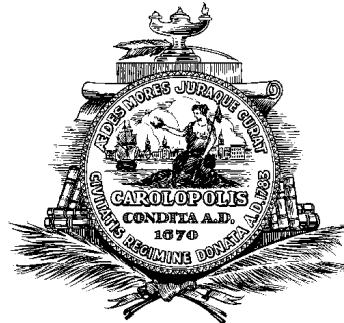


Plat Review Committee (PRC)

How to Apply Through the Customer Self Service (CSS) Portal

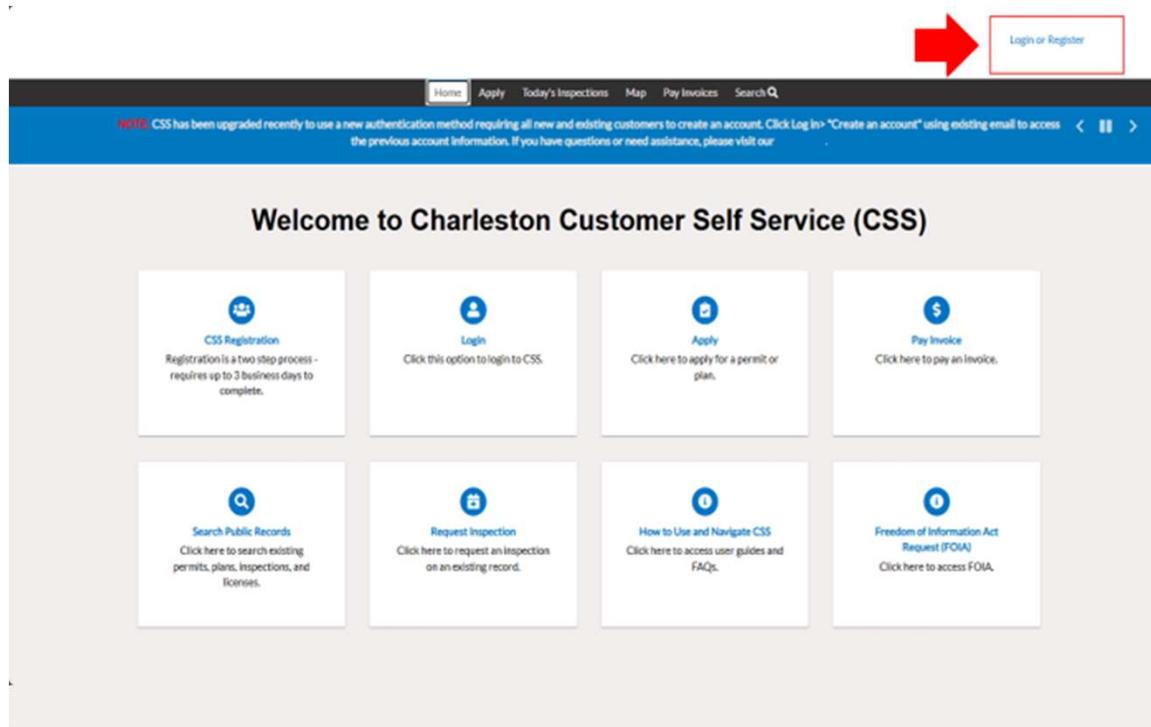
City of Charleston



All submissions to PRC must be completed using this process starting on January 1st, 2026. All other types of submissions, including paper and email, will not be accepted after this date.

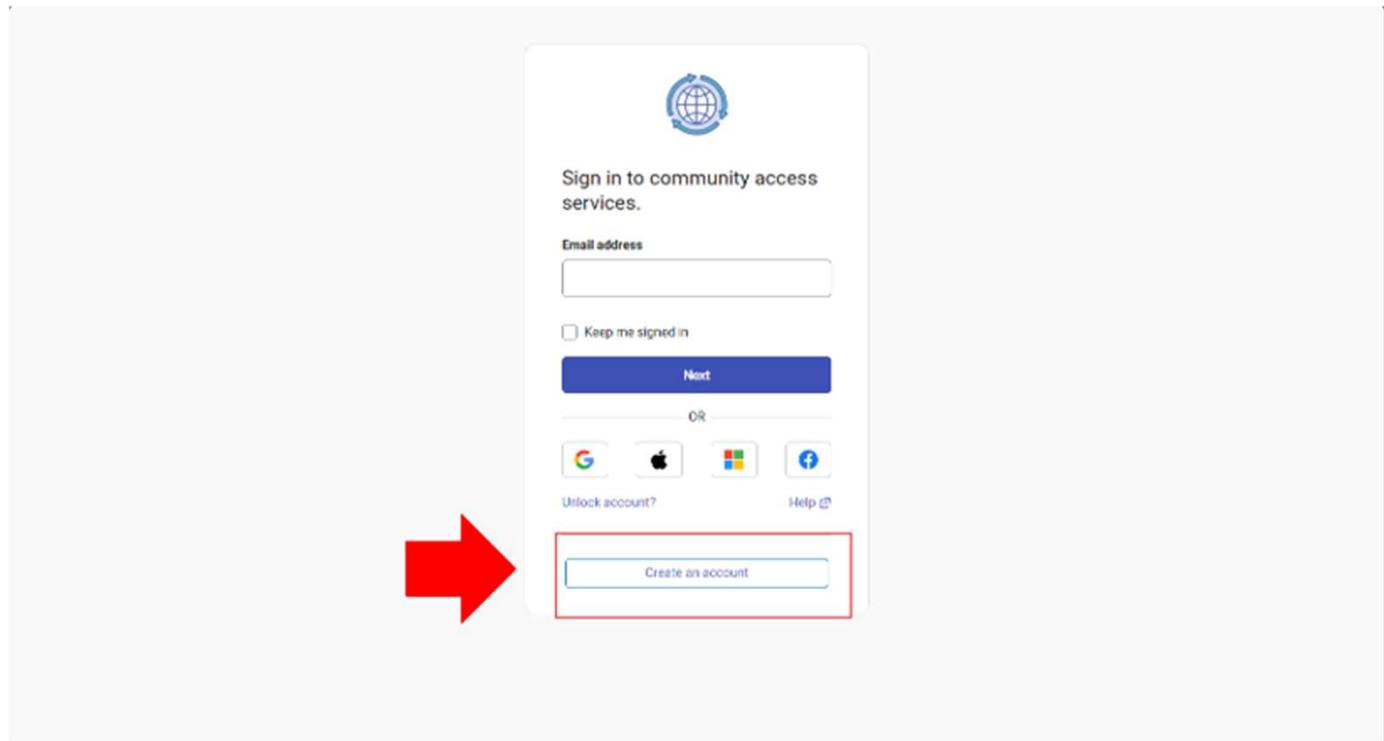
Before You Start: Create an Account on CSS

Go to https://egcss.charleston-sc.gov/energov_prod/selfservice/#/home and click on “**Login or Register**”. If you already have an account, proceed to Step 1.



Creating an Account

To start, click “**Create an Account**”.



Creating an Account

Fill out the information requested.



Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number

No parts of your username

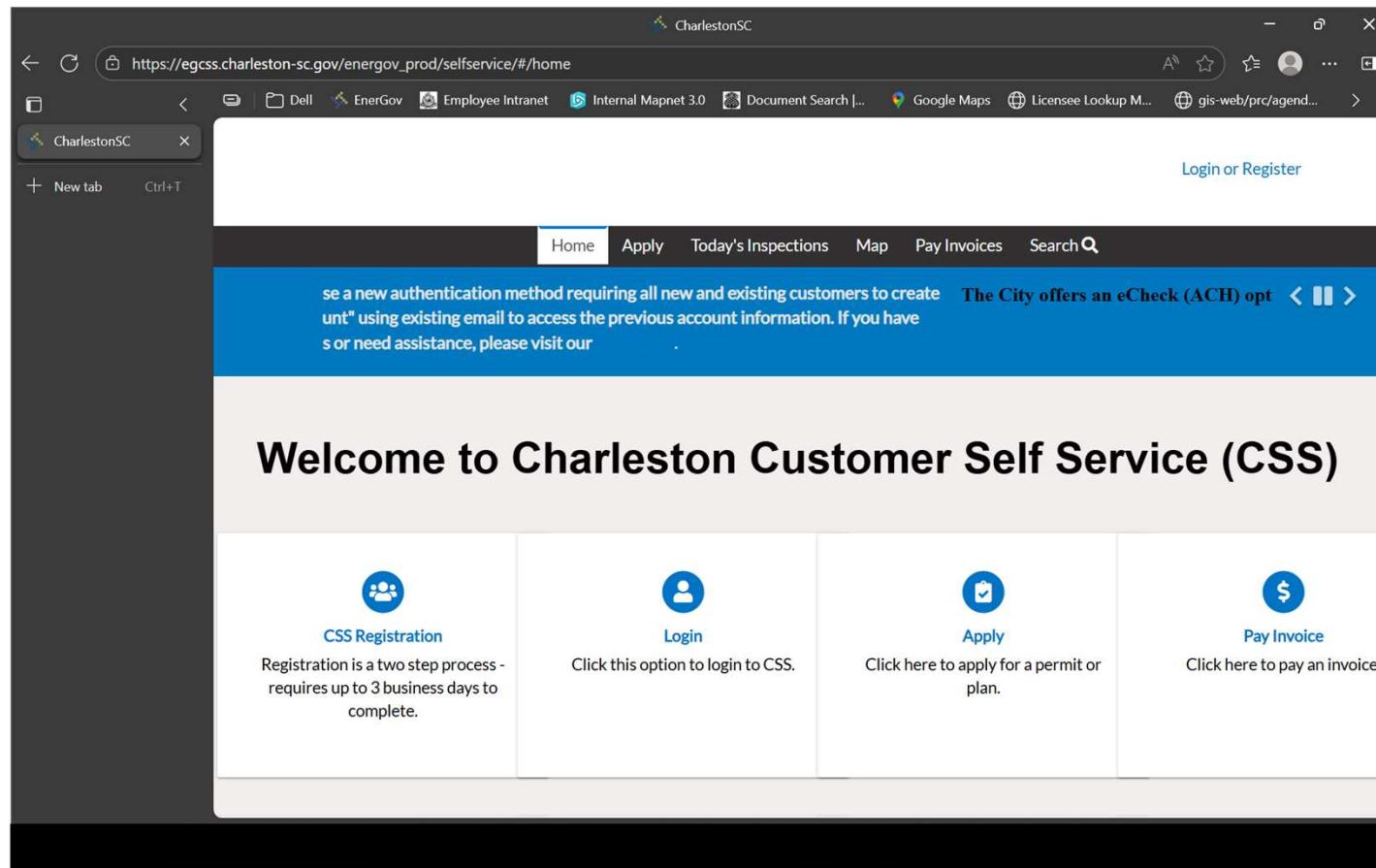


Creating an Account

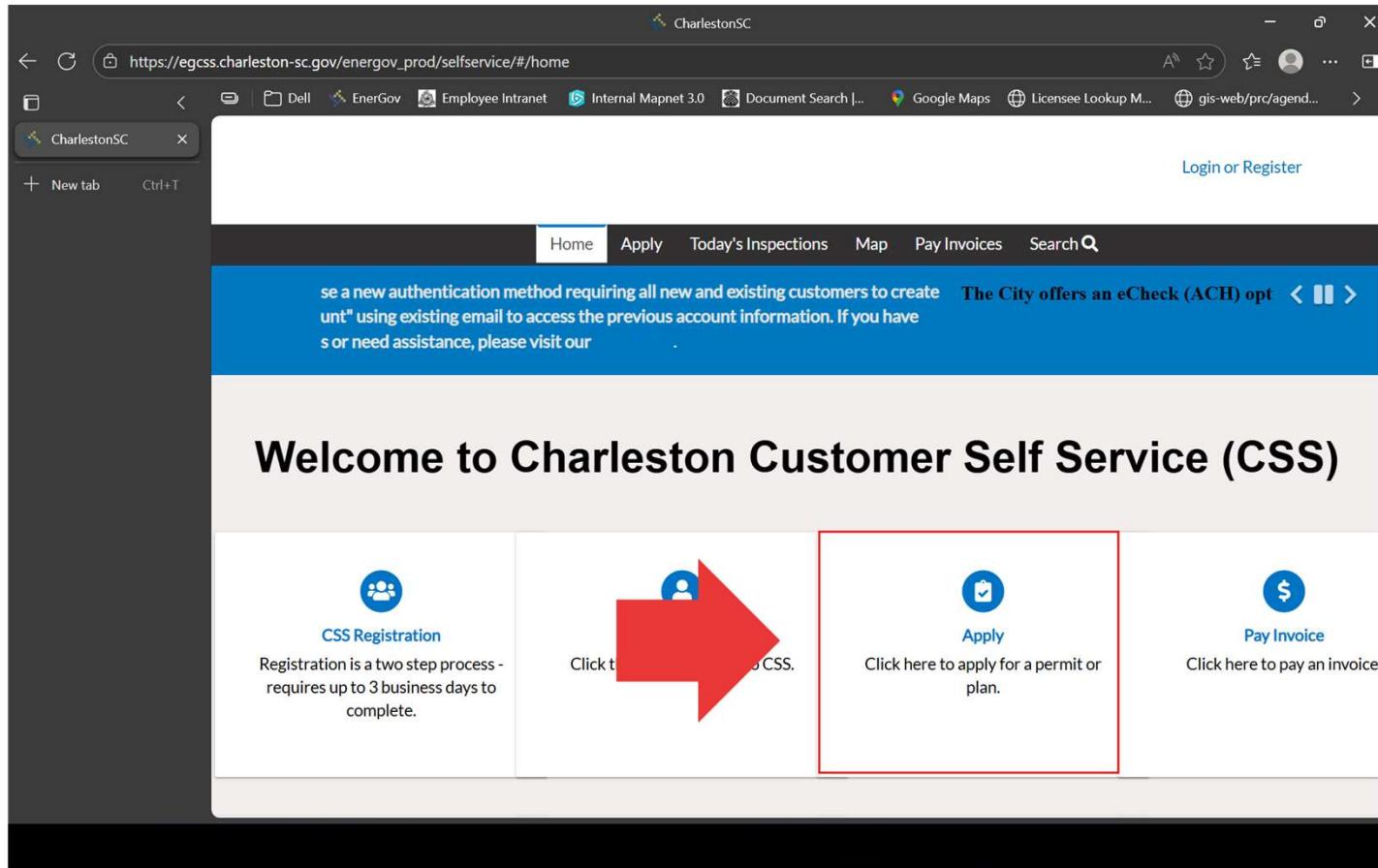
Once you click “**Sign Up**”, follow the instructions to complete registration. After your account is registered and you can log in to CSS, continue to the next slide.

These accounts are verified manually and may take a few days to be processed.

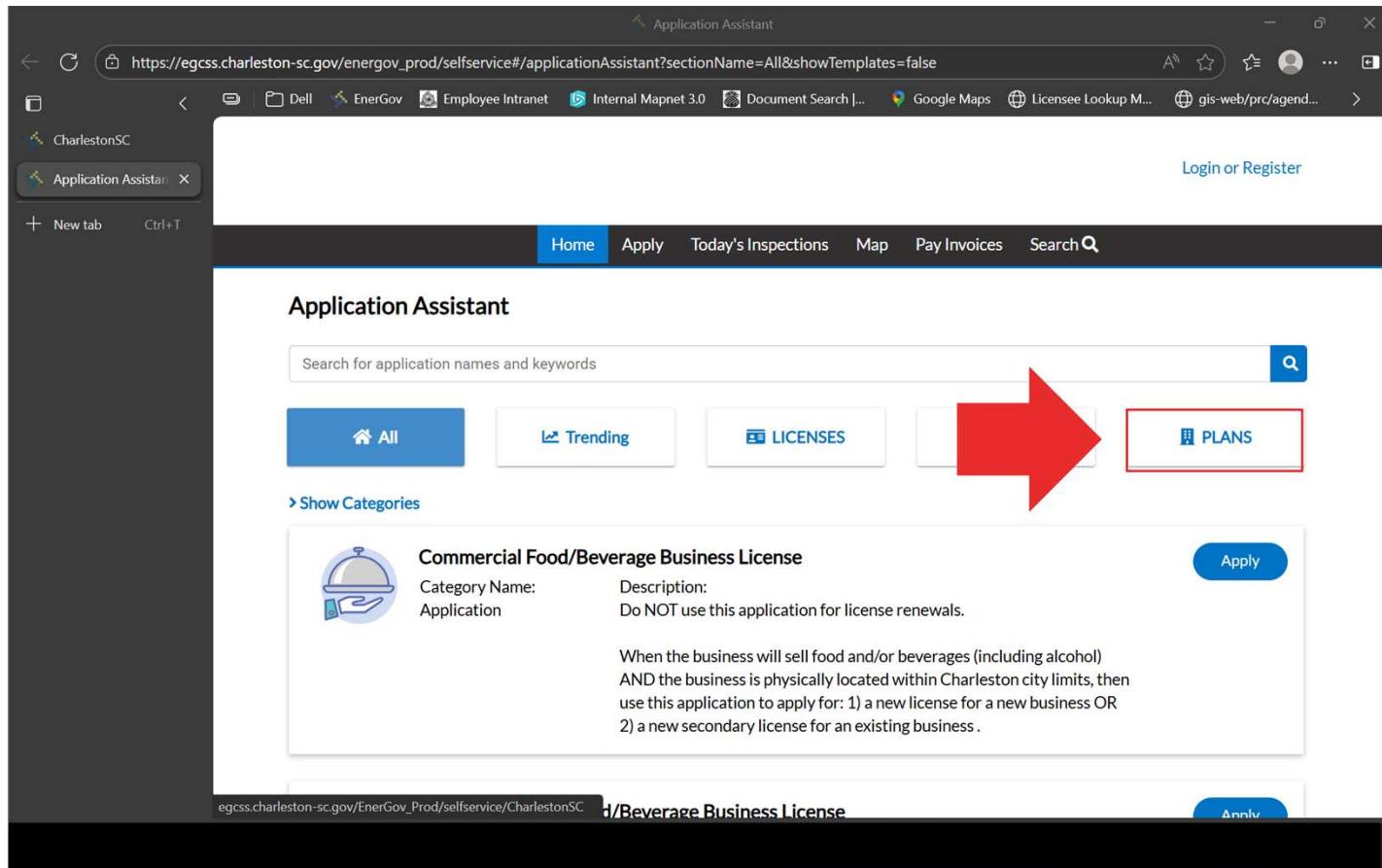
Step 1: Go to the CSS Portal at: https://egcss.charleston-sc.gov/energov_prod/selfservice/#/home



