

WSSC Easement Submittal Guidelines

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Land Services Section

Engineering & Environmental Services Divisions

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Avolve Software - ProjectDox (Version 9.1.9.904)

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Introduction

This manual should provide you a basic overview of using the Land Services Section Easement Review Workflow thru WSSC's ePlan review system. This review process has been in place since 2018. The goal has been to reduce the amount of paper used, to provide a better review response time, and to better track the status of easement projects.

Easement Preparation Guidelines and Checklist

In addition to this submittal guideline, the Land Services Section website has the following resources available to assist you in preparing a thorough and complete WSSC Easement submittal that will require minimal revisions. The WSSC Easement Preparation Guide covers the general requirements of a WSSC Easement package, and of each document submitted therein for review. Use this link:

<https://www.wsscwater.com/sites/default/files/sites/wssc/files/landunit/WSSC%20Easement%20Prep%20and%20Submittal%20Guidelines%20FY2018.pdf>

Although a checklist for Right of Way Review is in Appendix B of our guidelines, it is also provided separately in:

<https://www.wsscwater.com/sites/default/files/sites/wssc/files/landunit/Checklist%20for%20ROW%20Review.pdf>

Please actively use the checklist as it is the basis of what review staff will be looking for while checking your documents. Please check your work and make sure your package is complete prior to submittal. Use appropriate naming conventions when preparing your files for submission.

File Naming Conventions

General Guidelines: Name files such that it is easier for you to upload properly (especially in projects with multiple owners) and for WSSC to easily identify. Put in only those files that apply to that folder.

Easement Intake Form: Use the Grantor name, followed by Owner # (if multiple grantors in the submittal), then the word Intake. If only 1 owner, you can just name the file **Intake**.

Examples: **Douglas (2) - Intake** or **ABC LP (Owner 3) - Intake**

Schedules & Engineering Plans: Use the Document type. You can add sheet number or sketch # too for clarification. For projects with multiple owners, add the owner # before the file name.

Examples: **Owner 2 - Schedule A** or **Schedule B (A-30567) – Color** or **Owner 3 – Plan Sht3**

Supporting Documents: Use General Guidelines and common sense, naming files so that they are easily identified. If there are multiple deeds in your supporting documents, you can add a description.

Examples: **PB 123 PG 45, SRC Plat 12345, L 123 F 45, Ex WSSC Esmt L1234 F56**

Initiating an ePlan Easement Review Project Setup

Before an easement will be reviewed online thru Land Services Section’s ePlan workflow, your project’s design and associated dependencies must be finalized. Some of these dependencies include the recordation of record plats dedicating public streets, necessary land transfers (if applicable) or execution of other WSSC easements which the new easement connects to. When these things are complete you may request authorization for easement submittal from your WSSC Development Services (DSD) or Pipeline Design Division (PDD) Project Manager. The Land Services Section cannot setup an easement review without their authorization. While requesting their permission to start an easement review you must complete the following Intake Authorization Form and email it to Project Manager with your request.

<https://www.wsscwater.com/sites/default/files/2021-07/EASEMENT%20INTAKE%20AUTHORIZATION%20FORM.pdf>

If the WSSC Project Manager believes that the project is ready for easement submittal, they will forward the form to ROWReview@wsscwater.com. Please do not directly email or cc Land Services Staff or ROWReview with your request to proceed with easement review. To facilitate an easier setup process for Land Services staff, please be sure to “save” your completed easement intake form (not print to PDF). A saved PDF allows us to copy and paste information directly from your form into our specific easement review project setup form without errors. Also, please make sure that the contact name and email are correct and match the person who will be submitting and processing your documents. That contact person will receive an invitation to the project (Fig. 1) and notification to upload documents into ProjectDox (see Fig. 5) once setup is complete and will receive all subsequent notifications.

Application Plan Review Invitation

Hello Terry Blomquist:

Welcome to the WSSC ePlan Review (ProjectDox) system. This project invitation has been sent to you in response to your Easement Submission and Review Request. A project has been created to allow you to electronically upload your easment package and supporting documents for plan review.

To access your new project, follow the instructions below:

- Click the Project Access link below
- Enter your User Login and Password.
- If this is your first submission, please contact a Land Services Section Staff Reviewer and request a temporary password to log in. You will find LSS Staff contact information below.

User Login:	EasementReviewRequest@wsscwater.com
Project Number:	DA5577A20-ESMT
Project Name:	LAND - Land Services Email Forms
Project Contact:	WSSC EPlans (planreview@wsscwater.com, 301-206-8650)

[Project Access Link](#)

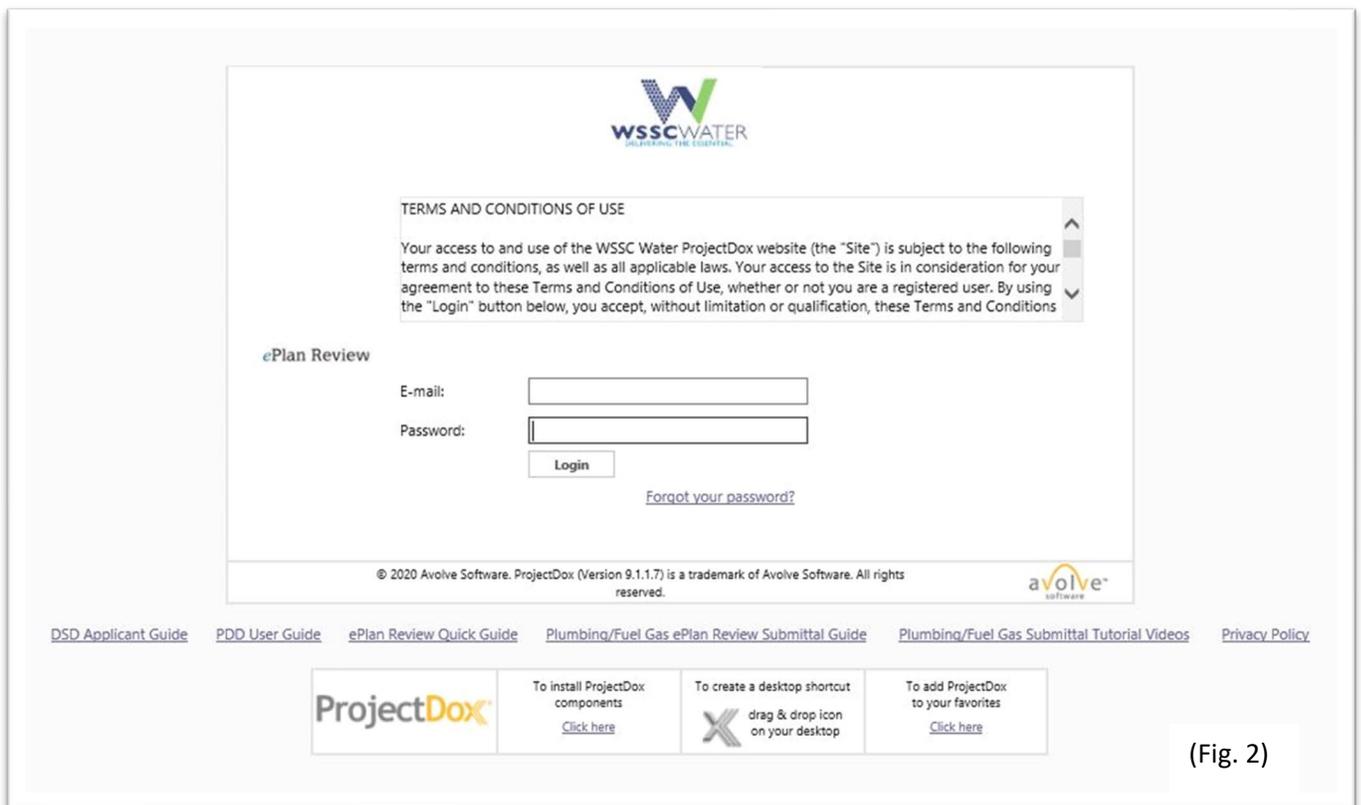
(Fig. 1)

