



HOW TO APPLY FOR A PLAN

Citizen Self-Service (CSS) Portal

**For Plan/Plat questions, contact Collin County
Engineering at 972-548-3727 or
Engineering@collincountytexas.gov**

**For Residential, OSSF/"Septic" and Health permit
questions, contact Collin County Development Services
at 972-548-5585 or
DevelopmentServices@collincountytexas.gov**

**For Commercial permit questions, contact the Collin
County Fire Marshal's Office at 972-548-5576 or
FMAdmin@collincountytexas.gov**

**For culvert/right-of-way questions, contact Collin County
Public Works at 972-548-3700 or
PubWorks@collincountytexas.gov**



HOW TO APPLY FOR A PLAN

CITIZEN SELF-SERVICE ("CSS") PORTAL

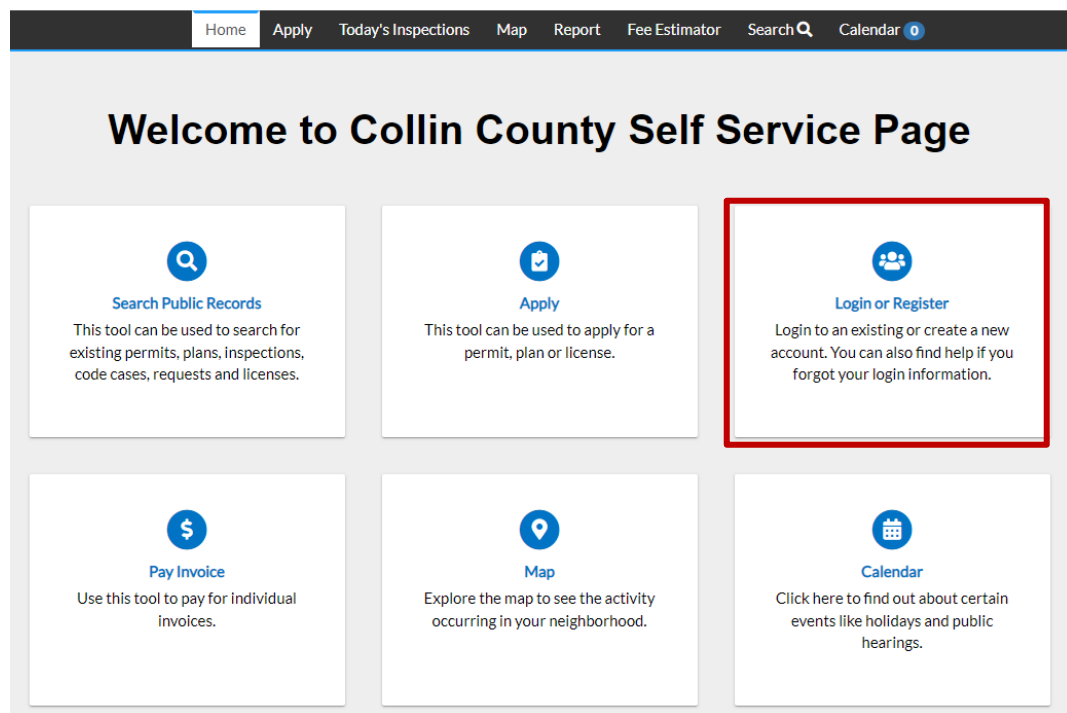
HELPFUL TIP

Starting on **NOVEMBER 1, 2023**, both **CONTRACTORS** and **CITIZENS** will need to register for an account in the CSS Portal prior to applying for a **NEW** permit or plan.

STEP 1

LOGIN TO YOUR CSS PORTAL ACCOUNT

1. Once you arrive at the home page for the CSS Portal website, click **Login or Register** to create a new CSS Portal Account.



2. Enter your account's email address in the space provided.
3. Click **Next**
4. Enter your password in the space provided.
5. Click **Verify** to complete your log-in.



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STEP 2

CHOOSE YOUR PLAN TYPE

6. You are now on the Dashboard page in your account. Click **Apply** from the menu options at the top of your screen.

Dashboard Home **Apply** My Work Today's Inspections Map Report Fee Estimator Search Calendar

My Permits

| Attention | Pending | Active | Recent | Draft |
|-----------|---------|--------|--------|-------|
| 0 | 0 | 0 | 0 | 0 |

[View My Permits](#)

My Plans

| Attention | Pending | Active | Recent | Draft |
|-----------|---------|--------|--------|-------|
| 0 | 0 | 0 | 0 | 0 |

[View My Plans](#)

My Inspections

| Requested | Scheduled | Closed |
|-----------|-----------|--------|
| 0 | 0 | 0 |

