



Project Submittals – for Applicants

With the transition to electronic submittals, we made some changes on the fly. We appreciate your patience and cooperation as we have adjusted to the new processes. This guide is meant to provide additional information about the electronic submittal process for the initial project Submittal, Resubmittals, and Disapproval Submittals.

New Projects

New projects begin with applications, checklists, and supporting documents. Some projects are straightforward (like plat, zoning, or Specific Use requests), requiring only one application, checklist, and supporting documents. Other projects, like a new development, are more complex requiring multiple applications, checklists, and supporting documents. Complex projects require multiple submittals, one for each application type supporting the project.

TIP If your project requires multiple applications, you will make multiple submittals for your project. For instance, a new development often requires a Site Plan, Open Space plan, and Façade Plan. There will be an application for each, and the associated documents will be combined into *separate ZIP files for each application*. For example, SitePlan-TheGrove.zip, OpenSpace-TheGrove.zip, and FacadePlan-TheGrove.zip, each containing the appropriate application, checklist(s), and supporting document(s).

Assembling Documents

Using the checklist for your specific project type, complete the required application, related checklists, and forms. Get the documents into PDF format, i.e. save Word documents in PDF format, scan hardcopy documents to PDF, etc. When a document is a revision to a previously submitted document, use the same file name. Review the individual documents to make sure they follow these guidelines:

1. Individual documents are in PDF format.
2. File names are meaningful. Examples: application.pdf, ContactList.pdf, TaxCertificates.pdf, Deeds.pdf, etc.
3. No special characters (*&^%\$#@!) are used in the file names. Dashes and underscores are allowed.
4. The PDF files are not password protected.
5. The PDF files are not digitally signed.

TIP If your document was digitally signed or notarized, print and scan it to a PDF file.

Submittal Process

When your project is ready to be submitted, organize all the required documents in PDF format and combine them into a single ZIP file for each application. Name the file appropriately for your project (e.g. SitePlan-Legacy-121.zip, Replat-TheGrove.zip, etc.).

TIP Here is a quick reference on [how to create a ZIP file](#).

TIP If using some other compression application to combine the files, be sure to select **.zip** format.

After you combine your files into the single ZIP file, you will upload them to the Submittals FTP Server. The link for submittals can be found on the [Planning Division page](#) under the **Interim Submittal/Resubmittal Process** section.

TIP Although the submittal form is available, you should not submit your project more than 3 days prior to the Submittal Date. Your submittal will expire and staff will not be able to retrieve it.

Complete the Submittal FTP Form (see Figure 1 Submittal FTP Form) as follows:

- **From:** Enter the Email address of the individual responsible for the submittal.
TIP Please make sure your email address is correct so staff will be able to contact you.
- **Submittal Project Name:** Enter an appropriate name for your project.
- **Application Type:** Choose the appropriate application type from the drop-down list box.
- **Disapproval Submittal:** If this is a follow up to a Disapproval, select Yes from the drop-down list box.
- **Phone Number:** Enter the Phone Number of the individual responsible for the submittal.
- **Submittal Acknowledgement:** Select **Yes** to acknowledge that the project is submitted as a new project.
- **Message:** Please include a description of your project. If it is a Disapproval Submittal, please include the project number of the disapproved project.
- **Documents 1:** use the **Choose File** button to locate and select the ZIP file to submit for your project.
- **SendThisFile:** Click this button to submit your file.

Figure 1 Submittal FTP Form

Once you have submitted your project file, you will receive a notification from files@sendthisfile.com. Do not use this email address for communications as there will be no response.

TIP If you do not see this notification, check your spam or bulk email folder.

Your submittal will be processed on the Submittal date specified in the header of the form. On that date, our team will review the application for completeness and determine if it can be accepted.

- If your application is accepted: You will receive a notification of the assigned project number and you must pay the required fees by noon of the following day.
- If the application is rejected: You will receive a rejection notification with a list of issues with the application.

Resubmittals

Resubmittals are a result of updates made in response to staff comments. The steps are generally the same as those used for new projects.

Assembling Documents

Using the staff comments document and correspondence, gather revised documents and your Comment Response Letter. Get the documents into PDF format, i.e. save Word documents in PDF format, scan hardcopy documents to PDF, etc. Review the individual documents to make sure they follow the guidelines listed in the New Projects section.

Resubmittal Process

When your documents are ready to be resubmitted, organize the documents in PDF format and combine them into a single ZIP file. Name the file appropriately for your project.

After you combine your files into the single ZIP file, you will upload them to the Submittals FTP Server. The link for submittals can be found on the [Planning Division page](#) under the **Interim Submittal/Resubmittal Process** section.

TIP Although the Resubmittal form is available, you should not submit your project more than 3 days prior to the Resubmittal Date. Your resubmittal will expire and staff will not be able to retrieve it.

Complete the **Resubmittal FTP Form** (see Figure 2 *Resubmittal FTP Form*) as follows:

Figure 2 Resubmittal FTP Form

- **From:** Enter the Email address of the individual responsible for the submittal.
TIP Please make sure your email address is correct so staff will be able to contact you.

