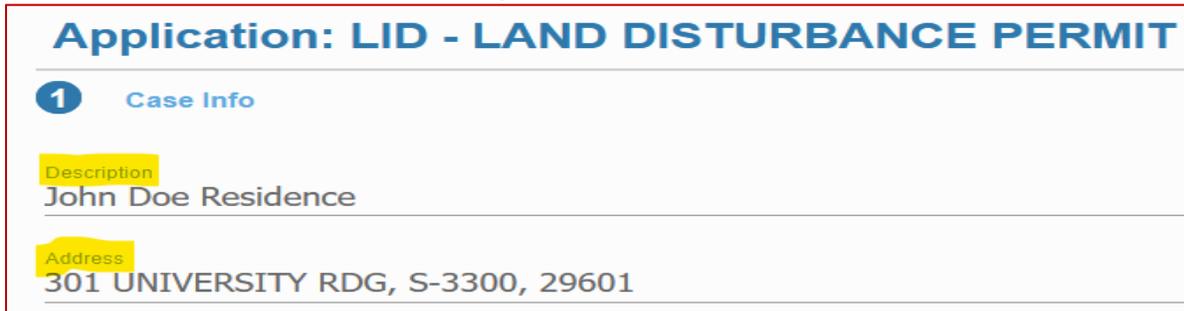


# HOW TO CREATE AN LID LAND DISTURBANCE CASE

1. Log into your cityworks account (<https://www.greenvillecounty.org/Permitting/>)
2. Click on "Account Log-in" and input your cityworks account credentials.
3. Click on "Create New Application" – it is in the middle at the top of the page.
4. Select "Land Development".
5. Click on **LID (LOW IMPACT DEVELOPMENT) Land Disturbance Permit** (it is the middle folder) and then click on "Begin Application".

## Step # 1 (Case Info):

6. Input the **Project Name** within the description field and then input the address. **\*\* Please note the Project Name should not be the site address.** Note example below.



The screenshot shows a web form titled "Application: LID - LAND DISTURBANCE PERMIT". Below the title is a progress indicator with a blue circle containing the number "1" and the text "Case Info". There are two input fields: "Description" with the value "John Doe Residence" and "Address" with the value "301 UNIVERSITY RDG, S-3300, 29601".

7. Click on "**Next**". It is to the right, under the map.

## Step #2 (People):

8. Input the **Primary Permittee information (person responsible for the land disturbance)** – be sure to click on "**more**" (beside the header) and input all of the required information so that the system will let you proceed. The same applies for the **Builder** and **Grading Contractor** Information. If the owner is **different** than the Primary Permittee, please input the owner information. Once complete, click on "**next**".

## Step #3 (Contractor):

Select Contractors

9. Click on "**NEXT**" to bypass this step.

## Step #4 (Attachment):

File uploading is not available before a case is submitted.

10. Click on "**NEXT**" to bypass this step.

## Step #5 (Data Group):

11. For the **Meeting Request Type**, be sure to select "**LID Meeting Request**". The Case/Project name should be the same as what you listed in **Step #1**. Input the rest of **all** of the **required** (all fields in pink) specific site information. *I.E. List the total property/parcel acreage amount, land disturbance amount in acres, impervious area in square feet, etc.*

At end of the application, where you see the **General Disclaimer**, remember to select "**I accept**" (so that you can proceed to step 6), and then click on "**Next**". It is located at the bottom right of the screen.

## Step #6 (Payment):

12. The payment is not added to the case until after you meet with an LDD Plan Reviewer so please proceed by clicking on "**Submit**". It is at the bottom of the right side of the page in blue.

Once the permit case has been completed and submitted, you will receive an automatic email from cityworks. The application will be reviewed for completeness and our administrative staff will be in touch within 3 business days to schedule the LID Pre-Design Meeting with one of our plan review staff members.