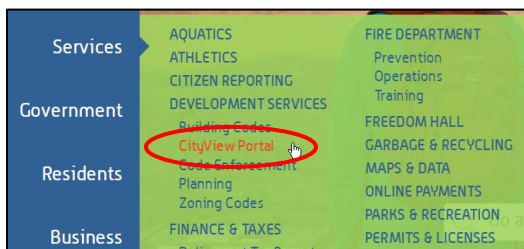
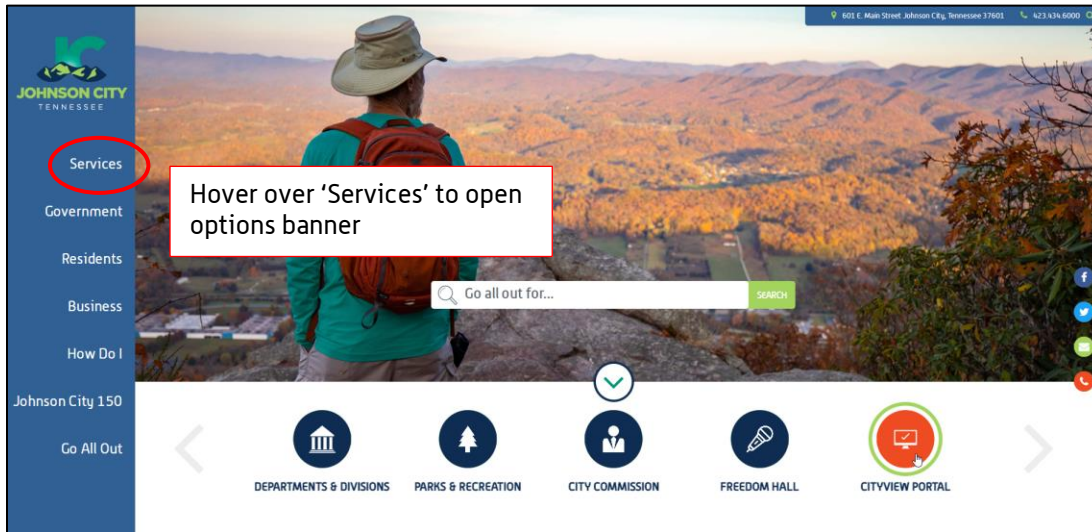


## City of Johnson City – CityView Portal - Planning Applications

Revised 3/4/2019

Go to [www.johnsoncitytn.org](http://www.johnsoncitytn.org)

Rezoning Application Example



OR, go to: <https://jc-cityviewweb.johnsoncitytn.org/CityViewPortal/>

Click 'Sign In' (or 'Register' if new user) or click 'Apply for a Planning Permit'



## Create a Planning Application


This example is for a Rezoning Application. The steps will be similar for other application types.

Welcome Adrienne Brown!  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)


### Our Cityview Portal is now available for:

- Property
- Applying for Building/Trade Permits
- Request an Inspection
- Submit an application for a Rezoning, Concept Plan, Annexation, Certificate of Appropriateness or a Subdivision Plat
- Check on your application status and pay fees


PLEASE CONTACT ADRIENNE BROWN WITH ANY QUESTIONS – CALL 423-434-5845



**Building Division**  
[Apply for a Building Permit](#)  
[Application Search](#)  
[Upload Submittals](#)



**Planning Division**  
[Apply for a Planning Permit](#)  
[Application Search](#)  
[Upload Submittals](#)



**Property Information**  
[Search for a Property](#)

## Step 1: Project Description

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Step 1: Project Description | Step 2: Planning Details | Step 3: Location | Step 4: Contacts | Step 5: Upload Files | Step 6: Request a Meeting | Step 7: Review & Submit | Step 8: Submitted

### Planning Application – Project Description

Required information is indicated with an asterisk (\*).

Choose the project type: \*

Project Descriptive Name: \*   
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments: \*   
Please add any additional comments about the project. Maximum 4000 characters

**Rezoning**

Rezoning (From):

Rezoning (To):

Rezoning (Acres):

Enter as much relevant information as possible in the 'Comments' box



## Step 2: Location

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**Step 1:** Project Description    **Step 2:** Location    Step 3: Contacts    Step 4: Upload Files  
Step 5: Request a Meeting    Step 6: Review & Submit    Step 7: Submitted

### Planning Application - Location of Project

Required information is indicated with an asterisk [\*].

[FIND LOCATION IN MAP](#)

Use my location:

Search for address:

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[FIND LOCATIONS NEAR ME](#)

[CAN'T FIND ADDRESS?](#)

The location you have selected:

[ADD ANOTHER LOCATION](#)

[PREVIOUS STEP: PROJECT DESCRIPTION](#)    [NEXT STEP: CONTACTS](#)

Start typing address here, using abbreviations: N, E, S, W, and St, Av, Rd or Pkwy as appropriate

If the 'Search for Address' box doesn't auto-complete as you type, click 'Can't find address?', and type your address or as much information as you have into the boxes

Search for address:

**601 E MAIN** ST, Johnson City, TN 37601  
**601 E MAIN** ST, Jonesborough, TN 37659

[FIND LOCATIONS NEAR ME](#)

### Location

Please enter the address and/or Parcel number of the location.

