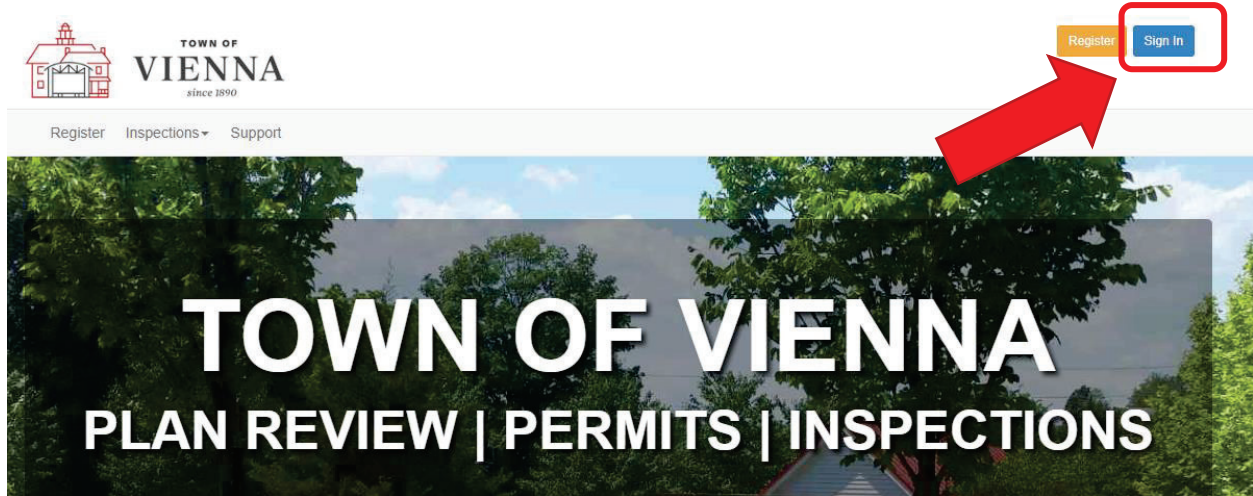


SUBMITTING APPLICATIONS ONLINE

- Sign into idtPlans. If you do not already have an account created, please do so now by clicking the “Register” button. You will use this same portal and login to apply for your project later.

<https://vienna.geocivix.com/secure/>



- After you register for an account, you will need to check your email and click on the link to activate the account before you can sign in and start any applications.

Registration - Account Activation

Check Your Email

An email has been sent to [REDACTED]@gmail.com' so that you may activate your account.

Please allow a minute or two for delivery. **Be sure to check any spam or junk email folders.**



[I have not received my activation email](#)

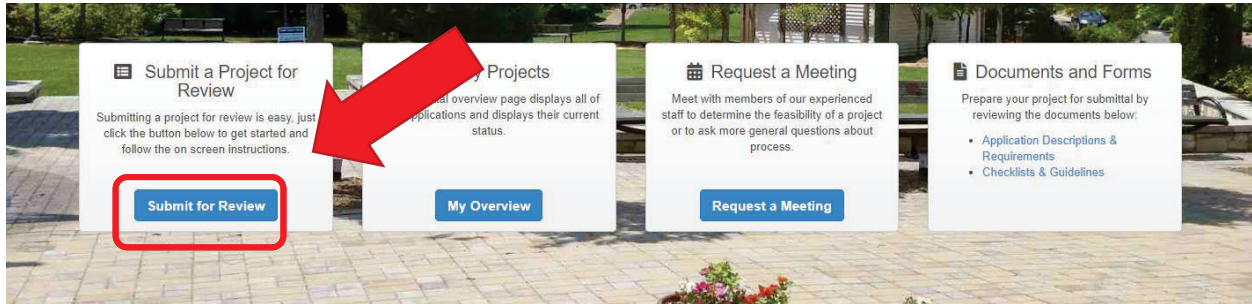


Department of Planning and Zoning

127 Center St. South | Vienna, VA 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov | www.viennava.gov

- Once have signed in, click on the “Submit for Review” button on the main page.



- Click on the drop-down arrow to select *Town of Vienna* for “Jurisdiction”

- Click on the drop-down arrow to choose the “Application Type” .
- Select the appropriate application, key in the project location's address and select Save and Continue when ready.
- You will be asked to upload any supporting documents at the end after you have filled out the application questions but before you submit the application.
- After your application has been accepted you will receive an email with a link to pay any associated fees online along with your account number to reference when making your payment.

Fees are paid online through this link:

<https://www.viennava.gov/doing-business/doing-business-with-the-town/online-payments>.