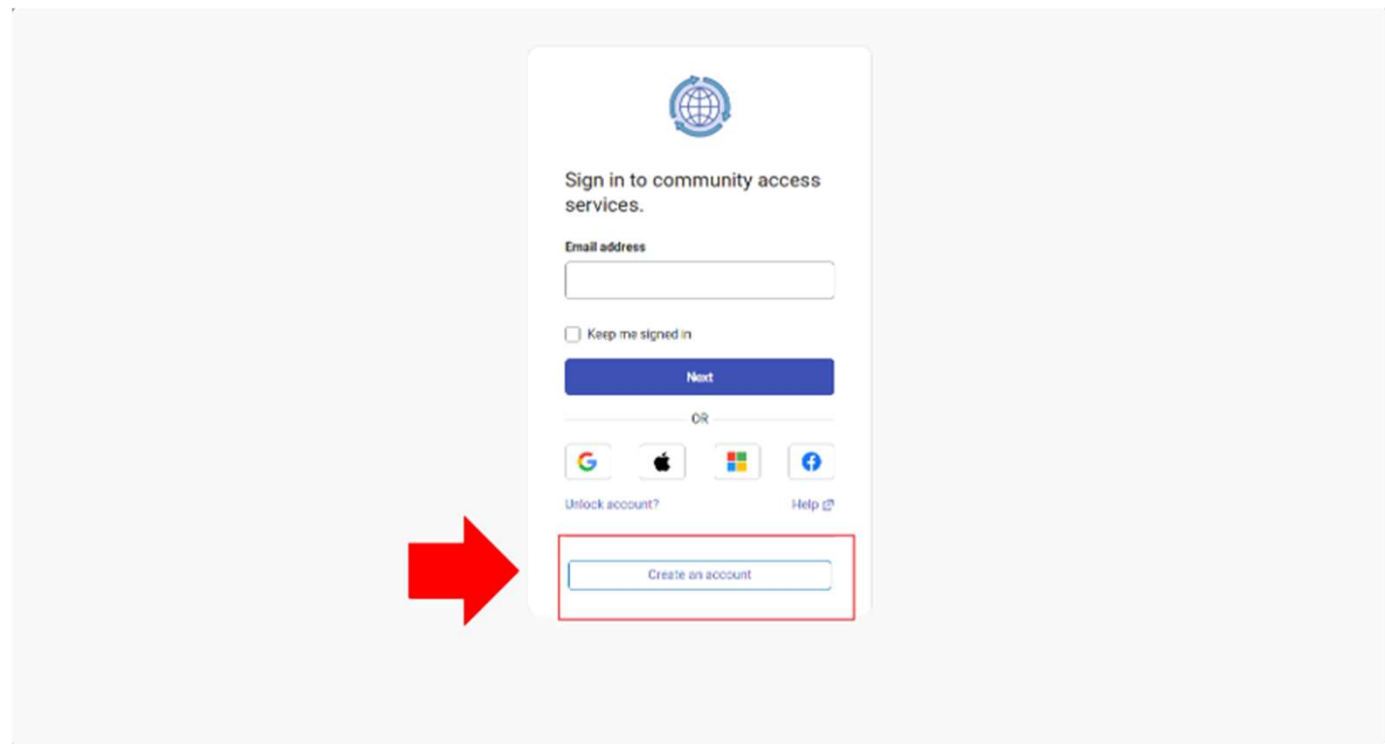
Before You Start: Create an Account on CSS

Go to https://egcss.charleston-sc.gov/energov_prod/selfservice/#/home and click on **“Login or Register”**. If you already have an account, proceed to Step 1.



