



Official User Guide to the NEW 2024 Bergen County Electronic Site Plan/Subdivision Application Portal

Bergen County Department of Planning and Engineering
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Applicant User Guide

This document is a reference guide to assist Applicants/Users with the **NEW** 2024 Bergen County Site Plan/Subdivision Application Portal.

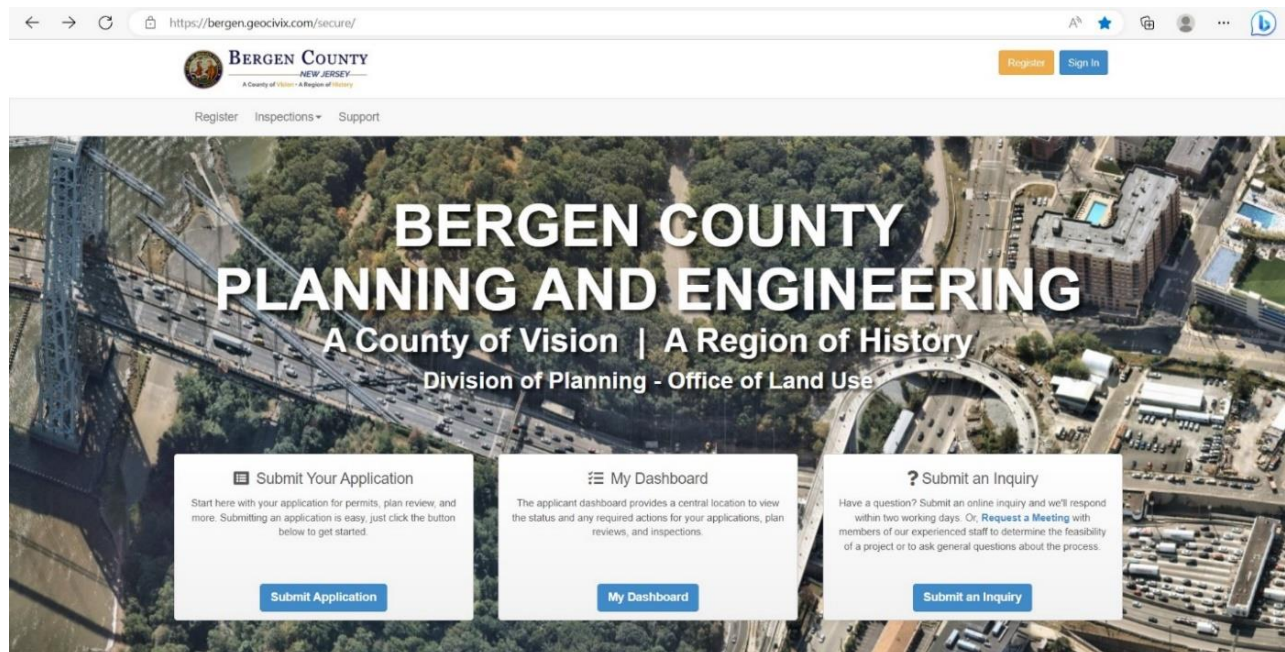
The guide contains instructions on how to submit a Subdivision, Site Plan, Cell Tower Application *or Residential Driveway Permit* in the idtPlans System. Applications are submitted via the idtPlans/GeoCivix portal.

Key Concepts

IDT Plans/GeoCivix: Bergen County’s **NEW** cloud based Site Plan/Subdivision Application Portal website.

MuniciPay: The website that is used to collect all fees from initial to completion.

Area Planner: The planner assigned to the specific application. They are the contact person for questions.



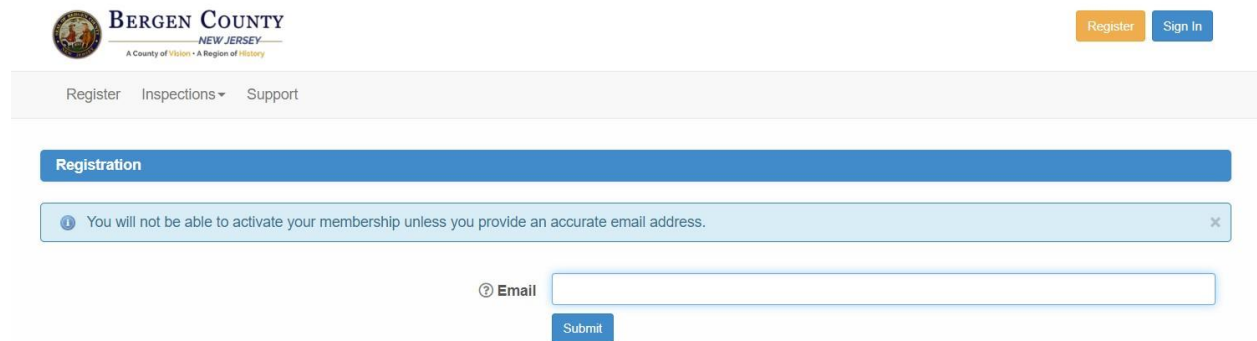
Link:

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

Register for the Website

To use the idtPlans/Geocivix system applicants must register for the portal by creating an account prior to creating an application. This will then be your account for all future applications.

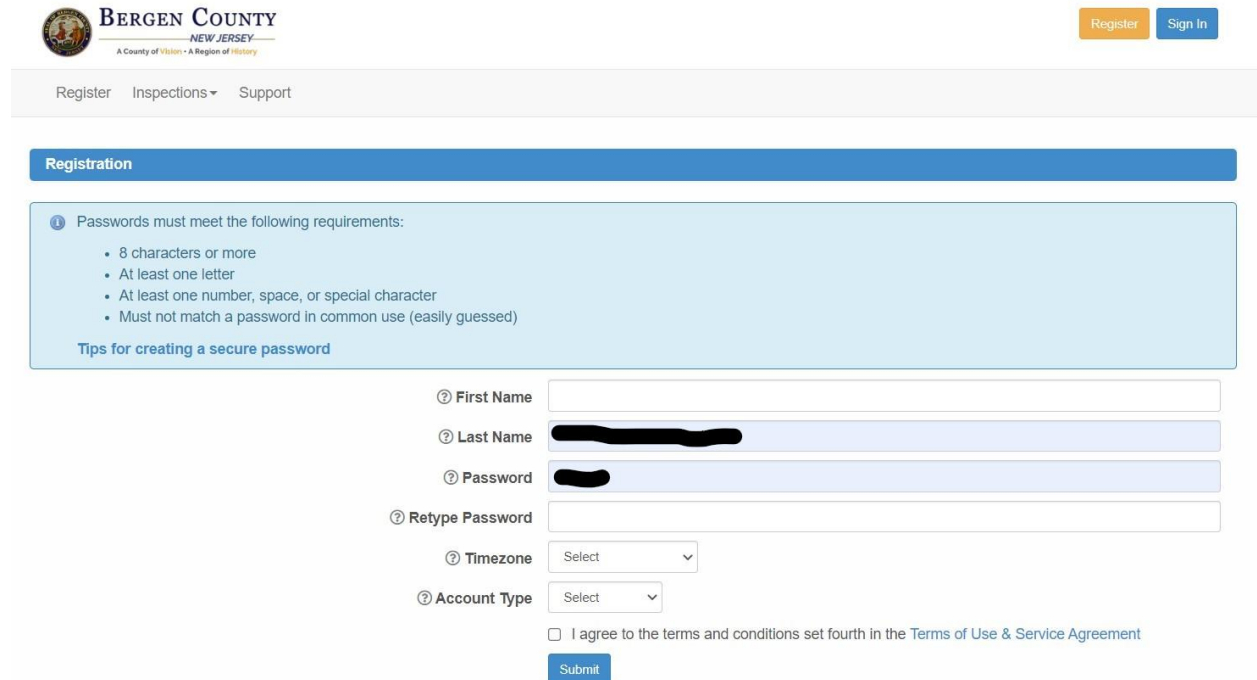
Step 1: Email Address



The screenshot shows the top navigation bar with the Bergen County logo and 'NEW JERSEY' text. There are 'Register' and 'Sign In' buttons. Below the navigation bar, there is a 'Registration' header and a message box stating: 'You will not be able to activate your membership unless you provide an accurate email address.' Below this is a form with a label 'Email' and a text input field. A 'Submit' button is located below the input field.

- Click *Submit*.

Step 2: User Data & Password



The screenshot shows the top navigation bar with the Bergen County logo and 'NEW JERSEY' text. There are 'Register' and 'Sign In' buttons. Below the navigation bar, there is a 'Registration' header and a message box with password requirements: 'Passwords must meet the following requirements: 8 characters or more, At least one letter, At least one number, space, or special character, Must not match a password in common use (easily guessed)'. Below this is a form with fields for 'First Name', 'Last Name', 'Password', and 'Retype Password'. There are also dropdown menus for 'Timezone' and 'Account Type'. A checkbox for 'I agree to the terms and conditions set fourth in the Terms of Use & Service Agreement' is present. A 'Submit' button is located at the bottom of the form.

NOTE: Password must follow the stated requirements. This is the password that you will use to enter the website for all applications.

Step 3: Email Activation

- An email will be sent to the email address entered in [Step 1](#). Follow the instructions in the email to activate your account.



Step 4: Activating Your Account

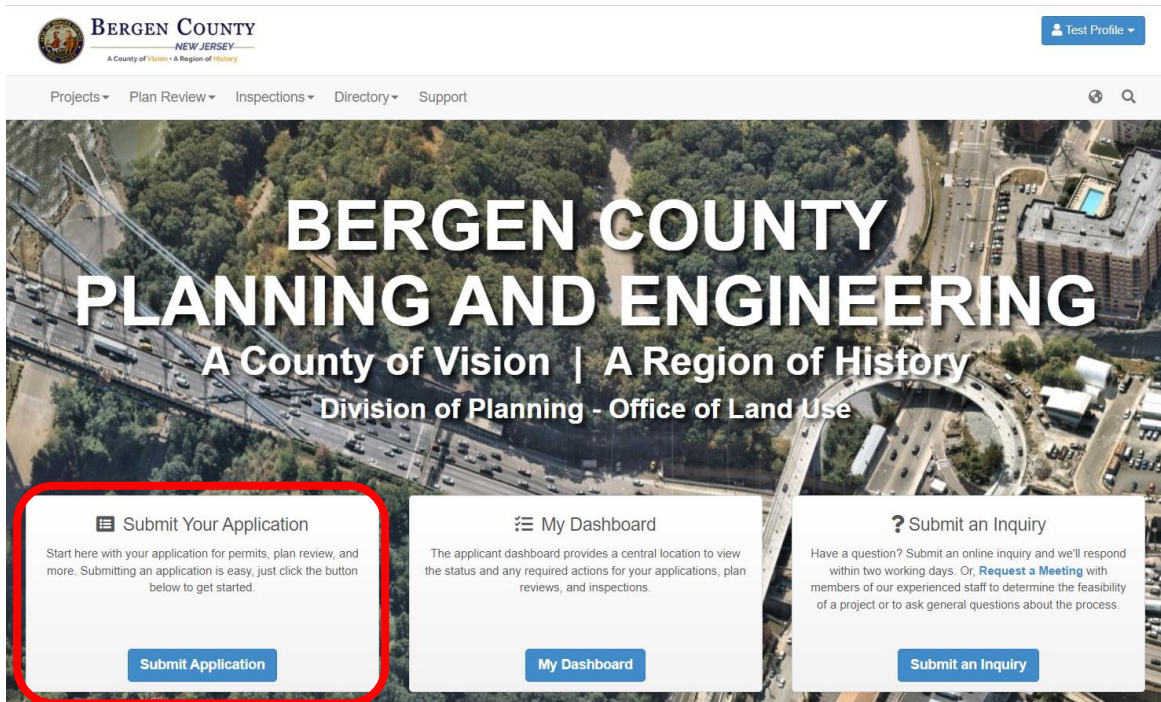
Click on the link in the mail and enter in your email address and the password you created in [Step 2](#).

NOTE: You will have 5 attempts to enter in the correct email address and password before the system locks you out and are asked to change the password.

Congratulations! You have successfully registered for the Bergen County Electronic Application Portal (IDTPlans/GeoCivix). Continue below for a step by step guide to submitting an initial application and also revisions.

Submitting a NEW Application

After you have signed in, select *Submit Application* on the homepage.



Step 1: Choosing Application Type and Unique Name

Select the type of application and then give a unique name for the project.

Fields to be completed:

Application Type – This field is used to select the type of application.

Project Name – Create a short unique title for your application using keywords in the plan such as project name, description, or type of application.

Click *Save and Continue*.

Project Overview

Application Type Help me choose

- Select
- Cell Tower
- Residential Driveway Permit
- Site Plan
- Subdivision

Project Overview

Application Type Help me choose

Project Name

Save and Continue Help

Step 2: Contact Information

On this screen, the applicant must fill out the contact information for all fields that are necessary. Fields in **bold** are required. If no contact is needed, select *To Be Determined – N/A*.

Project Contacts

② Contact Information: Applicant Select [dropdown] [plus icon] [gear icon]

② Contact Information: Property Owner Select [dropdown] [plus icon] [gear icon]

② Contact information: Attorney Select [dropdown] [plus icon] [gear icon]

② Contact Information: Plan Preparer Select [dropdown] [plus icon] [gear icon]

② Contact Information: Contract Purchaser Select [dropdown] [plus icon] [gear icon]

Save and Continue Help

Fields to be completed for Applicant, Property Owner, Attorney, Plan Preparer, and Contract Purchaser:

First Name
Last Name
Address
City
Zip
Phone
Email

NOTE: Once the information has been typed into one contact it becomes an option in your profile's address book.

Add a new contact

② Company Name [input field]

② First Name [input field]

② Last Name [input field]

② Address [input field]

② Unit/Suite [input field]

② City [input field]

② State [dropdown menu]

② Zip [input field]

② Phone [input field]

② Cell [input field]

② Fax [input field]

② Email [input field]

Cancel Submit

Click *Save and Continue*.

Step 3: Project Location

(All fields in **Bold** are required)

1. Select the Municipality which the project is located in from the drop down list.

Project Location

How to Enter your Parcel ID Number (PIN)
Please enter your PIN as shown in the following example:
Municipality number is next to the municipality selected below.

