

# CITY OF GRAND PRAIRIE CUSTOMER SELF SERVICE - PLANNING DIVISION

## CUSTOMER VIEW FOR DRC COMMENTS

This is a self-help guide to reviewing DRC Comments, Adding Responses, and Resubmitting Plans.

### Step 1

This is the "My Work" screen. This is where you can see the list of cases that have been submitted through the CSS platform.

#### ACTION ITEMS:

1. Click the display drop down menu and switch to ALL.

The screenshot shows the 'My Work' interface. At the top, there is a navigation bar with the following items: Dashboard, Home, Apply, My Work (highlighted), Today's Inspections, Map, Report, Fee Estimator, Search, and Calendar. Below the navigation bar, the page title is 'My Work'. Underneath, there is a 'MY PLANS' section. A search bar is located at the top left of the main content area. To the right of the search bar is a 'Display' dropdown menu currently set to 'Active'. A red arrow points to this dropdown menu. To the right of the dropdown menu is an 'Export to Excel' button. Below these elements is a table with the following columns: Plan Number, Project, Address, Plan Type, Status, and Attention Reason. The table is currently empty. At the bottom right of the table area, it says 'No items to display'.

### Step 2

Now that the view has been switched to ALL, you can now see all the plans that have been submitted. This screen gives you the ability to sort and search for cases.

#### ACTION ITEMS:

1. Click the blue hyper link for the case that you are looking for. This will take you to the case homepage.

Dashboard Home Apply **My Work** Today's Inspections Map Report Fee Estimator Search Calendar

### My Work

[MY PLANS](#)

Search...

Display All Export to Excel

Plan Number	Project	Address	Plan Type	Status	Attention Reason
<a href="#">ZON-21-08-0001</a>		2965 EPIC PL GPR, TX 75052	Zoning Change/Concept Plan	Attention, Recent, Pending	<a href="#">Failed Reviews Resubmit File</a>
<a href="#">SUP-21-08-0003</a>		316 NE 5TH ST GPR, TX 75050	Specific Use Permit	Recent, Pending	
<a href="#">SUP-21-08-0002</a>		316 NE 5TH ST GPR, TX 75050	Specific Use Permit	Attention, Recent, Pending	<a href="#">Failed Reviews Resubmit File</a>

Showing 3 records. Limited to the last 2000 records

These hyper links also function as shortcuts as well. Additionally this column give you a quick glance at items needing attention.

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### Step 3

This is the case home/landing page. Here you can access and use the functions of EnerGov to manage your case. The Work flow is designed to allow the user to keep track of the current status of the case, or watch it progress through the DRC process.

#### ACTION ITEMS:

1. Click the Reviews tab to see DRC Comments.

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Q Calendar 0

Plan Number: SUP-21-08-0002

Plan Details | Tab Elements | Main Menu

Type:	Specific Use Permit	Status:	In Review	Project Name:	
Applied Date:	08/13/2021	Expiration Date:		Completion Date:	
District:		Assigned To:	Tooley, Jonathan		
Description:	TEST CASE - DO NOT USE				

Summary Locations Fees **Reviews 1** Inspections Attachments 1 Contacts Sub-Records Meetings More info

#### Progress

58% Completed

- Completed
- In Progress
- Not Started

#### Fees

\$0.00

View Details

#### Workflow

- Application Completeness Check - Passed : 08/13/2021
- City Council Hearing - Passed : 08/13/2021
- DRC Review - Passed : 08/23/2021
- DRC Review - Failed : 09/02/2021
- DRC Review
- DRC Meeting
- Staff Recommendation

#### Available Actions

Resubmit File

Grand Prairie Plat.pdf

Next Version: 2

Resubmit

Ability to pay fees

#### Step 4

This is the Reviews Tab. Here you will find the individual department's comments. It will tell whether the department has approved of the plans or if you are required to resubmit. Additionally Staff will provide markups of the plans and you can view those as well. This is shown on Step 5.

#### ACTION ITEMS:

1. Review Comments.
2. Click Respond and provide a response for EVERY comment. This is a requirement.
3. Once you have finish responding to comments, click Update Responses. This will save your work. If you should leave this screen at any time, always save your work.
4. Click Attachments to see markups and resubmit plans

Summary Locations Fees **Reviews** Inspections **Attachments** Contacts Sub-Records Meetings More info

**Specific Use Permit Submittal**

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-Submit	09/02/2021	09/10/2021	09/02/2021

**Planning • Requires Re-submit • Tooley Jonathan • Completed : 09/02/2021**

Due Date	Completed Date
09/10/2021	09/02/2021

**Comment**  
FYI: 1. Place Signs on Property 2. Submit Revised Plans

**Correction (1)**

Correction Type	General	Category	General Correction
Corrective Action	REVISE		
Comment	Add 5 more trees with a minimum of 3" caliper.		

