Tutorial for County View Web: A Guide for Users

Highlights…

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Introduction

The County View system tracks all Albemarle County building permit applications, planning applications, and zoning applications, and provides general information about County properties. The system will also let you request and track inspections from time of submittal to project or plan completion. This tutorial is designed to introduce you to the basics of how to use County View to access this information.

You will learn how to:

- Access County View
- Navigate in County View
- View Property Information
- View a Planning Application (Including Status, Board/Planning Commission Activity, Permit Reviews, Documents and Images)
- View a Building Application (Including Application Status, Board/Planning Commission Activity, Permit Reviews, Request Inspection, Inspection Status)
- View Parcel Activity (All Building/Planning Applications for a Property)

Helpful Resources:

County View Web is designed for people with some knowledge of planning and building application/inspection processes and terms. If you need additional assistance, please go to www.albemarle.org/countyview to find FAQ’s, Navigation Tips, a Glossary, Troubleshooting Tips, and other useful resources. You can also email CountyViewFAQ@albemarle.org or call Community Development at 434-296-5832.
Section 1: Getting Started with County View

Accessing County View

Step 1: Accessing the County View home page

Go to http://www.albemarle.org/countyview

Click on the link: Go to County View

The County View home page should appear.

Step 2: Getting to know the County View home page

The County View home page offers 5 search options:

1) View Property Information
2) View Selected Planning Application
3) View Selected Building Application
4) View Parcel Activity
5) Albemarle County GIS Web

Note: We’ll be focusing this tutorial on Options 1-4. Option 5, GIS Web, is a separate feature you can use to view maps of selected properties, generate hard copy map products, query for property information, and much more. Although County View and GIS Web can both be used to search for property information, County View provides information about Planning, Building and Inspection Activities/Applications, and Requesting Inspections online.
Section 2: View Property Information

**View Property Information**

The View Property Information button gives you access to all of the information the County has about a property, including basic parcel information such as parcel ID, tax map, address, owner, watershed, water/sewer, school/magisterial districts, building/planning applications, land use, historical zoning/significance.

**Step 1: Go to the View Property Information page**

From the County View home page, press View Property Information.

The blue Search and Navigation area should appear.

**Step 2: Select Search Criteria**

Go to Search By and click on the drop-down menu to view the options for search criteria

- Address
- Street Name
- Parcel ID
- Tax Map Parcel
- Owner Name

To select a search option, point to your choice and click to display the white search boxes. (Choose your search criteria based on the information you have about the property)

**Step 3: Enter Search Criteria**

Enter the appropriate information in the white search boxes. (Please see the County View Tips box for assistance with entering search criteria)

**Step 4: Start your Search**

Click on the GO button to start your search. (If you change your search criteria, you must press the GO button again.)
The Property Information Page

The Property Information Page is the first page of information displayed after a successful search. The right-hand Navigation bar will show buttons for Page 2 and Page 3 when this page (Page 1) is on the screen. If you select another page, you can return to this page by selecting Page 1 from the right-hand Navigation. The Property Information Page includes:

- Basic Parcel Information – Parcel ID, Tax Map, Subdivision, Legal Description
- E-911 Address Information
- Owner Information—Name and Address

Page 2

The Additional Property Information Page

Select Page 2 from the right-hand Navigation bar to display the Additional Property Information page, which includes:

- General Area Information – Comprehensive Plan Area, Traffic Zone, Census Information, Water/Sewer, Watershed, Water Supply Protection Area, Development Area
- District Information – School, Magisterial and Voter districts
- Parcel Activity Information – Planning Activities (View Planning Application), Building Activities (View Building Activities)

Page 3

The Land Use Information Page

Select Page 3 from the right-hand Navigation bar to display the Land Use Information page, which includes:

- Land Use Information – Agricultural/Forestal District, Primary Land Use, Secondary Land Use, Minor Land Use, Number of Structures and Dwelling Units
- Overlay Districts – Scenic Stream, Entrance Corridor, Flood Hazard, Natural Resource Extraction, Airport Import Area
- Historical Zoning Information
- Historical Significance

Application Home    Parcel Activity

The Application Home button returns you to the County View home page. The Parcel Activity button displays building and/or planning applications for the parcel, including building and planning application numbers. See Section 5 for more information.
Section 3: View Selected Planning Application

The View Selected Planning Application button gives you access to the information the County has about a planning application, such as: type of application, project name, received date, status/status date, legal ad text, fees, sub-application information (permits, etc), owner/applicant contact information.

Step 1: Go to the View Selected Planning Application page
From the County View home page, press View Selected Planning Application.

The blue Search and Navigation area should appear.