To search for a PIN or County Road/Drainage Affected please click [here](#) to access the Bergen County parcel viewer.

Municipality Number ↓ Block ↓ Lot ↓
0246_4104_12
↑ Underscore ↑

Ⓜ Municipality

Ⓜ Project Location [Bulk add locations](#)

Does this project include areas in more than one municipality?

Nearest Intersecting Street

County Road / Drainage Facility Affected

2. Click + *Add Project Location*:

There are two ways to input the project location. One uses the parcel ID number and the other uses the property address.

- a. You can type in the Parcel ID Number (if known);
 - i. This is the Municipal ID Number (the number is located next to the municipality name that was selected in **Number 1** above [it will be 02###]) followed by an underscore, then the block number followed by another underscore and then the lot number.
 - To look this up, please click on the link circled below. This will bring you to the Bergen County GIS website which will allow you to search by address to collect the data you are looking for.

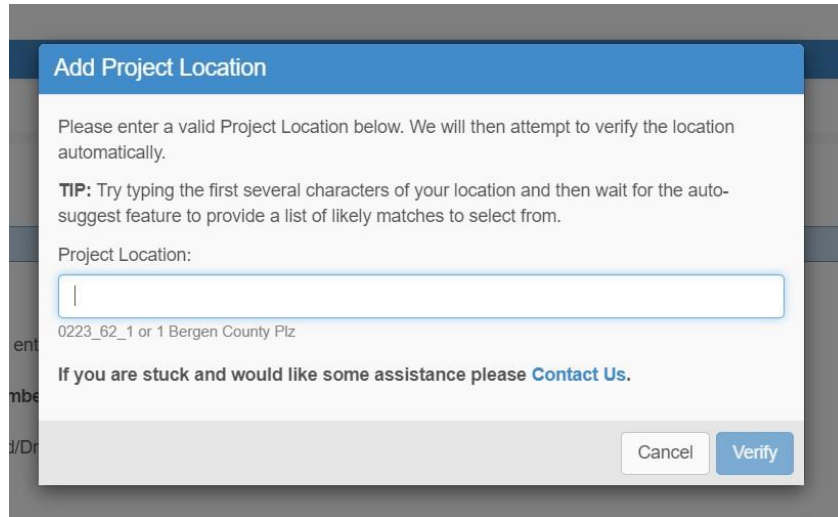
Project Location

How to Enter your Parcel ID Number (PIN)
Please enter your PIN as shown in the following example:
Municipality number is next to the municipality selected below.

To search for a PIN or County Road/Drainage Affected please click [here](#) to access the Bergen County parcel viewer.

Municipality Number ↓ Block ↓ Lot ↓
0246_4104_12
↑ Underscore ↑

- b. Type in the location address. When typing, the field should start searching and if it finds the address, a drop down list will appear. Select the proper address. If the address does not work, please input the parcel ID number.



- c. If there are multiple lots involved, repeat the above steps for each lot involved.

NOTE: Once the address(es) or Parcel ID Number(s) have been entered, the system will verify that the location exists in the GIS Tax Parcel system. It may not verify the address. That is OK. The system will still work. Please let us know if an issue arises with the address(es) entered.

- 3. Select whether the project is in more than one municipality and add the name.

How to Enter your Parcel ID Number (PIN)
 Please enter your PIN as shown in the following example:

	Municipality	Block	Lot
	Number		
	0246	4104	12
		↑	↑
		Underscore	Underscore

Municipality number is next to the municipality selected below.

To search for a PIN or County Road/Drainage Affected please click [here](#) to access the Bergen County parcel viewer.

Does this project include areas in more than one municipality?

NOTE: If the project property is involves multiple municipalities, these lots will also need to be added in the above step. See image below:

How to Enter your Parcel ID Number (PIN)
Please enter your PIN as shown in the following example:
Municipality number is next to the municipality selected below.
To search for a PIN or County Road/Drainage Affected please click [here](#) to access the Bergen County parcel viewer.

Municipality Number: 0246, Block: 4104, Lot: 12
Underscore

Municipality: 0230 Little Ferry

Project Location:

- parcel 319 E US-46, Little Ferry (0230_14_1) (Verified)
- parcel E US-46, South Hackensack (0259_1.05_3.01) (Verified)

+ Add Project Location

Does this project include areas in more than one municipality? Yes

Please enter the names of any additional municipalities: South Hackensack

Nearest Intersecting Street

County Road / Drainage Facility Affected

Save and Continue Help

4. Enter the county road name. This is required to move to the next screen.

5. Click *Save and Continue*.

Step 4: Project Description

Enter a brief (1-2 sentences) description of the project. (All fields in **Bold** are required)

Project Description

Project Description

B / [Bulleted List] [Numbered List] [Table]

Save and Continue Help

Click *Save and Continue*.

Step 5A: Site Plan Information

(All fields in **Bold** are required)

Site Plan Information	
Existing Use	Select
Proposed Use	Select
? Total Plot Area	<input type="text"/> acres

Parking Information	
? Existing Parking Spaces (enter 0 if none)	<input type="text"/>
? Parking Spaces To Be Removed (enter 0 if none)	<input type="text"/>
? Parking Spaces To Be Added (enter 0 if none)	<input type="text"/>
Parking Spaces (Total)	0

Total Building Area	
? Existing Building Area (enter 0 if none)	<input type="text"/> square feet
? Building Area To Be Removed (enter 0 if none)	<input type="text"/> square feet
? Proposed Additional Building Area (enter 0 if none)	<input type="text"/> square feet
? Building Area (Total)	0 square feet

Impervious Area	
? Existing Impervious Area (enter 0 if none)	<input type="text"/> square feet
? Impervious Area To Be Removed (enter 0 if none)	<input type="text"/> square feet
? Proposed Additional Impervious Area (enter 0 if none)	<input type="text"/> square feet
Impervious Area (Total)	0 square feet

[Save and Continue](#) [Help](#)

- Fill out all fields.
 - All measurements are in acres and square feet.
 - If the project is mixed use, and involves a residential component, please include the number of units in the field that appears.
- Once filled out click *Save and Continue*.

Step 5B: Subdivision Information

(All fields in **Bold** are required)

Subdivision Information	
Existing Use	Residential <input type="text"/>
Proposed Use	Residential <input type="text"/>
Total Plot Area	<input type="text"/> acres
Number of Units and/or Lots	
Number of Dwelling Units	<input type="text"/>
Number of Proposed Lots	<input type="text"/>
Impervious Area	
Existing Impervious Area (enter 0 if none)	<input type="text"/> square feet
Impervious Area To Be Removed (enter 0 if none)	<input type="text"/> square feet
Proposed Additional Impervious Area (enter 0 if none)	<input type="text"/> square feet
Impervious Area (Total)	0 square feet
<input type="button" value="Save and Continue"/> <input type="button" value="Help"/>	

- Fill out all fields.
 - All measurements are in acres and square feet.
 - If residential with multiple units, please make sure to add the number of units to the field that appears.
- Once filled out click *Save and Continue*.

Step 5C: Cell Tower Information

(All fields in **Bold** are required)

Select the **Application Type**:

- New Tower: A new tower is to be built.
- Existing Tower: Tower exists and will be modified.