Creating an Account

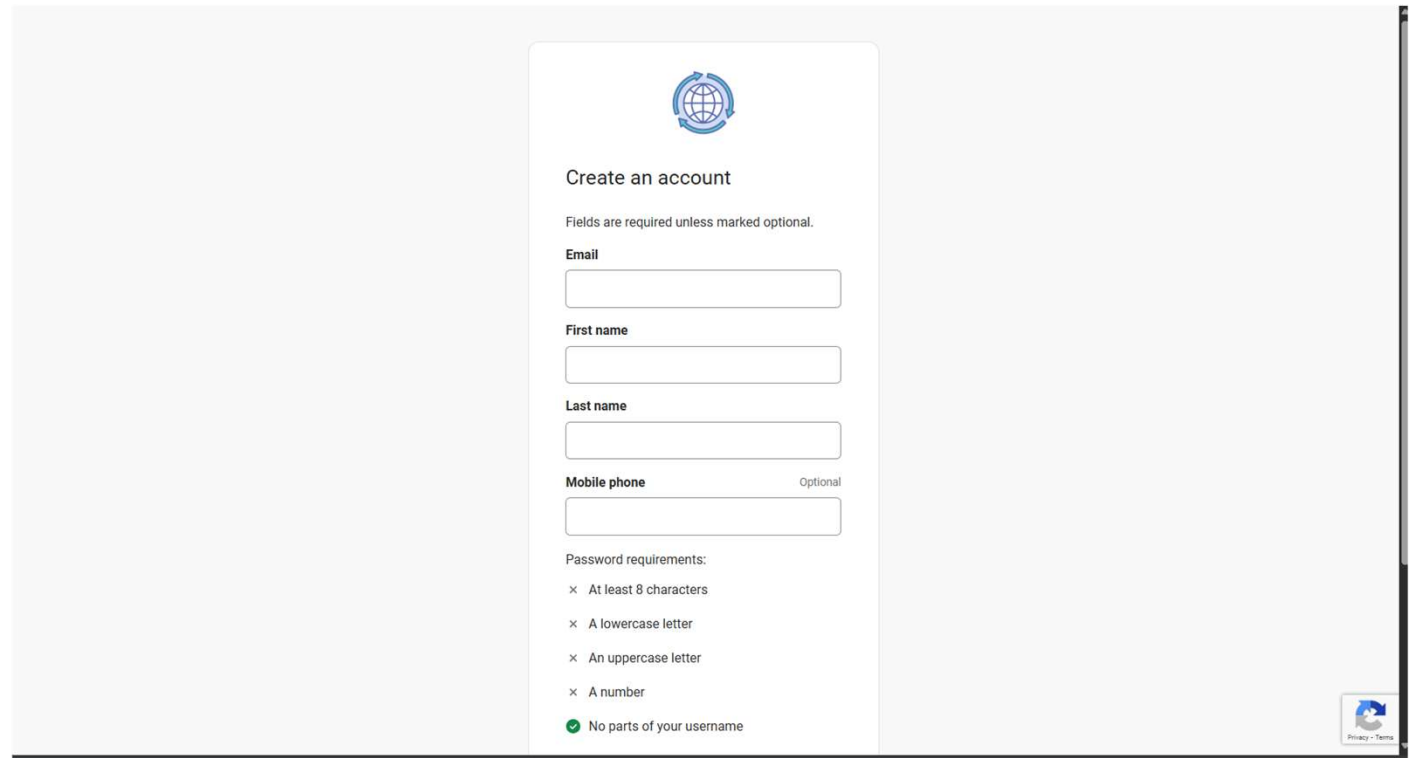
To start, click **“Create an Account”**.




The screenshot shows a login and account creation interface. At the top is a blue globe icon. Below it, the text reads "Sign in to community access services." followed by an "Email address" label and a text input field. Below the input field is a checkbox labeled "Keep me signed in". A blue "Next" button is positioned below the checkbox. A horizontal line with the text "OR" in the center separates the login section from the social login section. The social login section contains four icons: Google, Apple, Microsoft, and Facebook. Below these icons are the links "Unlock account?" and "Help?". At the bottom of the form is a "Create an account" button, which is highlighted by a red rectangular border. A large red arrow points from the left towards this button.

Creating an Account

Fill out the information requested.



The image shows a 'Create an account' form. At the top is a blue circular logo with a globe and arrows. Below the logo is the title 'Create an account' and a note: 'Fields are required unless marked optional.' The form contains five input fields: 'Email', 'First name', 'Last name', 'Mobile phone' (with 'Optional' text to its right), and a password field. Below the password field is a list of requirements: 'At least 8 characters', 'A lowercase letter', 'An uppercase letter', 'A number', and 'No parts of your username' (which is preceded by a green checkmark). In the bottom right corner, there is a small icon and the text 'Privacy - Terms'.



Create an account

Fields are required unless marked optional.

Email


First name

Last name

Mobile phone Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

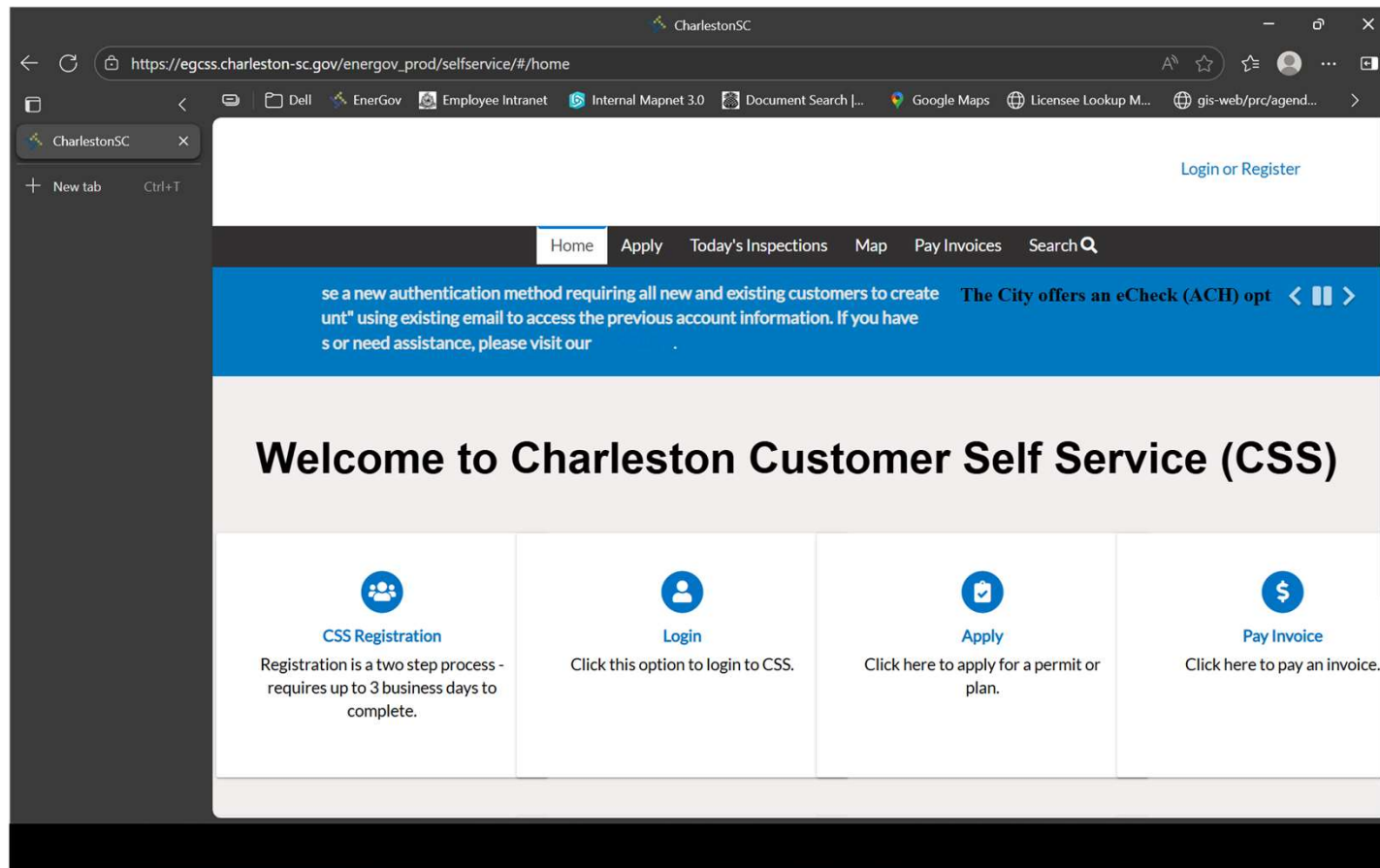
 Privacy - Terms

Creating an Account

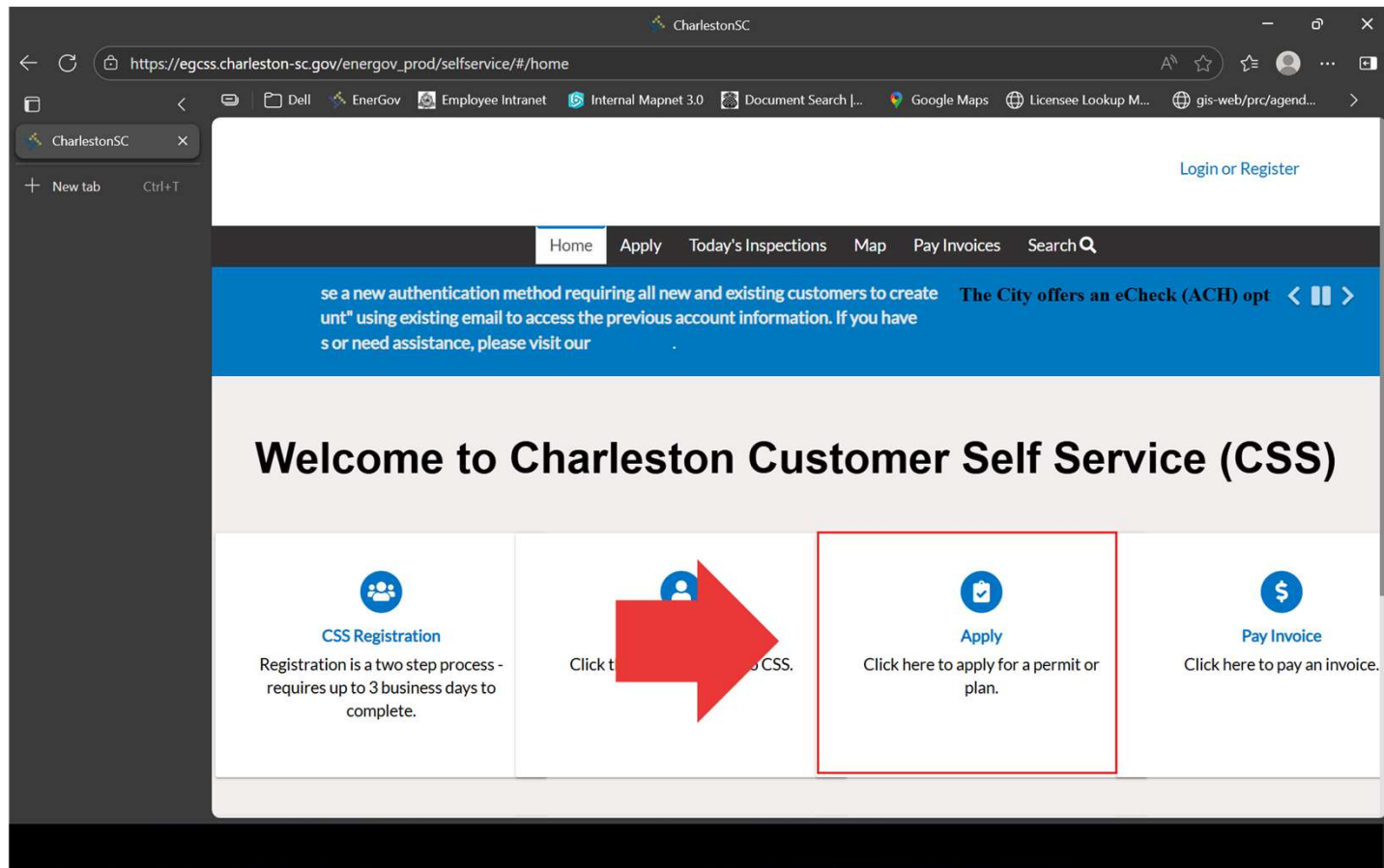
Once you click “**Sign Up**”, follow the instructions to complete registration. After your account is registered and you can log in to CSS, continue to the next slide.

These accounts are verified manually and may take a few days to be processed.

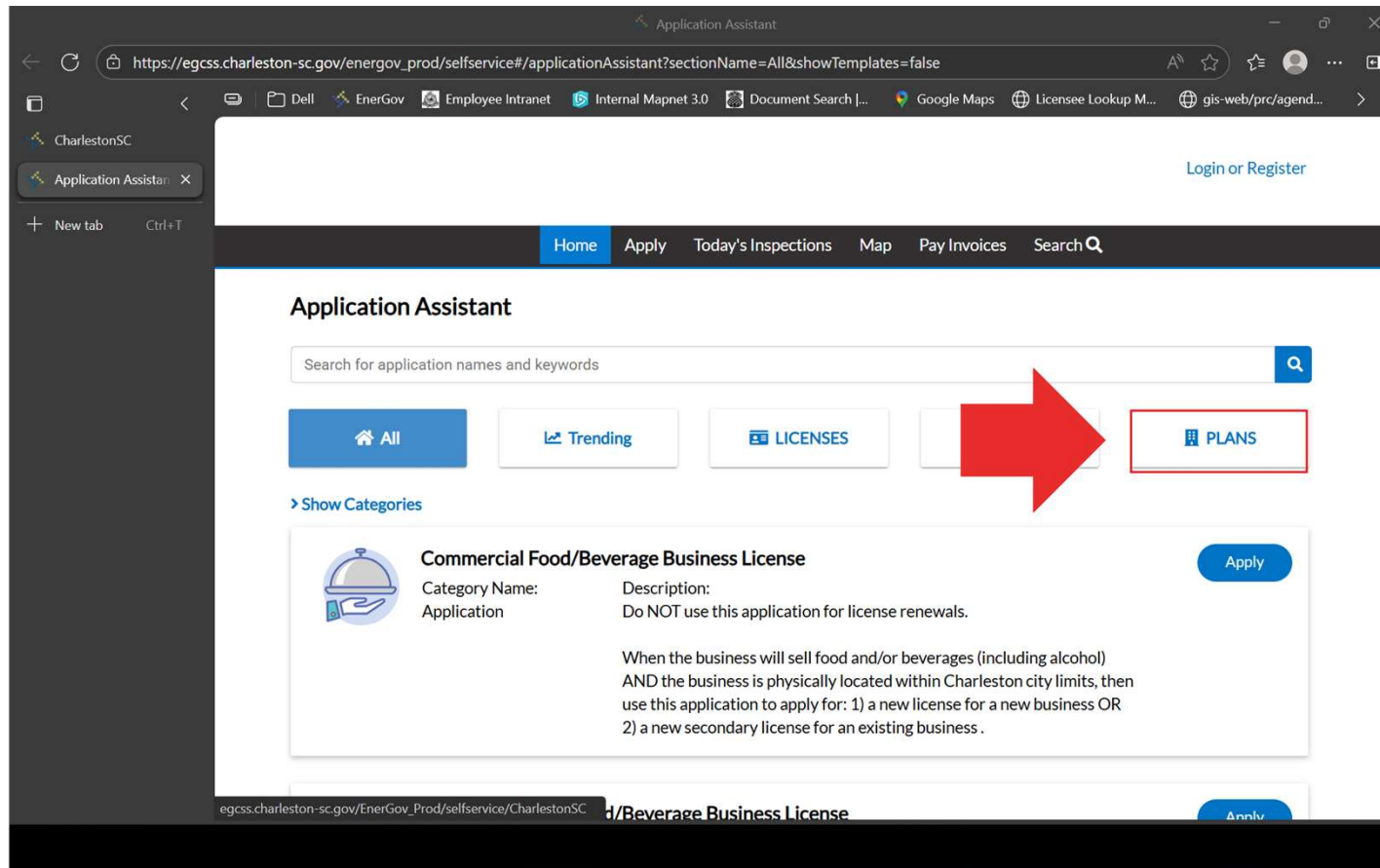
Step 1: Go to the CSS Portal at: https://egcss.charleston-sc.gov/energov_prod/selfservice/#/home



Step 2: Click on **“Apply”**.



Step 3: Click on “Plans”.



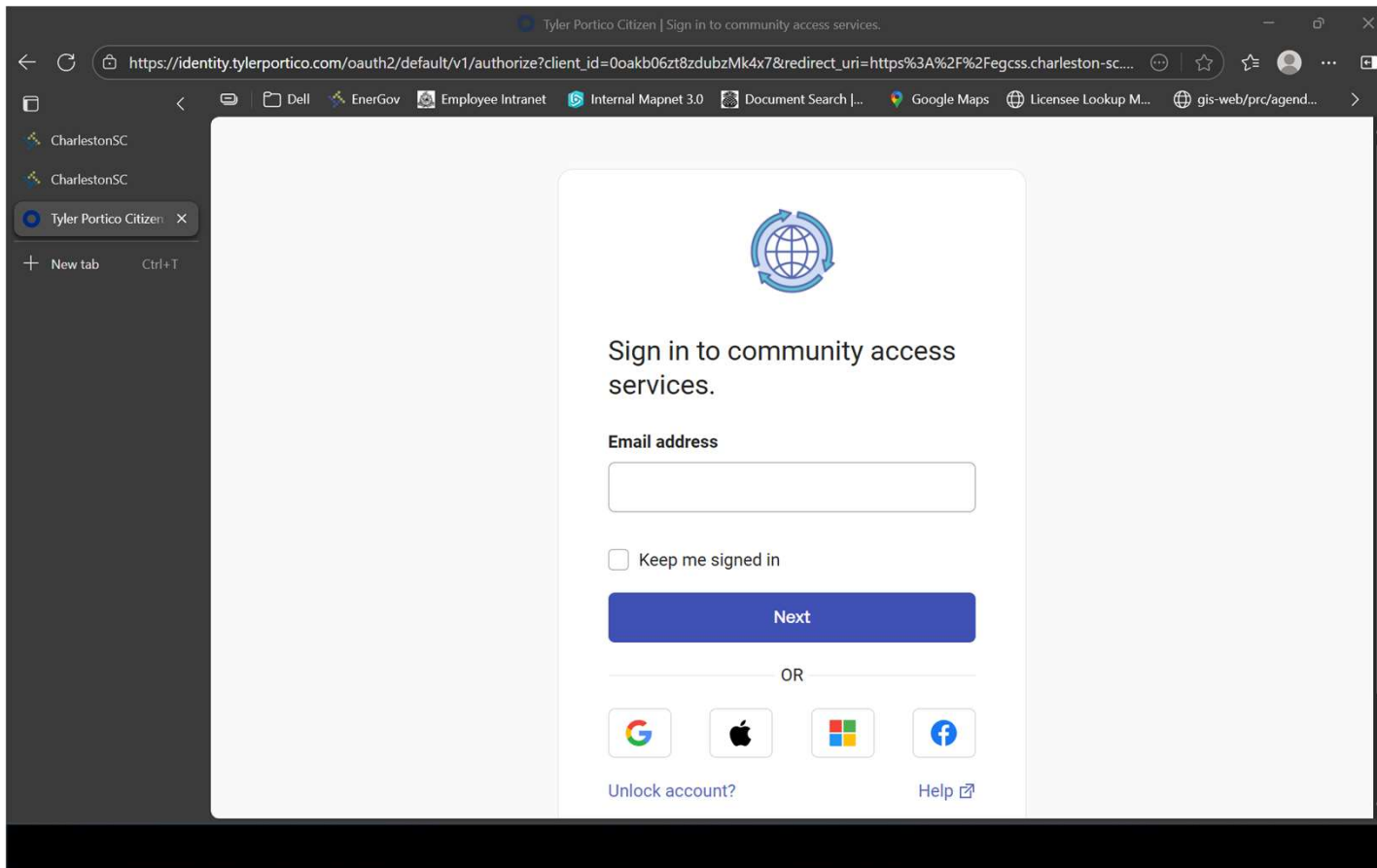
Step 4: Scroll down and click on **“Apply”** next to **“Plat Review Committee Application.”**