Step 2: Select Search Criteria
Go to Search By and click on the drop-down menu to view the options for search criteria:

- Planning Application Number
- Planning Project Name
- Parcel ID

To select a search option, point to your choice and click to display the white search box. (Choose your search criteria based on the information you have about the property)

Step 3: Enter Search Criteria
Enter the appropriate information in the white search box. (Please see the County View Tips box for assistance with entering search criteria)

Step 4: Start Search
Click on the GO button to start your search. (If you change your search criteria, you must press the GO button again.)

County View Tips

Planning Application Search Criteria

Planning Application Number:
Include full number, including prefix:
SP198200074

You can find the planning application number on your County application paperwork or by using the Parcel Activity feature on the County View Home Page or Project Information Page. See tutorial Section 5 for details.

Planning Project Name:
Specify all or part of project name. (If whole project name is used, format exactly as name appears on the application, for example, Hollymead Town Center is correct, Hollymead Center is incorrect)

Note: If the search returns a list of applications, you can click directly on an item in the list to display information for the specific application.

Parcel ID: 14-digit #: 06100000013100 (do not use dashes)
The Planning Application Information Page

The Planning Application Information page is the first page of information displayed after a successful search. The right-hand Navigation bar will show buttons for several options when this page (Application) is on the screen. If you select another Navigation option, you can return to the Planning Application Information page by pressing the Application button on the right-hand Navigation Bar.

The Planning Application Information page includes the following information:

- Application Type, Project Name, Application Dates, Application Status/Dates
- Sub-Applications—Permits, etc.
- Status Tracking—Under Review, Approved, Withdrawn, etc.
- Applicant/Owner Contact Information
- E-911 Address Information

Site Plan/Subdivision Info

The Planning - Site Plan/Subdivision Info Page

Select Site Plan/Subdivision Info from the right-hand Navigation bar to display the site Plan/Subdivision Info page. Information includes:

- Application Information
- Additional Information—Use Type (Commercial, etc), Building Size, Units, Lots, Acreage, Land Use (Office, etc.), Intended Use, Business Type
- Bonding and Surety Information

PC/BOS Activity

The Planning – PC/BOS Activity Page

Select PC/BOS from the right-hand Navigation bar to display the site Planning-PC/BOS Activity page. Information includes:

- Application Information and Project Description
- Planning Commission Activity—Planning Commission Meetings and Actions
- Board of Supervisors Activity—Board of Supervisors Meetings and Actions
Project Information

The Planning—Project Information Page

Select Project Information to display the Project Information page. Information includes:

- Application Information
- Associated Documents or Images—View staff reports and comments, photos, applicant submittal of additional information (links could be .pdf documents, photos, etc.) Some information such as large site plans or other documents may not be available in digital form. Complete hard copies of applications can be viewed by appointment in Community Development by calling 434-296-5832.

Review Details

The Planning – Review Details Page

Select Review Details from the right-hand Navigation bar to display the Review Details page. Information includes:

- Application Information and Project Description
- Reviews—Reviewer, Submittal Type, Group or Agency, Status, Received, Due, Completed
- Document Review—notation or .pdf file of actual comments from the reviewer

View Property Info

Select View Property Info to display the information from Page 1 of the Property Information search.

Application Home

Select Application Home to return to the County View Home Page.

Parcel Activity

Select Parcel Activity to list building and planning applications for the parcel, including building and planning application numbers. See Section 5 for more information.

Questions? Click on the County View FAQ link to send an email to a Community Development County staff person.
Section 4: View Selected Building Application

**Step 1: Go to the View Selected Building Application page**

From the County View home page, press *View Selected Building Application*.

The blue *Search and Navigation* area should appear.

**Step 2: Select Search Criteria**

Go to *Search By* and click on the drop-down menu to view the options for search criteria:

- **Building Application Number**
- **Parcel ID**

To select a search option, point to your choice and click to display the white search box. *(Choose your search criteria based on the information you have about the property)*

**Step 3: Enter Search Criteria**

Enter the appropriate information in the white search box. *(Please see the County View Tips box for assistance with entering search criteria)*

**Step 4: Start Search**

Click on the **GO** button to start your search. *(If you change your search criteria, you must press the **GO** button again.)*

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**County View Tips**

**Building Application Search Criteria**

**Building Application Number:**
Include full number including prefix: B200800426NC

You can find the building application number on your County application paperwork or by using the Parcel Activity feature from the County View Home Page or Project Information Page. See Tutorial Section 5 for details.

**Parcel ID:** 14-digit #: 06100000013100 (do not use dashes)
The Building Application Information Page

The Building Application Information page is the first page of information displayed after a successful search. The right-hand Navigation bar will show buttons for several options when this page (Building Application) is on the screen. If you select another Navigation option, you can return to the Building Application Information Page by selecting the View Application button on the right-hand Navigation Bar.