Cell Tower Information

② Application Type

② Number of Arrays

- Fill out field for **Number of Arrays**.
- Once filled out click *Save and Continue*.
- You can now skip to [Step 7](#) below.

Step 5D: Residential Driveway Permit Information
(All fields in **Bold** are required)

Fill out all the pages. Once done click submit.

Step 6: Municipal/Agency Review Information

(All fields in **Bold** are required)

Municipal / Agency Review Information

- Is the project under review by any of the following agencies?
- No additional Agency Reviews Filed at this time
 - Municipal Planning Board
 - Municipal Board of Adjustments
 - Municipal Construction Official
 - New Jersey Sports and Exposition Authority
 - Highlands Commission
 - Soil Conservation District

[Save and Continue](#) [Help](#)

- Select all that apply and fill out required information.

Municipal / Agency Review Information

- Is the project under review by any of the following agencies?
- No additional Agency Reviews Filed at this time
 - Municipal Planning Board
 - Municipal Board of Adjustments
 - Municipal Construction Official
 - New Jersey Sports and Exposition Authority
 - Highlands Commission
 - Soil Conservation District

Please enter the date filed and current status for each additional agency in the fields below:

Filing Date for Planning Board

Current Status

Filing Date for Construction Official

Current Status

[Save and Continue](#) [Help](#)

- Select the first box if not applicable.
- Once filled out click *Save and Continue*.

Step 7: Site Plan/Subdivision Submittal Checklist

Site Plan / Subdivision Submittal Checklist		Print Checklist
The following items shall be submitted to the Bergen County Department of Planning & Engineering before an Application can be accepted for filing. Reference the County of Bergen Land Development Standards for Sustainable Development for detailed requirements.		
Please use the checklist provided below to indicate all items that you will be providing to the County of Bergen as part of your complete submittal package.		
<input type="checkbox"/>	1. Checklist - Development Review (Appendix C)	Add a comment
<input type="checkbox"/>	2. Checklist - Low Impact Development (Appendix H)	Add a comment
<input type="checkbox"/>	3. Digital Submission of Drawings and Application Documents	Add a comment
<input type="checkbox"/>	4. Stormwater Management Report	Add a comment
<input type="checkbox"/>	5. Urban Stormwater Mitigation Plan	Add a comment
<input type="checkbox"/>	6. Traffic Impact Report (Required if specified by the governing Ordinances or Resolution)	Add a comment

Save and Continue Help

- Select all that apply to this application
 - Checklists – Development Review and Low Impact Development **(REQUIRED)**
 - Digital Submission of Drawings and Application Documents **(REQUIRED)**
 - Stormwater Management Report (Select this box if submitting)
 - Urban Stormwater Mitigation Plan (Select this box if submitting)
 - Traffic Impact Report (Select this box if submitting)
- Click *Save and Continue*.

NOTE: If you do not submit the required elements (check lists, drawings, reports) your application will be declined. We will accept the application once all are submitted.

Step 8: Confirm Your Application

On this page you will have the option to review the entire application as you have filled out. If you need to make a correction, click the edit button on the bottom of the page. This will take you back to the beginning of the application but you can work through the different steps to make the changes that are necessary.

- I hereby submit the electronic application form and a digital copy of the signed and sealed drawing(s). I hereby grant permission to the County of Bergen to enter onto the subject property for site investigation purposes. I understand that the life of this application is one (1) calendar year from the date it is accepted by this office for filing. I acknowledge that if this application is deemed incomplete due to errors, omissions, missing information, or missing reports then the application may be rejected within two (2) weeks of notification from this department. You will be notified of your correct filing fee.

I certify that the forgoing statements and materials submitted are true and correct. I further certify that I am the individual applicant or applicant's agent and that I am authorized to sign the application.



Before you click *Confirm*, make sure to check of the box above the button:

Click *Confirm*.

Step 9: Document Uploads

This is where you will upload all the documentation for this application. At this point you can invite a consultant to upload the files that are needed for this project.

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

Books Townhomes - Application Submittal 001

No files have been uploaded.

Upload files Delete selected Save and continue later **Invite consultant to upload** Help

Save and Continue

Click *Upload Files*

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

Books Townhomes - Application Submittal 001

No files have been uploaded.

Upload files Delete selected Save and continue later Invite consultant to upload Help

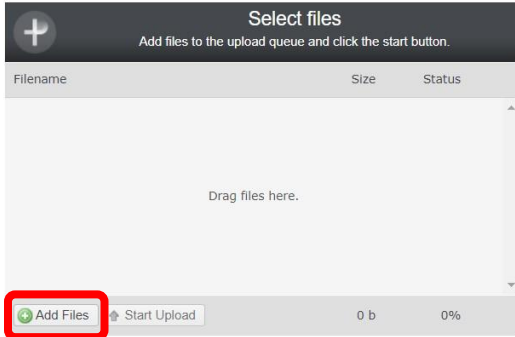
Save and Continue

Click *Add Files*.

Document Upload

This page will allow you to upload your project documents. Use the "Add Files" button to browse your network for the files to upload and then click the "Start Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).



NOTE: Submittal uploads must meet all requirements for Bergen County Digital Submission of Drawings and Application Documents (Appendix F)

Submittal Guidelines

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

Standardized Drawing File Naming Convention Example

001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

Your drawing files should match the index of drawings typically found on the cover sheet.

[Back](#) [Help](#)

Files to be uploaded:

Select the files you would like to upload. You can select multiple files to upload.

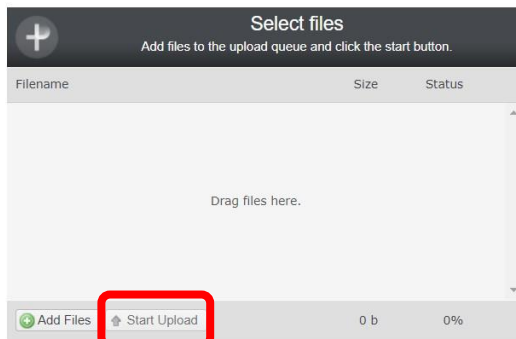
Note: All file submissions need to be in PDF format.

Click *Start Upload*.

Document Upload

This page will allow you to upload your project documents. Use the "Add Files" button to browse your network for the files to upload and then click the "Start Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).



NOTE: Submittal uploads must meet all requirements for Bergen County Digital Submission of Drawings and Application Documents (Appendix F)

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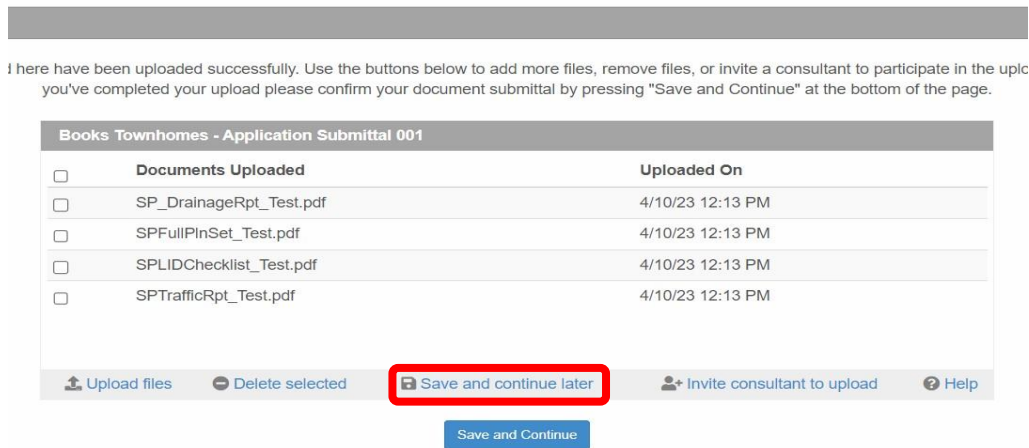
001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

Your drawing files should match the index of drawings typically found on the cover sheet.