Logging In

The URL to log in to WSSC's ProjectDox portal is:

<https://planreview.wsscwater.com/ProjectDox/>

If you have never logged in to ProjectDox before, a WSSC ProjectDox Administrator may create a basic user profile for you OR you will be prompted to create a profile when you login the first time through a project invitation link. You will then follow the link to the main page login screen (Fig. 2) and log in to ProjectDox for the first time. Please note that for ePlan to work properly, you will need to turn off your internet browser's pop up blocker. The system will prompt you to change the temporary password and will allow you to fill out some profile details if you wish. Near the bottom of the main log in screen (Fig. 2) you will also see hyperlinks to various available user guides. The most helpful for a new user beyond this guide is the "ePlan Review Quick Guide".



(Fig. 2)

User Home Screen / Main Page

After logging in, you will be presented with the user home screen or main page (Fig. 3). This screen provides you with an overview of projects you are actively working on and projects which you have been assigned a task to complete. Notice in the upper right-hand corner the “Home” button; any time you hit the “Home” button within ProjectDox, you will be returned to this screen.

The screenshot shows the 'NSSC ePlan Review' interface. At the top right, there is a 'WSSC' logo and navigation buttons for 'Home', 'All Tasks', 'Profile', and 'Logout'. Below the header, there are three tabs: 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. The 'Tasks (PF)' tab is active. Below the tabs are 'Refresh' and 'Save Settings' buttons. The main content is a table with the following columns: OPTIONS, TASK, PROJECT ..., INSTANCE, GROUP, ASSIGNM..., STATUS, PRIORITY, DUE DATE, CREATED, and PROJECT ...

OPTIONS	TASK	PROJECT ...	INSTANCE	GROUP	ASSIGNM...	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT ...
	Applicant Upload Task	SU2064W20-ESMT	SU2064W20-ESMT - Land Services PF Review - 11/12/2019 4:00:39 PM	Applicant	FirstInGroup	Pending	Medium	11/15/2019 4:00:52 PM	11/12/2019 4:00:52 PM	LAND - 1785/405/Trojan - Bohler - 1own1pt - A30095 - Rufus Leeth
	Applicant Upload Task	BL5628A13-ESMT	BL5628A13-ESMT - Land Services PF Review - 11/22/2019 12:02:55 PM	Applicant	FirstInGroup	Pending	Medium	11/27/2019 12:03:07 PM	11/22/2019 12:03:07 PM	LAND - Burton Ln PG High Zone - Mercado - 6own7pts - A30023 - A30028 - Tesfai Giorgis
	Applicant Resubmit Task	DA5409E12-ESMT	DA5409E12-ESMT - Land Services PF Review - 7/29/2019 12:28:31 PM	Applicant	FirstInGroup	Pending	Medium	12/6/2019 11:55:47 PM	11/20/2019 11:55:48 PM	LAND - CSP Assoc 1 - VIKA - 2own4pts - A30040 C2810 - Amy Quant

At the bottom of the table, it says '1 - 3 of 3 records' and there are navigation buttons for 'prev', '1', and 'next'. The caption '(Fig. 3)' is located to the right of the screenshot.

Notice the 3 tabs in the upper left screen (of Fig. 3) titled, “Tasks (PF), Tasks (PD), and Projects”. The **Tasks (PF)** tab displays active projects which have active tasks assigned to you to complete. Other available information includes; project status, the due date of your task, and your project name. The **Tasks (PD)** tab is now obsolete and only applies to easement review projects created before June 2018.

The **Projects** tab allows you to view or search all projects you are currently working on or projects you have viewed in the past; they are presented in reverse chronological order, and defaults to view only your most recent projects. To view all projects you have participated in since establishing a WSSC ProjectDox account, click on the “All Projects” button (Fig. 4).

The screenshot shows the 'All Projects' view in the 'NSSC ePlan Review' interface. At the top right, there is a 'WSSC' logo and navigation buttons for 'Home', 'All Tasks', and 'Profile'. Below the header, there are three tabs: 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. The 'Projects' tab is active. Below the tabs are 'Refresh', 'Save Settings', and 'Reset Settings' buttons. The main content is a table with the following columns: PROJECT NUMBER, OPTIONS, PROJECT TYPE - PROJECT NAME, WSSC OWNER, STATUS, and CREATE DATE.

PROJECT NUMBER	OPTIONS	PROJECT TYPE - PROJECT NAME	WSSC OWNER	STATUS	CREATE DATE
65BL3415A-ESMT-SEFALSO-DA6444A18		LAND - Lanham Dev 16" ROW - Ben Dyer - 1own1pt - S140 - Monika Kornhauser	Terrence Blomquist	Approved	8/30/2018 12:44:09 PM
AS2091A74-ESMT		ESMT - Buena Vista - Ben Dyer - Town:1pt - A29717 29718 - K. Yilma	Terrence Blomquist	Approved	5/4/2018 5:48

At the bottom right of the table, there is a 'Show 8 records' dropdown and a 'Recent Projects' button. The caption '(Fig. 4)' is located to the right of the screenshot.

