ONLINE APPLICATION INSTRUCTIONS FOR A PROJECT

Please follow this link for an online application for the Planning Department:
https://evolvepublic.infovisionsoftware.com/eauclaire/?portal=project

- First create your account: Upper right corner, My account.
- All yellow fields are required. White fields are optional.
- (*TIP, if applicable: You can create one account for a company so all users can see the project and share the login and watch the project(s) from start to end. Or, you can each have your own log in, but if you put the account/project under one name, each user will need to add their name to the project to view it. You can add other individuals to the project after the application is submitted.*)
- You must have PDF documents pertaining to the project ready prior to starting your application; these documents will be attached to your online application. You cannot save your application and restart your application at a later date or time.
- Next, Create Project, left side column.
- Category: Planning
- Type: Select plan type (Rezoning, Conditional Use, etc.) and complete applicable fields.
- Submit
- The application comes to the Planners for review and they will contact you for the date of your Plan Commission meeting.
- You can follow the status of your project in the future by bookmarking this page: https://evolvepublic.infovisionsoftware.com/eauclaire/?portal=project