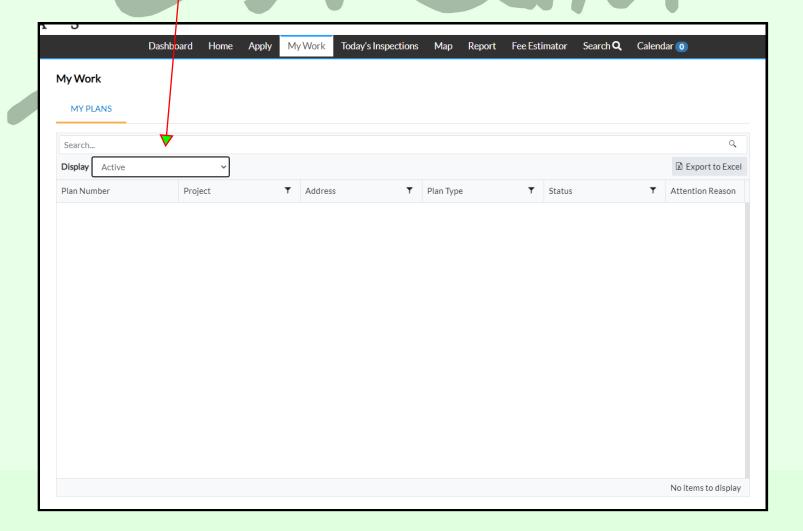
CITY OF GRAND PRAIRIE CUSTOMER SELF SERVICE - PLANNING DIVISION

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.

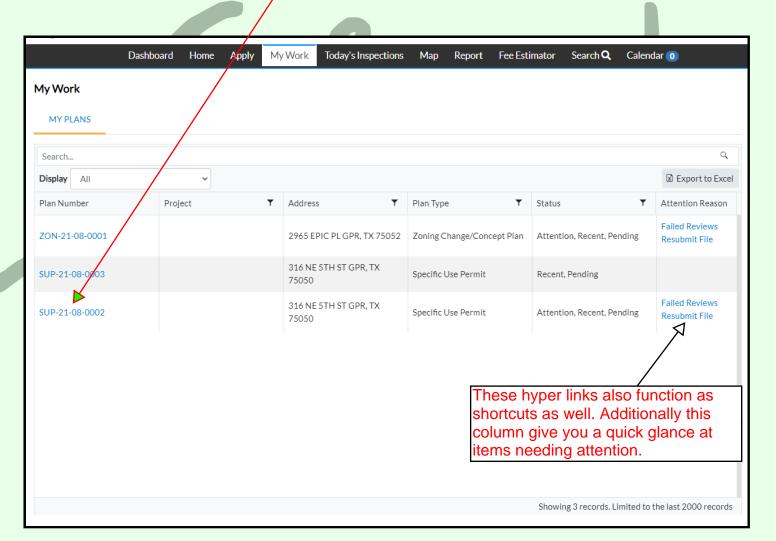


Now that the view has been switched to ALL, you can now see all the plans that have been submitted.

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.