- **Resubmittal Project Number:** Enter the project number assigned when the project was initially submitted and accepted. Examples: RP20-0000, CS19-0000, SP20-0000
- **Application Type:** Choose the appropriate application type from the drop-down list box.
- **Phone Number:** Enter the Phone Number of the individual responsible for the submittal.
- **Enter information...:** Please provide any additional information that will help staff process the resubmitted documents.
- **File 1:** use the **Choose File** button to locate and select the ZIP file to resubmit for your project.
- **SendThisFile:** Click this button to send your file.

Disapproval Submittals

Disapproval Submittals result when a project has been submitted and staff comments have not been addressed. The project is taken to the Planning & Zoning Commission where action is taken to deny and disapprove the project. The reasons for disapproval are documented in the result memo. The applicant may re-apply by making a Disapproval Submittal.

Please assemble and submit the documents following the steps outlined in the New Projects section. Please note the following differences for a Disapproval Submittal:

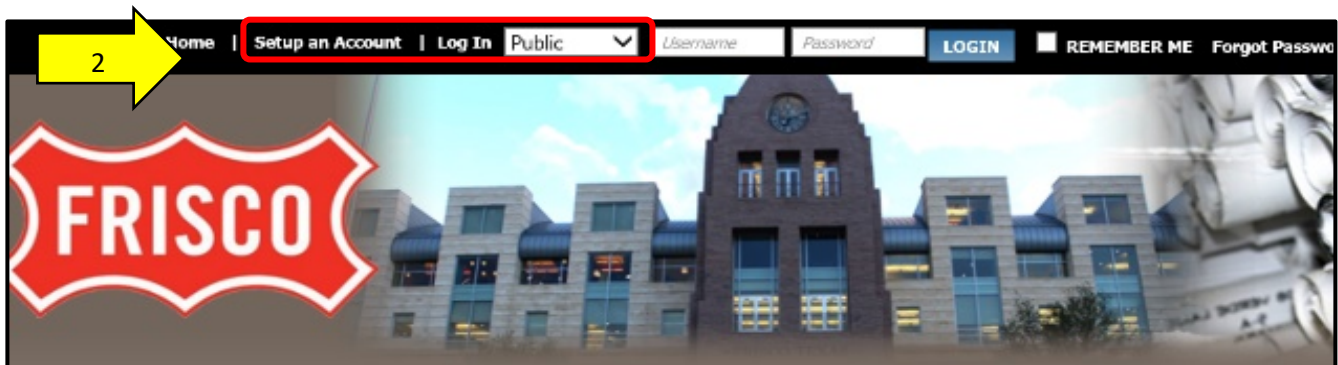
- In the **Submittal Project Name**, please include the project number of the disapproved project.
- In the **Message**, please include any helpful information from the disapproved project.
- In the **Disapproval Submittal** field, please select **Yes** from the drop-down list.

Your Disapproval Submittal will be processed on the Submittal date specified in the header of the form. Our team will review the application for completeness and send notification of whether the application is accepted or rejected.

Payment of Fees

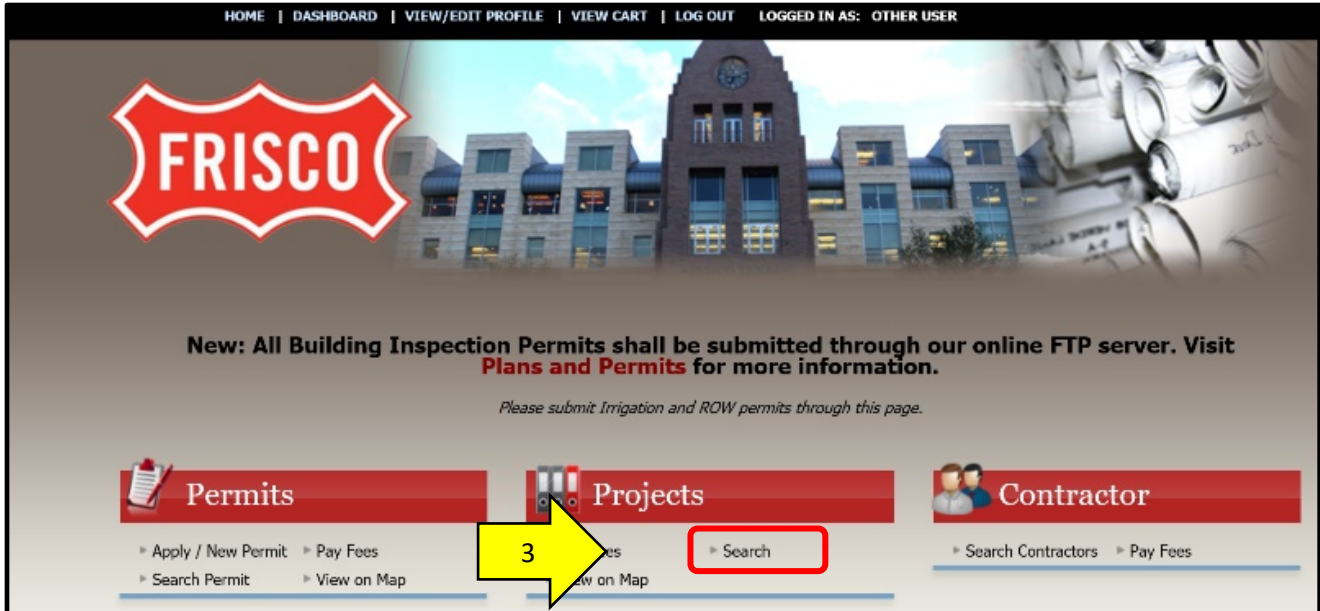
For accepted projects, you will receive notice of the Project Number that can be used to pay fees via [eTRAKiT](#). You will need to set up an account to access your projects. Payment of fees must be made by noon on Tuesday after submittal. Online payments made through eTRAKiT will incur a 2% service fee. **Failure to pay** the full fee including service fee by the deadline will result in the project being rejected. Please contact us at 972-292-5305 for questions regarding payment of fees.

