



Guide to Citizen Self Service Portal (CSS)

How to Save Your Work as a Draft
Queen Anne's County Planning & Zoning Department

The Queen Anne’s County’s online Citizen Self Service Portal, CSS, allows you to save your work as a draft. This feature enables you to log back into the portal later to complete your application. In this guide, we will explain how save your application as a draft and how to continue with it at a later date.

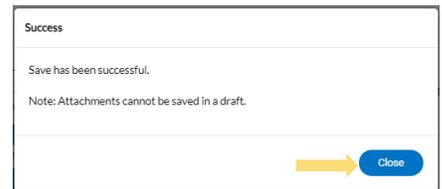
****Note: Applications saved as drafts are not viewable or accessible to Planning and Zoning Department.****

How to save as a draft

1. During any step of the application process, click the “Save Draft” button located at the bottom right of the screen.



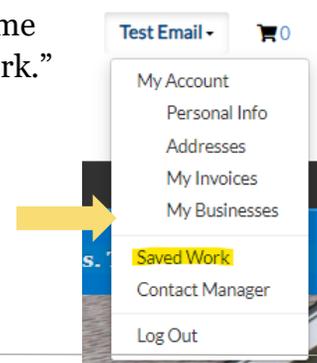
2. You should receive a success message if the save was successful. Click “Close.”



Please note, attachments and signatures cannot be saved in a draft

How to access your drafts

1. Once logged into your CSS account, select your account name in the upper right corner of the screen and click “Saved Work.”



2. Click the “My Drafts” tab.

Saved Work



- A list of saved drafts will appear in the results. Click “Resume” next to the applicable application to continue.

Module	Type	Last Update	Action
Permit	TREE REMOVAL PERMIT	09/09/2024 02:35:29 PM	Resume Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

- If you no longer wish to retain a previously saved draft, click “Delete” to remove that draft from your saved work.

Module	Type	Last Update	Action
Permit	TREE REMOVAL PERMIT	09/09/2024 02:35:29 PM	Resume Delete

Results per page 10 1 - 1 of 1 << < 1 > >>

- CSS will refresh the screen and return you to the first step of the application. Click through each step to verify that all previously input information is correct.
 - Note: attachments are not saved with drafts, so you will need to reattach any previously uploaded documents if you had added them previously.



- Complete the “Signature” step, as previous signatures are not saved in drafts.

SIGNATURE

By signing, you attest to the accuracy of all information provided.

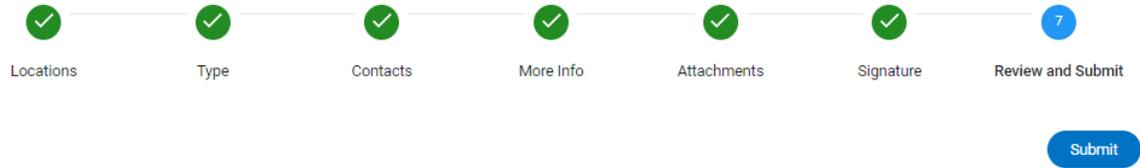
* Please type your name as consent to electronically sign this application.

Enable Type Signature

Test Email
September, 09 2024

X Draw Signature Here

6. On the “Review and Submit” step, review all previously completed items from the application and then click “Submit.”



You have now completed the process of submitting your application online from your saved drafts. Please allow the Zoning Department 10-14 business days to review and process your application.

If there are any errors with your submission or if the Zoning Department has additional questions, they will reach out to you.