Welcome to POSEIDONOnline!

POSEIDONOnline is the submission site for electronic submissions directly to Water Resources by development industry Applicants.

Registered Consultant Contact

In order for applications and checklists to be submitted directly to Water Resources/Water Services, Applicants require a Registered Submission Identification Log-In.

- POSEIDON uses the same Identification Log-Ins as VISTA. Therefore, if the Registered Consultant has a VISTA Log-in, please proceed.

- If Consultants do not have a VISTA Log-In, one will need to be created, and can be done via this site and by selecting "Register Now".

- It is very important for the consultant contact to be the Applicant of record. POSEIDON auto-notifications will only go to the email address specified for each individual POSEIDON review and approvals process.

Submission Requirements

POSEIDONOnline electronic submissions must contain all required information and attachments for a review.

- If any information or required attachments are missing, the submission will be rejected.

- No partial applications will be accepted.

- All information must be in good quality in order for the approval process to commence.

- All reports for any submission type must be a full report.

- All required and optional checklists (optional checklists are based on report content), must be submitted at the same time.

Terminology

The following has been developed to assist with the business rules and navigating through POSEIDONOnline.

Term	Definition
E-Stormwater	A general category referring to all types of electronic Stormwater Management Report submissions and processes to Water Resources.
E-SWMR	Refers to the Subdivision Stormwater Management Report.
E-DPDSSP	Refers to the Private Site Stormwater Management Report.
Standard Approval	Standard approval processes are used for: - the first time a new E-SWMR or E-DPSSSP is submitted by the Applicant for approval, or - any additional submissions within that primary approval process (iteration).
Primary Number	The primary number is always the year followed by a dash, with the additional tracking number: **2014-123**. 2014 = year (primary) 123 = tracking number (primary)
Iteration	Is used for all subsequent CD, E-SWMR and E-DPDSSP submissions after the results of the -1 submission are known by the Applicant. The numbering of the report would then change to a -2, -3, etc., extension, representative of the iteration submitted for approval.

	2014-123-**2** (-2 is the iteration)
New Report (E-Stormwater)	Is used the first time a new E-SWMR or E-DPDSSP is submitted and to be used **only once**. This is the -1 report.
Final Submission	Used to submit the Final or Revised Final E-Stormwater Management Reports, after direction received from Development Approvals.
Final E-Stormwater Management Report	Used for the submission by the Applicant for the submission of the first Final E-SWMR or E-DPDSSP to Water Resources. This process can be used **only once**.
Revised Final E-Stormwater Management Report	Used for any other additional submissions after Final E-Stormwater.
Resubmit Submission	Developed to address those submissions that may not require a full approval review, such as redevelopment areas where existing infrastructure is not being significantly modified. This process should lead to truncated review. To quality for Resubmit Submission: • The E-Stormwater submission must have received Final or Revised Final Approval from Development Approvals. • Cannot be a stale dated report. The Development Approvals Engineer will determine if the report qualifies for the Resubmit Submission process. • Post 2013 – refers to the Subdivision and Private Site Stormwater Management Reports that have been approved or are in the approval process commencing February 1, 2013. • Pre 2013 – refers to the Subdivision and Private Site Stormwater Management Reports approved prior to February 1, 2013.
Stale Dated Stormwater Management Reports	A report is staled dated if there is no activity on that report iteration within a two-year, 24 month period of time. At the end of 24 months, the report will be closed by Development Approvals, will not be re-opened, and will be treated as a transitory document. This applies to unapproved reports; those that have not received Final or Revised Final approval.
Associations	A connection in the relationship between and amongst review and approval processes. Also known as the "parent-child" relationship.

Water Resources Submission Processes Available Through POSEIDONOnline

Construction Drawing Checklists

Construction Drawing (CD) checklists are required by Water Resources to commence the application review process. If a checklist is not provided, the submission will be rejected.

- The E-CD must be submitted first to VISTA before the CD Checklist can be submitted via POSEIDONOnline.
- POSEIDONOnline requires the CDID number for checklist submission.

Below are the required CD checklists identified for submission via POSEIDONOnline:

- Checklist #1:
  Required for all Preliminary/Final Construction Drawings for Standard Construction Drawings or Pond Construction Drawings.

- Checklist #2:
  Required for all Revised Final Construction Drawings or Pond Construction Drawings. Checklist #2 is to be used to ensure that all submission requirements for Revised Final Construction Drawings have been met.

Stormwater Management Reports (E-Stormwater)

Stormwater Management Reports (E-SWMR and E-DPDSSP) must contain the full report with all required and optional checklists, information and stamps, and must be in good quality.

- E-Stormwater Management Reports are submitted to POSEIDONOnline via VISTA.

- If an Applicant is submitting both the E-CD and E-SWMR concurrently, the E-CD and CD Checklists must be submitted, first.
- If the E-CD is already in circulation and the E-SWMR is being submitted at a later date, there is the ability to synchronize the E-CD to the E-SWMR. The same applies if the E-SWMR is already in circulation and an E-CD is being submitted at a later date.

Associations

The development review and approvals processes have many interdependencies. By identifying the association between and amongst the processes, Applicants, Reviewers and Approvers will have the necessary information to complete the review in the most informative way possible. Through POSEIDONOnline, Water Resources is building the associations for development review and approvals. The associations are done through the IDs generated by both POSSE and POSEIDONOnline; therefore Applicants are requested to ensure familiarity with the ID numbers as currently some IDs are mandatory/required pieces of data, while others are optional.

Example:

- A Subdivision Stormwater Management Report is required to be approved before all three approvals on the Construction Drawing can be granted from Development Approvals.

- A Subdivision Stormwater Management Report is required to be approved before a Private Site Stormwater Management Report can be approved. However, a Development Permit (DP) approval is required by Planning & Development prior to the submission of a Private Site Stormwater Management Report to Water Resources.
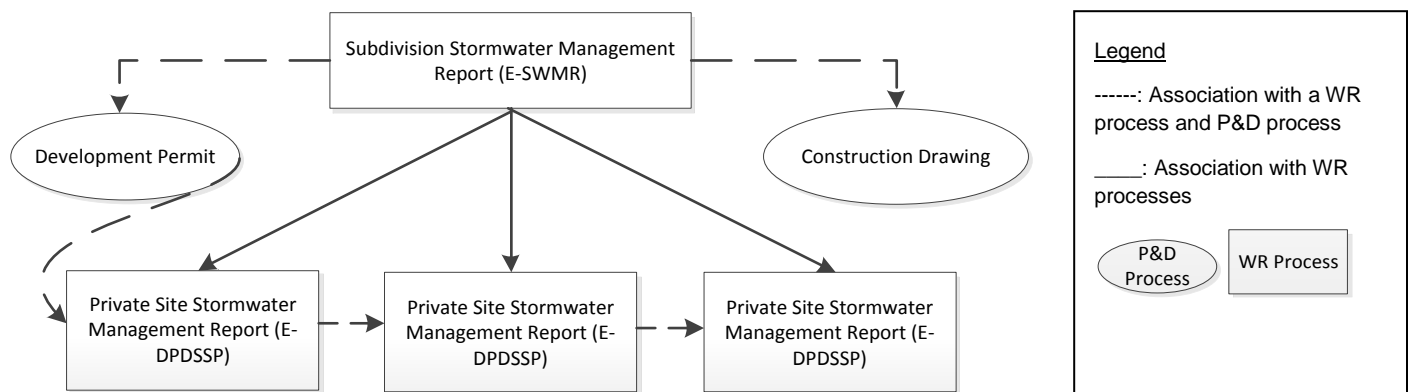
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