Task Notification

After an Easement Review Project has been set up, you will receive the following notification email, telling you what documents to upload, and appropriate formatting:

Applicant Upload Task Assignment

Hello Terry:

Welcome to the WSSC ePlan Review (ProjectDox) system. This project invitation has been sent to you in response to your Easement Submission and Review Request. A project has been created to allow you to electronically upload your easement package and supporting documents for plan review.

To access your new project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Password (if this is your first submission, please contact a Land Services Section Project Reviewer and request a temporary password to log in.)
3. If you are not already in your project, click on the Project Name
4. To upload files, navigate to the appropriate folders, click on the "Upload Files" button and follow the instructions to upload your drawings and / or documents.
 - o **Intake Sheets:** Click on the intake sheets folder; then upload one scanned intake form for each unique grantor. If applicable, please number them sequentially as Owner 1: "XXXX"; Owner 2: "XXXX"; etc.
 - o **Owner Documents:** Click on the appropriate and corresponding "Owner" folder and upload Schedule A and owner specific colored sketches and engineering plans into the "Schedules & Engineering Plans" folder and all supporting deeds, and plats in the "Supporting Documents" folder. If applicable and your project does have multiple grantors, be sure to keep each owner's "Schedules & Engineering Plans" and "Supporting Documents" uploaded in the appropriately numbered owner folder. If only one grantor is involved please disregard the other "owner" folders.
5. **File Naming Conventions:** Please refer to the Applicant Submittal Guide found on the Land Services Section website for file naming conventions.
6. Complete the "Applicant Upload" task found in your task list and your application has now been submitted for review.

WSSC will accept the following file types.
Drawings: Vector-based .PDF (preferred), .DWF, .DWG, .DGN, .DXF
Supporting Documents: .DOC, .DOCX, .XLS, .XLSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG

(Fig. 5)

After receiving your first task notification (Fig. 5), you may access the project by either clicking on the link within the notification, or through your home screen, by clicking on the appropriate Project Number hyperlink (Fig. 6).

SSC ePlan Review

Home 🔍 All Tasks Profile

Tasks (PF) Tasks (PD) Projects

Refresh Save Settings Reset Settings

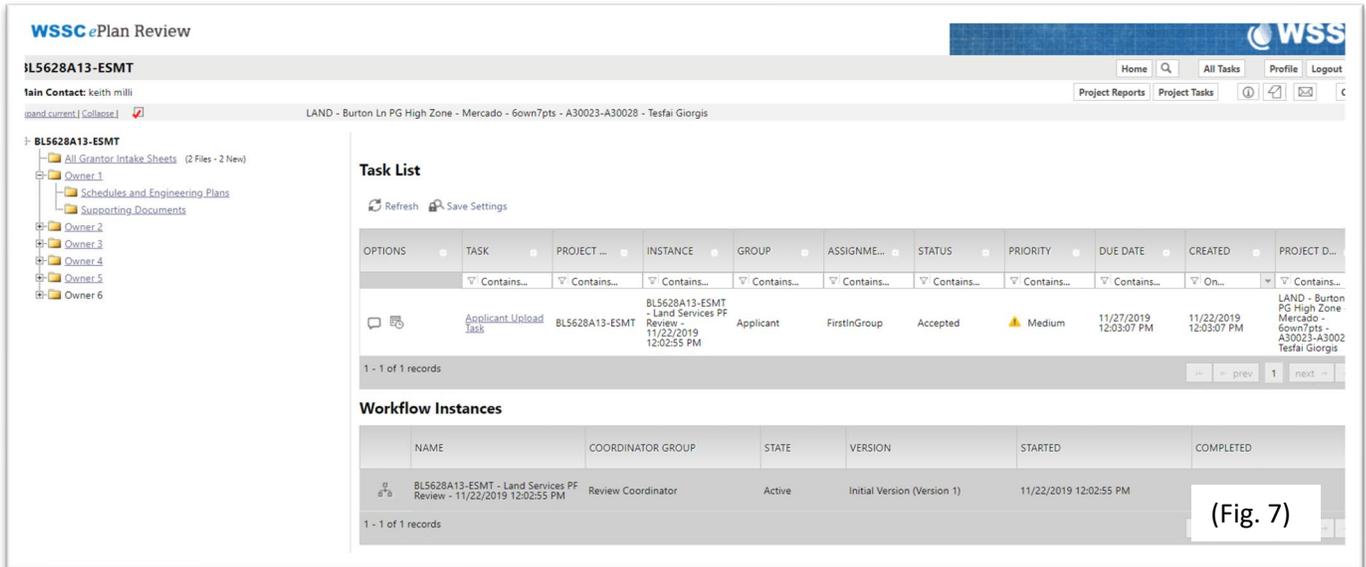
OPTIONS	PROJECT NUMB...	TASK	PROJECT DESCR...	STATUS	PRIORITY	GROUP	DUE DATE	ASSIGNMENT T...	INSTANCE	CREATED
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...
	SU2064W20-ESMT	Applicant Upload Task	LAND - 1788/405/Trojan - Bohler - Town1pt - A30095 - Rufus Leeth	Pending	⚠ Medium	Applicant	11/15/2019 4:00:52 PM	FirstInGroup	SU2064W20-ESMT - Land Services PF Review - 11/12/2019 4:00:39 PM	11/12/2019 4:00:52 PM
	BL5628A13-ESMT	Applicant Upload Task	LAND - Burton Ln PG High Zone - Mercado - 6own7pts - A30023-A30028 - Tesfal Giorgis	Accepted	⚠ Medium	Applicant	11/27/2019 12:03:07 PM	FirstInGroup	BL5628A13-ESMT - Land Services PF Review - 11/22/2019 12:02:55 PM	(Fig. 6)
	DA5409E12-ESMT	Applicant Resubmit Task	LAND - CSP Assoc 1 - VIKA - 2own4pts - A30040 C2810 - Amy Quant	Pending	⚠ Medium	Applicant	12/6/2019 11:55:47 PM	FirstInGroup	DA5409E12-ESMT - Land Services PF Review - 7/29/2019 12:28:31 PM	11/20/2019 11:55:48 PM

