

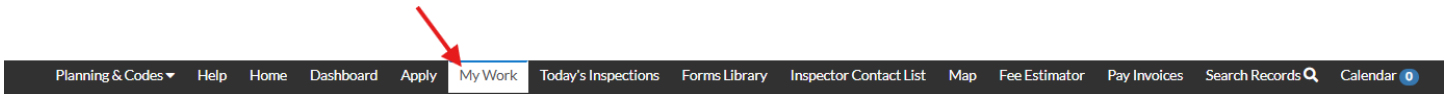


How to Apply for an Amendment to an Existing Water Protection Ordinance

If the original application was submitted prior to January 13, 2025, to begin the amendment process, please contact the Engineering Department or the Lead Reviewer on the application before proceeding to step one. If the original application was submitted after January 13, 2025, please proceed to step one.

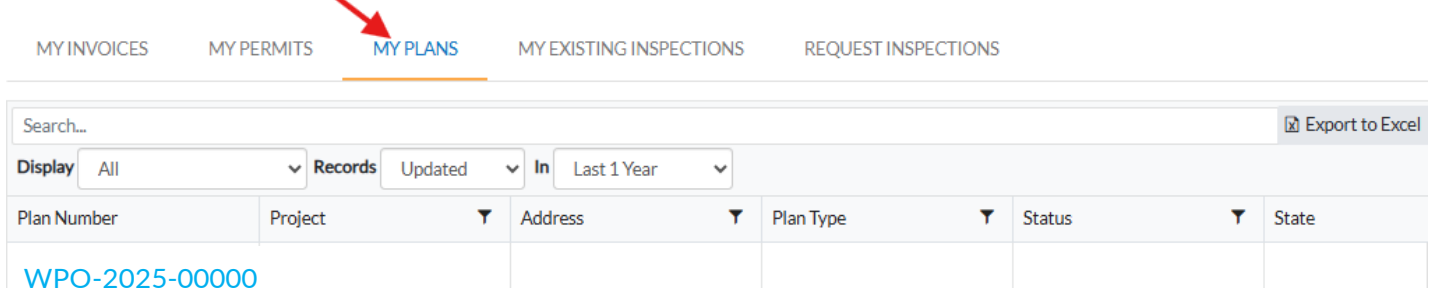
Important: You must be listed as a contact on the original application to proceed. If you are not currently listed, please request that the applicant add you before moving forward.

1. Log in to Civic Access
2. At the top of the page, click on the My Work tab.

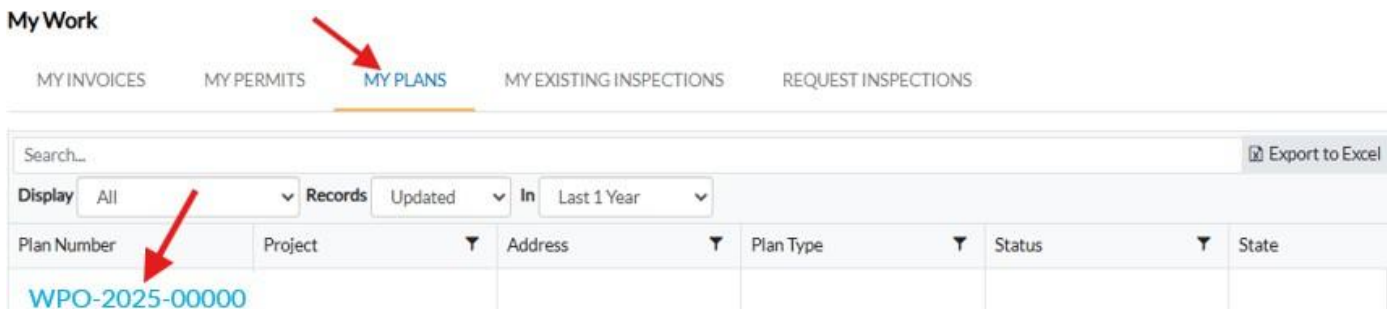


3. Select My Plans.

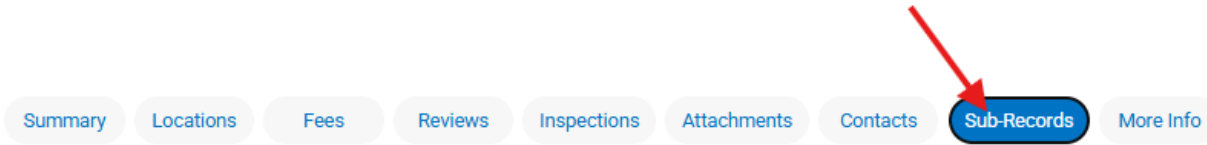
My Work



4. Locate and select the WPO Application number to amend.



5. Click on the **Sub-Records** tab.



6. Under **Remaining Sub-Records**, click **Apply** next to the appropriate amendment type.

Remaining Sub-Records

Type	Action
Building - Commercial New Construction	Apply
Site Development Plan (AC) - Initial	Apply
Site Development Plan (AC) - Initial	Apply
WPO - VESMP Amendment	Apply
WPO - VESMP Amendment (No Stormwater)	Apply

Results per page 1 - 5 of 5 << < 1 > >>

7. Complete and submit the amendment application.

If you have any questions regarding this process, please reach out to the Lead Reviewer assigned to the original application.