The screenshot shows a web browser window with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/applicationAssistant?sectionName=All&moduleId=3&categoryName=Plans&showTemplate.... The page displays two application categories under the heading "Show Categories".

The first category is "Board of Architectural Review" with a blue globe icon. It includes a description about BAR-Small or BAR-Large reviews and a blue "Apply" button.

The second category, "Plat Review Committee Application", is highlighted with a red rectangular box. It features a blue icon of a document with a grid. The description states that the committee provides a coordinated interdepartmental review to confirm compliance with City standards. A red arrow points from the right side of the red box to a green "Apply" button. Below the description, the deadline is noted as each Monday for review the following Friday, with comments and meeting results provided by 5:00pm on Friday.

Step 5 (Optional): Log in to your account by following the prompts if you are not logged in already.



The screenshot shows a web browser window with the address bar displaying the URL: `https://identity.tylerportico.com/oauth2/default/v1/authorize?client_id=0oakb06zt8zdubzMk4x7&redirect_uri=https%3A%2F%2Fegcss.charleston-sc...`. The browser's tab bar shows several tabs, including 'CharlestonSC', 'Tyler Portico Citizen', and 'New tab'. The main content area of the browser displays a login form for 'Tyler Portico Citizen'. The form has a header with a globe icon and the text 'Sign in to community access services.' Below this is an 'Email address' label and a text input field. A checkbox labeled 'Keep me signed in' is positioned below the input field. A blue 'Next' button is located below the checkbox. Below the 'Next' button is a horizontal line with the word 'OR' in the center. Underneath the line are four social media login icons: Google, Apple, Microsoft, and Facebook. At the bottom of the form, there are two links: 'Unlock account?' on the left and 'Help' with an external link icon on the right.

Tyler Portico Citizen | Sign in to community access services.

https://identity.tylerportico.com/oauth2/default/v1/authorize?client_id=0oakb06zt8zdubzMk4x7&redirect_uri=https%3A%2F%2Fegcss.charleston-sc...

CharlestonSC

CharlestonSC

Tyler Portico Citizen

New tab Ctrl+T





Sign in to community access services.

Email address

☐ Keep me signed in

Next

OR

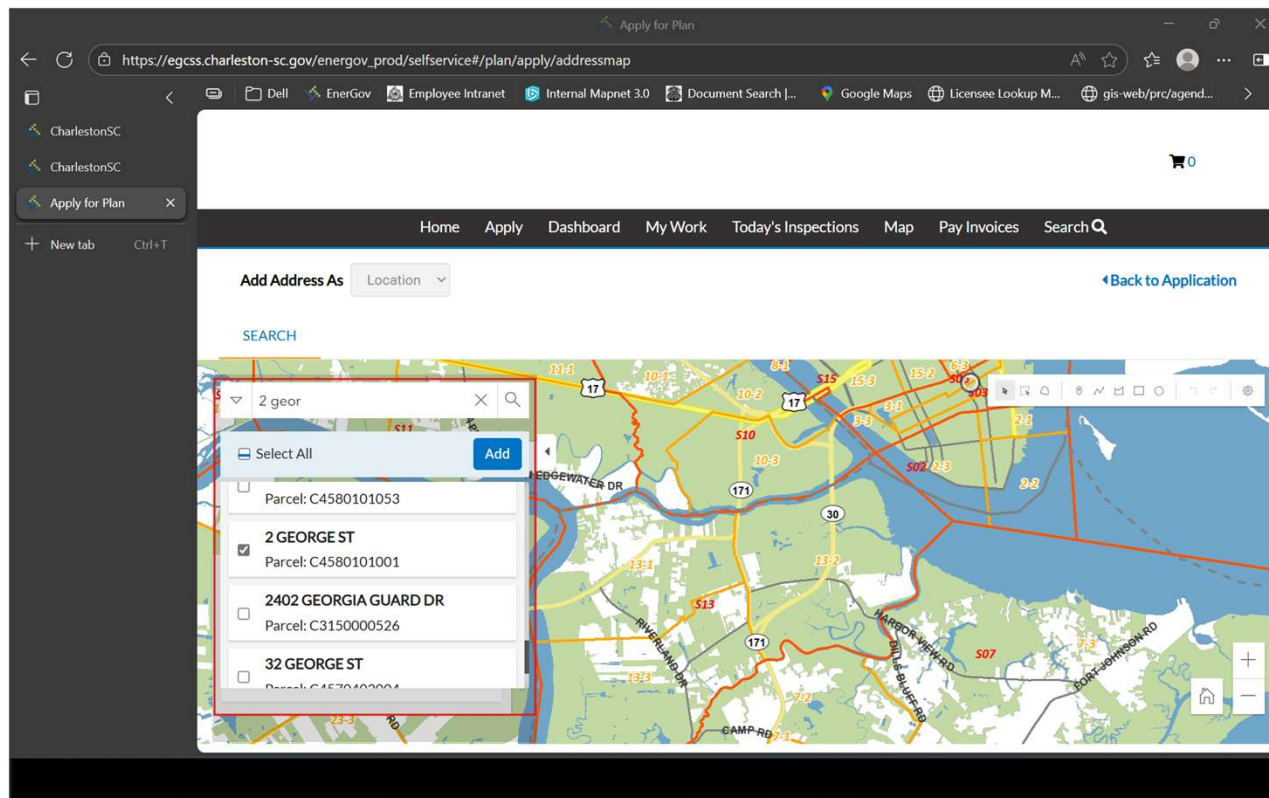
[Unlock account?](#) [Help](#)

Step 6: Enter address by clicking on **“Add Location”**.

The screenshot shows a web browser window with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0. The browser's address bar and tabs are visible. The application interface features a progress bar at the top with 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 contains a blue card with a dropdown menu labeled 'Location', the text 'Add Location' with a large white plus sign, and the word 'REQUIRED' at the bottom. A large red arrow points to the 'Add Location' button. At the bottom of the card, there are three buttons: 'Create Template', 'Save Draft', and 'Next'.

Step 6 Continued: Type in Address or TMS number. You may need to scroll down the selection list to find your specific address.

NOTE: If your address does not appear, it is possible that it does not exist within the City of Charleston. Use TMS/Parcel ID number to verify the parcel is within the City. **Parcel number is the first letter of the County then the TMS number with no dashes.**



Step 6 Continued: If multiple addresses are being affected by this submittal, please add the other addresses. If not, select **“Next”**.

The screenshot displays the 'Apply for Plan' web application interface. At the top, a progress bar shows 7 steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. The 'Locations' step is currently active.

The main content area is titled 'LOCATIONS'. It features a form for adding a new location. The form includes a dropdown menu labeled 'Location' with a downward arrow. Below this is a blue button with a white plus sign and the text 'Add Location'. To the left of this button is a red arrow pointing towards it. Below the 'Add Location' button is a red arrow pointing downwards towards the 'Next' button at the bottom right.

The form also includes a 'Remove' button. The form fields are as follows:

- Type: Location
- 2 GEORGE ST
- Main Address ☒
- Parcel Number C4580101001
- Main Parcel ☒

At the bottom of the form, there are three buttons: 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red box and a red arrow pointing to it.

Step 7: Describe the plat review request, including a project name and description. Click on **“Next”** after this is complete.

Apply for Plan

https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0

CharlestonSC

CharlestonSC

Apply for Plan

Internal Mapnet 3.0

New tab Ctrl+T

Apply for Plan - Plat Review Committee Application *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PLAN DETAILS

Please list your project name in the description box below:

* Plan Type Plat Review Committee Appl

* Description Property Line Adjustment of "Address"

Back Create Template Save Draft Next

Step 8: Add contacts you would like to view the plan case in CSS. The account you used to log in to the portal will automatically populate. Ensure the correct contact is listed as the billing contact. If you do not need to add another contact, click **“Next”**.

Apply for Plan

https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0

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

CONTACTS

Applicant
(You)

Select Type
Add Contact
+

Back Create Template Save Draft **Next**

Step 9: Fill out the necessary information. A red star next to a field means it is required and cannot be left blank.

The screenshot shows a web browser window with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0. The page title is "Apply for Plan". The left sidebar contains links to "CharlestonSC", "CharlestonSC", "Apply for Plan" (active), and "Internal Mapnet 3.0". The main content area is titled "Plat Information" and includes links for "Top" and "Main Menu".

The form contains the following fields:

- *PRC Request Type**: A dropdown menu with the selected option "Property Line Adjustment / Abandonment Plat".
- If Other is selected, please explain:**: A text input field.
- Do proposed changes comply with neighborhood covenants and restrictions?**: A text input field.
- *Covenants and Restrictions**: A dropdown menu with the selected option "Not Applicable".
- Acreage Info:**: A section header for the following fields.
 - *Critical Area**: A text input field with the value "0".
 - *Highlands**: A text input field with the value "1".