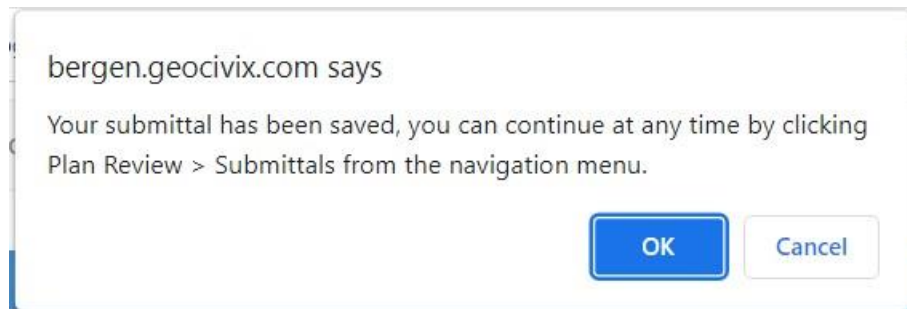
[Back](#) [Help](#)

NOTE: Larger files may take time to upload, depending on your internet speeds. Once you select start upload for the first batch of files it will take you back to the main Document Upload screen. Just start the process again.

- You can also click *Save and Continue Later* to move to the next stage without uploading files. Just know that your application will not be reviewed until all files have been received.



- a. If you click *Save and Continue Later*, the following message will appear.

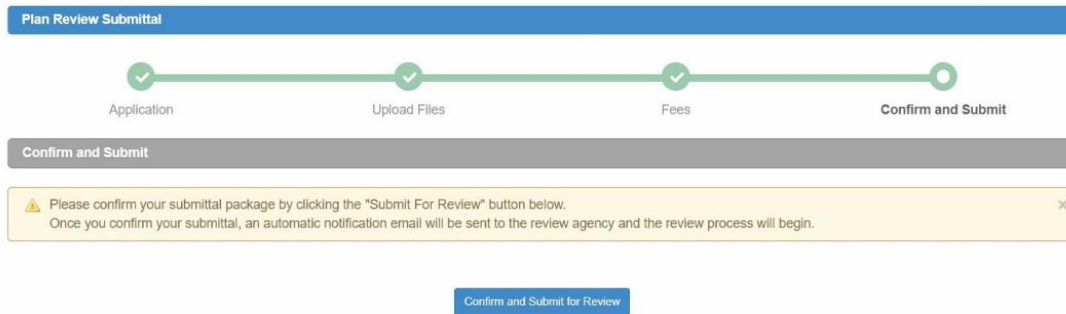


- b. This will close the application but it will **NOT** submit it. To continue your application, see instructions under [Accessing Your Application](#) below.

Finishing the Upload:

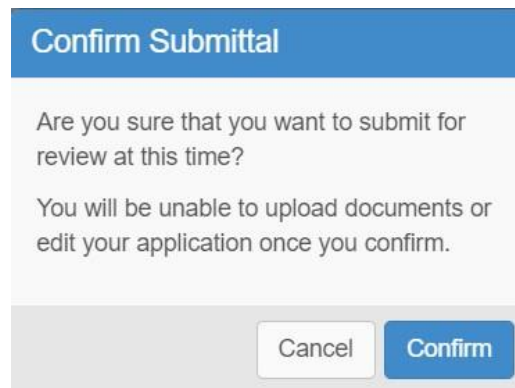
Once all files that are being submitted are finished uploading, click *Save and Continue*.

Step 10: Confirm and Submit



To officially submit the application to the County of Bergen, select *Confirm and Submit for Review*.

You will be asked to confirm once again with the following message:



Click *Confirm* to officially submit this application to the County of Bergen Department of Planning and Engineering. An email confirming your submission will be sent.

To access your application at any time, follow the directions below under the heading [Accessing Your Application](#).

After Application Submittal

Email Confirmation of Application

Once you submit your application, an email will be sent to the email address provided for the applicant.

The Applicant should receive the following email:



COUNTY OF BERGEN
DEPARTMENT OF PLANNING AND ENGINEERING
One Bergen County Plaza, 4th Floor
Hackensack, NJ 07601-7076
201-336-6446

Project: Test_StripMall
Application Type: Site Plan
Workflow: Administrative Review - Site Plan

<https://bergen.geocivix.com/secure/project/?projectid=1021114>

The Bergen County Department of Planning and Engineering, has received your application submittal. You will be notified of the application status and required filing fee.

You can check the status of your submittal at any time by logging into the website and clicking [Plan Review > Submittals](#) in the navigation menu.



County of Bergen
Department of Planning and Engineering

We welcome your comments. Please send them to ETimsak@co.bergen.nj.us.

The link that the arrow is pointing to is how you will access this application.

Once you click on the link, if you have any questions, see the below section titled [Accessing Your Application](#) for instructions.

Email of Application Submittal Acceptance

After the assigned planner has reviewed the initial submission, they will determine whether this application needs to be seen by the Department, if it is exempt or if an initial fee is needed to begin the application review process.

The applicant will receive the following email with the amount due.



COUNTY OF BERGEN
DEPARTMENT OF PLANNING AND ENGINEERING
One [Bergen County Plaza](#), 4th Floor
Hackensack, NJ 07601-7076
201-336-6446

Application Type: Site Plan
Project: Test_ParkingLots
Application No.: SP10003

Submittal Package Accepted - Fee Due - Test_ParkingLots

Your submittal package has been received. You are required to submit the following filing fee:

Fee Due: \$ 1500.00

Once the initial filing fee has been received, the review cycle will begin.

You can pay this fee either online with a link on the project homepage or by sending a check to the address below:

County of Bergen
Dept. Planning and Engineering, 4th Floor
One [Bergen County Plaza](#)
Hackensack, NJ 07601-7076

Please include the application number (see SP# above) in the memo line.

You can check the status of your project and manage resubmittals by logging into the website and clicking [Plan Review](#) > [Submittals](#) in the navigation menu.

The applicant has two (2) options to pay. Payments can be made online through Municipipay or a check can be mailed to the Department.

See below for instructions for submitting fees. This will also be used for any other fee that the application may incur.

Submitting Fees

After your application has been reviewed by the assigned planner, you will receive an email asking you to pay the initial fee for your application. Once this fee has been paid, the assigned planner will be alerted and the review process will begin.

On the application page, a button will appear that says “*Pay Fees Now*”

The screenshot shows a web application interface for project management. At the top right, there is a 'Project Actions' dropdown menu. The main content area is divided into several sections:

- Type:** [Redacted]
- Workflow:** Administrative Review [Redacted]
- Jurisdiction:** Bergen County, NJ
- Project Number:** 997055
- Posted:** 4/12/23 10:23 AM
- Applicant:** Test Profile [Email icon]

Below these details is a map of the Pearl River area in Bergen County, NJ, showing the Pearl River, Dobbs Ferry, and Yonkers. A red dot on the map indicates the project location. Below the map is a blue banner with the text: "This project is currently under review." Below the banner is a blue button with the text "Pay Fees Now", which is highlighted with a red rectangular border.

There are two (2) options, pay online or pay offline.

Paying Offline

- Follow the instructions on the screen.

? Pay Options Pay Offline ▾

Fee	Qty	Price	Subtotal
(854) Initial Filing Fee: Site Plan	1.00	\$1,500.00	\$1,500.00
			Total: \$1,500.00

Offline Payment Instructions

Payments may be made by credit card or e-check using the online plan review portal.

If the applicant wishes to pay via check, please note the following requirements:

Checks should be made out to **County of Bergen** and include the **Application Number** in the memo line.

Checks should be delivered to the following address:

County of Bergen
Dept. Planning and Engineering, 4th Floor
One Bergen County Plaza
Hackensack, NJ 07601-7076

Each fee will require its own check.

- Send check(s) to:

County of Bergen
Attn: Lori Haggerty, Recording Secretary
Dept. Planning and Engineering, 4th Floor
One Bergen County Plaza
Hackensack, NJ 07601-7076

BE ADVISED: It will take longer to accept your application and begin the review if you choose this method.

Paying Online

- Select pay online
 - All calculations will be done automatically.
- Select payment type (Credit/Debit Card or eCheck)
 - Once option is selected, click *Submit*.

? Pay Options Pay Online ▾

Fee	Qty	Price	Subtotal
(854) Initial Filing Fee: Site Plan	1.00	\$1,500.00	\$1,500.00
			Total: \$1,500.00

Online Payment Form

? Payment Method Select ▾

- Select
- Credit Card ←
- eCheck

NOTE: This will open a new screen with our payment hosting site **MuniciPay**.

Paying with credit/debit card

- Enter your information in the boxes


Cart Summary

Please review your cart summary and note the non-refundable service fee that will be added to your transaction.

Payment Item	Reference Number	Amount
Planning & Engineering	987258	\$1,500.00
MunicipiPAY* Service Fee - County of Bergen, NJ (non-refundable)		\$39.75
Total:		\$1,539.75

Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. (required)

Key Enter Card Pay with E-Check



First Name* Last Name* Email Address*

Street Address*

City* State* Postal Code* Phone Number*

Card Number* Exp. Month* Exp. Year* Card Sec. Code*

- Once filled out and the agreement box has been checked off, click *Submit*.
 - **ONLY CLICK SUBMIT ONCE!**
- This will close the window and email a receipt to the email address provided.

BE ADVISED: There is a 2.65% fee added to the total transaction (or a \$1.50 minimum) for all credit/debit card payments.

Paying by e-check

- Once the MuniPay window opens, select the tab that says *Pay with E-Check*.

The screenshot shows the 'Cart Summary' page. At the top, it says 'Please review your cart summary and note the non-refundable service fee that will be added to your transaction.' Below this is a table with three columns: 'Payment Item', 'Reference Number', and 'Amount'. The table lists 'Planning & Engineering' with a reference number of 987258 and an amount of \$1,500.00, and 'MuniPAY* Service Fee - County of Bergen, NJ (non-refundable)' with an amount of \$39.75. The total amount is \$1,539.75. Below the table is a checkbox for 'Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. (required)'. Below this are two tabs: 'Key Enter Card' and 'Pay with E-Check'. The 'Pay with E-Check' tab is highlighted with a red box. Below the tabs are various input fields for personal and card information, including First Name, Last Name, Email Address, Street Address, City, State, Postal Code, Phone Number, Card Number, Exp. Month, Exp. Year, and Card Sec. Code. At the bottom right are 'Cancel' and 'Submit' buttons.

- Fill out the form – this can either be a checking or savings account.

The screenshot shows the 'Cart Summary' page. At the top, it says 'Please review your cart summary and note the non-refundable service fee that will be added to your transaction.' Below this is a table with three columns: 'Payment Item', 'Reference Number', and 'Amount'. The table lists 'Planning & Engineering' with a reference number of 994898 and an amount of \$1,500.00, and 'MuniPAY* Service Fee - County of Bergen, NJ (non-refundable)' with an amount of \$1.50. The total amount is \$1,501.50. Below the table is a checkbox for 'Customer agrees to pay the above total amount via a withdrawal from their checking or savings account. Customer understands a non-refundable convenience fee will be charged to allow a payment via their bank account. By authorizing this transaction, customer agrees that merchant may convert this transaction into an Electronic Funds Transfer (EFT) transaction or paper draft, and to debit this account for the amount of the transaction. Additionally, in the event this draft or EFT is returned unpaid, a service fee, as allowable by law, will be charged to this account via EFT or draft. (required)'. Below this are two tabs: 'Key Enter Card' and 'Pay with E-Check'. The 'Pay with E-Check' tab is highlighted. Below the tabs are various input fields for personal and account information, including First Name, Last Name, Email Address, Account Type (Checking or Savings), Routing Number, Confirm Routing Number, Account Number, and Confirm Account Number.

- Once filled out and the agreement box has been checked off, click *Submit*.
 - **ONLY CLICK SUBMIT ONCE!**
- This will close the window and email a receipt to the email address provided.

BE ADVISED: A flat fee of \$1.50 will be charged for using an E-Check.

Accessing your Application

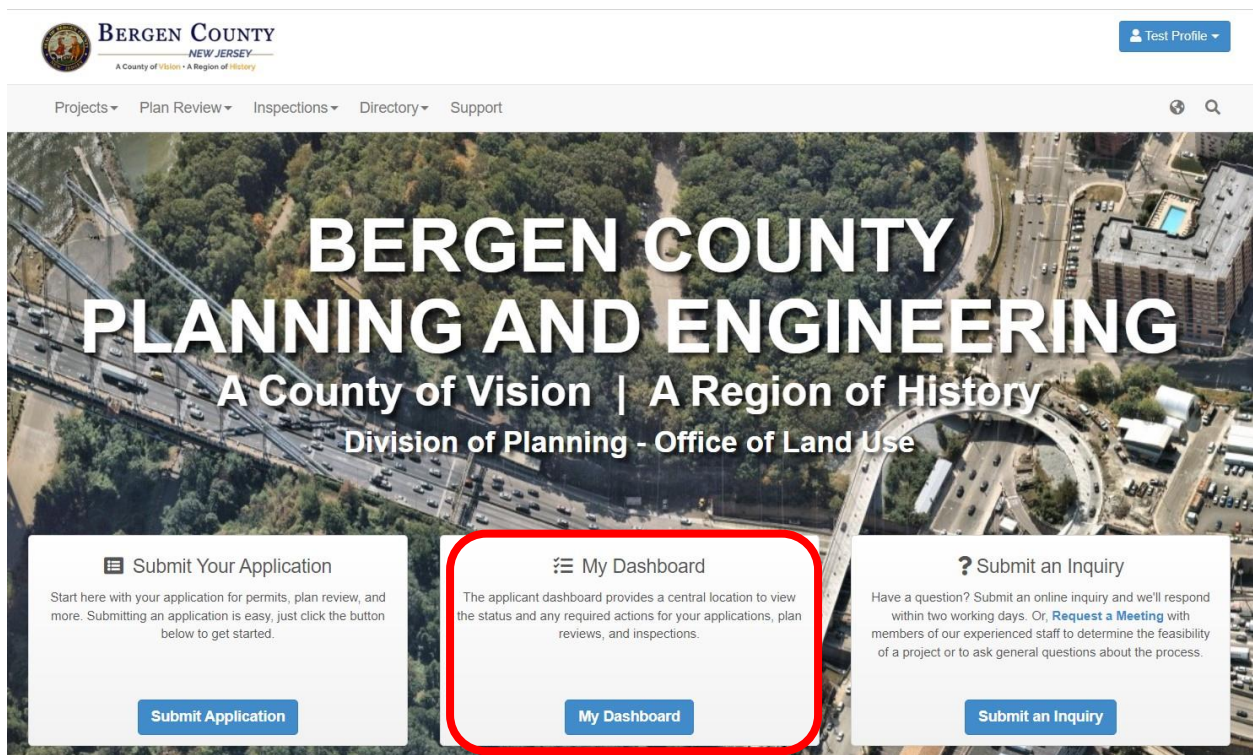
Whether you clicked *Save and Continue Later* in the upload screen, closed out the application as you were completing it, or submitted the application to the County and now need to access it you can find your application using the following methods:

From the Homepage

On the homepage (<https://bergen.geocivix.com/secure/>)

Option 1: My Dashboard

Click the *My Dashboard* button in the middle box.

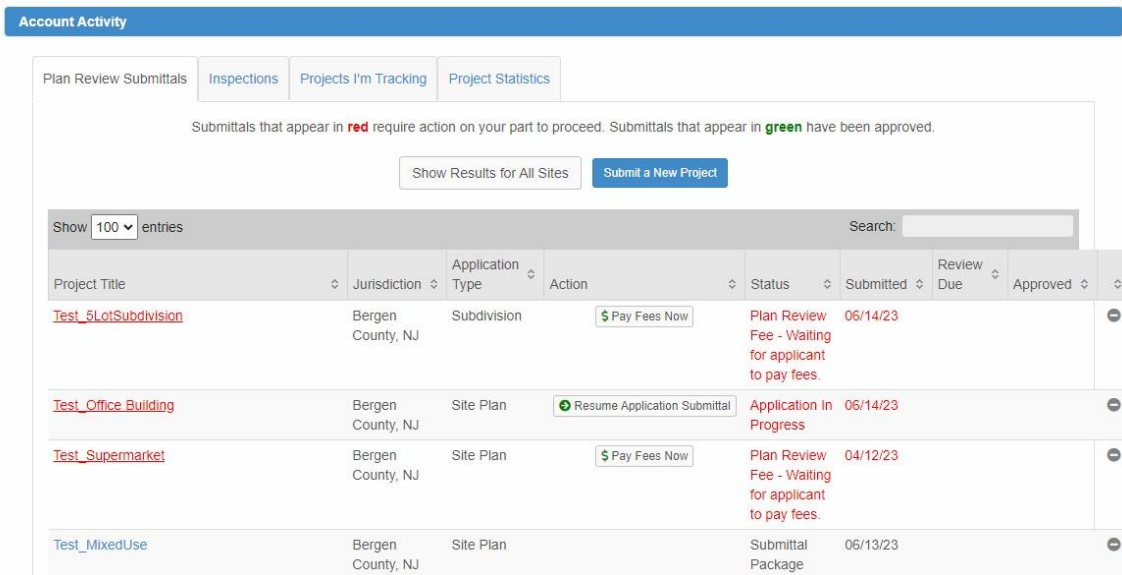


Option 2: My Submittals

On the homepage, click *Plan Review* along the top of the page just under the Bergen County heading. This will bring up a drop down menu with a menu option for *My Submittals*.



Both options will take you to a screen called *Account Activity* which will show you all the applications which your account has submitted, what actions are needed by the applicant/user, what the status is for the application and more.



Project Title	Jurisdiction	Application Type	Action	Status	Submitted	Review Due	Approved
Test_SlotSubdivision	Bergen County, NJ	Subdivision	\$ Pay Fees Now	Plan Review Fee - Waiting for applicant to pay fees.	06/14/23		
Test_Office Building	Bergen County, NJ	Site Plan	Resume Application Submittal	Application In Progress	06/14/23		
Test_Supermarket	Bergen County, NJ	Site Plan	\$ Pay Fees Now	Plan Review Fee - Waiting for applicant to pay fees.	04/12/23		
Test_MixedUse	Bergen County, NJ	Site Plan		Submittal Package	06/13/23		

The user can now click on any application to go to the specific application homepage.

Application Project Homepage

The project application homepage is where all information and documentation for the application is stored. It is here that you can see if anything is required of you, the applicant/engineer/lawyer/user, and all files that have been upload by either you or the Area Planner assigned to this application.

Below you will find brief description of key areas of this page.

The screenshot shows the Bergen County Project Application Homepage for a project named 'Test_ParkingLots'. The page is divided into several sections:

- Header:** Bergen County logo and navigation menu (Projects, Plan Review, Inspections, Directory, Support).
- Left Sidebar:** Project navigation menu (Documents: 4, Issues: 0, Inspections: 0, Submittal Data, Activity Log).
- Main Content Area:**
 - Project Details:** Type: Site Plan; Project Number: 1045192; Posted: 6/13/23 8:31 AM; Applicant: Test Profile; Admin: [Redacted].
 - Description:** Expansion of existing building and creation of 2 parking lots.
 - Application No.:** SP10003
 - Status:** Submittal Package Accepted - Project is Currently Under Review
 - Stage:** Intake Review
 - Map:** A map showing the project location in Ringwood, NJ, with highlighted parcel boundaries and addresses. Two addresses are highlighted in yellow: [Redacted] Mahwah and [Redacted] Mahwah.
 - Notification:** A blue banner states 'This project is currently under review.'
 - Documents Table:**

	Redlines	Created	Dimensions	Size	Pages	Version
<input type="checkbox"/> Application Submittal 001		6/13/23	2 Files	99.20 MB	38 Total	
<input type="checkbox"/> Application.pdf		6/13/23	8.5x11	0.20 MB	2	[ver:1]
<input type="checkbox"/> Site Plan Subdivision Submittal Checklist.pdf		6/13/23	8.5x11	0.03 MB	1	[ver:2]
 - Footer:** Download, Order, and Help buttons.

- **Admin:** This is the area planner assigned to this application
- **Application Number:** This is the Bergen County identification number assigned to the project. Please use this number in **ALL** correspondences.
- **Status:** This is the status of your application. On this image it is stating that the project is under review (by the area planner).
- **Highlighted Lines Under the Map:** This shows the addresses and parcel ID numbers verified (or unverified) that were identified for this project during the initial application submission.
- **Documents:** Here you will find documents submitted by you (the applicant/engineer/lawyer, etc.) which will be placed into an assigned folder.
 - **Applicant Submittal 001:** This is the initial submission package of plan sets.