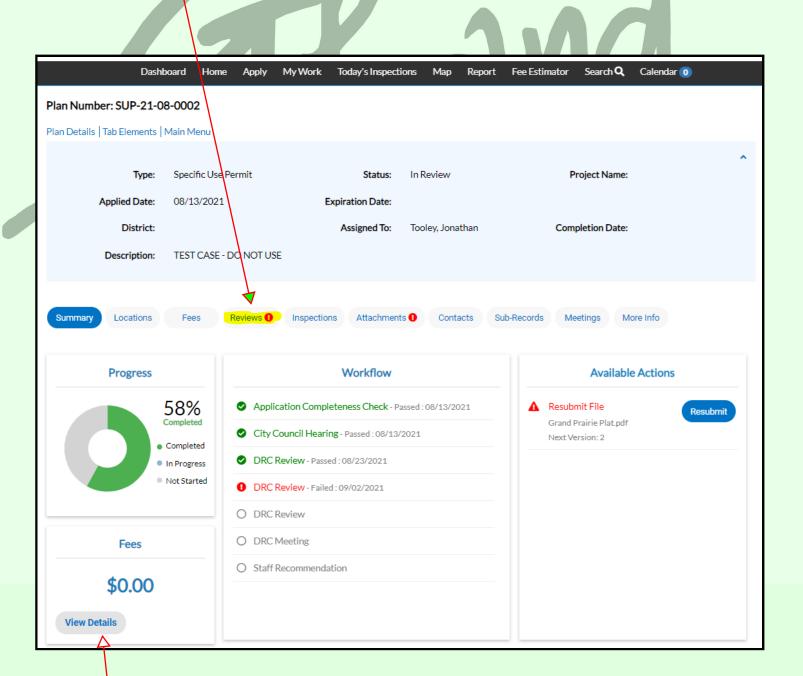


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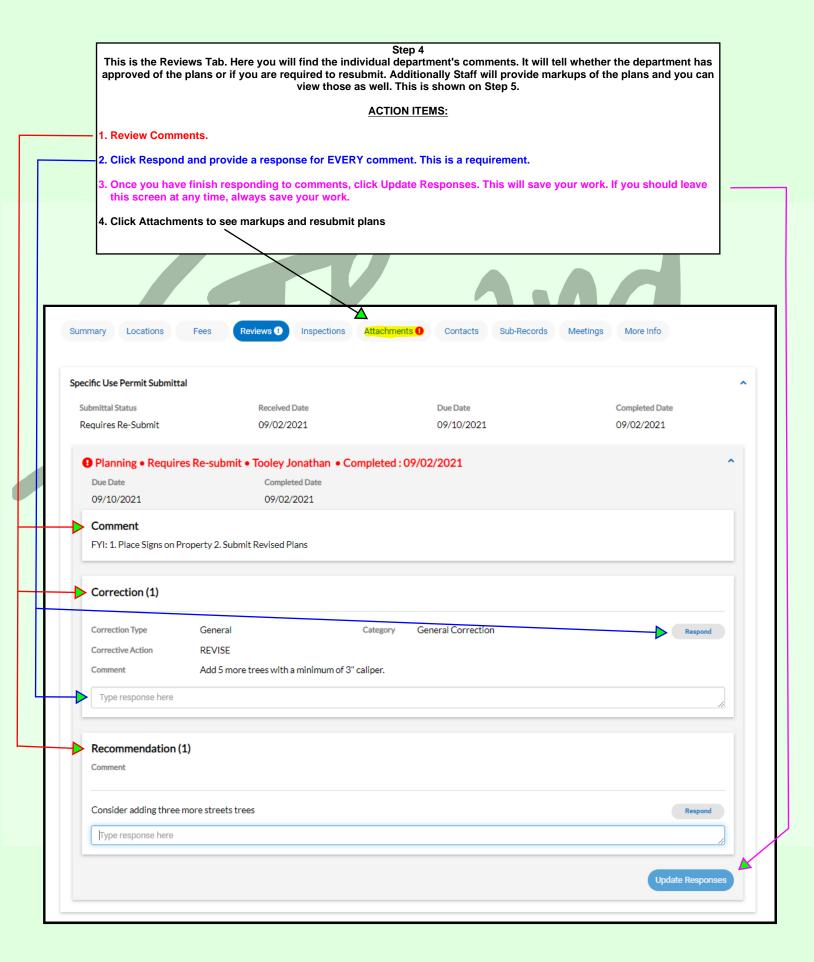
This is the case home/landing page. Here you can access and use the functions of EnerGov to manage your case. The Work flow is designed to allow the user to keep track of the current status of the case, or watch it progress through the DRC process.