Parcel number:

Street Address:

Additional Address:

Suite, PO Box, etc

City/State/Zip:

[USE THIS LOCATION](#)



### Step 3: Contacts

**Step 1:** Project Description    **Step 2:** Location    **Step 3:** Contacts    **Step 4:** Upload Files

**Step 5:** Request a Meeting    **Step 6:** Review & Submit    **Step 7:** Submitted

### Planning Application - Contacts

Required information is indicated with an asterisk (\*).

If you would like to use the contact information from your account, click the button below.

**USE MY CONTACT INFORMATION**

Type	Contact
Utility Co	<i>Not shown for privacy reasons</i>
Property Owner	<i>Not shown for privacy reasons</i>
Applicant	Adrienne Brown, Address:601 E Main St, Phone:[423] 434-5845

**Contact Type**

Contact Type\*

**Search for Contact Information**

First Name\*

Last Name

Street Address\*

**SEARCH**

**PREVIOUS STEP: LOCATION**    **NEXT STEP: UPLOAD FILES**

To add additional contacts to a permit, please contact Nicole Lawrence, Development Services; 423-434-6071



Step 4: Upload Files

Welcome Adrienne Brown!  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

---

Step 1: Project Description    Step 2: Location    Step 3: Contacts    **Step 4: Upload Files**

Step 5: Request a Meeting    Step 6: Review & Submit    Step 7: Submitted

### Planning Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

**Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
  - pdf, dwg, cad, jpg, png, tif, docx, xlsx
- All plans shall be to scale.
- Recommended naming conventions:
  - Keep filename consistent.
  - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
  - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
  - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

**Once you have chosen the files you wish to upload, please click the button located at the bottom of the page, to complete your submission.**

**Current Submittal**

Submittal #1 Planning Application Submittal (02/19/2019) PRINT REQUIREMENT ITEMS

Type	Status	Date Verified
Plans	Pending	
Select a new document for this requirement:		<input type="button" value="Browse..."/>
Legal Description Document	Pending	

### Upload Additional Documents

Select any additional documents you wish to provide:

Provide a short description of this set of documents:

Use this option to select and upload any necessary documents that may not be a submittal requirement item

Powered by CityView



### Step 5: Request a Meeting

Welcome Adrienne Brown!  
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Step 1: Project Description    Step 2: Location    Step 3: Contacts    Step 4: Upload Files  
Step 5: Request a Meeting    Step 6: Review & Submit    Step 7: Submitted

#### Planning Application - Meeting Request

Required information is indicated with an asterisk [\*].

▾ Please select the meetings you wish to schedule.

Schedule Pre-Application Meeting

PREVIOUS STEP: UPLOAD FILES    NEXT STEP: REVIEW & SUBMIT

Click the box, then enter a date if you would like to schedule a meeting with Development Services staff

### Step 6: Review and Submit

Welcome Adrienne Brown!  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#)

Step 1: Project Description    Step 2: Location    Step 3: Contacts    Step 4: Upload Files  
Step 5: Request a Meeting    Step 6: Review & Submit    Step 7: Submitted

#### Planning Application - Review & Submit

Please review the information below and if it is correct, press the submit application button to submit your application.

▾ Planning Information

Project Type: Rezoning Application  
Project Descriptive Name: EXAMPLE - E MAIN ST  
Comments: We are requesting to rezone on E Main St  
Locations: Address  
601 E MAIN ST, Johnson City, TN 37601  
Property  
090046L F 00200  
Contacts: Utility Co  
Not shown for privacy reasons  
Property Owner  
Not shown for privacy reasons  
Applicant  
Adrienne Brown, Address: 601 E Main St, Phone: (423) 434-5845

▾ Rezoning

Rezoning (From):  
Rezoning (To):  
Rezoning (Acres):

- review & submit continued below



▾ Rezoning

Rezoning (From):  
Rezoning (To):  
Rezoning (Acres):

▾ Rezoning Application

No additional information was required for this planning type.

PREVIOUS STEP: REQUEST A MEETING   **SUBMIT APPLICATION**   CANCEL APPLICATION

Application Review Fees will be calculated by the system and will be displayed on the submittal page.

To pay the fees, FIRST, click 'Submit Application', and then go back into the Application by clicking 'My Items', and then 'Expand All' to see your permit applications.  
Any application with a fee due will be displayed.

For Portal Assistance please contact:

Nicole Lawrence  
Administrative Coordinator | Development Services  
423-434-6071, [nlawrence@johnsoncitytn.org](mailto:nlawrence@johnsoncitytn.org)

Adrienne Brown  
Permit Technician | Building Division | Development Services  
423-434-5845, [abrown@johnsoncitytn.org](mailto:abrown@johnsoncitytn.org)