1 - 3 of 3 records

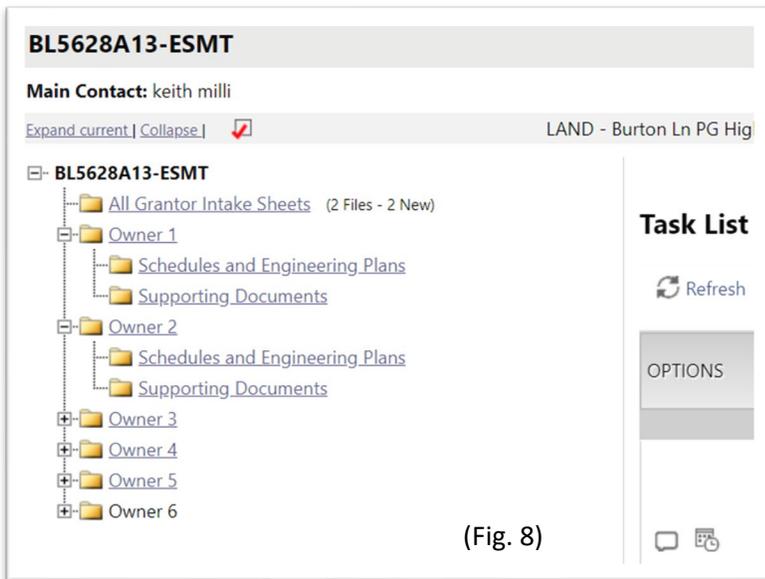
prev 1 next

Initial File Upload

Once in your project review screen (Fig. 7), the layout of the project review screen is generally self explanatory. On the left are folders where you will upload documents. In the center you will see a Task List area, that displays available tasks.



Within the project you will upload your documents in the directory folders (Fig. 8). Be sure to click on the plus (+) signs to expand and view subfolders under each owner.

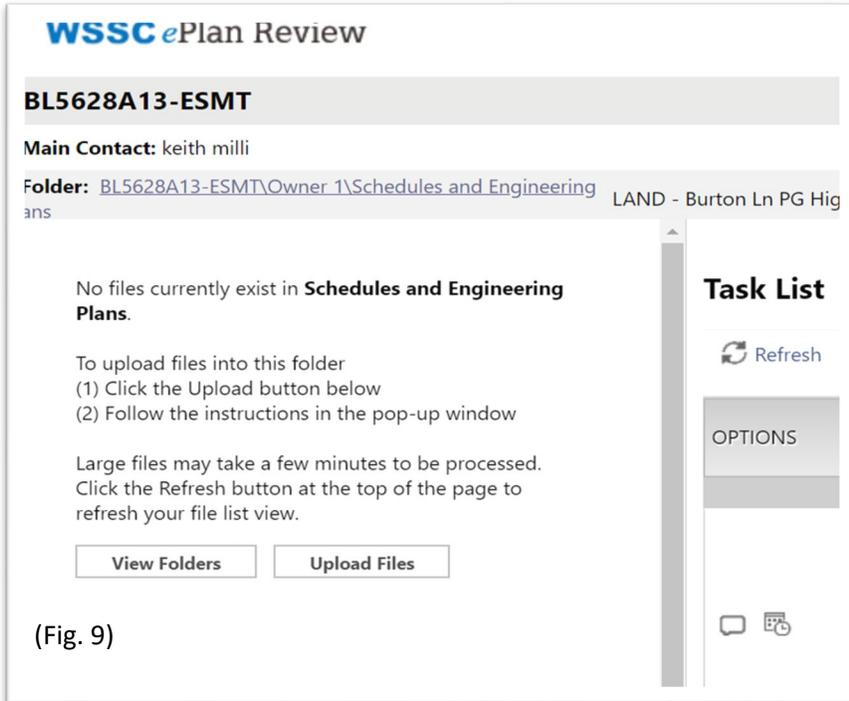


Please upload files as follows:

All Easement Intake Transmittal forms are to be uploaded in the “All Grantor Intake Sheets” folder.

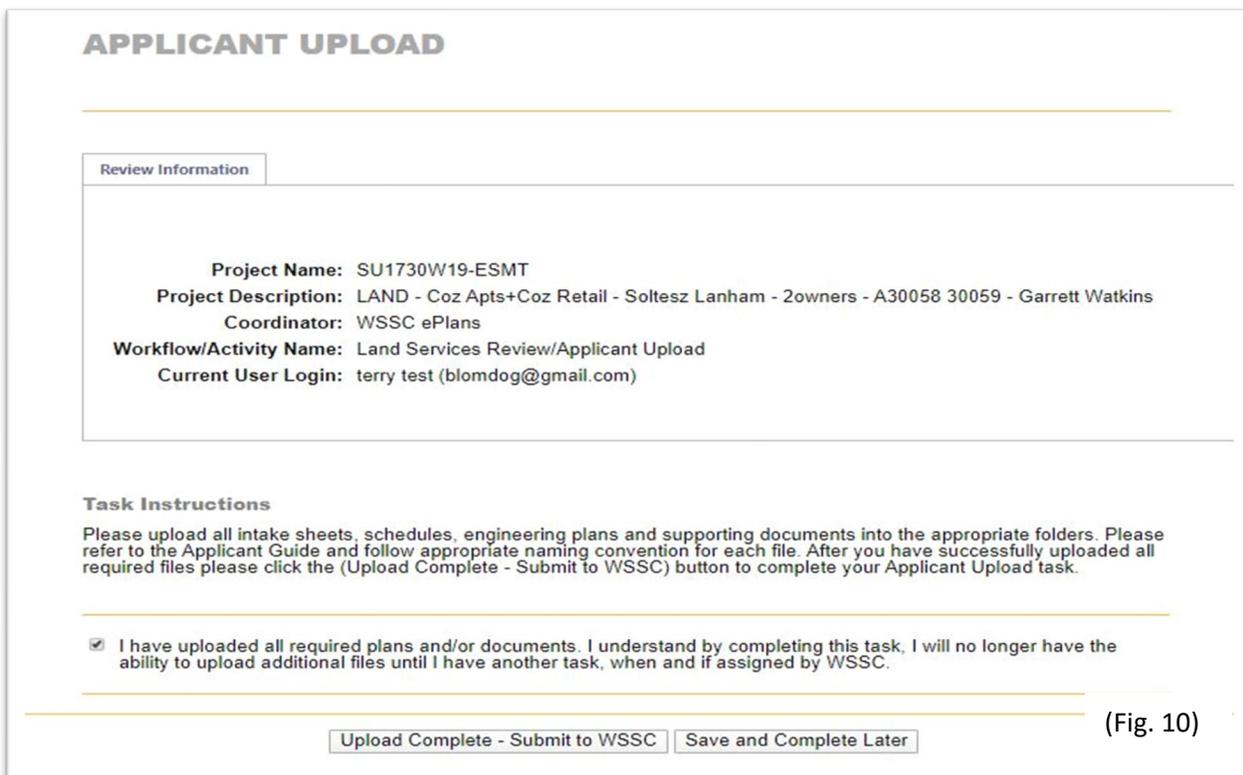
For each owner, upload the description, sketch(es) and engineering plan sheet(s) applicable to that owner only under the “Schedules and Engineering Plans” subfolder; and upload applicable deeds and plats to the “Supporting Documents” subfolder. Although our project setup defaults to a 5 owner maximum, we can adjust that higher based on information provided on the Intake Authorization sheet.