[View My Inspections](#)

My Invoices

| | | |
|----------|---|--------|
| Current | 0 | \$0.00 |
| Past Due | 0 | \$0.00 |
| Total | 0 | \$0.00 |

[View My Invoices](#)

7. You are now on the Application Assistant page. Click **Plans**.

Application Assistant

Search for application names and keywords

All Trending My History PERMITS **PLANS**

< Hide Categories

- All
- PERMITS 26
- PLANS 15
- All 15
- Development Services 3
- Engineering 2

Amending Plat

Category Name: Engineering

Description: Plat to correct minor errors associated with property descriptions, monuments, or to correct any other type of clerical error or omission of the previously approved plat as described by LGC 232 and the Collin County Subdivision Regulations.

[Apply](#)

Final Plat

Category Name: Engineering

Description: Plat of a subdivision and dedication prepared for filing for record and containing all elements and requirements set forth in LGC 232 and the Collin County Subdivision Regulations.

[Apply](#)

Floodplain Study - No Reclamation

Category Name: Engineering

Description: Submittal of a flood study where no work in flood plain is proposed

[Apply](#)



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CITIZEN SELF-SERVICE ("CSS") PORTAL

STEP 2

CHOOSE YOUR PLAN TYPE (CONTINUED)

8. You may scroll through the available plan options on the page, or filter down to your plan category using the [Show Categories](#) selection on the left.

9. Click [Apply](#) on the correct plan type for which you are applying.

Minor plat

Category Name: Engineering

Description: Plat of a subdivision and dedication prepared for filing for record involving four or fewer lots fronting a public road, with access to utilities, and which do not require drainage improvements beyond ditch improvements and culverts. The plat should contain all elements and requirements set forth in LGC 232 and the Collin County Subdivision Regulations.

[Apply](#)

STEP 3

COMPLETE YOUR PLAN APPLICATION

10. Follow the prompts to begin entering the details of your request, starting with adding your project location address by clicking [Add Location](#).

Apply for Plan - Minor plat *REQUIRED

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

LOCATIONS

Location

[Add Location](#)

[+ REQUIRED](#)

[Create Template](#) [Save Draft](#) [Next](#)

11. This will display the GIS interactive map with Collin County outlined in red.



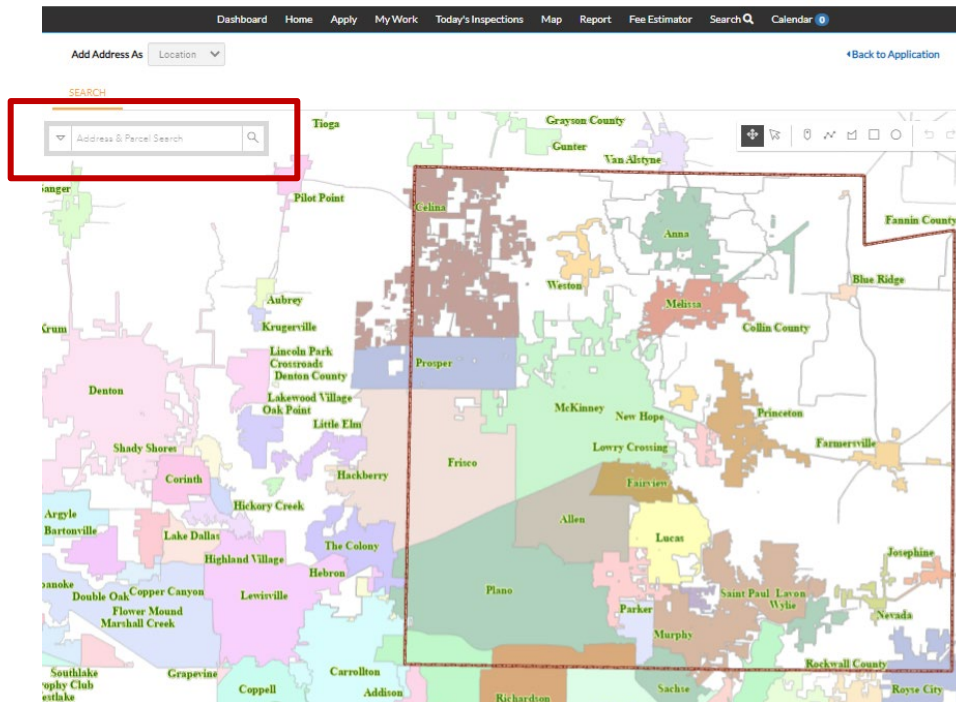
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CITIZEN SELF-SERVICE ("CSS") PORTAL

STEP 3

COMPLETE YOUR PLAN APPLICATION (CONTINUED)

12. Navigate to your parcel on the map, and click on the parcel; **or** use the Search box on the left to find your address or parcel number on the map. If you do not have an address or don't know the parcel number, zoom into your area of the map to find the correct location. You may also use CollinCAD.org to find your parcel number.

