

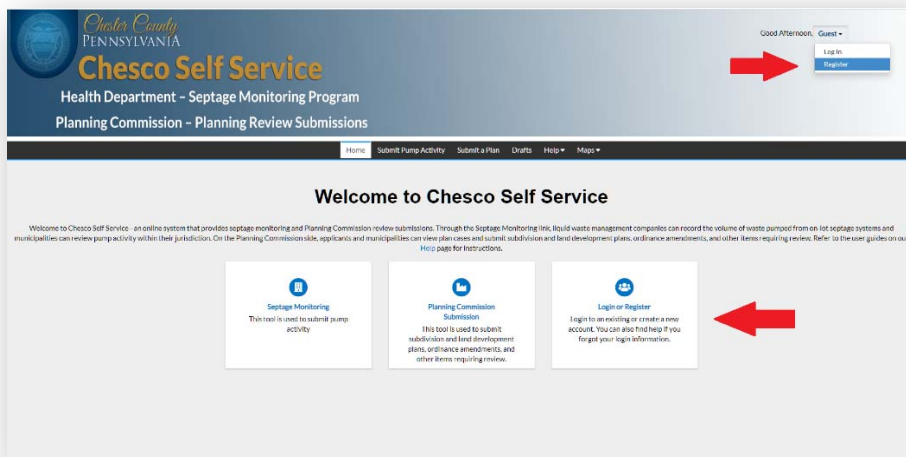
# Chesco Self Service: How to Submit an Ordinance, Ordinance Amendment, Comprehensive Plan, or Official Map

## How to Submit an Ordinance, Ordinance Amendment, Comprehensive Plan, or Official Map

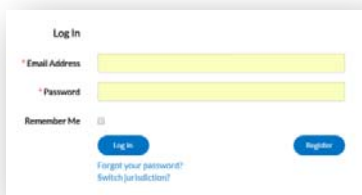
**IMPORTANT:** the review clock begins when the complete submission is received - the proposed ordinance, comprehensive plan, or official map, and the Act 247 Municipal Signature Form, [linked here](#). (The county has 30 days to review ordinance amendments and 45 days to review comprehensive plans, official maps, and complete ordinances.)

**1:** After navigating to the **Chesco Self Service**, <https://chesco.org/css>, click the **Login** option in the lower right side of the page or under the **Guest** drop down menu at the top right of the page.

**NOTE:** Your account must be approved before you can successfully log in. See our instructions on [How To Register](#) if not registered.

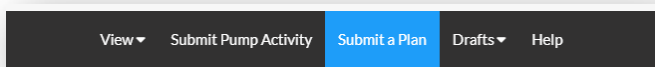


**2:** Enter your **Email Address** and **Password** and then click **Log In**.



The login form is titled "Log In". It contains two input fields: "Email Address" and "Password". Below these fields is a "Remember Me" checkbox. At the bottom of the form are two buttons: "Login" and "Register". There are also links for "Forgot your password?" and "Switch jurisdiction?".

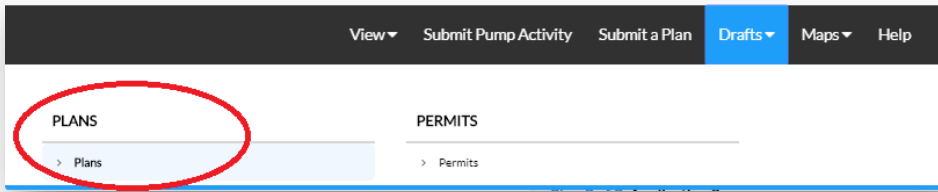
**3:** In the main menu, click **Submit a Plan** to navigate to the **Plan Application Assistant** page where you will select a plan type.



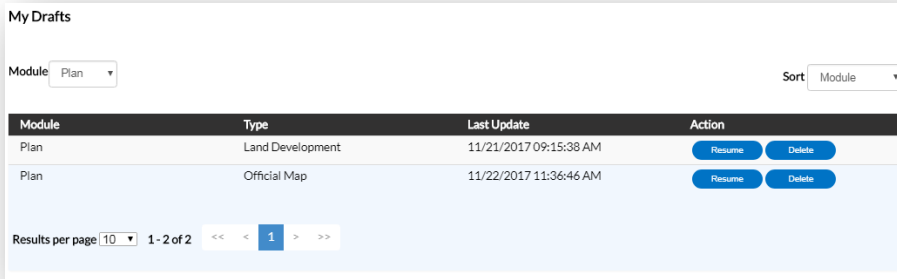
**NOTE:** The **Plan Application Assistant** page includes a **Save Draft** button at the bottom of the page to ensure your entries are not lost.



