



EPS Application Submission Guide

Applicants can apply for an Entrance Permit through the EUS portal by selecting the County and the Permit.

1. Applicants will go online and select the County and Permit Category they wish to apply for. Click **Next Step**.

New Entrance Application

Step 1 County & Permit Type

Step 2 Consent

Step 3 Documents

Step 4 General Information

Step 5 Property Owner

Step 6 Applicant Information

Step 7 Entrance Details

Step 8 Proposed Modifications

Step 9 Review & Submit

County & Permit Type

Select the county and permit type to begin your application process.

New Castle County Kent County Sussex County

Select Permit Category *

☒ Agricultural

☐ Commercial

☐ Industrial Park

☐ Residential

☐ Safety

☐ Solar Farm

☐ Subdivision

☐ Temporary

☐ Utility Entrance

Back Next Step

Note: if an applicant brings in a paper application, the DeIDOT employee inputting the application should also use the portal to submit the application.

2. If multiple **Permit Types** exist within a Category, the applicant will select the Permit Type and click the **Consent** checkbox. Click **Next Step**.

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Before you continue

Select Permit Type *

☐ Agricultural

☒ Ligning

☐ Poultry Farm

Please have the following mandatory information and documents ready:

Information:

☐ Reason For Request

Documents:

☐ Verification of Property Ownership

☐ Record Plan(Survey/Plot Plan)

In order to proceed to the next step, boxes with a red asterisk (*) are required to be filled in. Certain steps may not be required for every application, these steps will be skipped. Skipped steps will be noted in the review application step (13/13).

Consent

☒ I have read and understand the information/documents that are required for this application.

Back Next Step

3. Applicant will upload the required **Documents**. Click **Next Step**.

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Documents

You must upload all required documents in order to proceed

Uploaded Documents:

Required *

Verification of Property Ownership

Record Plan(Survey/Plot Plan)

Back Next Step



EPS Application Submission Guide

4. Applicant will enter the **Main Parcel ID** associated to the location they are applying for. Once the Parcel ID is **Validated**, the system will auto-populate the **Address**, as well as the **Subdivision Name** and **Lot No** if applicable. Enter a **Reason for Request**. Click **Next Step**.

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General Information
Provide the parcel details, project location, and other relevant information for your permit.

Tax Parcel Number

Main Parcel ID *

1301313008

Enter Additional Tax Parcel Number

#

List of Tax Parcels

255 Characters left

Other Details

Address *

708 ANGELOU AVE, MIDDLETOWN, DE 10709-

Subdivision Name

Lot No

Enter multiple lot numbers by separating the entries with a comma(,) without spaces.

Reason For Request

Please describe in detail the reason for your request *

232 Characters left

Note: When entering the Parcel IDs, please use the format that is provided by your County. For example, Sussex County formats Parcel IDs with different formats such as XXX-XX.XX-XXX.XX or XXX-X.XX-XX.XX.

5. Applicant will enter **Property Owner** details, including **Personal Details** and **Secondary Contact** details if applicable. The **Property Owner Address** details can also be entered here. Click **Next Step**.

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Property Owner
Company Name will default to First and Last name if left blank.

Personal Details

First Name * Last Name *

Phone Fax

Email * Confirm Email *

Company Name (if applicable)

Secondary Contact

First Name Last Name

Email Confirm Email

Phone Fax

Property Owner Address

Address

City State PO/Zip



6. Applicant can choose to enter the same ***Applicant Information*** as the Property Owner. Click ***Next Step***.

7. Enter the **Stake Out Date** and upload a **Picture of Placed Stakes**. Click **Next Step**.

3



EPS Application Submission Guide

8. Select any **Proposed Site/Right-Of-Way Modifications**. Click **Next Step**.

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Proposed Site/Right-Of-Way Modifications

Check all that Apply

- ☒ Single Family Dwelling
- ☒ Mobile Home
- ☒ Outbuilding Construction
- ☒ Echo Unit
- ☒ Entrance Relocation
- ☒ Building Addition
- ☒ Additional Entrance
- ☒ Farm Entrance
- ☒ Entrance Widening
- ☒ Poultry Farm/Chicken House
- ☒ Other

Describe "Other" *

☐ Other

[< Back](#) [Next Step >](#)

9. Applicant will have an opportunity to edit any data previously entered while they **Review & Submit**. Click **Submit Application**.

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Review & Submit

Please check the information you have provided

[Edit](#)

County & Permit Type

County: New Castle

Permit Type: Logging

New or Existing Entrance: Proposed Entrance

Documents

Required Documents

Documents: Verification_of_Property_Ownership.docx, Record_Plan_Survey_Plot_Plan.docx

General Information

[Edit](#)

Tax Parcel ID

Main Parcel ID: 1301313008

Other Details

Address: 728 ANGELOU AVE, MIDDLETOWN, DE 19709-

Subdivision Name: VILLAGE OF BAYBERRY SOUTH

Lot No: 737

Latitude: 39.50116890925

Longitude: -75.681740208892

Reason for Request

Reason for Request: Reason for Request Test



EPS Application Submission Guide

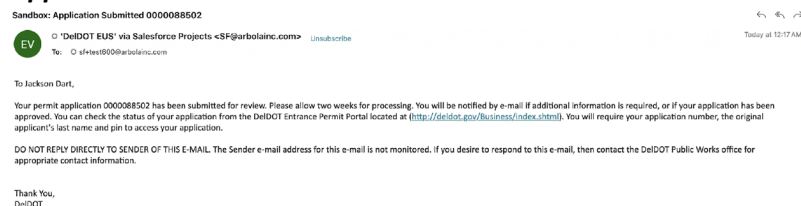
10. A successful submission message is displayed.



Your Application Has Been Successfully Submitted

You will receive an email after your application has been processed

11. The applicant will receive an email providing them an **Application Number**.



12. The applicant will also receive an email providing them with their **Username** and a link to update their Password.