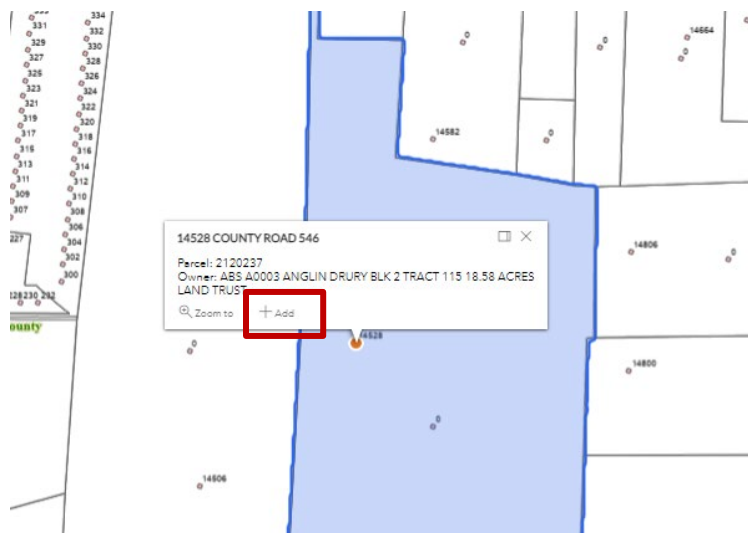


ADDITIONAL GUIDANCE:

If this is for a **new structure** on the property, please choose "TBD" for the address.

If this is for an **existing address/structure**, please choose the existing address.

13. Click **+Add** in the pop-up box showing your parcel/address.





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CITIZEN SELF-SERVICE ("CSS") PORTAL

STEP 3

COMPLETE YOUR PLAN APPLICATION (CONTINUED)

14. This selects the Location and returns the information to the Locations page.

Apply for Plan - Minor plat

*REQUIRED



LOCATIONS

Type: Location

14528 COUNTY ROAD 546,
NEVADA, TX 75173

Main Address ☒

Parcel Number
2120237

Main Parcel ☒

Remove

Location

Add Location

+

Create Template

Save Draft

Next

15. Click **Next** to advance to the Type page.

Apply for Plan - Minor plat

*REQUIRED



PLAN DETAILS

* Plan Type

Minor plat

Description

Back

Create Template

Save Draft

Next



HOW TO APPLY FOR A PLAN

CITIZEN SELF-SERVICE ("CSS") PORTAL

STEP 3

COMPLETE YOUR PLAN APPLICATION (CONTINUED)

16. Input any information requested and click **Next** to advance to the Contacts page.

17. Click on Contact cards to add the relevant information. Click **Submit** when finished with each contact's information.

NOTE: Some contacts are required. Which contacts are required differs for each plan type.

HELPFUL TIP

NOTE: At any point in your application, you may use **Save Draft** at the bottom right of your screen to save your information, which can later be found in the Dashboard menu tab as "Drafts". Otherwise, exiting the software, leaving your session to time out or clicking your browser back button will lose all information entered prior to clicking Submit at the end of your application.

HELPFUL TIP

NOTE: At any point in your application, you may use **Create Template** at the bottom left of your screen to save the information you have entered as a template for future use.


STEP 3

COMPLETE YOUR PLAN APPLICATION (CONTINUED)

18. When the Contacts are completed, click **Next** to advance to the More Info page.

CONTACTS


Applicant



Kerry Lindsey (You)

4041 Cornish


Corporation



Jane Doe

Remove

Manager



Joe Schmoe

Remove

Select Type

Add Contact

+

Back

Create Template

Save Draft

Next

19. Input any information requested. All required fields will be in red font. The information requested will differ based on the plan type.

Apply for Plan - Minor plat *REQUIRED

1

2

3

4

5

6

7

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

MORE INFO

*Subdivision Name

Subdivision Name is required.

*Number of Lots

Number of Lots is required.

*Lot Size

Lot Size is required.

*Wastewater disposal method

Wastewater disposal method is required.

*Flood Plain Present

Flood Plain Present is required.

If yes and the proposed plat is greater than 5 acres or 50 lots (whichever is less), then a base flood elevation flood study is required. A copy of the Flood Study Approval Letter needs to be submitted with this plan.

*Flood plain reclamation required

Flood plain reclamation required is required.