To upload your files, click on the folder or subfolder that you want to upload into. If the folder is currently empty, the screen shown below (Fig. 9) will prompt you. Click on “Upload Files” and follow the instructions given to complete your easement document upload. If you are adding more documents to a folder that already has documents in it, you have the option to click the “Upload Files” button at the top of the folder.



(Fig. 9)

Having uploaded your documents into the appropriate project folders, accepted the applicant upload task from within the project task list, (Fig. 7) or on the user home screen by clicking on the task hyperlink (Fig 6). Doing this will initiate the “Applicant Upload” eForm (Fig. 10). To complete the task, click the check box that reads in part, “I have uploaded all required...” and then hit the “Upload Complete - Submit to WSSC” button. This completes your applicant upload.



(Fig. 10)

Prescreen and First Cycle Review Corrections

After you have completed your initial submittal, the project task assignments return to WSSC. LSS staff will prescreen your work, making sure that all your documents conform to what is required in the Easement Preparation Guidelines. If all the required documents have been uploaded and the overall presentation is of good quality, the easement review will be forwarded to WSSC staff for further review and assignments. If your submittal is missing documents or is otherwise deficient, no further detailed review will take place and you will be notified via ProjectDox that you have a new "Prescreen Correction Upload" task. To resolve this, follow the instructions written by a Land Services staff member in your prescreen correction eForm and resubmit your project in the same way as previously described.

Once passing prescreen review, your easement submittal is forwarded to the appropriate WSSC DSD or PDD Project Manager for review. Upon their approval, LSS staff completes their technical review. Unless your initial submittal is completely free of errors, you will receive notification(s) via the system email that corrections are required (see Fig. 11).

Review Correction Request Task Assignment

Attention terry:

Your easement package submission for Project: **DA6324A17-ESMT - LAND - Garrett, MNCPPC, SHA - Packard - 3own3pts - A30042-30044 - Hala Flores** has been reviewed, but has generated comments or requires corrections. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected documents and / or sketches are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting documents and / or sketches:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC

Please Note: all projects received after 12 noon are considered received the "next business day."

Project:	DA6324A17-ESMT
Description:	LAND - Garrett, MNCPPC, SHA - Packard - 3own3pts - A30042-30044 - Hala Flores
Task:	Applicant Resubmit
Project Contact:	Terrence Blomquist (Terry.Blomquist@wsscwater.com , 301-206-8671)
Project Access Login to ProjectDox	

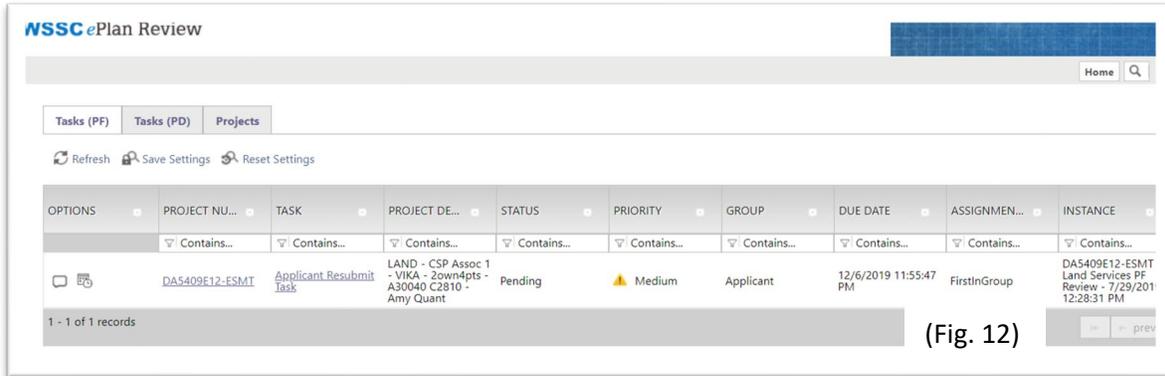
For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with ProjectDox, please contact

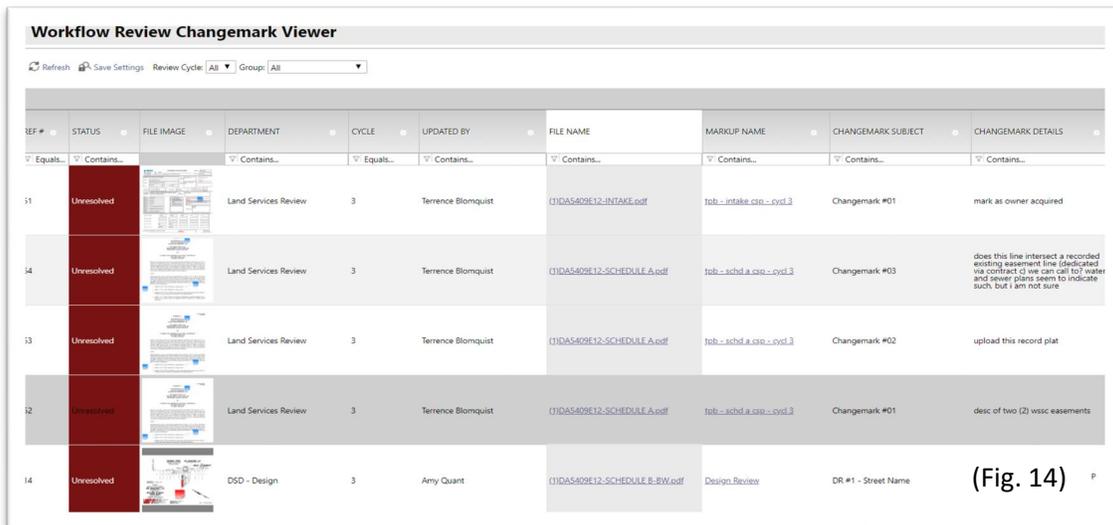
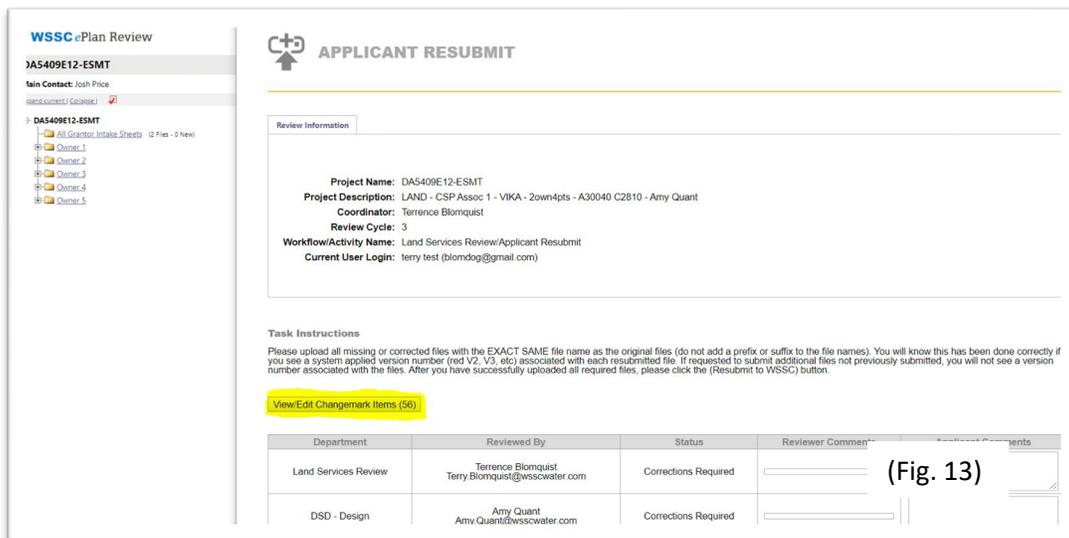
- Terry Blomquist (301-206-8671, terry.blomquist@wsscwater.com)
- Barbara Dillman (301-206-8785, barbara.dillman@wsscwater.com)