Step 9 Continued: Fill out the necessary information. “Number of lots” can be the number of lots surveyed or being subdivided. This will be cross referenced with the plat before invoicing takes place.

Apply for Plan

https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0

CharlestonSC

CharlestonSC

Apply for Plan

Internal Mapnet 3.0

New tab Ctrl+T

Lot Info:

*Number of Lots (Receiving Address) 1

Smallest Lot Area (sq. ft.)

Largest Lot Area (sq. ft.)

Surveyor Info:

*Surveyor First Name

*Surveyor Last Name

*Surveyor Company

Step 9 Continued: Fill out the necessary information. Surveyor contact information will be used as the email contact for updates and communication outside of CSS. Click **“Next”** after all fields are complete.

The screenshot shows a web browser window with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0. The page title is "Apply for Plan". The form contains the following fields:

- Smallest Lot Area (sq. ft.)
- Largest Lot Area (sq. ft.)
- Surveyor Info:
 - *Surveyor First Name: John
 - *Surveyor Last Name: Doe
 - *Surveyor Company: John Doe Surveying
 - *Surveyor Email: JohnDoe@johndoesurveying.com

At the bottom of the form, there are four buttons: "Back", "Create Template", "Save Draft", and "Next". The "Next" button is highlighted with a red box and a red arrow pointing down to it. Another red arrow points to the "Surveyor Email" field.

Step 10: Add the plat to “Attachments”. You will not need to add an application form. If there are any agreements or covenants that would need to be submitted with the application, please add them here as well.

The screenshot shows a web browser window with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0. The page is titled "Apply for Plan" and features a progress bar at the top with seven steps: Locations, Type, Contacts, More Info, Attachments (current step, marked with a blue circle and number 5), Signature, and Review and Submit. The "Attachments" section contains two blue boxes, each with a white plus sign and the text "Add Attachment". The left box is labeled "Plat" and has a red border. The right box has a "Select Type" dropdown menu. Both boxes list supported file formats: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, The left box also has a "REQUIRED" label at the bottom. At the bottom of the page, there are buttons for "Back", "Create Template", "Save Draft", and "Next". The Windows taskbar at the bottom shows the time as 3:28 PM on 10/22/2025.

Step 10 Continued: Click **“Next”** once all relevant documents are attached.

The screenshot shows a web browser window with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0. The page title is "Apply for Plan". The navigation bar includes tabs for "Locations", "Type", "Contacts", "More Info", "Attachments", "Signature", and "Review and Submit". The "Attachments" tab is active.

Under the "Attachments" heading, there is a list of attached files. One file is shown:

File Name	Size	Action
PLAT.PDF	112.08 KB	<button>Remove</button>

Below the file list is a blue box with a white plus sign and the text "Add Attachment". Below this box, it lists supported file types: ".pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...".

At the bottom of the page, there are four buttons: "Back", "Create Template", "Save Draft", and "Next". A large red arrow points to the "Next" button, which is also highlighted with a red border.

Step 11: E-sign the document. The slider will allow you to type out the signature instead of drawing. Once the signature is complete, click **“Next”**.

The screenshot shows a web browser window with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0. The page is titled "SIGNATURE" and contains the following elements:

- A statement: "I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I represent the owner of the subject property."
- A red asterisk followed by the text: "* Please type your name as consent to electronically sign this application."
- A text input field containing the word "Applicant".
- A label "Enable Type Signature" next to a blue toggle switch that is turned on.
- A text input field containing the word "Applicant".
- A large red arrow pointing from the "Applicant" text input field to the signature area.
- A signature area with a large "X" and the word "Applicant" written in a cursive font.
- A large red arrow pointing from the signature area down to the "Next" button.
- At the bottom, there are four buttons: "Back", "Create Template", "Save Draft", and "Next". The "Next" button is highlighted with a red box.

Step 12: Review and click **“Submit”** once complete.

The screenshot shows a web browser window with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0. The browser's address bar and tabs are visible at the top. The left sidebar shows the application menu with 'Apply for Plan' selected. The main content area displays the 'Apply for Plan' form.

Lot Info:

Number of Lots (Receiving Address)	1
Smallest Lot Area (sq. ft.)	
Largest Lot Area (sq. ft.)	

Surveyor Info:

Surveyor First Name	John
Surveyor Last Name	Doe
Surveyor Company	John Doe Surveying
Surveyor Email	JohnDoe@johndoesurveying.com

Attachments

Plat	PLAT.PDF
------	----------

At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Submit'. A large red arrow points directly to the 'Submit' button, which is also highlighted with a red rectangular border.

The Windows taskbar at the bottom shows the system clock as 3:53 PM on 10/22/2025.

You have completed the online application for PRC. Thank you for your cooperation.

