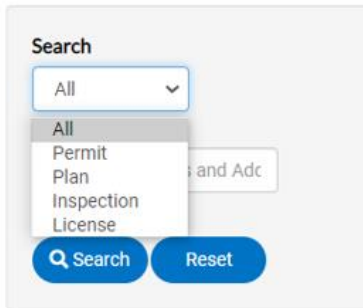


How to Search Public Records using the Planning and Zoning Citizen Self Service (CSS) Portal

1. Navigate to the CSS portal using the link located on the Queen Anne's County [Planning and Zoning Department website](#).
2. From the CSS portal homepage, click on the Search Public Records tile.
3. Select the desired type of information from the Search drop down menu:

Public Information



Search

All

All

Permit

Plan

Inspection

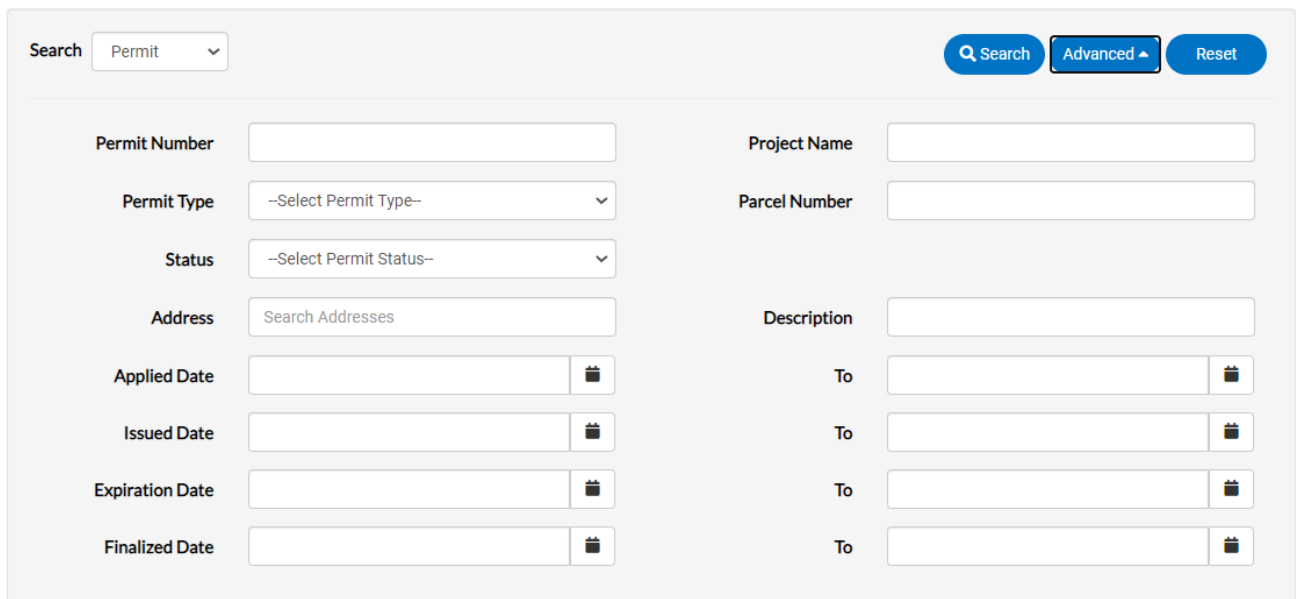
License

Search

Reset

4. You can then search for keywords and/or addresses related to your search. Example keywords to use for your search could include Permit Number, Project Name, Permit Type, Status and/or Address.
5. Rather than a general keyword search, you can use the advance search function. There are no field requirements in the advanced search but filling in more fields will return a narrower list of results. Adding Date parameters will also narrow the list of results returned.