(Fig. 11)

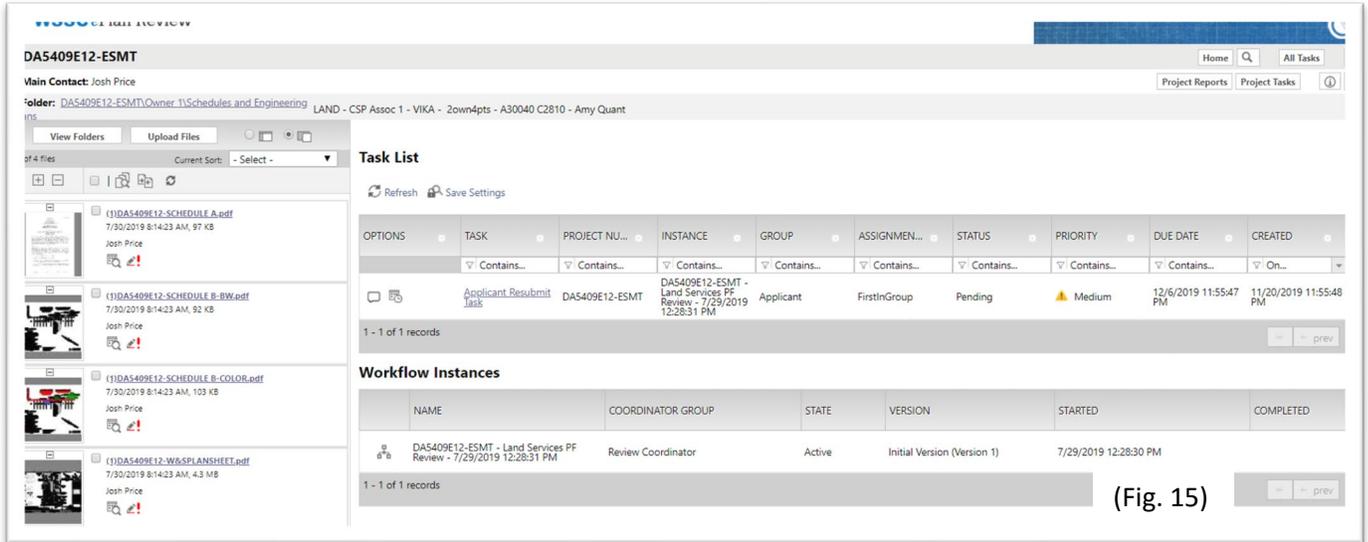
Upon receipt, you can log in to Project Dox and will have an available task (Applicant Resubmit Task) displayed on your user home screen (see Fig. 12).



There are 2 ways to review WSSC’s comments – **First** by clicking on your task, the “Applicant Resubmit” eForm pops up (Fig. 13); then you can view comments in report form by clicking on “View/Edit Changemarks”, which will generate the “Workflow Review Changemark Viewer” (Fig. 14).

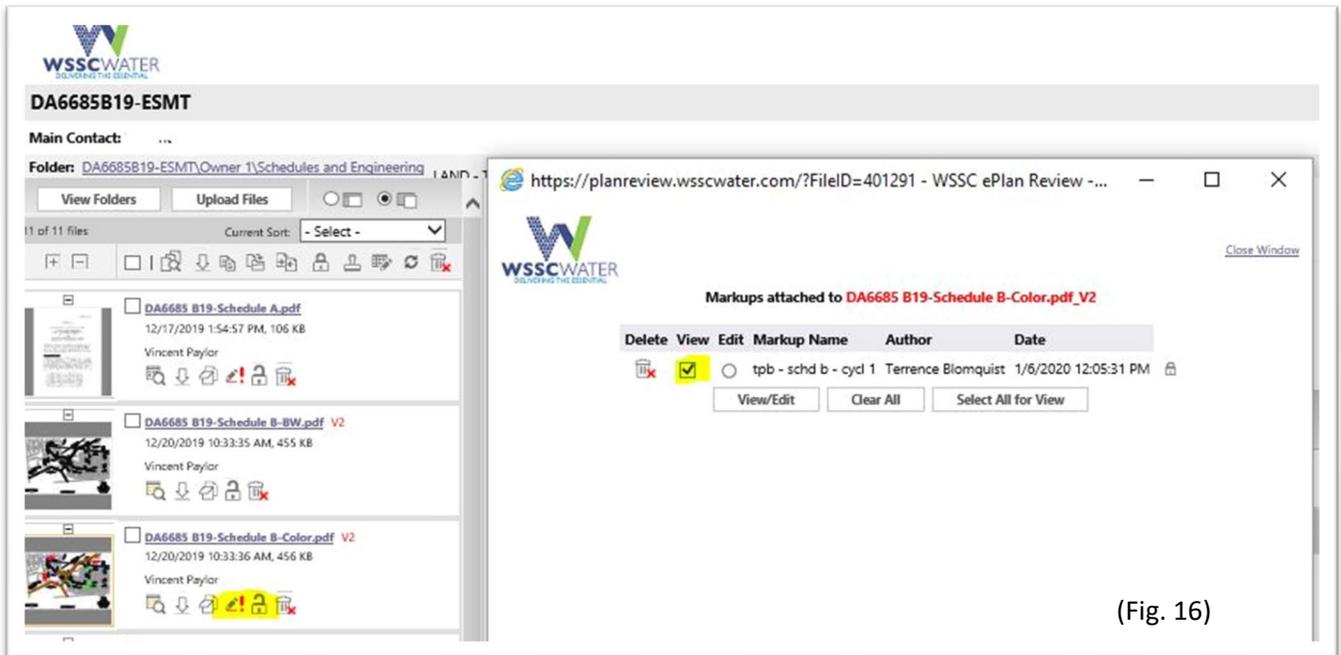


OR Second by clicking on your project number, you can go into the project review screen's folders and for each file that requires review click on the markups icon, (a pencil shown as a red exclamation point beside it - Fig. 15) to bring up the markups attached to that file.