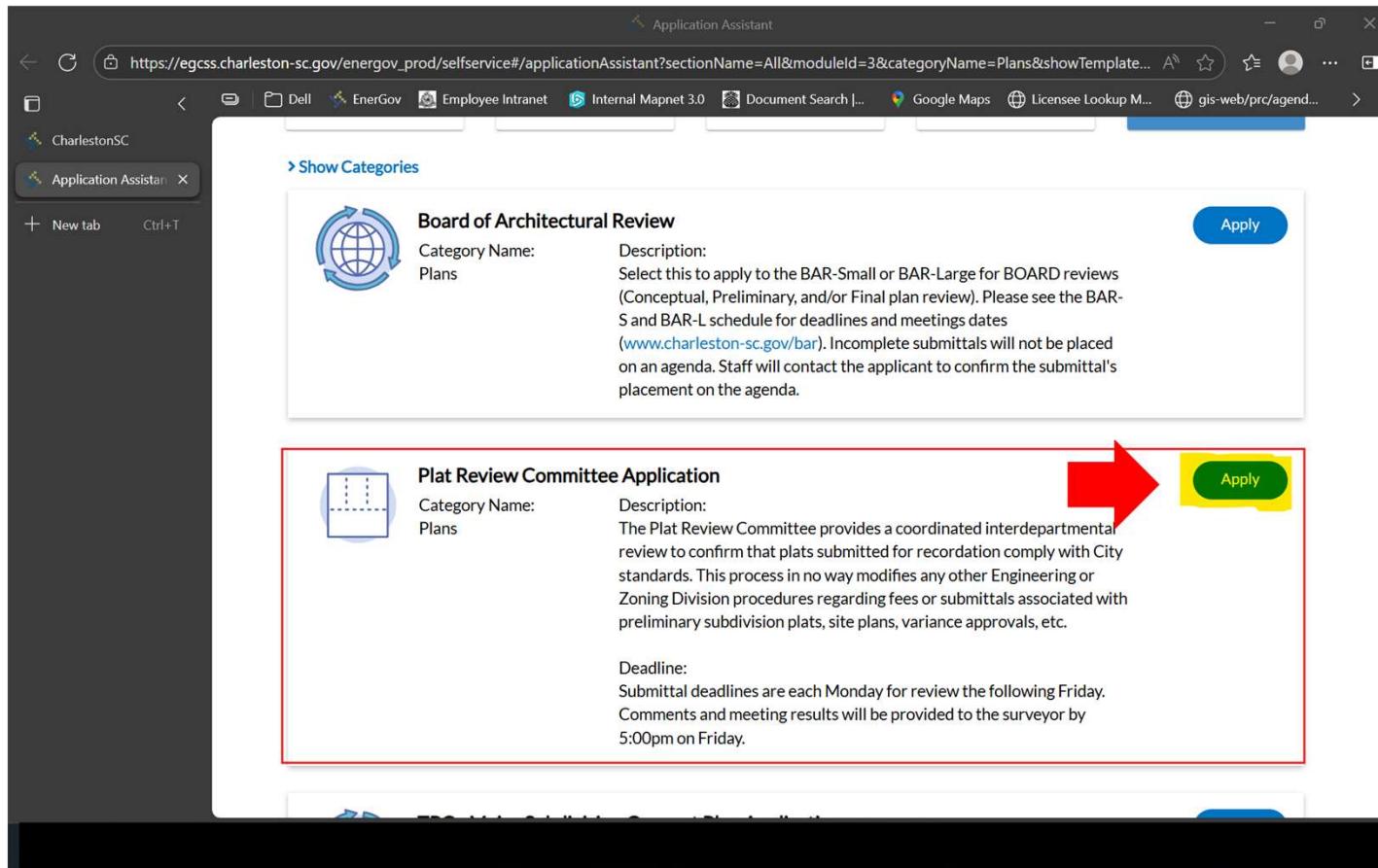
Step 2: Click on “Apply”.



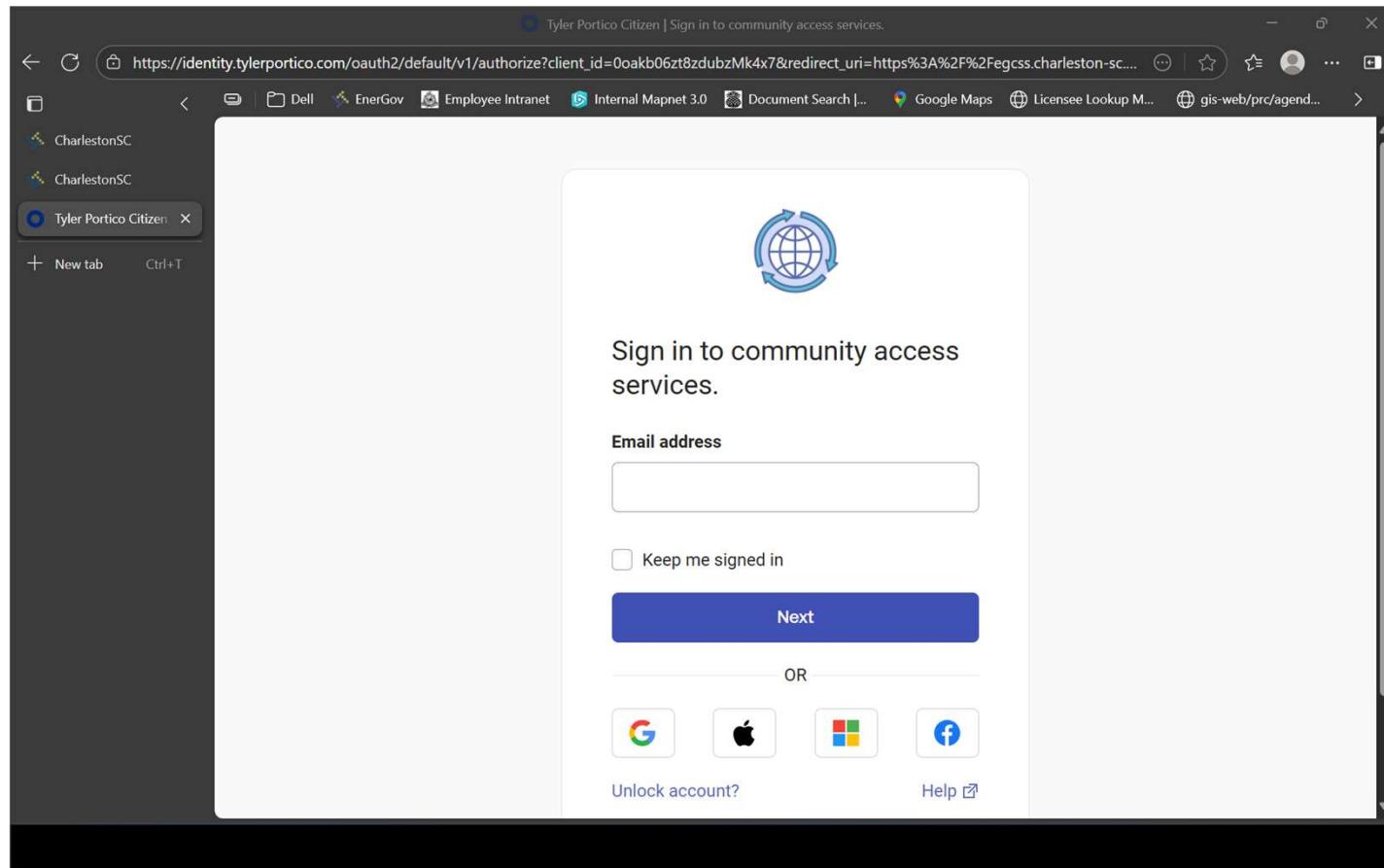
Step 3: Click on “Plans”.