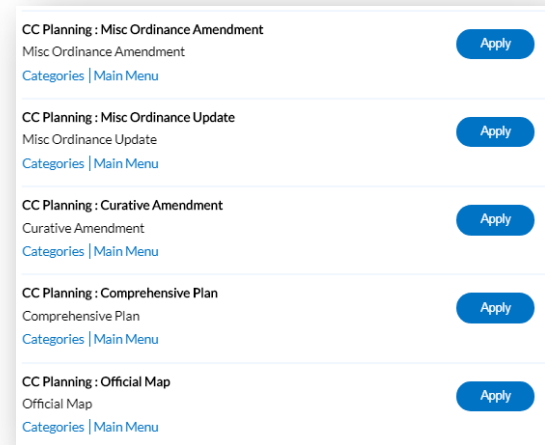
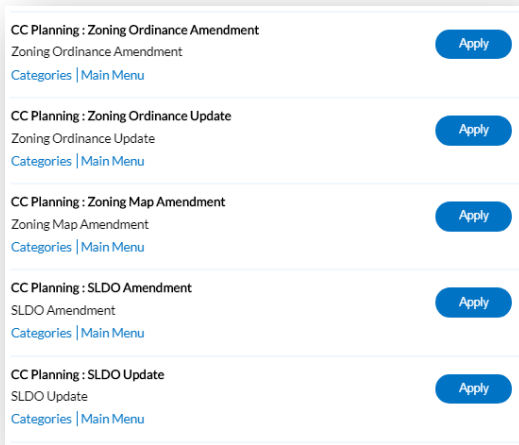
4: If you clicked **Save Draft** at any time during the process, you can get back to your Drafts while logged into the system by selecting the **Drafts** menu option and then select Plans.



5: After that, click **Resume** next to the plan type you would like to continue working on.



6: Click **Apply** next to the type of document to be reviewed listed on the **Plan Application Assistant** page.



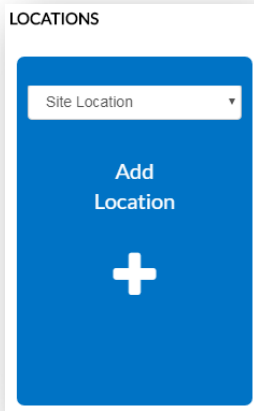
7: In the first part of **Step 1 of 3**, enter a brief **Description** of the document.

Examples include:

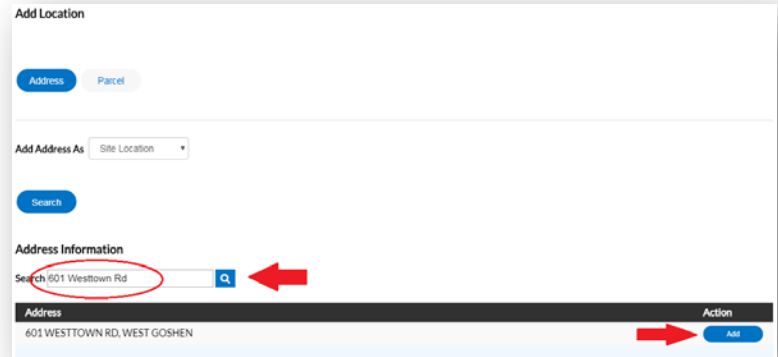
- "Ordinance: Complete Zoning Ordinance Update"
- "Ordinance Amendment: revise natural resource protection standards"
- "Comprehensive Plan: Comprehensive Plan Update"
- "Official Map: Official Map Update (revised trail corridors)"

**8:** Click the **Add Location** button to enter your municipal address.

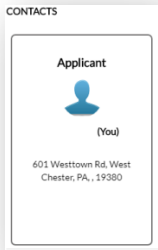
a) Click the + sign



b) Enter your municipal location address, click the magnifying glass button, & then click the **Add** button next to the correct address.