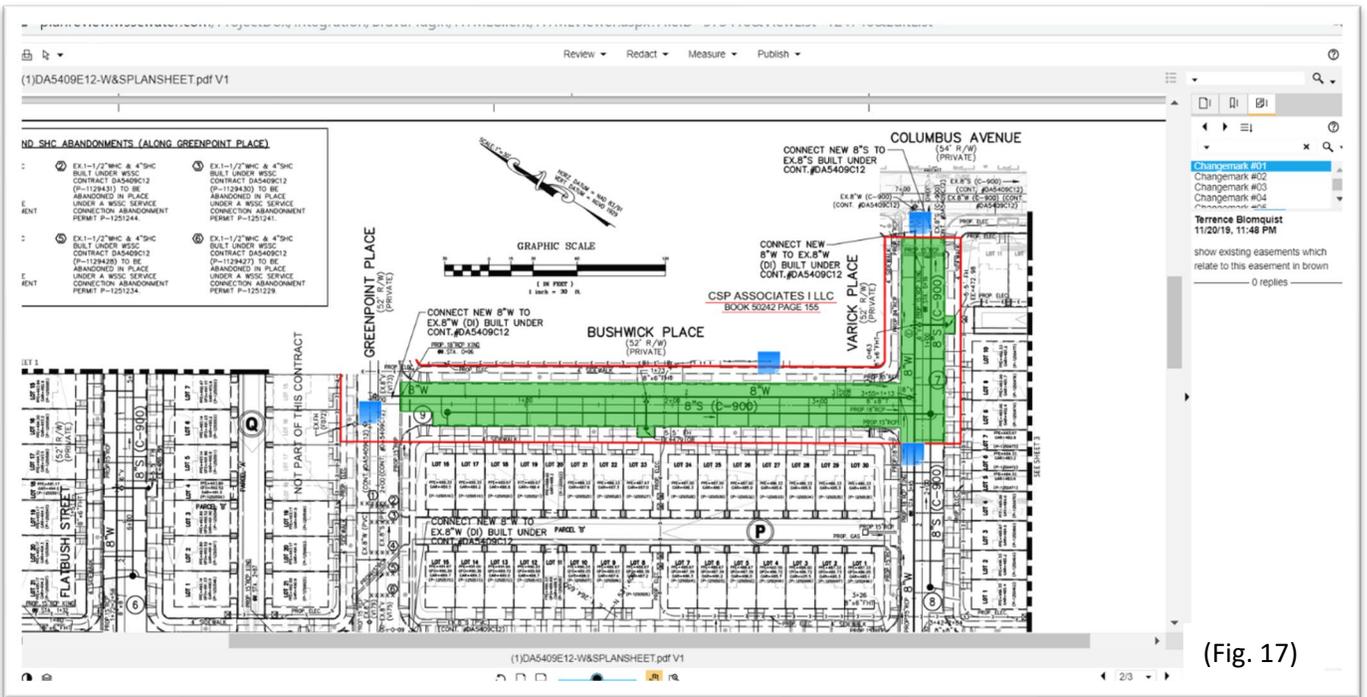
(Fig. 15)

Then check the view box and click on view/edit (Fig. 16) to view comments & changemarks (Fig. 17).



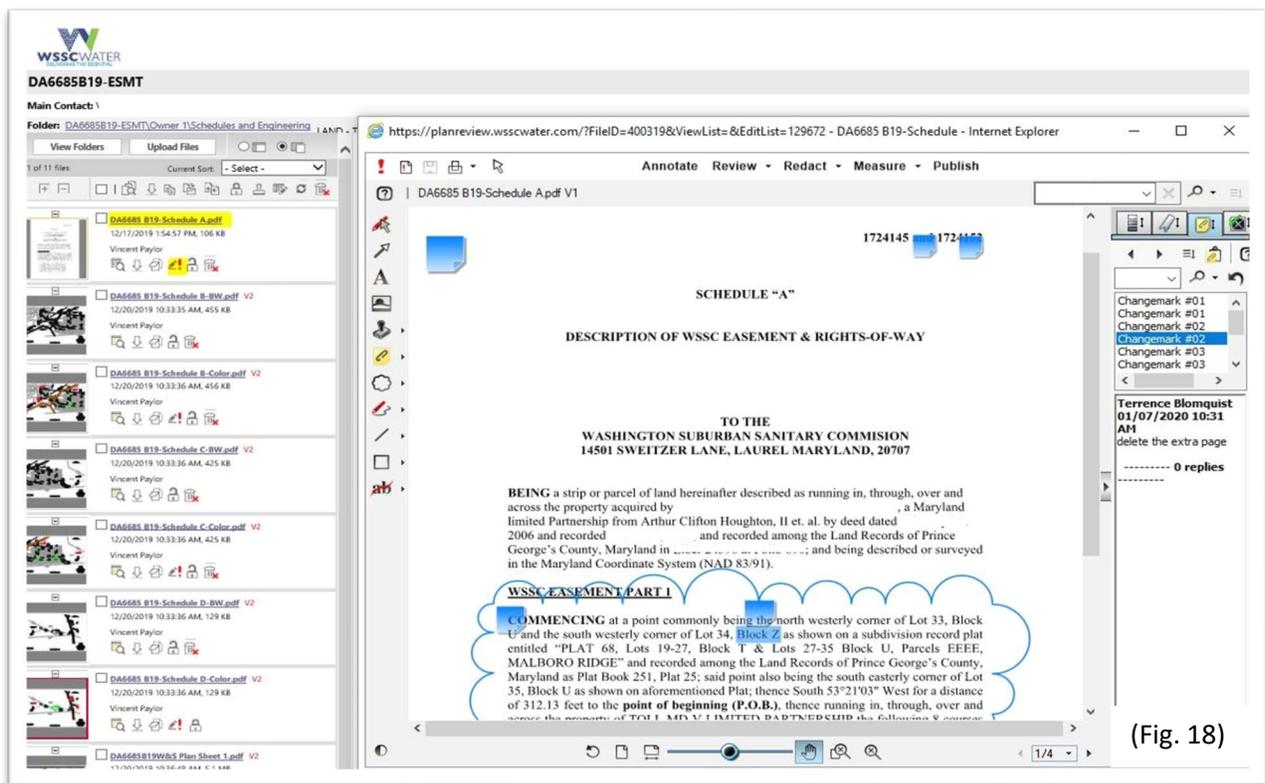
(Fig. 16)