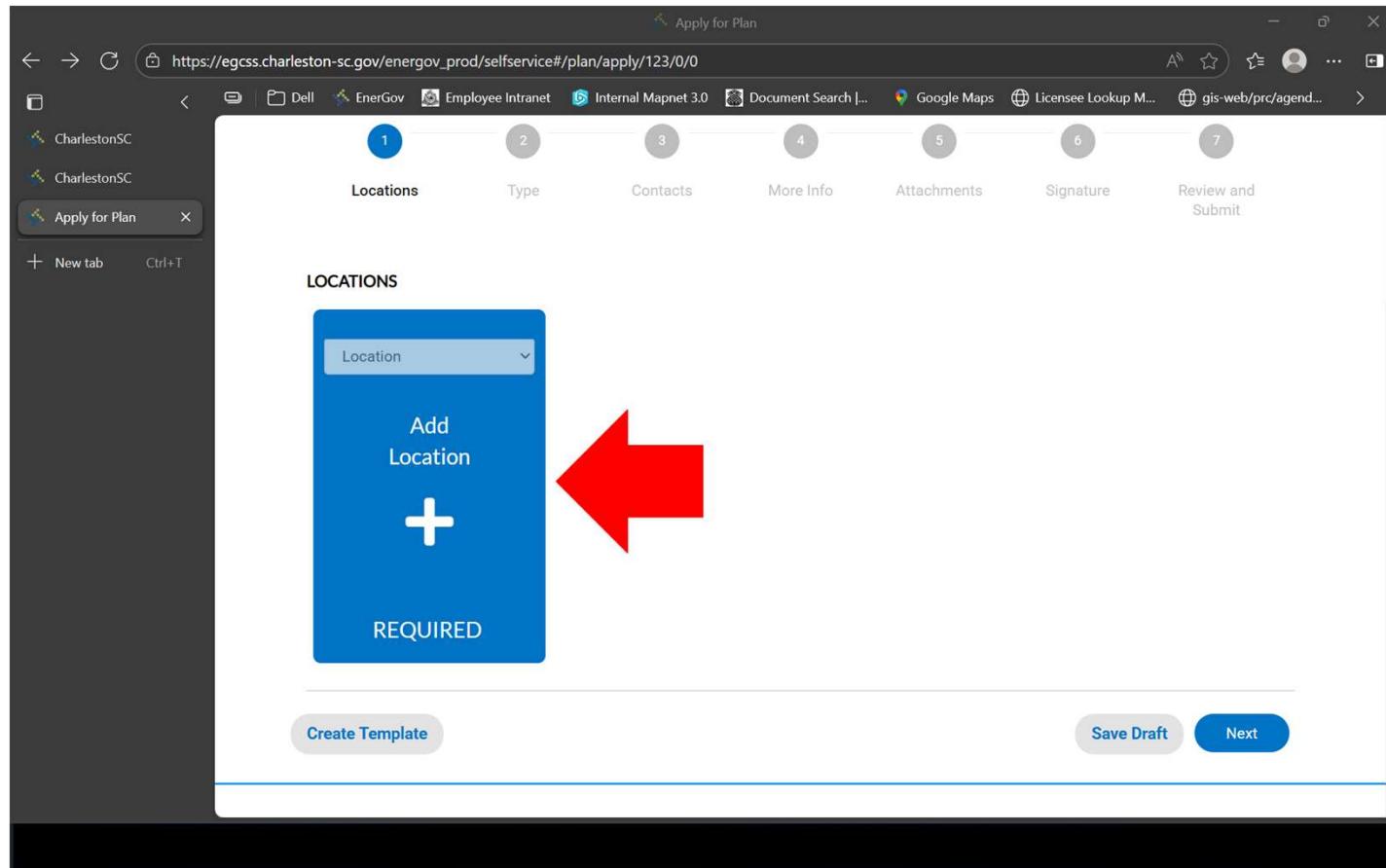
Step 4: Scroll down and click on “Apply” next to “Plat Review Committee Application.”



Step 5 (Optional): Log in to your account by following the prompts if you are not logged in already.

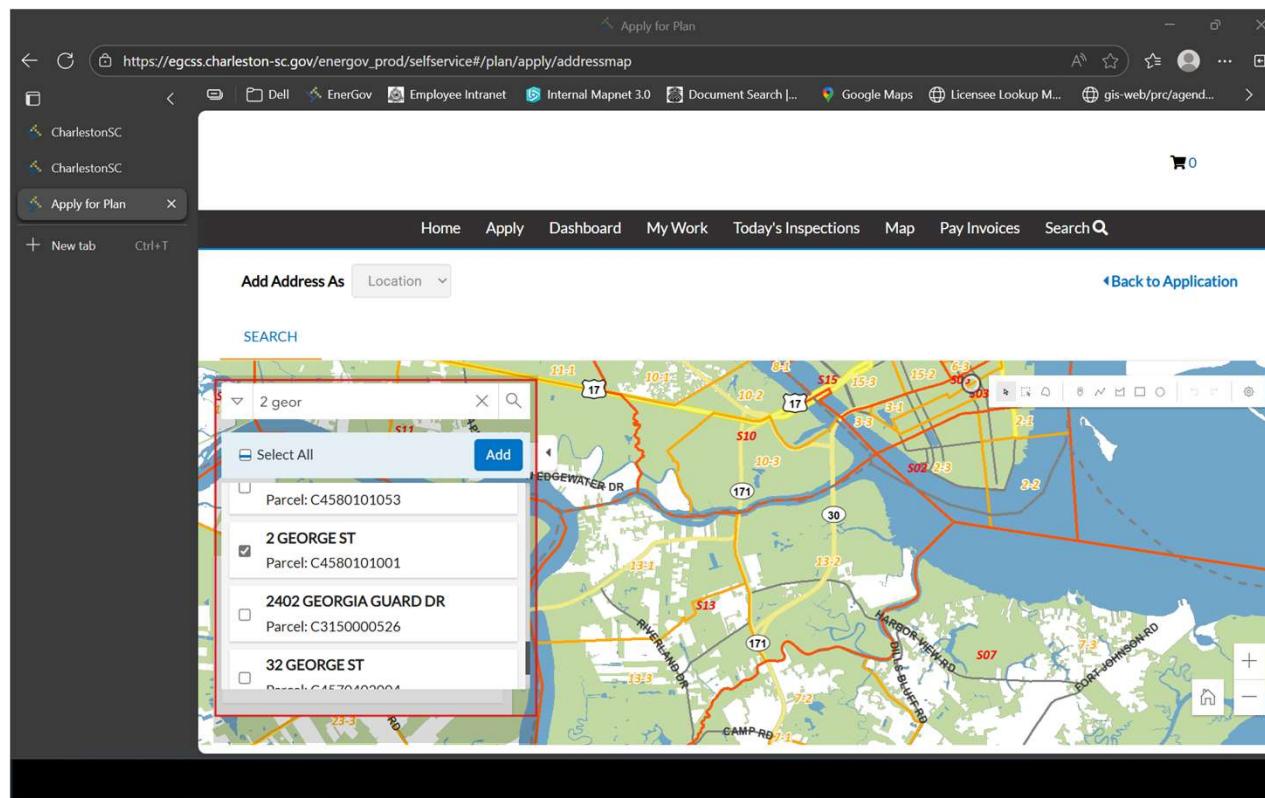


Step 6: Enter address by clicking on “Add Location”.

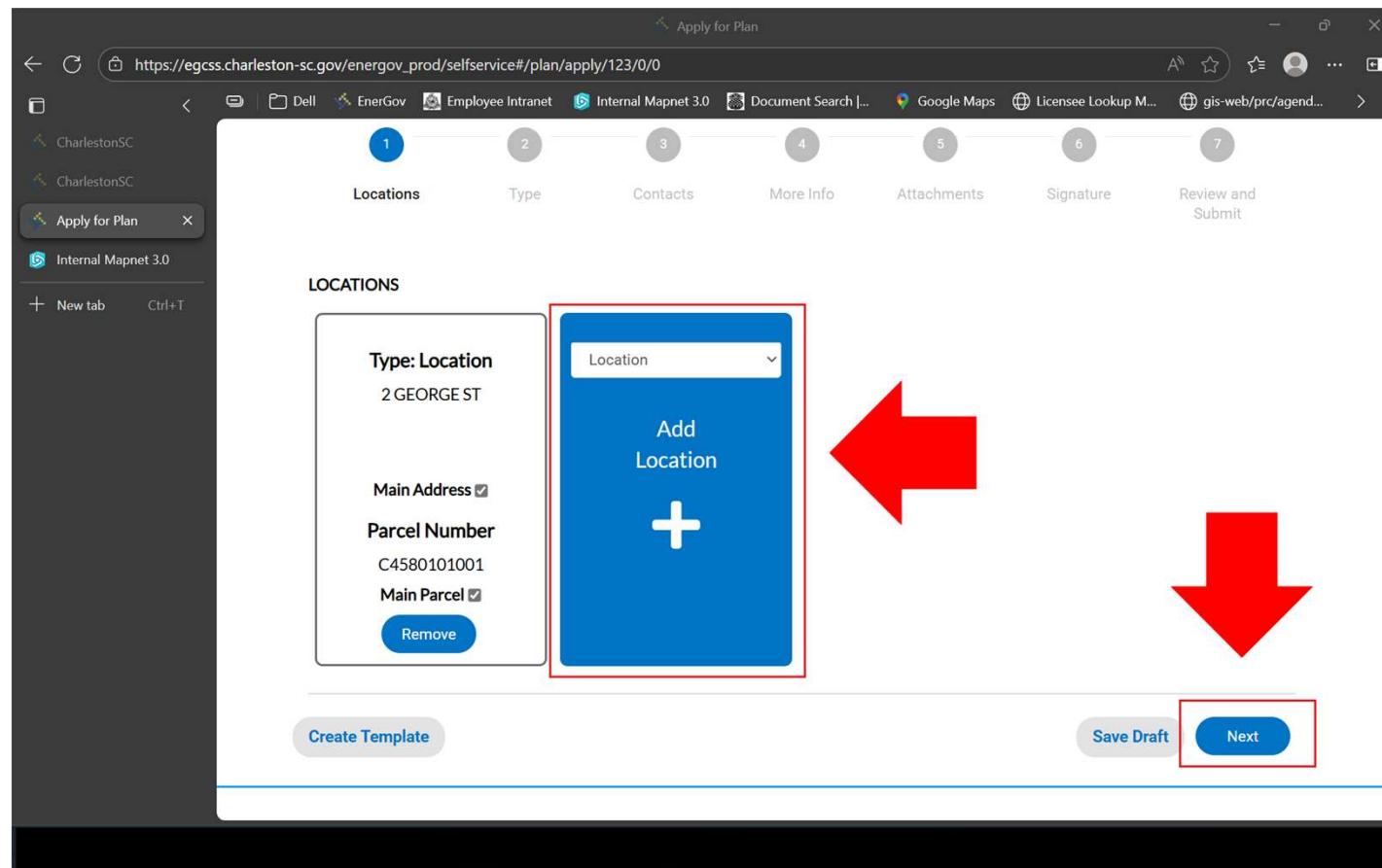


Step 6 Continued: Type in Address or TMS number. You may need to scroll down the selection list to find your specific address.

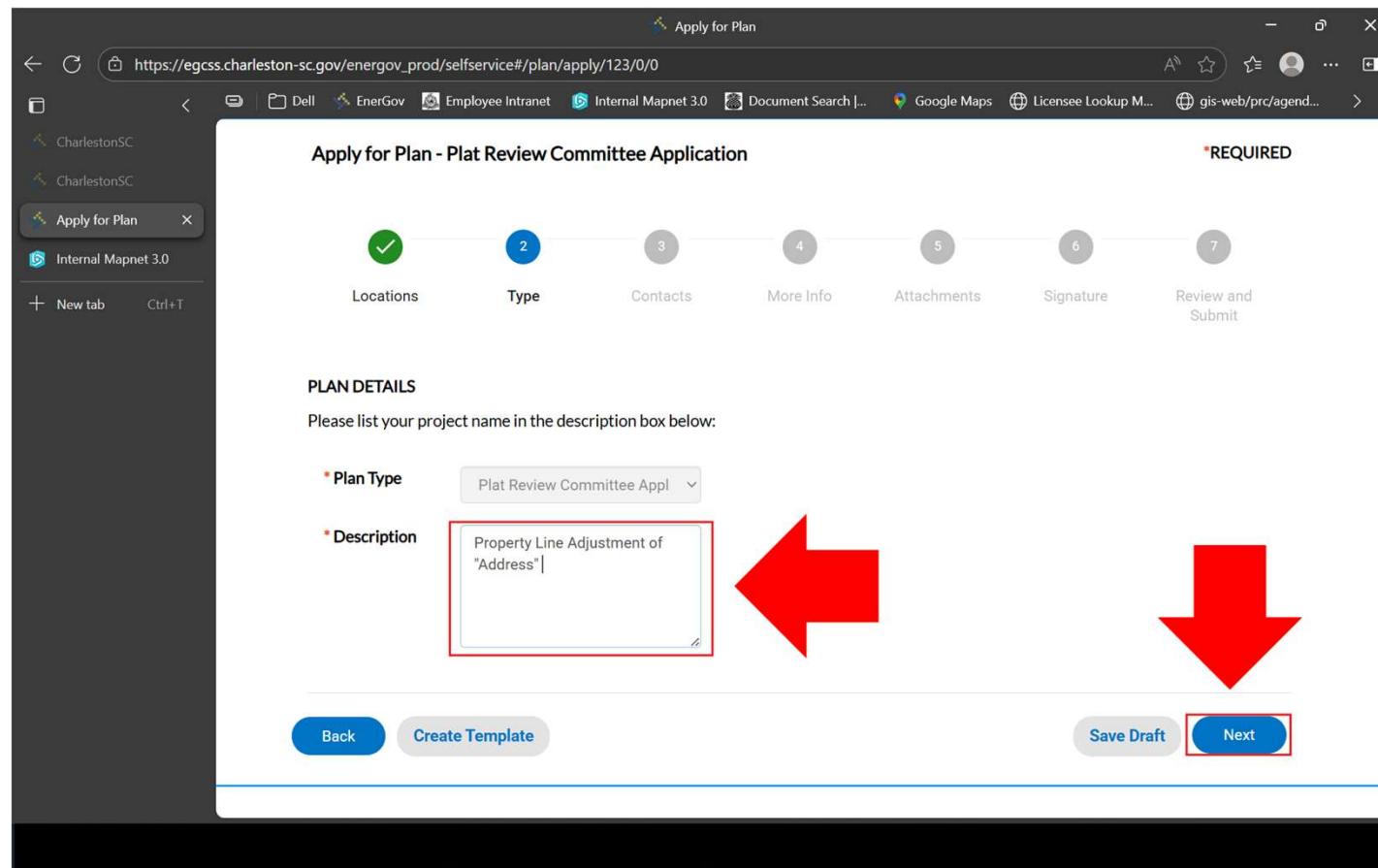
NOTE: If your address does not appear, it is possible that it does not exist within the City of Charleston. Use TMS/Parcel ID number to verify the parcel is within the City. **Parcel number is the first letter of the County then the TMS number with no dashes.**



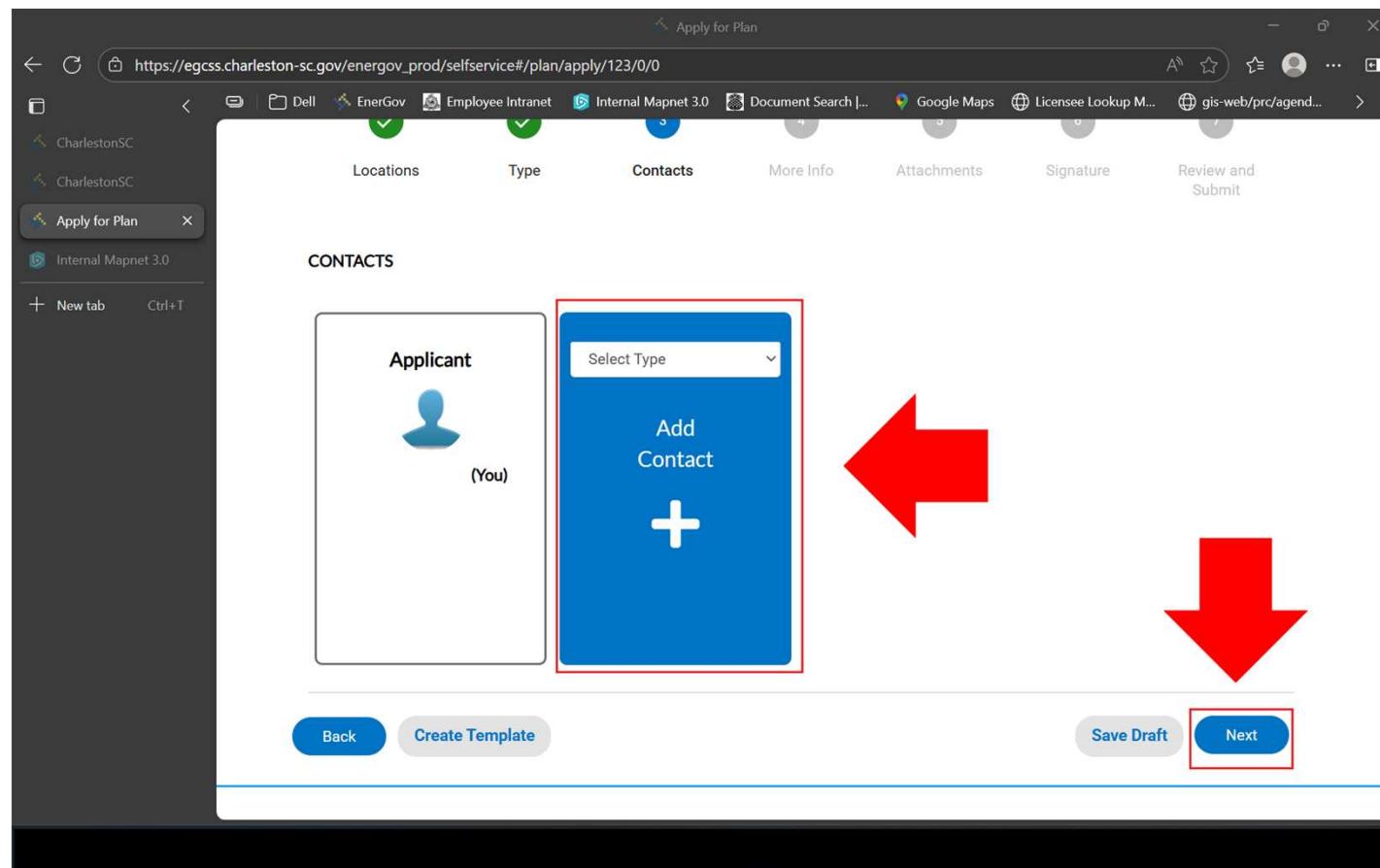
Step 6 Continued: If multiple addresses are being affected by this submittal, please add the other addresses. If not, select “**Next**”.



