



# **DARTS**

**DEVELOPMENT APPLICATION REVIEW TRACKING SYSTEM (DARTS)**

**CITIZEN SELF SERVICE (CSS)**

# **MANUAL**

# WELCOME!

## **Welcome to the Development Application Review Tracking System (DARTS) - Citizen Self Service (CSS) Guide.**

**T**his document provides an overview of the features and functionalities available in the CSS portal. It includes step-by-step instructions on how to:

- Search for public information without logging in
- Register for an account
- Navigate the top menu tabs
- Use key features such as:
  - Home screen
  - Dashboard
  - Apply screen
  - Map functionality
  - Pay Invoices section
  - Search tools

Whether you're submitting applications, tracking plans, or managing invoices, this guide is designed to help you navigate the system with confidence and efficiency.

# TABLE OF CONTENTS

<b>01</b>	<b>Searching Without Logging into CSS</b>	<b>4</b>
<b>02</b>	<b>Registering with CSS</b>	<b>6</b>
<b>03</b>	<b>Top Menu Navigation</b>	<b>8</b>
	<b>3.1 Home</b>	<b>8</b>
	<b>3.2 Dashboard</b>	<b>9</b>
	<b>3.3 Apply</b>	<b>10</b>
	<b>3.4 My Work</b>	<b>11</b>
	<b>3.5 Plan Details</b>	<b>12</b>
	<b>3.6 Map</b>	<b>13-14</b>
	<b>3.7 Pay Invoices</b>	<b>15</b>
	<b>3.8 Search</b>	<b>16</b>

# Section 1

## SEARCHING WITHOUT LOGGING INTO CSS

### STEP 01

- The CSS home page includes a **Search** feature that allows users to access publicly available plan application information without logging in.
- Users can select either **Search "All"** or **Search "Plan"** from the dropdown menu and enter a keyword or address to begin.
- The search scans all data fields associated with the plan, including contact information.

The screenshot shows the search results for the keyword 'Dogwood'. The search was performed using the 'All' filter. The results show one entry with the following details:

- Plan Number: ACL-2025-0048
- Type: Alternative Compliance - Stand Alone
- Expiration Date: [blank]
- Main Parcel: 1728708
- Address: 9414 DOGWOOD PARK STREET CAPITOL HEIGHTS, MD 20743
- Description: Testing AC Stand Alone for Dogwood address.
- Applied Date: 04/28/2025
- Completion Date: [blank]
- Status: Pre-Acceptance Review
- Project Name: [blank]

Navigation options include 'Next', 'Top', 'Paging Options', 'Filter Options', and 'Main Menu'. The results are displayed as 1 of 1 results.

### STEP 02

Once search results are returned, you can **Sort** and **Filter Results** by using the available options to refine your selection:

The screenshot shows the search results for the keyword 'tree'. The search was performed using the 'All' filter. The results show 20 results. A 'Sort' dropdown menu is open, showing the following options:

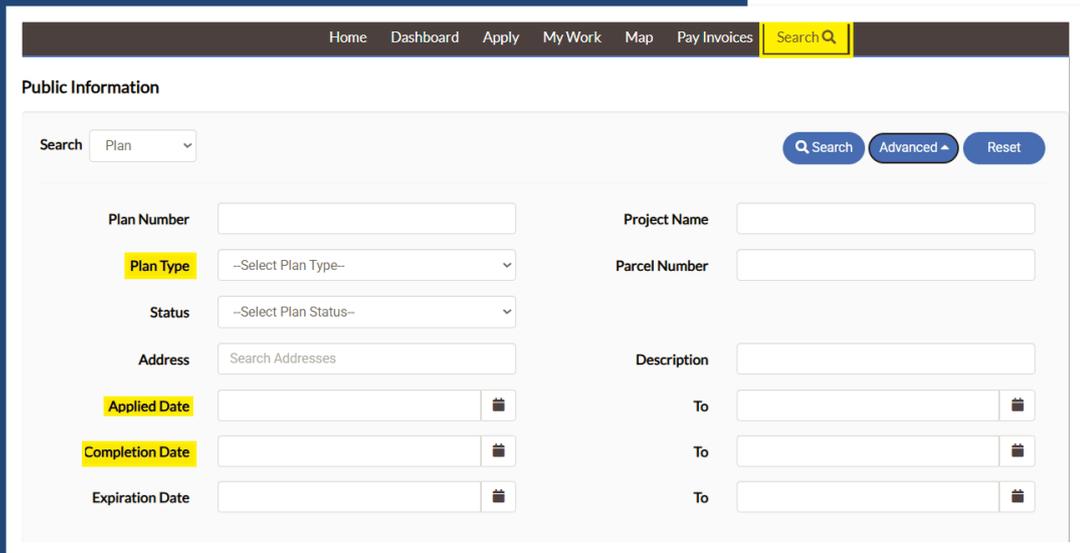
- Relevance (selected)
- Plan Number
- Project
- Address
- Apply Date

The results show the following details for the first entry:

- Plan Number: [blank]
- Type: Project
- Expiration Date: [blank]
- Main Parcel: [blank]
- Address: 6119 NAVAL AVENUE LANHAM 20706
- Description: [blank]
- Applied Date: 05/01/2025
- Completion Date: [blank]
- Status: Pending
- Project Name: [blank]

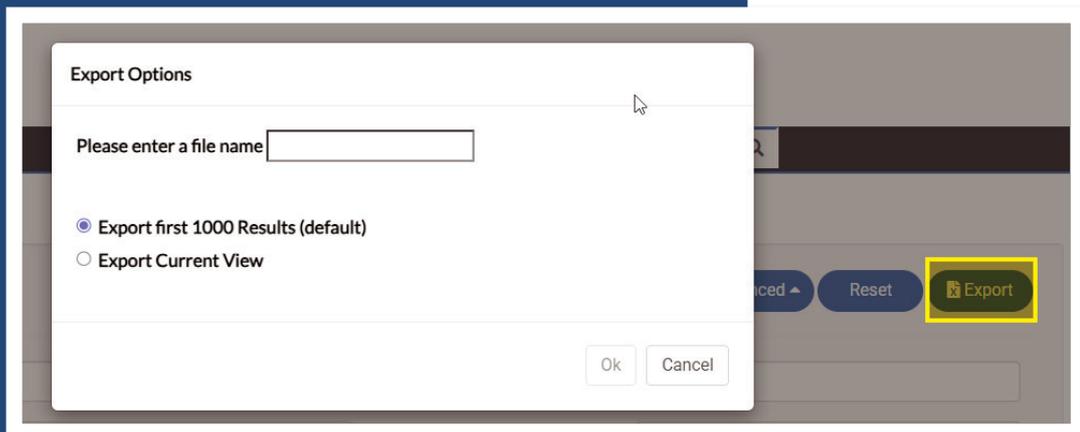
Navigation options include 'Next', 'Paging Options', 'Filter Options', and 'Main Menu'. The results are displayed as 20 of 20 results.

When searching with the **Plan Type** option, you can access **Advanced Options**. These include filters such as **Status** and various **plan-related dates** to help refine your search results.



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Dashboard, Apply, MyWork, Map, Pay Invoices, and a Search Q button. Below the navigation bar is a 'Public Information' section. On the left, there is a search dropdown menu set to 'Plan'. To the right of the search menu are three buttons: 'Search', 'Advanced', and 'Reset'. The main area contains two columns of search filters. The left column includes: Plan Number (text input), Plan Type (dropdown menu with '-Select Plan Type-' selected), Status (dropdown menu with '-Select Plan Status-' selected), Address (text input with 'Search Addresses' placeholder), Applied Date (calendar icon), Completion Date (calendar icon), and Expiration Date (calendar icon). The right column includes: Project Name (text input), Parcel Number (text input), and Description (text input). Below the Description field are three 'To' labels, each followed by a text input and a calendar icon.