Public Information



Search Permit

Search Advanced Reset

Permit Number

Permit Type --Select Permit Type--

Status --Select Permit Status--

Address Search Addresses

Applied Date

Issued Date

Expiration Date

Finalized Date

Project Name

Parcel Number

Description

To

To

To

To

6. After your search results are returned you can modify the order of the results using the Sort drop down menu.

Found 3 results

Sort: Relevance

Next: Relevance Menu

Permit Number: [redacted]

Type: [redacted] NT PLAN

Project Name: [redacted]

Status: ISSUED

Main Parcel: 1804125194

Address: 0 KENT MANOR DR STEVENSVILLE MD 21617

Applied Date: 01/14/2020

Issued Date: 01/29/2020

Expiration Date: 01/13/2022

Finalized Date: 01/29/2020

7. When you find the record you are looking for, click the blue hyperlink (the record number) to open the dashboard for the information selected:

Sort: Relevance

Next | Top | [Paging Options](#) | [Main Menu](#)

Permit Number: [Z20-12-0486](#)

Type: ZONING CERTIFICATE - USE PERMIT

Project Name: [redacted]

Status: SUBMITTED

Main Parcel: 1804104315

Applied Date: 12/03/2020

Issued Date: [redacted]

Expiration Date: 06/07/2021

Finalized Date: [redacted]

Clicking the globe icon on the record will take you to the address location on the system Map.

8. After clicking the record hyperlink, the dashboard for the record will display:

Permit Number: Z20-12-0486

Permit Details | Tab Elements | Main Menu

Type: ZONING CERTIFICATE - USE PERMIT

Status: SUBMITTED

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contact

Progress

71% Completed

- Completed
- In Progress
- Not Started

Workflow

- ZONING INSPECTION - APPROVED: 12/07/2020
- DEPARTMENT REVIEWS - ZONING - Passed: 12/11/2020
- APPLICATION COMPLETENESS CHECK - Passed: 12/11/2020
- FFFS COLLATED - Passed: 12/11/2020

Record Dashboard Information

The dashboard for each record provided important information and the status of activities associated with the displayed record.

Details. Record details provide basic information associated with the permit. Information displayed includes but is not limited to: Type, Status, Applied Date, Issue Date, Expire Date and Description.

Progress Tracker. This is a visual representation of the record progress.

Workflow. The record workflow gives viewers visibility into the status of each record milestone.

Locations. Address information related to the record will be displayed.

HELPFUL HINTS FOR PUBLIC RECORD SEARCH

To Search by Address. Using the address to conduct a search will return all permit records connected to the address.

When using an address to search, you only need to enter the **Street Number** and **Street Name**.

To Search by Permit Number. Enter all digits of the permit number, including all letters and dashes.

Here are some examples:

- Z20-12-0486
- BC20-01-0002
- TP-000534-2020
- S20-10-0512
- FMP20-10-0040
- Z10-0874 (legacy number)
- B10-0011 (legacy number)
- 10090002 (legacy number)

Permit Status Definitions.

- **Applied – In Process**
- **Closed – Certificate of Occupancy Issued**
- **Expired – Permit expired due to lack of activity per code**
- **Hold – Permit on hold due to a need for more information or fees**
- **Incomplete Submittal – More information needed to begin a permit application**
- **Issued – Permit approved and active**
- **Submitted – Permit received**
- **Void – Voided Permit.**
- **Withdrawn – Permit application withdrawn**

Plan Status Definitions.

- **Approved – Plan approved**
- **Denied – Plan Denied**
- **Expired – Plan expired due to long term inactivity**
- **In Progress – Plan in review**
- **Inactive – Plan submitted but no activity for**
- **On Hold – Plan on hold – more information needed or fees due**
- **Recorded – Plan approved and Recorded**
- **Submitted – Plan application submitted for review**
- **Withdrawn – Plan application withdrawn**

Inspection Status Definitions.

- **Approved – Passed the inspection**
- **Cancelled – Does not need to be inspected**
- **Denied – Inspection cannot pass**
- **Fail – Something can be fixed in order to pass the inspection**
- **In Review – Ready to be inspected**
- **Partial Pass – More needs to be done to pass the inspection**
- **Re-Inspection – More needs to be done to past the inspection and another inspection time has been set**
- **Reschedule – Date of inspection needs to be rescheduled**

License Status Definitions.

- **Active – This license is active**
- **Denied – License was denied**
- **Expired – License expired**
- **In Review – License is in the review process**
- **Inactive – License is inactive**
- **Revoked – License revoked**
- **Shelved – License not approved or on hold**
- **Submitted – Applied for license awaiting approval/active status**
- **Withdrawn – License withdrawn**