1. To pay project fees online, go to [eTRAKiT](#), the self-service portal at <https://etrakit.friscotexas.gov/etrakit/>.
2. Before setting up an account or logging in, click the “down arrow” to change **Contractor** to **Public**. Then click on **Setup an Account** to enter your user information (name, address, username, password) or **LOGIN** to access your account.

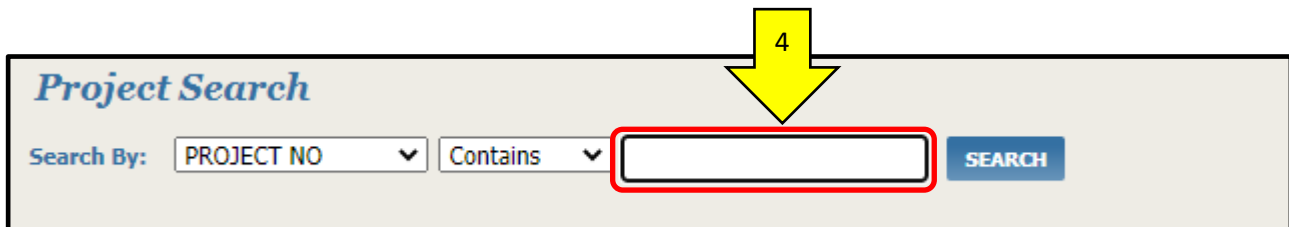


TIP Make a note of your chosen Log-In Name and Password to use for future activity.

- Under **Projects**, select **Search**.

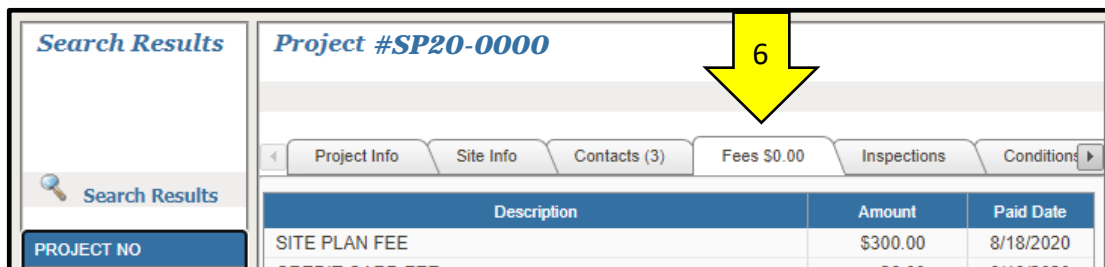


- Enter the Project Number in the **Search** field (i.e. SP##-#####, OS##-#####, RP##-####) and click on **Search**.



TIP Other search options are available by choosing the drop-down lists for field name (e.g. Project No, Applicant Name) and type of search (e.g. Contains, Equals, Begins with).

- Select your Project from the **Search Results**.
- Click on the **Fees** tab.



- Click on **Pay All Fees**.

8. Make sure your Project is selected with a ✓ (check mark) and click on **PROCEED TO CHECKOUT**.

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PROJECT (SP20-0000)	SITE PLAN FEE	300.00
			Total: \$300.00

9. Review the Checkout Summary and click on **PROCEED TO PAYMENT**.

Checkout Summary
All online payments are subject to a 2% credit card fee. Credit card fee will be added in the PayPal payment screen.

PROJECT (SP20-0063)	SITE PLAN FEE	\$300.00
Total Fees:		\$300.00
Total:		\$300.00

10. Complete the payment information on the PayPal screen. Note the addition of the 2% service fee in the total in the Order Summary section.

TIP For future reference, link the project to your Log-In by selecting **My Dashboard** at the top of the page. Select **Link to Projects**. Enter your Project number and click the **Link** button to complete the process. The project will be listed on your dashboard for quick reference.