



PLANS AND PERMITS

Disapproval Review

Disapproval Review

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

The project may enter Disapproval Review ([See Roadmap.](#)). The applicant receives a task assignment message for the 'Disapproval Respond, Resubmit, and Pay' task. The Disapproved Stamped plans may be [downloaded](#) from the Disapproved folder for the project. Fees are assessed for the applicant to pay with a credit card or eCheck.

Step 1: In the email contents, click on the 'Project Access' link to be directed to the 'Disapproval Respond, Resubmit and Pay' task.

Frisco Task Assignment - Disapproval Notification

Project No:	SP21-0013
Description:	SITEPLAN Offices
Address:	DNT and Main
Task:	Disapproval Respond Resubmit and Pay Task
Project Access	

The City of Frisco is responding to application SP21-0013. The stamped plans are available at [Project Access](#) in the **Disapproved** folder.

Step 2: Login to 'ProjectDox'. The Tasks tab includes the task, Project Number and date the task was assigned.

Tasks | Files | Status | Info | Reports | Reviews | **PSP21-0022: PRELIMSITEPL**

[Refresh](#) | [Save Settings](#)

ACTION	TASK	PROJECT	GROUP
Accept	Disapproval Respond Resubmit and Pay Task	PSP21-0022	Applicant

Step 3: [Upload](#) revised Drawings and Documents and respond to Reviewer Comments. See [Revise and Resubmit](#) and [Fee Payment](#) directions.

STEP 1 of 5: View Disapproved files from the City to receive guidance on corrections needed. Respond to all Review Comments.

Resolve Review Comments 

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

Plan Review: Review Comments
Review and respond online.

Export to Excel Import Excel Responses [Learn how](#)
Review and respond in Excel, then upload your responses.



STEP 2 of 5: At the completion of the task, if fees are outstanding, you will be required to pay fees.

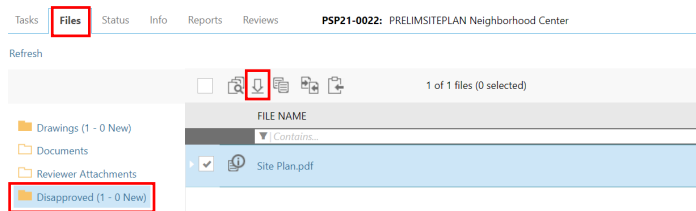
Payment

- If a Payment is required, you will be directed to Authorize.net secure payment screens. **After clicking Pay, do not close the browser window early.** It could affect the Order Summary window will close automatically once the payment process is complete.
- A convenience fee of 2% for Credit Card and .75% for Electronic Check will be added.
- The transaction limit for Electronic Check is \$50,000.
- If you wish to pay by paper check, deliver or mail your check to "City of Frisco Development Services 6101 Frisco Square Blvd 3rd floor, Frisco, TX 75034". Once the still complete this task which will then display a \$0 Fee Amount. To exit this window, click "Save For Later".

Fee Amount: \$150.00

Payment Method: Credit Card

Step 4: At this point, the applicant may [download](#) the Disapproved Plans found in the Files tab.



Step 4: There are two options to submit the Disapproval Respond Resubmit and Pay eForm.

- **Save for Later** – Saves your work and allows additional files to be uploaded.
- **Upload Complete - Resubmit** - This will complete the task and prevent additional files to be uploaded. Payment is required for completion of the task. Choose the Payment Method and check the boxes indicating that the Checklist and Changemark items have been addressed and acknowledging the terms and conditions.

Step 5: Once submitted, the project enters another review cycle in Department Review.

Look for a receipt of payment in the email. Login to ProjectDox to follow the status of the project.



PLANS AND PERMITS Disapproval Review

This is an Online Submission receipt of payment for order #: **SP21-00130502210941**, on date: **2/5/2021 10:07:00 AM**.

Applicant: **Kristof Leonard**

Signature Date: **2/5/2021 10:07:00 AM**

Request name: **SP21-0013**

Amount paid: **\$100.00**

Approval #: **DFA8KA**

An email with additional guidelines on the next stage in the process will be sent shortly.