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.