The Building Application Information page includes the following information:

- Application Information—Application Number, Type, Application Dates, Application Status, Sub-Application Type
- Building Work Information—Work Class, Frame Type, Water Supply Type, Sewage Disposal Type, Footing/Foundation Type, Work Description
- Application Contact Information
- View All Inspections
- Schedule Inspections

Sub-Contractor Info

The Sub-Contractor/Work Information Page

Select Sub-Contractor Info from the right-hand Navigation bar to display the Subcontractor/Work Information Info page. Information includes:

- Subcontractors for Electrical, Mechanical and Plumbing Systems

Inspections and Reviews

The Inspections and Review Information Page

Select Inspections and Reviews from the right-hand Navigation bar to display the Inspections and Review Information page. Information includes:

- Current Status of Inspections—Inspection Type, Status, Date Scheduled, Date Inspected
- Current Status of Reviews—Review Type, Status, Date Completed
Once you are issued a building permit, you can schedule an inspection online after you have an active building application displayed on your screen (see beginning of Section 4 for steps to View Selected Building Application).

To Schedule an Inspection:

**Step 1:** From the Building Application Information Page, select **Schedule Inspection** from the right-hand Navigation bar.

A list of **Pending Inspections Available for Scheduling** will appear at the top of the screen. Note: If an inspection list is not shown, or if the particular inspection you want to schedule does not appear on the screen, please call 434-296-5832.

The **Schedule an Inspection** form will appear at the bottom of the screen.

**Step 2:** Select the pending inspection you wish to schedule from the drop-down menu.

**Step 3:** Enter the requested inspection date and your contact information.

**Step 4:** Select the **Submit Request** button. (Your request is complete)

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**Property Information**

Select **Property Information** to display the information from Page 1 of the Property Information search.

**Application Home**

Select **Application Home** to return to the County View Home Page.

**Parcel Activity**

Select **Parcel Activity** to list all of the building and planning applications for the parcel.

Questions? Click on the **County View FAQ** link to send an email to a Community Development staff person.
Section 5: View Parcel Activity

The Parcel Activity option will display a list the Building and/or Planning Applications for a project or property. This feature is the same as the Parcel Activity button found on the right-hand Navigation bar. Complete hard copies of all applications can be viewed by appointment in Community Development: 434-296-5832.

**Step 1: Go to the Parcel Activity Page**

From the County View home page, press **Parcel Activity**.

The blue **Search and Navigation area** should appear.

**Step 2: Select Search Criteria**

Go to **Search By** and click on the drop-down menu to view the options for search criteria:

- Parcel ID
- Planning Application Number
- Building Application Number
- Planning Project Name

To select a search option, point to your choice and click to display the white search box. (Choose your search criteria based on the information you have about the property)

**Step 3: Enter Search Criteria**

Enter the appropriate information in the white search box. *(Please see the County View Tips box for assistance with entering search criteria)*

**Step 4: Start Search**

Click on the GO button to start your search. *(If you change your search criteria, you must press the GO button again.)*

**Step 5: Select a Planning or Building Application to View**

Scroll to the desired application and **click** to view the specific application information.

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### County View Tips

**Parcel Activity Search Criteria**

**Parcel ID:** (no dashes)

**Planning Application Number:**
- Include full number, including prefix: SP198200074
- You can find the planning application number on your County application paperwork or by using a different search criteria for Parcel Activity.

**Building Application Number:**
- Include full number including prefix: B200800426NC
- You can find the building application number on your County application paperwork or by using a different search criteria for Parcel Activity.

**Planning Project Name:**
- Specify all or part of project name. *(If whole project name is used, format exactly as name appears on the application, for example, Hollymead Town Center is correct, Hollymead Center is incorrect)*

**Note:** If the search returns a list of applications, you can click directly on an item in the list to display information for the specific application.
Additional Resources

The Community Development Department has many resources available on the Albemarle County Website to provide more in-depth information about Building and Planning processes:

**Step 1:** To access the Community Development web pages, go to [www.albemarle.org](http://www.albemarle.org)

**Step 2:** Select the *Departments* drop-down menu

**Step 3:** Click on *Community Development*

For background information related to County View, you might want to click on each of the main Community Development areas, particularly: Planning, Zoning & Current Development and Inspections.

You may also find it helpful to look at the right- and left-hand Navigation bars for information about plans/policies/ordinances, master planning, development areas and urban/rural areas.

Questions? Please email *CountyViewFAQ@albemarle.org* or call Community Development at 434-296-5832.

To stay up-to-date on County happenings, you can also sign up for A-Mail, the County’s e-news service: [www.albemarle.org/amail](http://www.albemarle.org/amail).