

Revise and Resubmit Task

The applicant receives a 'Revise and Resubmit' task assignment email from 'FriscoPlansAndPermits'. The reviewers are requesting revisions now that it is in Department Review.

Step 1: In the email contents, click on the 'Project Access' link to be directed to the task.

Frisco Task Assignment		Revise and Resubmit	
Permit No:	SP20-0104		
Description:	SITEPLAN Retail Pad Sites		
Address:	Main St and Preston Rd		
Task:	Revise and Resubmit Task		
Project Access			

Step 2: After logging in to ProjectDox, click on the 'Revise and Resubmit Task' link for the project. This will open the eForm to upload revised plans or documents using the [File Naming Standards](#).

ProjectFlow Task List			
Refresh Save Settings			
TASK	PROJECT	INSTANCE	
Contains...	Contains...	Contains...	
Revise and Resubmit Task	SP20-0104	SP20-0104 - Planning - 12/31/2020 8:19:19 AM	

Step 3: The 'Revise and Resubmit' eForm has items that need correcting in the 'View/Edit Changemark and Checklist Items'. This example shows (5) items that need revisions under the 'Checklist Items'. Click to find the specific concerns of each Department.

View/Edit Changemark Items (0)	View/Edit Checklist Items (5)
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Step 4: The Checklist Item Viewer lists comments from each Department in the 'Comment Text' column. The applicant responds in the 'Applicant Response' column. The applicant saves the responses and then saves and closes the viewer.

Note: The cycle of the review is identified in the first column. Review cycle comments can be filtered by Department and Cycle using the column filters.

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings

Show 50 records

CYCLE	DEPARTMENT	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	DATE UPDATED	STATUS	STATUS UP
1	Engineering	Contours need to change	I updated on the Site Plan to 5' contour intervals.		12/31/2020 1:42:36 PM	Unresolved	Chris Leon
1	Engineering	Scale is not right	Good catch. I inserted the correct one.		12/31/2020 1:42:36 PM	Unresolved	Chris Leon
1	Fire	Fire lanes are missing.	The new ones are added on the plan.		12/31/2020 1:45:30 PM	Unresolved	Chris Leon
1	Planning	Need a title block.	Added.		12/31/2020 1:44:06 PM	Unresolved	Chris Leon
1	Planning	Need a parking numbers.	Added.		12/31/2020 1:44:06 PM	Unresolved	Chris Leon

1 - 5 of 5 records

Save Close View Full Report

Step 5. The revised plan is uploaded using the original file name.

Note: A successful version candidate is identified with a red **V**. The example below indicates the third version.

Project: SP20-0104

Select your files to upload to this folder:

Select Files to Upload View Folders

- SP20-0104\Drawings
 - Site Plan.pdf V3**

Step 6: The applicant can leave comments to a reviewer in the dialogue box.

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Engineering	Staff Member Staff email@friscotexas.gov	Revise and Resubmit	Need 5 foot contours.	Done.
Fire	Staff Member Staff email@friscotexas.gov	Revise and Resubmit	Include fire lanes on a revised site plan.	Thank you.
Planning	Staff Member Staff email@friscotexas.gov	Revise and Resubmit	Resubmit the Site Plan with updated parking table.	Done.



FRISCO PLANS AND PERMITS

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Step 7: There are two options to submit corrections on the eForm.

- **Save For Later** - Will save your work and allow additional files to be uploaded.
- **Response Complete - Resubmit** - This will complete the task and **prevent** additional files to be uploaded.

Check the boxes indicating that each Task Instruction is complete.

Note: The submittal process **stops** if the task is not completed.

Task Instructions	
<input checked="" type="checkbox"/>	I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist I
<input checked="" type="checkbox"/>	I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Chang
<input checked="" type="checkbox"/>	I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project u
	assigned task and resubmit back to the jurisdiction for further review.
Response Complete - Resubmit Save For Later	

Step 8: The applicant receives an email confirming the completion of the 'Revise and Resubmit' task. The review enters another cycle of revisions if requirements still are not met. If revisions are corrected, it enters the next step.

Frisco Notification - Files Received	
Project No:	SP21-0007
Description:	SITEPLAN Retail Sites
Address:	Preston and Main
Project Access	