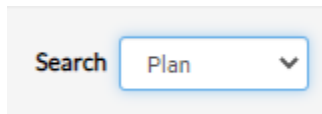


## How to Search for an Application in the Town of Manchester Citizen Self Service (CSS) Portal

1. Go to the Citizen Self Service (CSS) Portal:  
[https://selfserve.townofmanchester.org/EnerGov\\_Prod/SelfService#/home](https://selfserve.townofmanchester.org/EnerGov_Prod/SelfService#/home)
2. Click **Search** in the black menu bar at the top of the page.
3. To search for only Planning & Zoning Commission and Zoning Board of Appeals applications, click on the dropdown menu next to Search, and select **Plan**:



4. If you know the plan number, enter it in the search bar and click **Search**. (Plan numbers are formatted with a 3- or 4-letter prefix, a 4-digit number, and the year – for example: IWP-0019-2022)
5. To find applications for a particular address, type the address in the search bar and click **Search**. Some tips for how to format your search:
  - Don't type out Street, Road, East, West etc. – use the abbreviation (ST, RD, E, W...), or leave it out. (For example: Type "494 Main St" or "494 Main" but not "494 Main Street")
  - For Middle Turnpike West, type MIDDLE TPKE W
  - For Middle Turnpike East, type MIDDLE TPKE E
  - For East Center Street, type E CENTER ST
  - For West Center Street, type W CENTER ST
6. Once you find the application you're interested in, click on the Plan Number link (highlighted in yellow on the example below) to open up more information:

[Next](#) | [Top](#) | [Paging Options](#) | [Main Menu](#)

**Plan Number** [IWP-0019-2022](#)

**Applied Date** 04/21/2022

**Type** Inland Wetland Permit - All Others

**Completion Date**

**Expiration Date**

**Status** In Review

**Main Parcel**

**Project Name**

**Address**

7. Below are some notes on where you can find some information you may be looking for:

Plan Number: IWP-0019-2022

Add to Cart

Plan Details | Tab Elements | Main Menu

Applicant's summary of their proposal

<b>Type:</b>	Inland Wetland Permit - All Others	<b>Status:</b>	In Review	<b>Project Name:</b>	
<b>IVR Number:</b>	42030	<b>Applied Date:</b>	04/21/2022	<b>Expiration Date:</b>	
<b>District:</b>	Manchester	<b>Assigned To:</b>	Pilla, Megan	<b>Completion Date:</b>	
<b>Description:</b>	Traffic Control Signal Installations: full replacement of existing traffic control signals on MTW at Tower Rd & MTW at Green Manor Blvd. Project includes removal and replacement of traffic control signal appurtenances, minor sidewalk improvements, and re-striping of MTW within project limits.				

Summary

Fees

Reviews

Attachments

Contacts

Sub-Records

More Info

Click [Attachments](#) to see plans and documents that are available online

69%  
Completed

- Completed
- In Progress
- Not Started

### Workflow

- Confirm application complete - Passed : 04/26/2022
- Meeting Scheduled - Passed : 05/02/2022
- Staff Review - Passed : 05/20/2022
- Meeting Scheduled - Passed : 05/25/2022

Click [More Info](#) to see the applicant's answers to the questions on the application form