At any time, you can download the search results by clicking the **Export** button:



The screenshot shows a dialog box titled 'Export Options' overlaid on the search interface. The dialog box has a title bar with a close button. Inside, there is a text input field with the placeholder text 'Please enter a file name'. Below the input field are two radio button options: 'Export first 1000 Results (default)' (which is selected) and 'Export Current View'. At the bottom of the dialog box are 'Ok' and 'Cancel' buttons. In the background, the search interface is visible, with the 'Export' button highlighted in yellow.

## Section 2

# REGISTERING WITH CSS

Before using **DARTS CSS** for the first time to apply for a development application, you must register and create an account. This is a one-time process. After registering, you can log into the Citizen Self Service (CSS) portal at any time.

### TO REGISTER:

1. From the home screen, click the **Login** or **Register** link.
2. Follow the on-screen instructions to complete your account setup.

After you create your account, a confirmation email will be sent to the email address you used to register.

Once search results are returned, you can **Sort** and **Filter Results** by using the available options to refine your selection:





Sign in to community access services.

**Email address**

kammycurry@yahoo.com

Keep me signed in

Next

OR

Sign in with...



[Unlock account?](#)

[Help](#)

Create an account



Create an account

Fields are required unless marked optional.

**Email**

supercitizen@gmail.com

**First name**

Super

**Last name**

Citizen

**Mobile phone**

Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- × No parts of your username

**Password**

Sign up

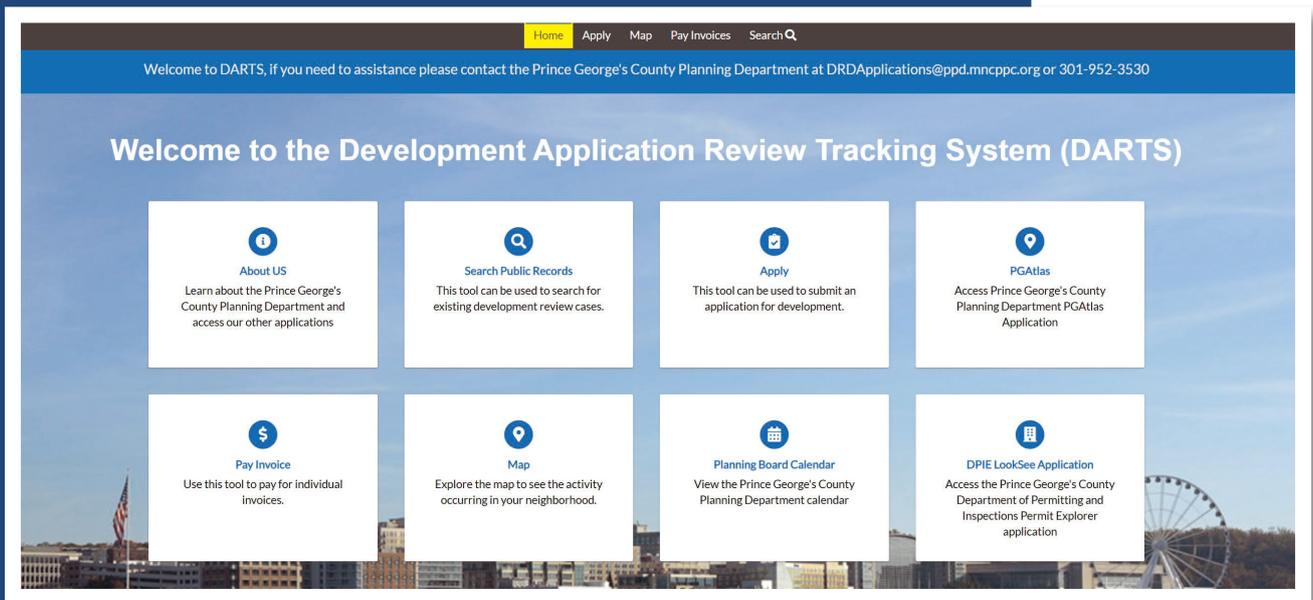
# Section 3

## TOP MENU NAVIGATION

### 3.1 HOME

On the **Home** screen, clickable cards provide access to information and tools. You'll also find quick links to helpful resources, including:

- **Planning Application Activity Map**
- **Prince George's County Planning Department Website**
- **Planning Board Calendar**
- **PGAtlas**
- **DPIE's LookSee Application**



## 3.2 DASHBOARD

The **Dashboard** displays your plans organized by their current stage in the workflow. To view the items within a specific stage, simply click on the corresponding card.

If any of your plans require action, they will appear under the **Attention** card—clicking it will show you the items that need your input.

To see a complete list of all your plans, click **View My Plans** located at the bottom of the screen.

The screenshot shows the DARTS Dashboard interface. At the top, there is a navigation bar with links for Home, Dashboard (highlighted), Apply, My Work, Map, Pay Invoices, and Search. Below the navigation bar is a welcome message: "Welcome to DARTS, if you need to assistance please contact the Prince George's County Planning Department at DRDApplications@ppd.mncppc.org or 301-952-3530". The main content area is titled "My Plans" and contains five cards representing different stages of the workflow: Attention (1 item), Pending (1 item), Active (0 items), Recent (1 item), and Draft (0 items). Each card displays a large number representing the count of items and a link to view the items. Below the cards is a button labeled "View My Plans".

Attention	Pending	Active	Recent	Draft
1	1	0	1	0
<a href="#">Alternative Compla... 1</a>	<a href="#">Alternative Compla... 1</a>		<a href="#">Alternative Compla... 1</a>	

[View My Plans](#)

## 3.3 APPLY

The **Apply** screen in **DARTS** displays a list of all available case types for submission. To begin applying for a specific type of plan, click the **APPLY** button next to the corresponding case type.

Each plan includes a brief description to help you choose the most appropriate option. If you're unsure which plan to select, click **Help Me Choose** in the upper-right corner for additional guidance.

Home Dashboard **Apply** My Work Map Pay Invoices Search

### Application Assistant Help me choose

Search for application names and keywords

[All](#) [Trending](#) [My History](#) [PLANS](#)

[Show Categories](#) [Show My Templates](#)

**Alternative Compliance - Stand Alone** [Apply](#)

Category Name: Urban Design Description: Alternative Compliance (AC) – an alternative landscape plan to fulfill requirements in accordance with the Landscape Manual.

**Pre-Application** [Apply](#)

Category Name: Applications Description: Proposed development projects begin with the pre-application submission. All required development applications for the development project shall be filed/linked within the assigned pre-application.

## 3.4 MY WORK

The **My Work** screen displays all applications associated with your login.

### CUSTOMIZATION OPTIONS:

- Use the Display, Records, and In fields to tailor which plans are shown.
- Each column header includes a Funnel Icon, allowing you to refine criteria further.
- You can Export to Excel directly from this screen for easy data management.

The screenshot shows the 'My Work' interface. At the top, there is a navigation bar with links: Home, Dashboard, Apply, My Work (highlighted), Map, Pay Invoices, and Search. Below the navigation bar, the 'My Work' title is displayed. There are two tabs: 'MY INVOICES' and 'MY PLANS' (highlighted). A search bar is present with a search icon and an 'Export to Excel' button. Below the search bar, there are three filter dropdowns: 'Display' (set to 'All'), 'Records' (set to 'Updated'), and 'In' (set to 'Last 1 Year'). The main content is a table with the following columns: Plan Number, Project, Address, Plan Type, Status, and State. The table contains two rows of data.

