

Prescreen Correction Task

After completing the [Upload and Submit](#) task, a staff member will perform a cursory review of the submittal for initial requirements needed to begin Department Review. If Prescreen Corrections are required, the applicant will receive a Task Assignment email for Prescreen Corrections.

Step 1: In the email contents, click on the 'Project Access' link to be directed to the task that includes a description of missing items.

Project No:	SP20-0103
Description:	SITEPLAN Retail Pad Sites
Address:	Preston Rd & Lebanon
Task:	Prescreen Corrections Task
Project Access	

Step 2: Login to 'ProjectDox'. The ProjectFlow Task List has the Prescreen Corrections Task link. Also included in the grid is the Project Number and date the task was assigned.

ProjectFlow Task List				
TASK	PROJE...	INSTANCE	G...	
Prescreen Corrections Task	SP20-0103	SP20-0103 - Planning - 12/30/2020 8:43:09 AM	Applicant	

Step 3: The applicant may now upload files. Select the 'View/Edit Checklist Items' button to find which files are missing or need corrections. The number in parenthesis indicates how many items need attention. For revisions, use the same name as the previous file. (see [Document and Drawing Standards](#))

[View/Edit Checklist Items \(1\)](#)

Project: SP20-0103

Select destination folder for files:

- SP20-0103
 - Drawings (1 Files - 1 New)
 - Documents (2 Files - 2 New)
 - Reviewer Attachments

Step 4: The Checklist Item Viewer lists the responses requested in the 'Comment Text' column. The 'Applicant Response' column is where the applicant responds. Be sure to click the green 'Save'

button after you type in a response. Select 'Save' and 'Close' once all items are addressed. The Prescreener/Reviewer will change each item to 'Resolved' when requirements are met.

Selected Checklist Items							
REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS
1	Land Development/Zoning	Prescreener	Other - Additional Text		Required checklist item missing from plan	I added the title block to the Site Plan. Next I will upload the revised plan using the same file name.	

1 - 1 of 1 records

Save Close View Full Report

Step 5: The eForm, found in a separate browser window, allows the applicant to upload additional files or corrected plans and if applicable, respond/add comments.

After correctly uploading a revised plan with the same name as the original, a confirmation screen will list the uploaded file(s) in blue (see [Document and Drawing Standards](#)). The Drawings folder will also indicate a second version with "V2". At this point the applicant is still able to remove files uploaded by mistake by clicking the red X.

The following files have been uploaded:

1. Site Plan.pdf

Files highlighted in blue are version candidates. They will be versioned if the file content has been changed in any way.

Project: SP20-0104

Select your files to upload to this folder:

Select Files to Upload View Folders

SP20-0104\Drawings

Site Plan.pdf V2 X

Step 6: There are two options to submit the Prescreen Corrections eForm.

- **Save for Later** – Saves your work and allows additional files to be uploaded.
- **Complete** - This will complete the task and prevent additional files to be uploaded.

If complete, check the box indicating that the corrected plans and/or documents are uploaded.



PLANS AND PERMITS

Prescreen Corrections

Project: SP20-0104

Select your files to upload to this folder:

Select Files to Upload View Folders

SP20-0104\Drawings

Site Plan.pdf v2 X

Discussion Comments

Add Comment

DISCUSSION COMMENT	PARTICIPANT	DATE/TIME
Corrected Plan is uploaded using the same name as the original.	Kristof Leonard	12/31/2020 9:36:03 AM

1 - 1 of 1 records

response provided for all comments and files have been uploaded (if requested).

Complete Save For Later

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

If all requirements are met, the applicant will receive a Task Assignment email for Fee Payment. Department Review will not start until successful completion of the Prescreen Review and payment of applicable fees.

Frisco Notification - Prescreen Complete

Project No:	SP21-0006
Description:	SITEPLAN Mixed Use Retail
Address:	At the corner of 5th Street and Main
Project Access	

STATUS UPDATE: