

Revise and Resubmit Task

TIP: → Within the software, follow the 'Learn How' link for a detailed video tutorial.

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](#).

Tasks		Projects		
ACTION	TASK	PROJECT	GROUP	STATUS
Accept	Revise and Resubmit Task	PSP21-0021	Applicant	Pending

Step 3: Review unresolved comments or information by clicking 'Review Comments'. There is also an Excel feature available to applicants that is covered in the 'Learn How' video link.

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: [Review Comments](#) | [Export to Excel](#) | [Import Excel Responses](#) | [Learn how](#)

Review and respond online. | *Review and respond in Excel, then upload your responses.*



Step 3: Select "Review Comments" in the eForm. Here is the opportunity to explain the response to unresolved comments by staff.

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: [Review Comments](#) | [Learn how](#)



Step 4: The applicant can review the comments received by the plan reviewer. Reference **'Learn How'** for detailed video tutorials.

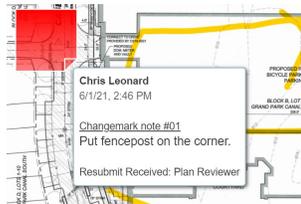
Ref.#	Plan Type	Reviewer	Date/Time	Cycle	Comments
Ref.# 2	Fence Plan	Chris Leonard	6/1/21 12:14 PM	Cycle 1	Type your response here.
Unresolved	Fence needs to be outlined.				
Comment	Responded by: Kristof Leonard - 6/1/21 1:53 PM The plan has been updated with the correct outline.				
Ref.# 3	Fence Plan	Chris Leonard	6/1/21 2:51 PM	Cycle 2	I will upload a plan showing the corner posts.
Unresolved	Corner posts need to be shown.				
Comment					



Step 5: Return to ProjectDox (in the other internet window) to see changemarks on the plans that need revisions in the Files Tab. Plans with markups are indicated by a red exclamation point.

FILE NAME	STATUS	REVIEWED	UPLOADED
Coit Approved PSP.pdf			Kristof Leonard
Site Plan.pdf			Kristof Leonard

Step 6: Hover over the changemark on the plan to read comments from the Plan Reviewer. Return to the eForm to upload revised plans.



Step 7: View each changemark noting a description and name of the Reviewer. There may be other markings on the plan to correct. Revise the plan using your copy of the drawing to reflect changes and upload using the **same name as the original**. This will create a second version for the Plan Reviewer to check. A blue color font appears on the filename if using the same name with corrections.



FRISCO PLANS AND PERMITS

Revise and Resubmit Task

Folder: F21-00376\Drawings

[Browse For Files](#) or drag files into this area.

[Start Upload](#)

[Site Plan.pdf](#) 0B/8.05MB ✖

0 of 1 uploaded [Hide Details](#)

0B/8.05MB

Step 8: There are two options to submit corrections on the eForm.

- Save For Later - Will save your work and allow additional files to be uploaded without notifying the City.
- 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.

Confirmation ?

*I have reviewed and addressed, including responses where appropriate, all items accessed by clicking on the "Review Comments" button above. *Required

STEP 4 of 4: Click the "Response Complete - Resubmit" button below to complete your task

[Response Complete - Resubmit](#)

[Save For Later](#)

Step 9: 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	