Introduction to SagesGov Plan Review

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Community Discharge Permit Program Technical Specialist

Northeast Ohio Regional Sewer District
@neorsd
Registration
Start at neorsd.org
The Plan Review page will have a link to SagesGov
The SagesGov – NEORSD Homepage
Register as a Company or as an Individual User
Complete Registration then click submit
After submitting for registration, you are returned to the login page.

You must wait until registration is accepted before using the product.
After NEORSD accepts the registration, you will receive an email. Confirm your email.
After you click on “here” in the email, you have verification of email registration, but one more step...
When logging in the first time, you will need to accept the terms and conditions by clicking the box and clicking submit.
INITIATING A REVIEW
Working With Sages: The Home Tab

Submit New Project / Case

Watershed
- Preliminary / Determination
- Title IV Stormwater - Combined Sewer Area
- Title V Stormwater Management Review

Engineering and Construction
- Utility Location, Drawing Requests
- Utility Verification Review
- Direct Connection Requests
- Acceptance of Flow Request (P-T)

Announcements

Submittal Guidelines

Registration:
- Anyone requiring access to the SagesGov Electronic Plan Review system must register for an account by clicking the following link: https://www.sagesgov.com/neo/ProjectPortal/Register.aspx
- Architects, Builders, Engineers & Contractors must first Register new account for their Company. They are required to fill account administrator at the time of registration process; once approved they can add additional users from their company under their account.
- Persons who submit projects for a company should be set as users under the company by the Administrator and SHOULD NOT register for a separate account.
- Independent Engineers, Design Professionals etc. may have their own Company Name Account or Individual User Account in SagesGov.

New Submission:
- To start a New Submission click the Title on the "Home" tab and follow the steps to complete your new Submission. SagesGov has built-in applications that you must complete in order to submit a project. The next step is to upload your PDF files and drawings. Each drawing or document is stored in the system and will require selecting the appropriate file type to upload. You will receive an email upon successful submission.

Re-Submission:
- You will receive notification upon completion of each Review Cycle with Comments (if any). To Re-submit Drawings (optional) or other required documents, click on the Project from the Worklist Tab and follow the steps to complete your Re-Submission. Please do not click the Title on the Home Tab for Re-Submission as it will start a new project application / submission.

Utility Location Request
- If you need plan & profile drawings for a survey or other type project, choose the Utility Location button.
Application Form

Northeast Ohio Regional Sewer District
Application for Preliminary / Determination

- Project Name:
- Latitude:
- Longitude:
- Date:
- Primary City:

**APPLICANT INFORMATION**
- First Name:
- Last Name:
- Title:
- Company:
- Street Address:
- City:
- State:
- Zip:
- Phone:
- Fax:
- Email:

**OWNER INFORMATION**
- First Name:
- Last Name:
- Title:
Complete Application Save and Continue
Upload PDF Files

Preliminary / Determination

Step 1
Application Forms

Upload Electronic Plan Files and Supporting Documents

Choose File
Upload

You may optionally upload the following files:
- Cover Letter
- Detailed
- Grading plan
- Image file
- Local Sewer Dwg
- Long-term operation and maintenance plan
- Map
- NEORSD Sewer Dwg
- Other
- OUPS Ticket
- Plan Page
- Plan Set
- Reviewer Comments
- Reviewer Mark-Ups
- Site Plan
- Storm Water Pollution Prevention Plan (SWPPP)
- Stormwater Management Report
- Supporting Document
- Utility Plan

Back Cancel Save & Continue

Northeast Ohio Regional Sewer District

@neorsd
Choose the type of file that you are uploading.
Add Comments then Submit
Successful Submittal
Successful Submittal Receipt

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Project: Project Beta Submitted Successfully

Northeast Ohio Regional Sewer District

Hello,

A new project has been submitted successfully.

Project Beta
Project Number: CDPP-02-21-2019-0000110
Address: Parcel

Your submission is continuing through the review process and you will be notified accordingly. We will respond in 10-business days or sooner.

Thank You,

Robert Bezak
Commonwealth Discharge Permit Program Specialist
Questions or issues: email: CDPP@neorsd.org

or call and ask for extension 5002.

NEORS
1000 Euclid Avenue, Cleveland, Ohio
216-697-5000

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@neorsd
Other reviews may require that the location be entered first.
Other reviews require specific forms.
COMMENTS

- See Comments
- Check Status
NEORSD performs review

- Intake
- Review and mark-ups
- If multiple reviews are required:
  - You would repeat this process except you start with the additional type of review.
  - Rob assigns multiple reviews on intake.
After review you get an email with attachments
Login: Bookmark this page or return through neorsd.org
Click on WORKLIST tab
Worklist shows projects that you have submitted.
Worklist with comments ready
Click on the project to go to Overview
If a project were to have multiple reviews then it would display that here.
Click on Files to see marked-up drawings
Under Files You Can View the Comments
Under Files you can view plan mark-ups
Return to Overview
Click on respond to comments
Red dots denote issues that need to be addressed.
Click Respond to Comments; each comment needs a response.

Click Save Responses
Click Resubmit Project
Review Location, click Next
Review Application Form, click Next
Upload revised drawings

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Click Submit
Successful resubmission.
Worklist now shows In Progress Status
When all comments addressed, you receive an approval email.
CHECKING ON STATUS-UPLOADING ADDITIONAL DOCUMENTS
Your Worklist
After Intake, Status is changed to In Progress
Click on *Project* for Project Overview Tab
Click on **Manage Files** to upload more documents.
Questions?

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