Step 7: Describe the plat review request, including a project name and description. Click on “**Next**” after this is complete.



Step 8: Add contacts you would like to view the plan case in CSS. The account you used to log in to the portal will automatically populate. Ensure the correct contact is listed as the billing contact. If you do not need to add another contact, click “**Next**”.



Step 9: Fill out the necessary information. A red star next to a field means it is required and cannot be left blank.

The screenshot shows a web browser window with the title "Apply for Plan" and the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/. The browser interface includes a back button, forward button, and a tab bar with "Apply for Plan" selected. The main content area is titled "Plat Information".

PRC Request Type: Property Line Adjustment / Abandonment Plat

If Other is selected, please explain: (Text input field)

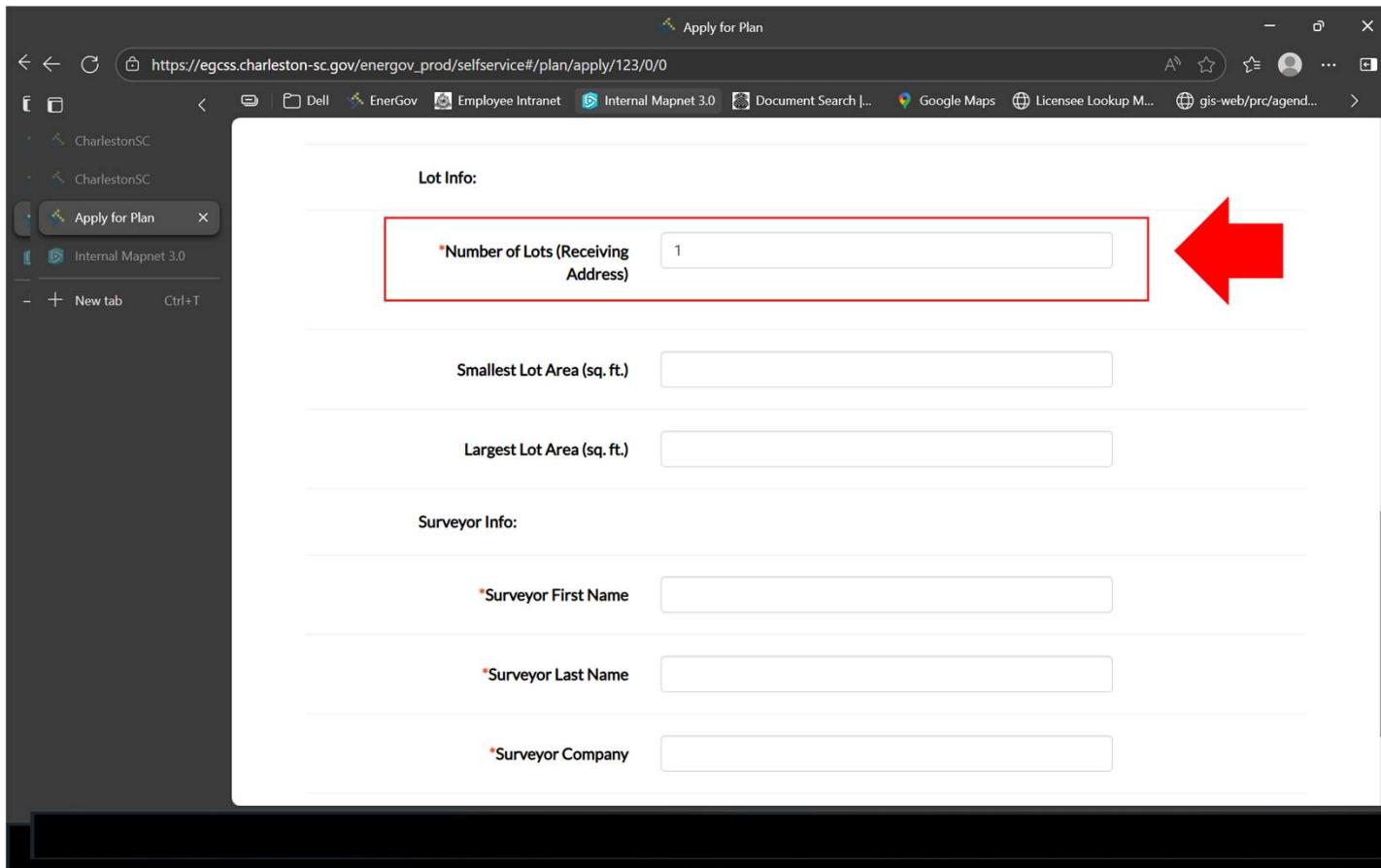
Do proposed changes comply with neighborhood covenants and restrictions? (Text input field)

Covenants and Restrictions: Not Applicable

Acreage Info:

- Critical Area:** 0
- Highlands:** 1

Step 9 Continued: Fill out the necessary information. “Number of lots” can be the number of lots surveyed or being subdivided. This will be cross referenced with the plat before invoicing takes place.



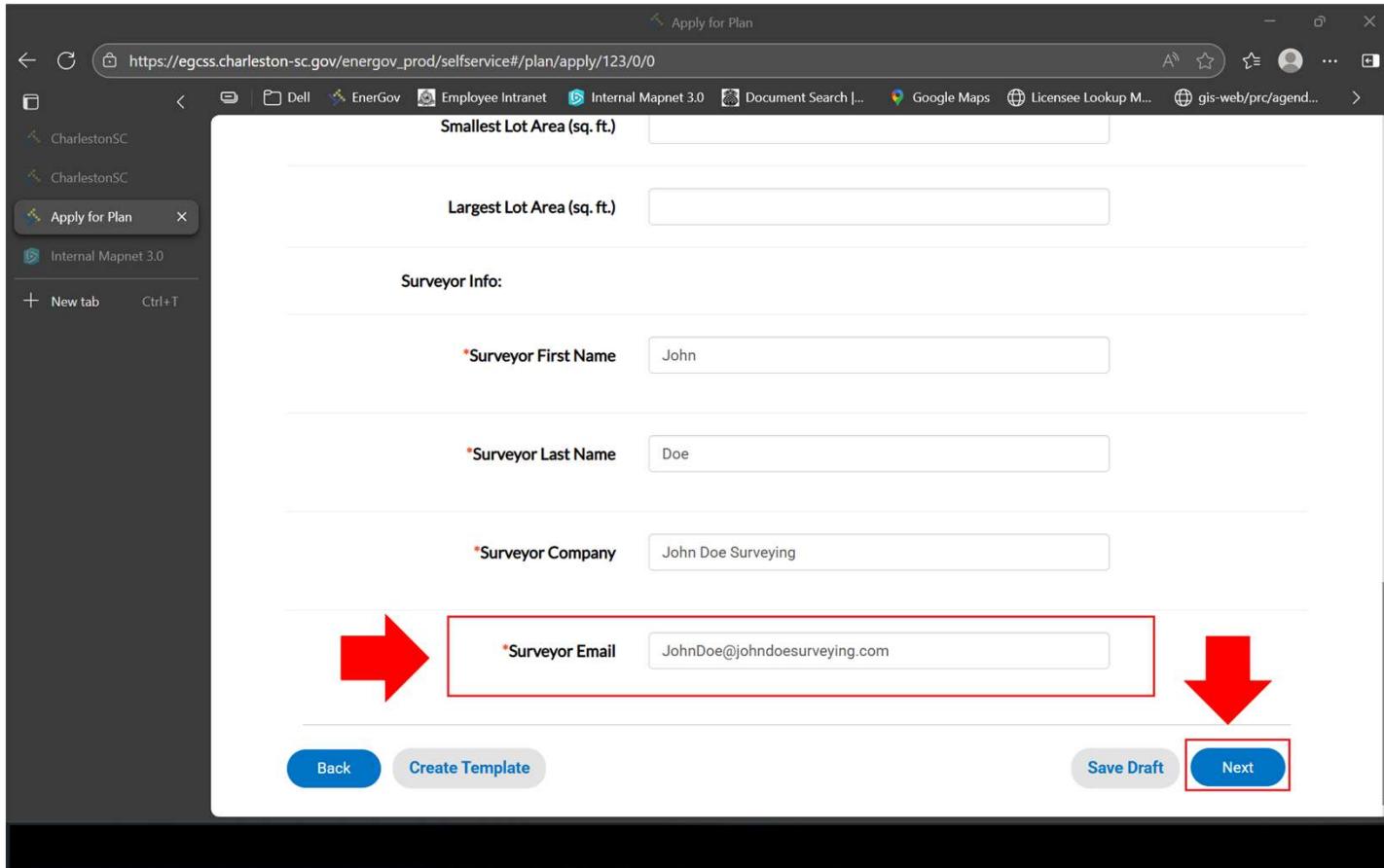
The screenshot shows a web browser window with the title "Apply for Plan". The URL in the address bar is https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/0. The browser's sidebar on the left shows several open tabs, including "Apply for Plan" (the active tab), "Internal Mapnet 3.0", and "CharlestonSC". The main content area displays a form titled "Lot Info:" with the following fields:

- *Number of Lots (Receiving Address)**: An input field containing the value "1". This field is highlighted with a red box and a red arrow points to it.
- Smallest Lot Area (sq. ft.)**: An empty input field.
- Largest Lot Area (sq. ft.)**: An empty input field.