Plan Number	Project	Address	Plan Type	Status	State
NRI-2025-0018		13011 CLAXTON DRIVE LA...	Natural Resource Inventory Plan	Submitted	Recent, Pending
ACL-2025-0048		9414 DOGWOOD PARK ST...	Alternative Compliance - Stand Alone	Pre-Acceptance Review	Attention, Recent, P (Unpaid Fees)

# 3.5 PLAN DETAILS

Clicking on a **Plan** will open it, allowing you to view key details, including:

- **Workflow Status:** Track where the plan is in the process.
- **Progress Wheel:** Visual representation of progress.
- **Fees:** See payments made, outstanding balances, and upcoming charges.
- **Available Actions:** Identify any tasks that need to be completed.

Additional tabs provide access to: **Location Details, Reviews, Attachments, Contacts, Sub-records, and More Info**

Home Dashboard Apply My Work Map Pay Invoices Search Q

Plan Number: ACL-2025-0048 In Cart

Plan Details | Tab Elements | Main Menu

Type: Alternative Compliance - Stand Alone Status: Pre-Acceptance Review

Applied Date: 04/28/2025 Expiration Date:

District: Council District 6 Assigned To: Completion Date:

Description: Testing AC Stand Alone for Dogwood address.

Summary Locations Fees 1 Reviews Attachments Contacts Sub-Records More Info

**Progress**

29% Completed

- Completed
- In Progress
- Not Started

**Fees**

\$250.00 In Cart

**Workflow**

- Application Completeness Check - Passed
- Pre-Acceptance Staff Referral (ACL) - Passed : 04/28/2025
- Staff Assess & Invoice Fees - Passed : 04/28/2025
- Staff Prepare Referral Checklist - Passed : 04/28/2025
- Staff Review Formal Acceptance Documents
- Acceptance Staff Referral (ACL)
- AC Committee Meeting
- Staff Prepare & Upload AC Report
- Planning Director Review

