

All Land Use Board Applications are to be submitted online. Though we plan to phase out hard copies in the future, during this initial transition period, we will be requiring that hard copies still be submitted to our office for all Land Use Board applications. *Your application will be considered 'stopped' or incomplete until hard copies are received.*

To submit a Land Use Board application electronically, please use the Public Portal:

- Go to <https://darienct.viewpointcloud.com/>
- Click on the 'Land Use Boards' icon.
- Click **Select** next to the application you want to apply for.
- Read the main page. Here, you can also find helpful links and documents related to that particular Land Use Board.
- Click **Apply Online**.
- You will be prompted to log in (if not already logged in).
 - If you have used ViewPoint previously, login with your username and password.
 - If you are new to ViewPoint, you will need to click **Sign Up** to create a username and password.
**The Town of Darien cannot recover your username or password. If you forget your password, you must click 'Don't remember your password?' to recover your login details.*
- Once logged in, you will confirm your contact information at **Step 1**.
- Then, click **Next** to follow the steps/prompts in completing the application.
**Skip any "Office Use Only" fields or sections.*
- At the final step, verify that all information is correct and click **Confirm and Submit**.

Note: you can save drafts: If at any time you want to Save your application and come back to it before completion, **click Save Draft and Exit** at the upper right hand of the screen. You can then view your saved drafts by clicking the **My Account** page at the top of the screen.

Once you have submitted your application, you will be taken to the main status page for that particular application. You can comment P&Z here with questions at each step, and likewise, P&Z can comment the applicant with missing items, questions, etc.

Also here, you're able to determine where your application stands. For example, immediately after you submit the application, you'll notice that it is "In Progress" under "Intake Review." That means P&Z is reviewing it for completeness and assessing a fee. You will be notified via email once payment is due and at any other step which requires action on your part. You can view all of the steps on the left hand side of the page.

- Checked **green** steps are complete
- **Blue** steps are in progress
- If the step is **gray**, it just means that step has not yet become active

So, on this main status page for the application, you can:

- view your submission
- check the status of your application by looking at its progress on the left hand side
- pay fees
- submit or view comments
- view and add additional or revised attachments under "Attachments."
- add "guests" (ex. Applicant wants to add Surveyor so they can upload a survey OR Applicant wants to add homeowner to pay fee, etc.)

Once the Planning Application goes through the public hearing process and is decided upon, P&Z staff will upload the decision/resolution under "Attachments" and the applicant and general public will be able to view that decision in addition to the entire application including attachments.

You can view all of your applications and details anytime by logging in and clicking My Account at the top of the page.

Please note: After submitting your application online, additional documents may need to be uploaded closer to the Public Hearing or meeting date.

In the case of a Public Hearing, this will include a "Proof of Mailings" attachment, involving the requirement to notify property owners within 100 feet of the subject property.

You may also have revised documents, plans or miscellaneous items that you want to submit after your initial application is submitted.

To add an attachment after an application has been submitted:

- Login to ViewPoint with your ViewPoint ID and password.
- At the top of the page, click "My Account."
- On the left side of the page, click "Applications."
- A list of all of your applications will appear. Click the appropriate application.
- On the left side of the page, click "Attachments."
- Here, you can manage attachments:
 - *Add your "Proof of Mailings" document* by scrolling to the "Proof of Mailings" attachment type and clicking upload.
 - *Add revised plans or documents* to a current attachment type by clicking "Action" next to the appropriate attachment type, then clicking "Upload new version."
 - *Add new or miscellaneous attachments* by scrolling to the bottom of the attachment list and clicking "add attachment." **If you add a miscellaneous attachment, be sure to properly title the attachment.**