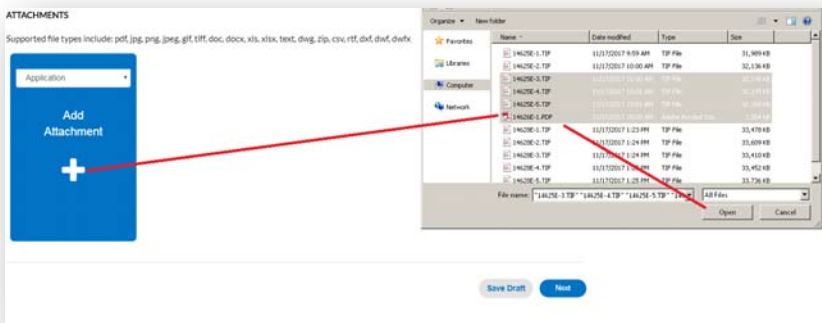


**9:** Your **Applicant** contact information shows up in the **Contacts** section by default, so nothing further is required in this section.

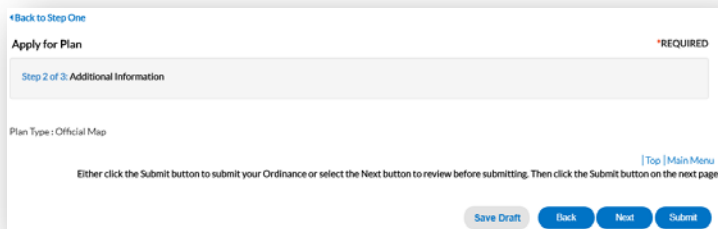


**10:** In the **Attachments** section, attach the Act 247 Municipal Signature Form, [linked here](#), and any additional documents. You can select more than 1 attachment at a time and then click **Open** to add attachments. Then, click **Save Draft** and then **Next**.

**NOTE:** A completed Act 247 Municipal Signature Form can be submitted with this application or submitted later once completed. **The official county review period starts upon receipt of the signature form.**

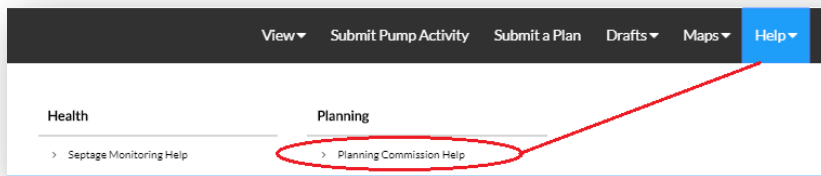


**11:** Click **Next** on **Step 2 of 3**.



**12:** Review the details you entered in **Step 3 of 3** as pictured below. Click **Next** to see a summary page of what has been entered and click **Submit** if everything looks good or **Back** if you need to change anything.

**13:** For additional assistance, refer to the **Planning Commission Help** page which you can find through the **Help** menu.



## Chesco Self Service - Planning Commission Help

### Submitting plans and ordinances through Chesco Self Service:

- [Log On](#) to submit subdivision and land development plans, ordinance amendments, and other items requiring review and to view your plan cases. Follow the steps below if you need to register to create an account.
- How to [Register for a Chesco Self Service Planning Submissions Account](#)
- How to [Submit a Plan \(Subdivision or Land Development\)](#)
- How to [Submit an Ordinance, Ordinance Amendment, Comprehensive Plan, or Official Map](#)

### Act 247 Municipal Signature and County Referral Forms:

- [Act 247 Municipal Signature Form \(for electronic, CSS, submittals\)](#)
- [Act 247 County Referral Form \(for non-electronic, non-CSS, submittals\)](#)
- [Act 247 Fee Schedule](#)

### For more information about the Planning Commission's plan review services:

- View the Planning Commission's [Plan Review](#) page for more information.
- View the Planning Commission's [Proposed Subdivision and Land Development Activity Map](#).

### Need additional assistance?

- Contact Planning Commission staff Monday thru Friday, 8:30 AM to 4:30 PM at 610-344-6285 or [ccplanning@chesco.org](mailto:ccplanning@chesco.org).

### \* SYSTEM MAINTENANCE WINDOW \*

Chesco Self Service or some of its features may be unavailable during the following system maintenance times:

- Friday: 7:00 AM - 8:00 AM
- Daily (including weekends): 11:30 PM - 1:30 AM