- **Applicant Submittal 00#:** These are revisions submittals uploaded in response to the Bergen County Area Planner's comments.
- Documents not in folder are what was created by the area planner. This will include any comment letters, joint reports, etc. These files will also have been emailed out to all parties.

Submitting Revised Plans

Email Alert for Application

After the area planner has reviewed the submitted plans, they will send out a recommendation/comment letter. The applicant and all parties involved will receive an email alerting them that revisions are required. Attached to the email will be the recommendation/comment letter (circled in red below).

Application Type: Site Plan
Project: Test_SitePlanForUserGuide

Application No.: SP20000

A review of your project indicates that revisions are required. Please find attached a letter reflecting our review.

You may begin the resubmittal process by clicking the link below:

<https://bergen.geocivix.com/secure/project/permits/?projectId=1126252&step=resubmit>

Please feel free to call or email your project administrator with questions.

00

County of Bergen
Department of Planning and Engineering

We welcome your comments. Please send them to ETimsak@co.bergen.nj.us

One attachment • Scanned by Gmail



Click on the link in the email to open the application project homepage, or see below.

Follow the steps below for submitting revised plans:

1. Follow the instructions for logging on and going to the project homepage above (see section [Accessing Your Application](#) and follow the steps to navigate to [Application Project Homepage](#))
2. There will be a button that says ***Resume Application Submittal***.

Submitting the Revised Plans

Once on the application project's homepage you will see a button that says ***Resume Application Submittal***.

When you click this button the first page that will open is the application in its entirety.

Please review your application below for accuracy and use the edit button to make corrections if necessary.



COUNTY OF BERGEN
DEPARTMENT OF PLANNING AND ENGINEERING
One Bergen County Plaza · 4th Floor · Hackensack, N.J. 07601-7076
Tel. (201) 336-6446 · Fax (201) 336-6449

James J. Tedesco, III
County Executive

Joseph A. Femia
Director/County
Engineer

Project Overview #1126252

Project Title: Test_SitePlanForUserGuide	Jurisdiction: Bergen County, NJ
Application Type: Site Plan	State: NJ
Workflow: Administrative Review - Site Plan	County: Bergen

Project Contacts

Contact Information: Applicant Test Profile 1	Contact Information: Property Owner Test Profile 2
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If changes need to be made (ie. Parking spaces changed, building area changed, etc.) scroll to the bottom the click *edit*. If no changes are necessary, check off the box and click *confirm*.

Filing Date for Construction Official:	Current Status:
Filing Date for NJ Sports and Exposition Authority:	Current Status:
Filing Date for Highlands Commission:	Current Status:
Filing Date for Soil Conservation District:	Current Status:

I hereby submit the electronic application form and a digital copy of the signed and sealed drawing(s). I hereby grant permission to the County of Bergen to enter onto the subject property for site investigation purposes. I understand that the life of this application is one (1) calendar year from the date it is accepted by this office for filing. I acknowledge that if this application is deemed incomplete due to errors, omissions, missing information, or missing reports then the application may be rejected within two (2) weeks of notification from this department. You will be notified of your correct filing fee.

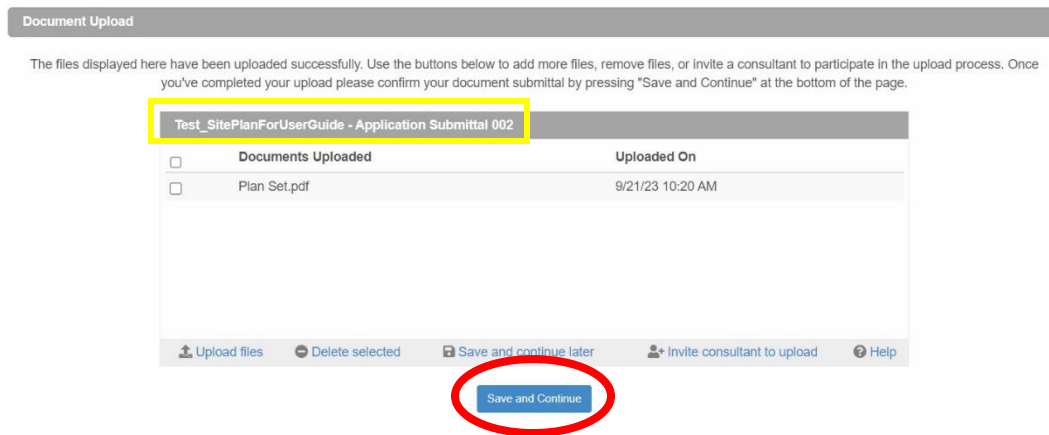
I certify that the forgoing statements and materials submitted are true and correct. I further certify that I am the individual applicant or applicant's agent and that I am authorized to sign the application.

Confirm Edit

Uploading Revised Plans

Once you click confirm (or once you finish editing the application) you will be able to upload the revised plans.

For instructions for uploading please see the section titled [Step 9: Document Uploads](#).



Note: Notice that on top of the upload box [yellow square] it specifies that this is Application Submittal 002 (or 003, 004, etc.) All files uploaded in this batch will be placed in a folder called Application Submittal 00#.

Once documents have been uploaded click *Save and Continue* to move to the next screen.

Click *Save and Continue* on the next screen since no fees are due at this time.

Click *Confirm and Submit for Review*.

An email will be automatically sent to the applicant alerting them that the application has been received by the County.

You have officially submitted revisions to the Bergen County Department of Planning and Engineering.

Viewing Revised Plans

When you return to the application project homepage, you should see the following in the center of the page:

This project is currently under review.

Documents

Toggle All Redlines Created Dimensions Size Pages Version

<input type="checkbox"/> Application Submittal 001		9/21/23	1 File	25.52 MB	5 Total	
<input type="checkbox"/> Application Submittal 002		9/21/23	1 File	25.52 MB	5 Total	
<input type="checkbox"/> Application.pdf		9/21/23	8.5x11	0.20 MB	2	[ver.3]
<input type="checkbox"/> Comment Letter 1.pdf		9/21/23	8.5x11	0.13 MB	3	[ver.1]
<input type="checkbox"/> Site Plan Subdivision Submittal Checklist.pdf		9/21/23	8.5x11	0.03 MB	1	[ver.1]

Download Order Help

Your most recent uploads will be in the folder named **Application Submittal 002(or 00#)**.

Once the area planner has reviewed the project, another recommendation/comment letter will appear in the documents below the folders if they deem necessary.

If revisions are requested – follow the instructions from the section [Submitting the Revised Plans](#).

Joint Report and Conditional Approval

After the application has been approved by the Bergen County Planning Board, it will receive *Conditional Approval*. **THIS IS NOT FINAL APPROVAL!**

All parties will receive an email with all or some of the following attachments:

Joint Report Cover Letter

SP/SD# Joint Report

Joint Report Addendum

Monument Survey Form

Drainage Survey Form

ADA Joint Report Documents

Sight Distance Certification

On the application project's homepage, the ability to pay fees will appear. The applicant/engineer will also be able to upload the final plans to be signed.

To pay the requested fees please follow the above steps ([Paying offline](#) or [Paying Online](#))

All required documents must be submitted through the idtPlans/GeoCivix portal **BEFORE** final approval will be granted.

Inspections will also be scheduled through the portal.