Top

Main Menu



HOW TO APPLY FOR A PLAN

CITIZEN SELF-SERVICE ("CSS") PORTAL

STEP 3

COMPLETE YOUR PLAN APPLICATION (CONTINUED)

20. When More Info is completed, click **Next** to advance to the Attachments page.

Apply for Plan - Minor plat *REQUIRED

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

Attachments

Copy of Deed/Contract of...

Add Attachment

+

Supported: .pdf

REQUIRED

OSSF Review Approval Letter

Add Attachment

+

Supported: .pdf

REQUIRED

Plat Documents

Add Attachment

+

Supported: .pdf

REQUIRED

Tax Certificate

Add Attachment

+

Supported: .pdf

REQUIRED

Will Serve letters

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .png, .gif, .tif, .doc, .docx, .xls, .xlsx, .text, .rtf, .doc, .rtf, .docx...

REQUIRED

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

21. Click on the Attachment cards to add the relevant attachments.

NOTE: Some attachments are required. Which attachments are required and in what format they should be submitted differs for each plan type. Supported formats for each attachment is listed on the Attachment card.

22. When all relevant documents have been attached, click **Next** to save the files and advance to the Signature page.

Apply for Plan - Minor plat *REQUIRED

Locations

Type

Contacts

More Info

Attachments

Signature

Review and Submit

SIGNATURE

I CERTIFY TO THE FOLLOWING: I am the property owner, or am authorized to act on the property owner's behalf, and all the information I have provided with this application is correct. I acknowledge that I have read and understand the information contained herein.

* Please type your name as consent to electronically sign this application.

Enable Type Signature ☐

Kerry Lindsay
October 17 2023

X Draw Signature Here

[Clear](#)

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)




HOW TO APPLY FOR A PLAN

CITIZEN SELF-SERVICE ("CSS") PORTAL

STEP 3

COMPLETE YOUR PLAN APPLICATION (CONTINUED)

23. Read the certification statement on the page, and type your name into the field provided to acknowledge your consent.

24. Click  to toggle the Enable Type Signature. Type your name into the field provided, which will then display it in the signature box.


Apply for Plan - Minor plat *REQUIRED

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


SIGNATURE

I CERTIFY TO THE FOLLOWING: I am the property owner, or am authorized to act on the property owner's behalf, and all the information I have provided with this application is correct. I acknowledge that I have read and understand the information contained herein.

* Please type your name as consent to electronically sign this application.

Enable Type Signature 

Kerry Lindsey
October, 17 2023



[Back](#) [Create Template](#) [Save Draft](#) [Next](#)


25. Click **Next** to advance to the Review and Submit page.

26. Review your application. For any corrections or additions, use the **Back** button at the bottom left of your screen to correct the content on the various pages of your applications. Once corrections are made, use the **Next** button to return to the Review and Submit page.

HELPFUL TIP

NOTE: Do not use your browser's back button or leave the software to time out, or you will lose any information entered and not saved as a draft.

27. Click **Submit** when you are ready to submit the application.

 **Your application was successfully submitted!**

Your application has been submitted successfully. Once your submittal goes through the application intake process, a payment link will be sent to the email address associated with the CSS account. Please note that your plat package review will not begin until all fees are paid in full. Status updates can be found on your CSS dashboard under "My Plans".

[Continue to plan](#)



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STEP 3

COMPLETE YOUR PLAN APPLICATION (CONTINUED)

28. Click **Continue to Plan** to view your plan number, details, workflow and status.

Plan Number: PLAT23-1017-0112 [Add to Cart](#)

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

| | | | | | |
|-------------|--------------------------|---------------|--------------------|------------------|--|
| Type: | Minor plat | Status: | Submitted - Online | Project Name: | |
| IVR Number: | 100650 | Applied Date: | 10/17/2023 | Expiration Date: | |
| District: | Unincorporated - Non ETJ | Assigned To: | | Completion Date: | |

Description:

[Summary](#) [Locations](#) [Fees](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

0% Completed

Completed
In Progress
Not Started

Fees

\$0.00

[View Details](#) [Add to Cart](#)

Workflow

- ☐ Confirm application complete
- ☐ Assess Fees
- ☐ Fees Paid
- ☐ Subdivision Plat - Minor Plat
- ☐ Technical Edit to Developer
- ☐ Administrative Approval by staff
- ☐ Plat Signatures
- ☐ Plat Recording

Available Actions

[No Actions](#)

29. After an Administrative Completeness check has been made of your submission, you will be contacted via email of next steps in the process, including any invoices due at that time.

NOTE: The **Dashboard** and **My Work** tabs in the menu bar at the top of your screen are very useful to view your account content and activity.