Type response here

**Recommendation (1)**

Comment

Consider adding three more streets trees

Type response here

Update Responses

Step 5

This is the Attachments Tab. Here you will find the files that were submitted originally with staff's markups. The markups are provided to help make comments transparent and easier to understand.

ACTION ITEMS:

1. Click the attachment hyperlink. This will open the Marked-up plan in PDF form.
2. Click the markup button. This has the markups listed as well.
3. Once you have completed your review of DRC Comments, addressed DRC comments with responses, and reviewed markups, its time to resubmit the Revised Plans.
4. Click Resubmit

Summary Locations Fees Reviews **Attachments** 1 Contacts Sub-Records Meetings More Info Conditions

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort Needs Action

At least one file needs to be resubmitted.

Site Plan 1

333\_v2.pdf

Version: 2

Status: Corrections Added

Resubmit Instructions:  
Jonathan Tooley: Revise Plan

[Resubmit](#) [History](#) [Markups](#)

Metes and Bounds or Legal Description

Add Attachment

+

Supported:  
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .d  
ocx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .xlsm, .xltm, .xlt, .xltm, .xltm, .xltm

REQUIRED

Project Narrative/Operation

Add Attachment

+

Supported:  
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .d  
ocx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .xlsm, .xltm, .xlt, .xltm, .xltm, .xltm

REQUIRED

Tax Certificates (SUP)

Add Attachment

+

Supported:  
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .d  
ocx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .xlsm, .xltm, .xlt, .xltm, .xltm, .xltm

REQUIRED

Agent Authorization

Add Attachment

+

Supported:  
.pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .d  
ocx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .xlsm, .xltm, .xlt, .xltm, .xltm, .xltm

[Submit](#)

### Step 6

You are almost done! These next three steps are the final actions needed to complete your re-submittal. Step 1 is the Reviews step. This is the final look at your DRC Comments and their responses before resubmitting.

#### ACTION ITEMS:

1. Once you have completed your final review, toggle the "Acknowledge" switch (it will turn BLUE). By toggling this step you are acknowledging ALL comments. Make sure you are FULLY aware of all comments and their seriousness. Many comments might be provided as an FYI for future actions in the development process, but they are provided now so that you may be prepared!
2. Click Next.

1 Reviews 2 Conditions 3 Resubmit

### Reviews

Specific Use Permit Submittal

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-Submit	09/02/2021	09/10/2021	09/02/2021

**Planning • Requires Re-submit • Tooley Jonathan • Completed : 09/02/2021**

Due Date	Completed Date
09/10/2021	09/02/2021

#### Comment

FYI: 1. Place Signs on Property 2. Submit Revised Plans

#### Correction (1)

Correction Type	General	Category	General Correction	Hide Response
Corrective Action	REVISE			
Comment	Add 5 more trees with a minimum of 3" caliper.			
Revised to add trees				

#### Recommendation (1)

Comment

Consider adding three more streets trees

Completed

Acknowledge

Acknowledge

Next

6 of 9

Street

**Step 7**

This is the Conditions Tab. These are conditions that might be imposed on the case, and in many cases must be fulfilled before the case is approved. Additionally staff may add conditions that will be recommended to the Planning and Zoning Commission and City Council.

**ACTION ITEMS:**

1. Once you have reviewed the conditions, click NEXT

Progress bar: 1. Reviews (checked), 2. Conditions (active), 3. Resubmit (disabled)

**Conditions**

**General Condition**

Description  
This condition is used for more general reasons. The "comments" field on the conditions tab of a case can be filled with the more specific nature of the condition's requirements.

Comments  
Submit Mylars before Council

Buttons: Back, Next

T E X A S

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**Step 8**

This is the Resubmit Tab. This is where the revised plans can be uploaded at.

**ACTION ITEMS:**

1. Click Select File and upload the revised plan. Once it's been attached, the new file name and size will show.
2. Click Submit.

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Search Calendar

Back to Record

### Resubmit File(s)

Reviews Conditions Resubmit 3

#### Resubmit

File	Version	Resubmit Instructions
Grand Prairie Plat_v1.pdf	1	Jonathan Tooley: Upload Revised Site Plan

Back Submit

T E X A S

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**Step 8**

You have successfully completed the re-submittal process! Staff will contact with next steps. Feel free to use the features offer in CSS to monitor case progression.

**Success**

The file upload was submitted successfully.

Close

Dashboard Home Search Calendar

Back to Record

Resubmit File(s)

Reviews Conditions Resubmit

Resubmit

Site Plan	Previous File	New File	Size:	Cancel
	Grand Prairie Plat_v1.pdf	333_v2.pdf	22.6 MB	

Back Submit

# PERMITS PLANNING