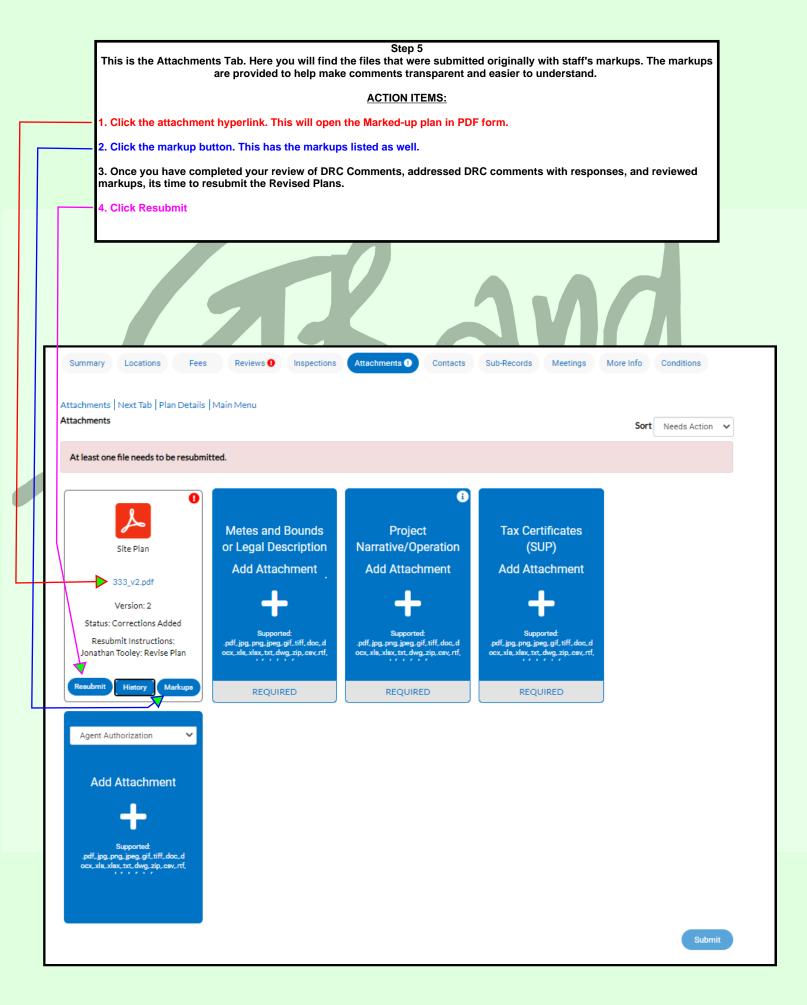
ACTION ITEMS:

1. Click the Reviews tab to see DRC Comments.



Ability to pay fees



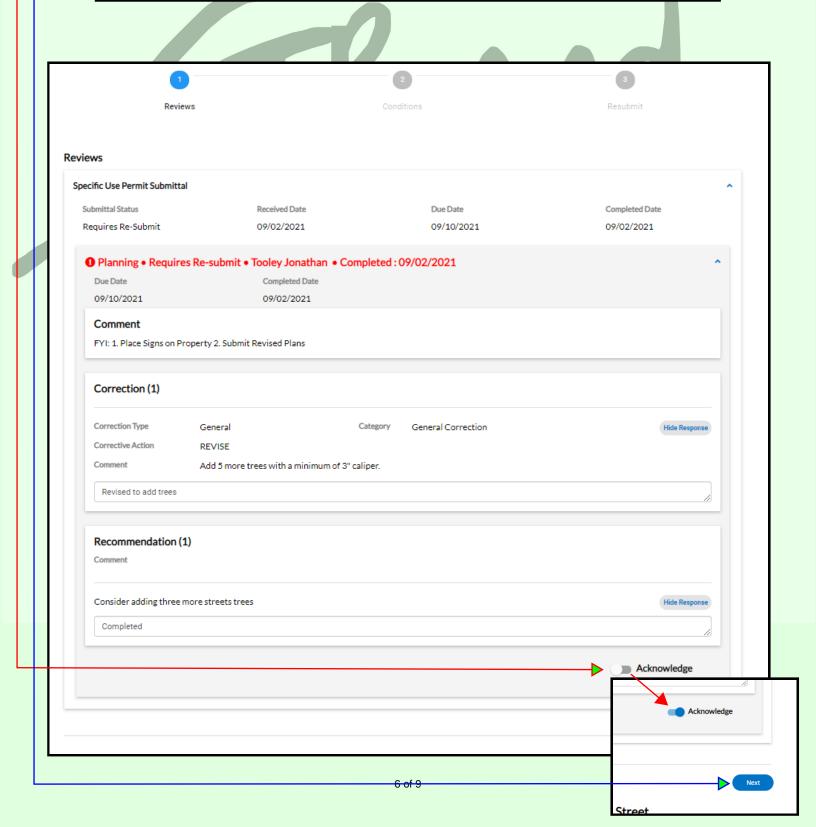




You are almost done! These next three steps are the final actions needed to complete your re submittal. Step 1 is the Reviews step. This is the final look at your DRC Comments and their responses before resubmitting.

ACTION ITEMS:

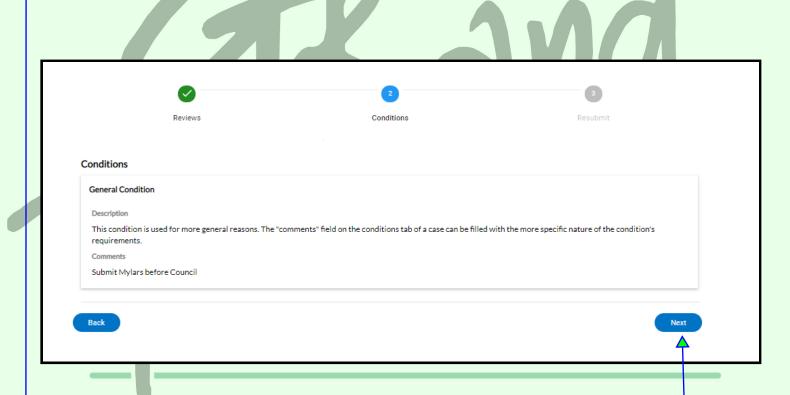
- 1. Once you have completed your final review, toggle the "Acknowledge" switch (it will turn BLUE). By toggling this step you are acknowledging ALL comments. Make sure you are FULLY aware of all comments and their seriousness. Many comments might be provided as an FYI for future actions in the development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



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

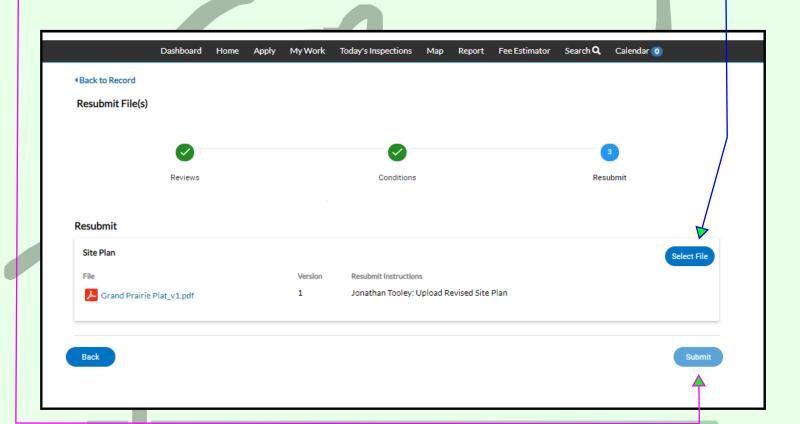


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This is the Resubmit Tab. This is where the revised plans can be uploaded at.

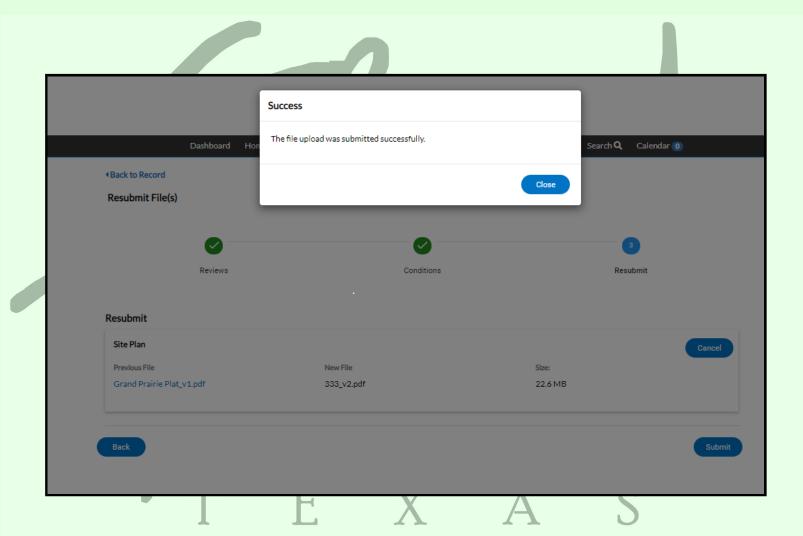
ACTION ITEMS:

- 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.



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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.



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