Momentum Site Road Permits and Approvals Application Quick Guide

Step 1: Visit the website https://momentumhome.princegeorgescountymd.gov/

Step 2: Click on the login button

Step 3: Log in with your Username and Password. Refer to the **Profile User Manual** on how to create an account if you don't have a login.

Step 4: Click on Site Road Permits and Approvals

Step 5: Use the drop-down menu to select a case type and permit type

Step 6: Add a primary site address in the Application Address / Location Section

- To ensure that the system can locate the address please only enter the Street # and Street Name in the search. **Do not include any street suffix** (e.g., RD, ST, CT, etc.) in the search

Step 7: Click Save and Continue

Step 8: Complete all required fields as listed on the application.

Step 9: Enter your Prince George's County Registration number in the registration number field If you already have an existing registration # (Starts with REG-). Otherwise, leave this field blank and apply for registration in the register here section.

Step 10: Type the Name of the person who completed the application then Click "Save and continue."

Step 11: Review the application and, if needed, click on the edit icon to make changes.

- After reviewing the application, scroll down and click Submit.
- Once the application is submitted, a Momentum application # will be generated.
- From your dashboard, locate your application and click on the application # link to view outstanding tasks.

Step 12: To attach the required documents, click on the view attachments button, then the add button for each document to be uploaded. Follow the screens to browse for the file and then click Save & Upload

Step 13: Note: You will be tasked to pay fees online (Credit Card or Check) per the Application requirements.

- Click on the View Details button or Pay Balance link on the dashboard.
- Review the fee balance and follow the instructions.

You will use the ePlan system in conjunction with Momentum to upload your plans.

Refer to **ePlan Applicant Quick Start Guide** for ePlan quick guide.