Below this section is a "Surveyor Info:" section with three input fields:

- *Surveyor First Name**: An empty input field.
- *Surveyor Last Name**: An empty input field.
- *Surveyor Company**: An empty input field.

Step 9 Continued: Fill out the necessary information. Surveyor contact information will be used as the email contact for updates and communication outside of CSS. Click “**Next**” after all fields are complete.



The screenshot shows a web browser window titled "Apply for Plan" with the URL https://egcss.charleston-sc.gov/energov_prod/selfservice#/plan/apply/123/0/. The page contains fields for "Smallest Lot Area (sq. ft.)" and "Largest Lot Area (sq. ft.)". Below these, a "Surveyor Info:" section includes fields for "Surveyor First Name" (John), "Surveyor Last Name" (Doe), "Surveyor Company" (John Doe Surveying), and "Surveyor Email" (JohnDoe@johndoesurveying.com). A red arrow points to the "Surveyor Email" field, and a red box highlights it. At the bottom, there are "Back", "Create Template", "Save Draft", and "Next" buttons. The "Next" button is also highlighted with a red box.

Smallest Lot Area (sq. ft.)

Largest Lot Area (sq. ft.)

Surveyor Info:

*Surveyor First Name: John

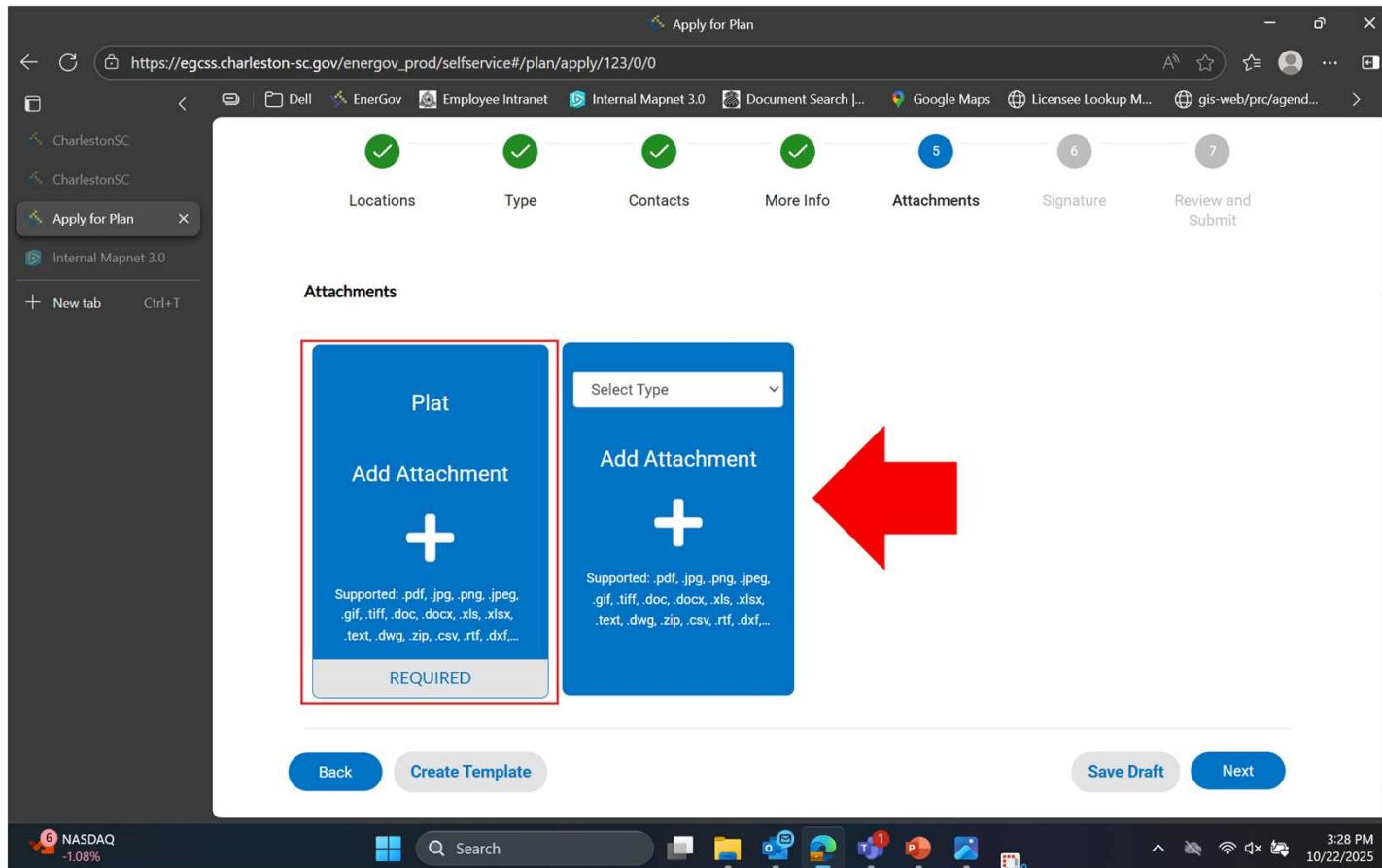
*Surveyor Last Name: Doe

*Surveyor Company: John Doe Surveying

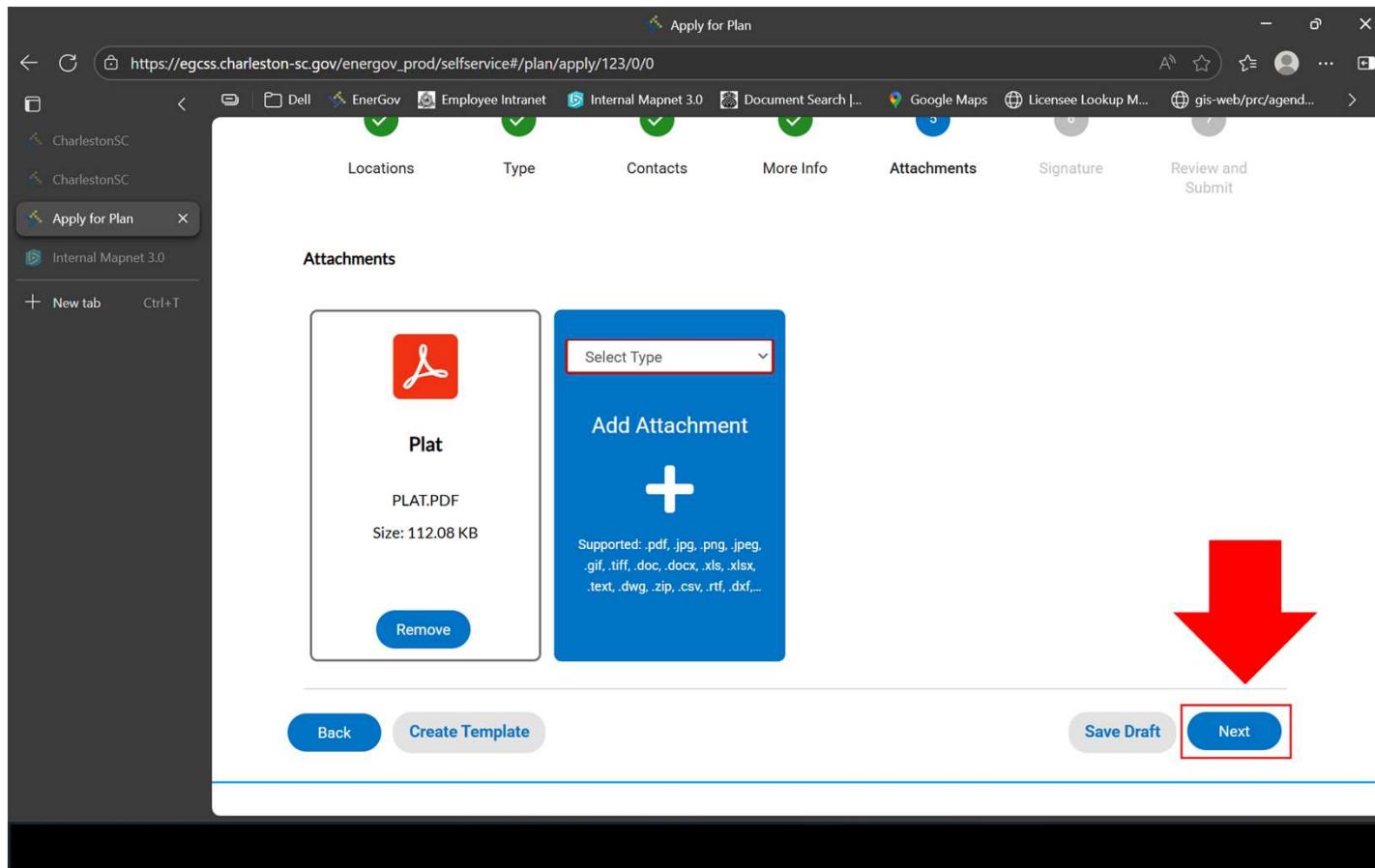
*Surveyor Email: JohnDoe@johndoesurveying.com

Back Create Template Save Draft **Next**

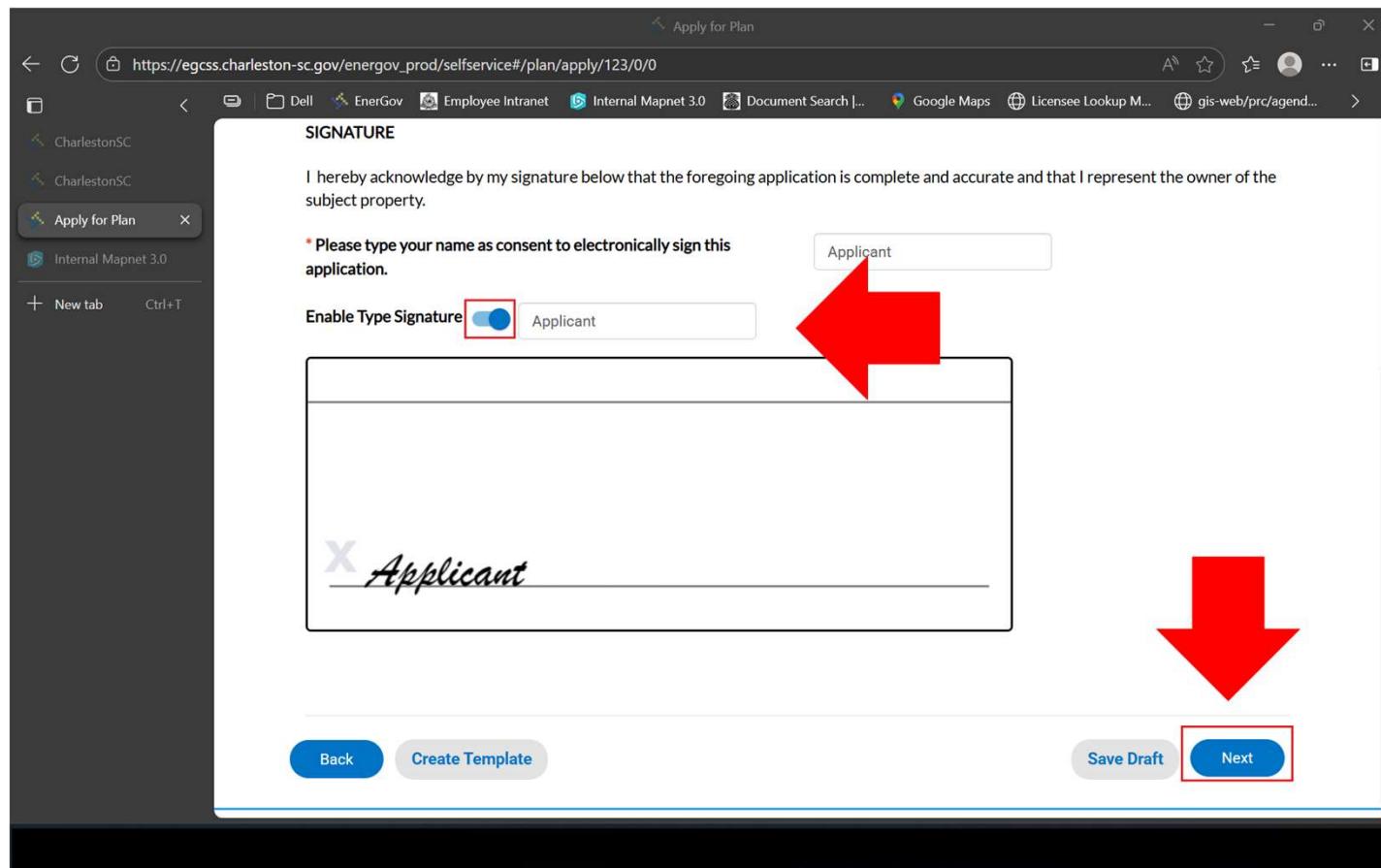
Step 10: Add the plat to “Attachments”. You will not need to add an application form. If there are any agreements or covenants that would need to be submitted with the application, please add them here as well.



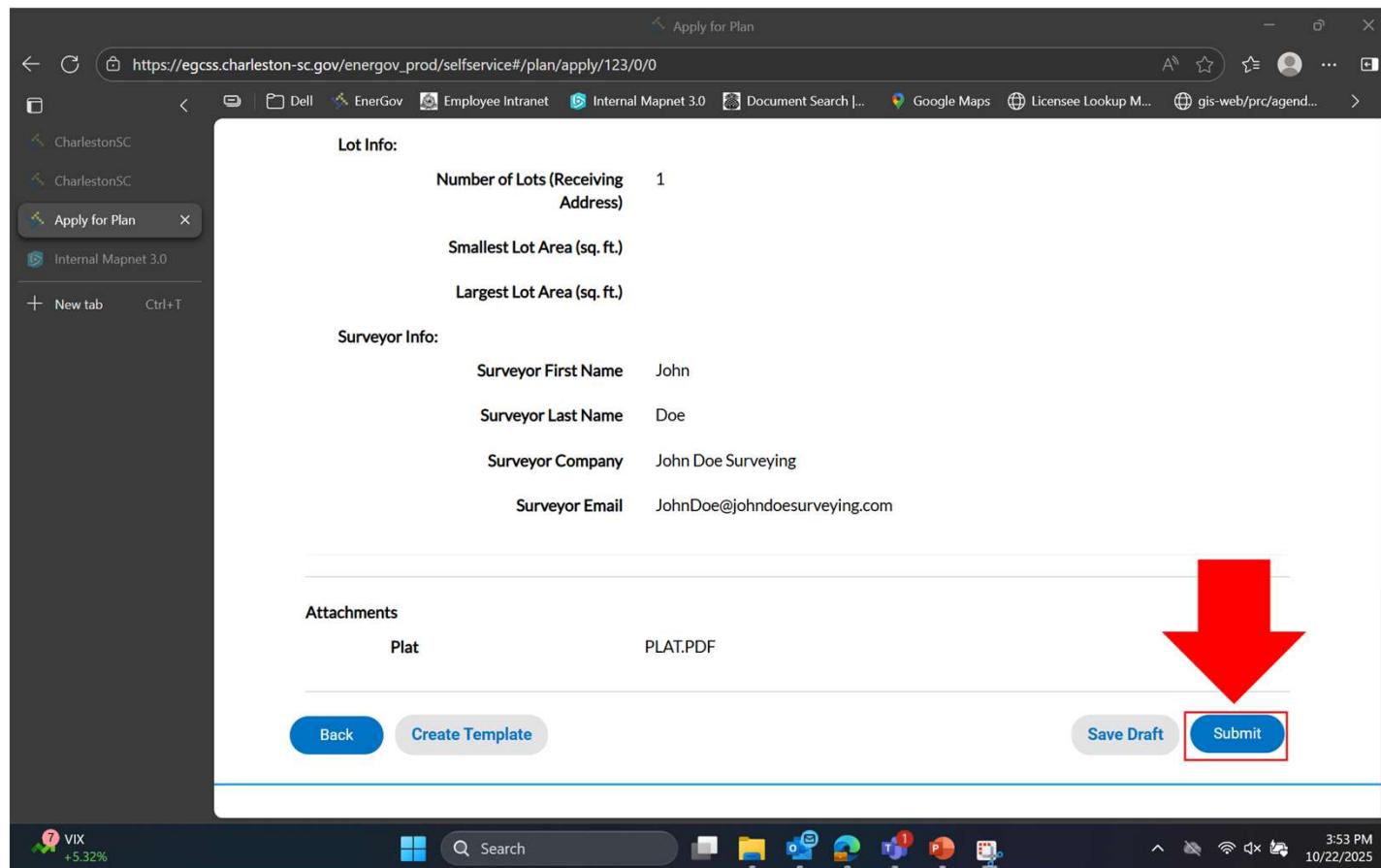
Step 10 Continued: Click “**Next**” once all relevant documents are attached.



Step 11: E-sign the document. The slider will allow you to type out the signature instead of drawing. Once the signature is complete, click “Next”.



Step 12: Review and click “Submit” once complete.



You have completed the online application for PRC. Thank you for your cooperation.