An interactive pop up window generates, showing the selected file marked up. (Fig. 17 & Fig. 18)



(Fig. 17)

By clicking on any of the changemarks on the document, you can read the detailed comments in the upper right portion of the screen. Conversely, by clicking on a changemark in the upper right screen the document will zoom to the area with the error. Figure 17 shows an engineering plan marked up; Figure. 18 shows a Schedule A – Legal Description also marked up with changemarks.



(Fig. 18)

Uploading Review Corrections

After you have made corrections to your documents, re-upload them to the correct subfolders, keeping the original file name(s). Do not attempt to version the files yourself as Project Dox will do this automatically. After your upload is complete, you can click on your Applicant Resubmit Task to complete your submittal. Once you have checked the certification boxes, you certify that you have addressed all comments and are ready to resubmit to WSSC (Fig. 19).

The screenshot shows the 'APPLICANT RESUBMIT' workflow page. On the left is a file explorer for project DA5409E12-ESMT, listing files like '110AS409E12-SCHEDULE A.pdf' and '110AS409E12-SCHEDULE B-BW.pdf'. The main content area includes:

- Review Information:**
 - Project Name: DA5409E12-ESMT
 - Project Description: LAND - CSP Assoc 1 - VIKKA - 2own4pts - A30040 C2810 - Amy Quant
 - Coordinator: Terrence Blomquist
 - Review Cycle: 3
 - Workflow/Activity Name: Land Services Review/Applicant Resubmit
 - Current User Login: terry.test (blomdog@gmail.com)
- Task Instructions:**

Please upload all missing or corrected files with the EXACT SAME file name as the original files (do not add a prefix or suffix to the file names). You will know this has been done correctly if you see a system applied version number (red V2, V3, etc) associated with each resubmitted file. If requested to submit additional files not previously submitted, you will not see a version number associated with the files. After you have successfully uploaded all required files, please click the (Resubmit to WSSC) button.
- View/Edit Changemark Items (56):**

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Land Services Review	Terrence Blomquist Terry.Blomquist@wsscwater.com	Corrections Required		
DSD - Design	Amy Quant Amy.Quant@wsscwater.com	Corrections Required		
- Task Instructions (Certification):**
 - I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
 - I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files assigned task and resubmit back to WSSC for further review. I understand by completing this task, I will no longer have the ability to upload additional files until I have another task.

At the bottom right, there are buttons for 'Resubmit to WSSC' and 'Close'.

(Fig. 19)

The Land Services Section Staff will be notified about your re-submission and begin a second cycle revision review. If the requested revisions are acceptable, and no additional errors are found, your project will be approved. Otherwise, it will be returned and the process for corrections will repeat.

Project Approval - Notification

When your submittal has been fully reviewed and is free of any errors or omissions, you will receive one of two email approval notifications. The first is an "Approved Easement Package Notification" which directs you to send in signed original hard copy easement documents to the Land Services Staff (Fig. 20). LSS Staff will then prepare original easement legal documents for the property owner's execution.



Approved Easement Package Notification

Attention Terry:

We are pleased to inform you the referenced WSSC easement package has been approved. Please submit the following, for each owner, to the Land Services Section:

- Easement Intake Form
- 2 Original signed (sealed and dated) Schedule A descriptions
- 1 Mylar and 1 black and white copy (or 2 black and white copies if "A" sized) and 1 colored copy of each sketch
- 2 Colored plan sheets (all that apply)

NOTE: This approved hard copy submittal may be sent by Post or Commercial Carrier Post (be sure the package can be tracked) to:

Heidi Aragon
Right of Way Review Approved Submission
WSSC Land Services Section - 5th Floor
14501 Sweitzer Lane
Laurel, MD 20707

NOTE: Currently due to COVID-19, WSSC's RGH Headquarters building is closed to the public. Until such time as the building is re-opened to the public, the Land Services Section cannot accept any drop offs by courier services.

NOTE: You will be contacted by Land Services Section Property Acquisition staff when the legal documents are ready for owner signature.

Project:	DA5577A20-ESMT
Description:	LAND - Land Services Email Forms
Task:	Notify Applicant Hard Copy
Project Contact:	WSSC EPlans (planreview@wsscwater.com, 301-206-8650)
Project Access Login to ProjectDox	

(Fig. 20)

In the second, you will receive an “Approved Easement Documents Ready for Download Notification” email (Fig. 21). In this option, WSSC LSS staff has already uploaded the project specific legal documents. The email explains in detail what to do to furnish WSSC with valid original documents for WSSC to countersign and record. Please note that any alterations made to the provided document will result in your document being voided entirely and could affect future rights to this option.



Approved Easement Documents Ready for Download Notification

Attention Terry:

We are pleased to inform you the referenced WSSC easement package has been approved. Please refer to the detailed instructions provided below:

1. Download and print the prepared legal documents from the "Approved" folder.
2. Attach original signed (sealed and dated) Schedule A description and appropriate sketch(es) as approved.
3. Obtain notarized Owner Signature(s)
4. The following original documents for each owner must be returned to the Land Services Section:
 - o **Original signed and notarized legal document**
 - o **Easement Intake Form**
 - o **2 Original signed (sealed and dated) Schedule A legal descriptions**
 - o **1 mylar and 1 black & white paper copy (or 2 black & white if "A" sized) and 1 colored copy of each sketch**
 - o **1 colored plan sheet (all that apply)**
5. Return all original documents via Post or Commercial Carrier Post (be sure the package can be tracked) to:

Heidi Aragon
Right of Way Approved Submission
WSSC Land Services Section - 5th Floor
14501 Sweitzer Lane
Laurel, MD 20707

NOTE: Currently due to COVID-19, WSSC's RGH Headquarters building is closed to the public. Until such time as the building is re-opened to the public, the Land Services Section cannot accept any drop offs by courier services.

NOTE: Any alterations to the prepared legal document will result in rejection of your final document submission.

Project:	DA5577A20-ESMT
Description:	LAND - Land Services Email Forms
Task:	Notify Applicant Electronic

(Fig. 21)