**Available Actions**

Unpaid Fees In Cart

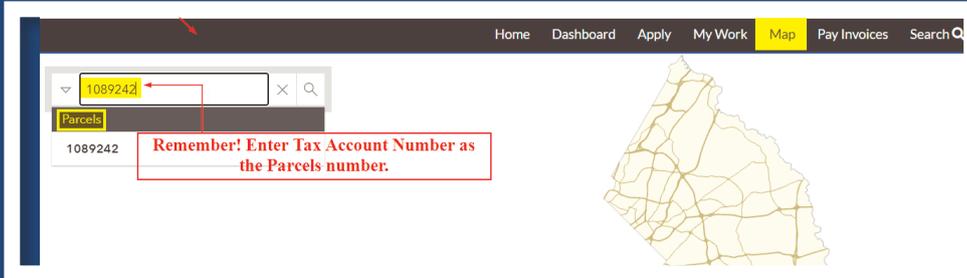
\$250.00

10-25-2025

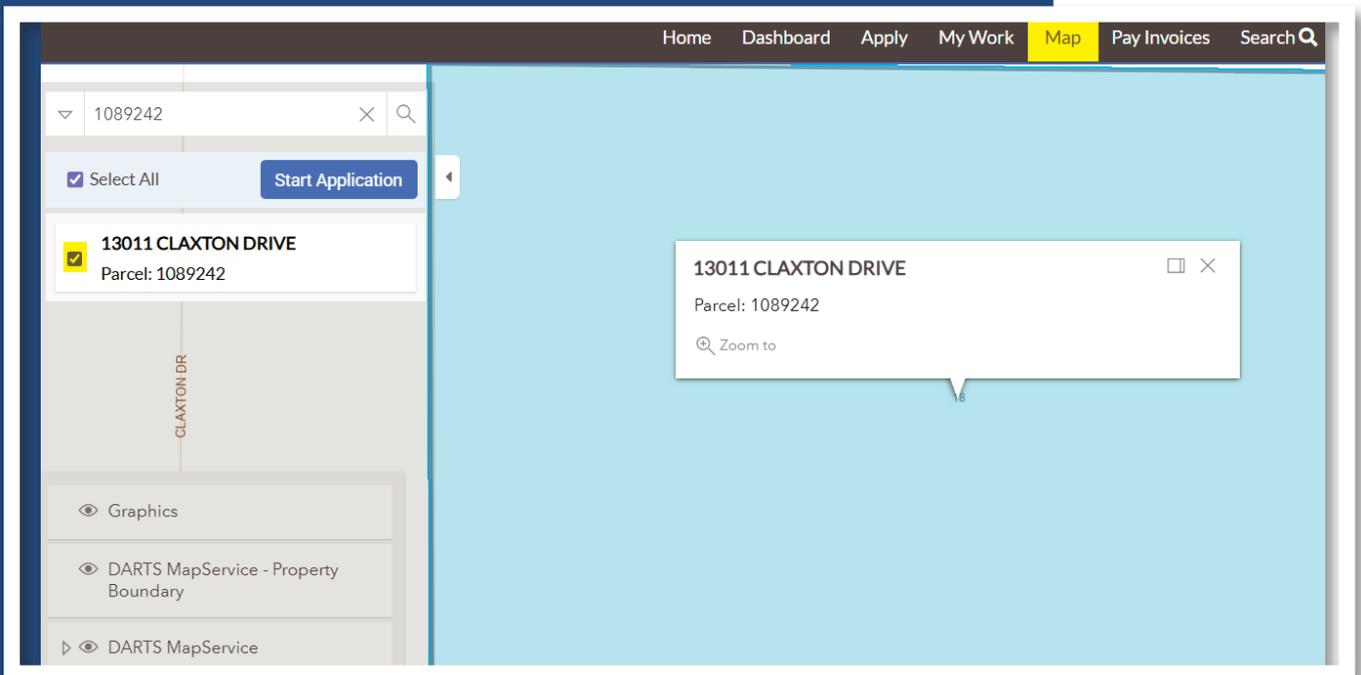
## 3.6 MAP

The **Maps** screen in the **DARTS** application allows users to search using either an **Address** or a Tax Account.

**NOTE:** In this system, **Tax Accounts** are referred to as **Parcels**.



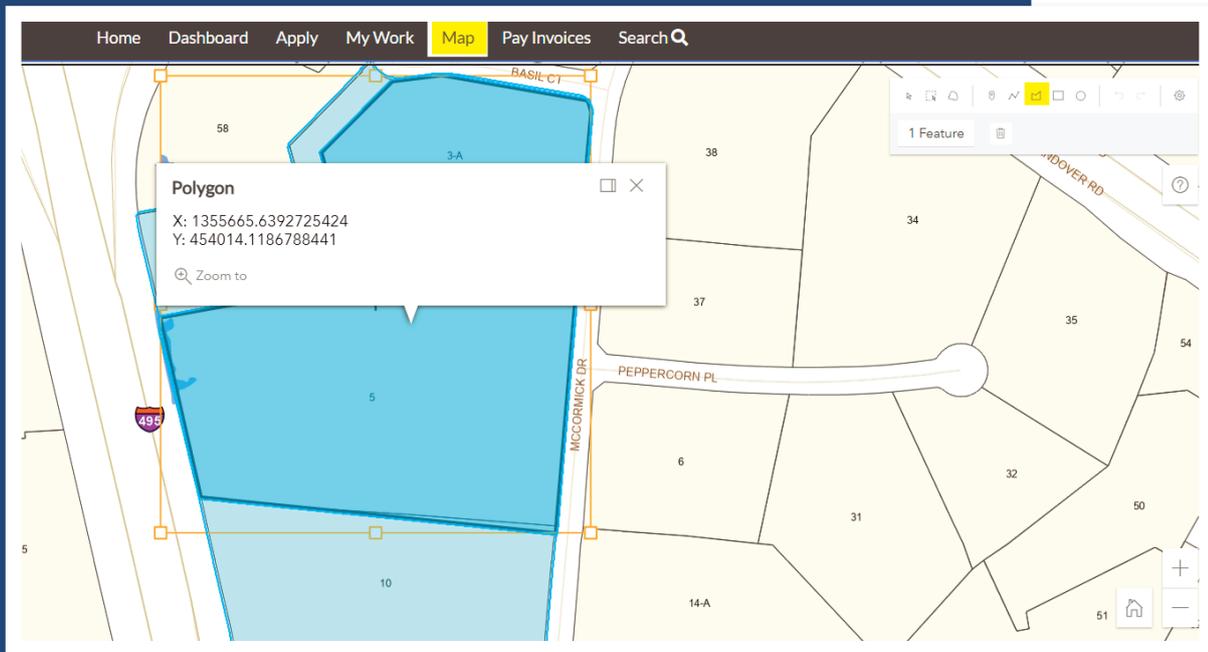
Check the box next to the **Parcel**, then click **Start Application** to begin:



## 3.6 MAP

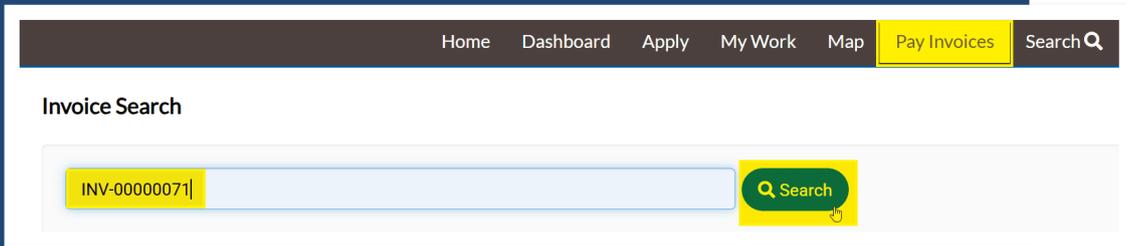
In addition to searching, the **Maps** screen provides **Sketch Tools** to customize property selection.

For example, you can use the **Polygon** tool to capture multiple properties at once.

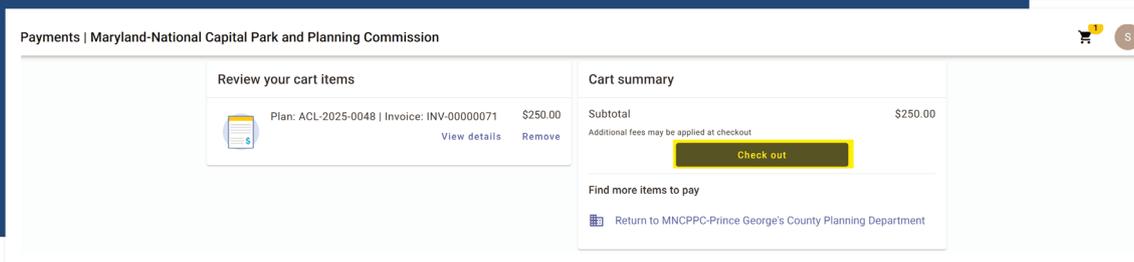
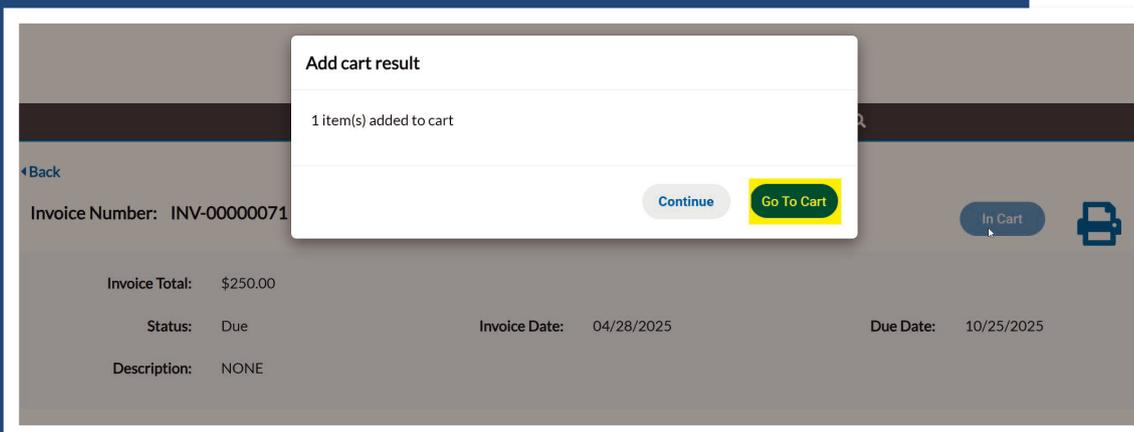
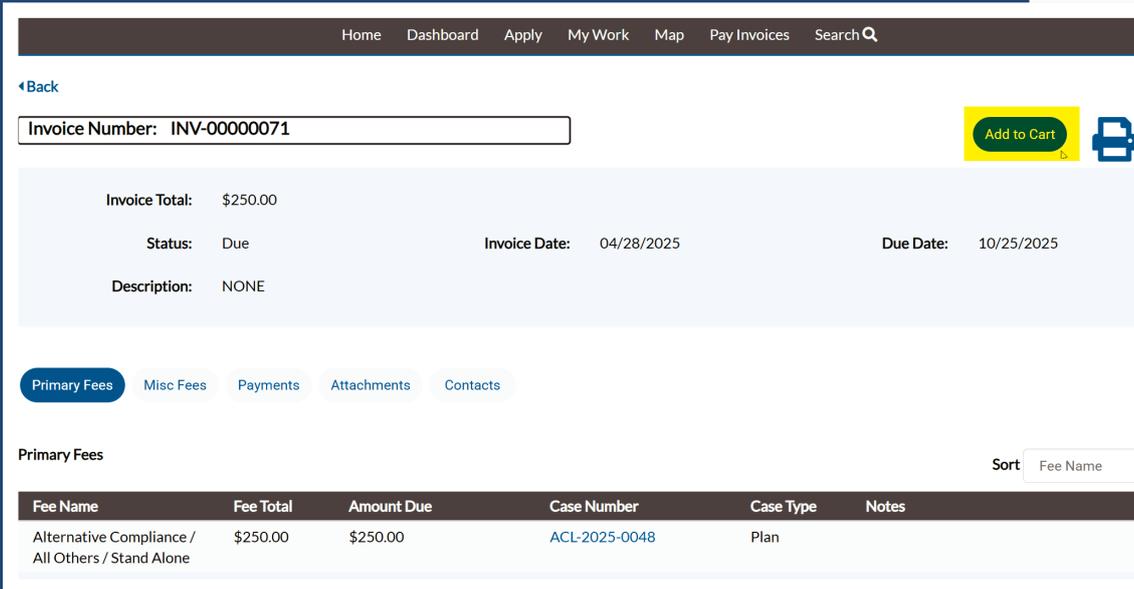


# 3.7 PAY INVOICES

On the **Pay Invoices** screen, you can **search for your invoices** and **add them to the cart** for payment.



When an invoice is shown, you can select **Add to Cart** and pay it.



## 3.8 SEARCH

---

Please see page 1.



# CONTACT

Welcome to DARTS, if you need to assistance please contact the Prince George's County Planning Department at:

- [DRDApplications@ppd.mncppc.org](mailto:DRDApplications@ppd.mncppc.org)
- [301-952-4198](tel:301-952-4198)