

HOW TO RESUBMIT OR ADD TO AN EXISTING PROJECT (APPLICATION)

1. Go to the MyGovernmentOnline webpage at www.mygovernmentonline.org

NOTE: The suggested browser to use is Google Chrome. You can download this web browser free from www.chrome.org.

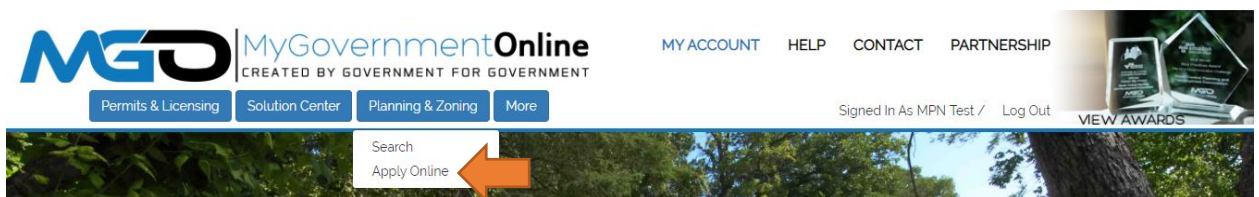
2. Log in to your Account by clicking on the Log In link located at the top right portion of your screen



3. Type in your email address and password, and click on

Login

4. Scroll the mouse to the **Planning & Zoning** button at the top left side of the screen, and click on "Apply Online".

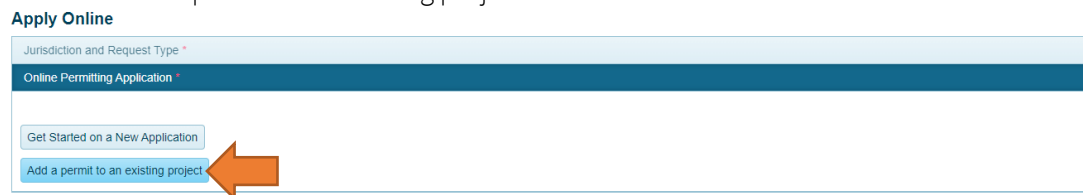


5. Complete the *Jurisdiction and Request Type* information. Please note that all fields are required.

- a Select the state (Texas).
- b Select the Jurisdiction (Georgetown).
- c Select the Project Type (Planning and Zoning OR Engineering) depending on the Application Type you will be submitting.
- d Click on Next.

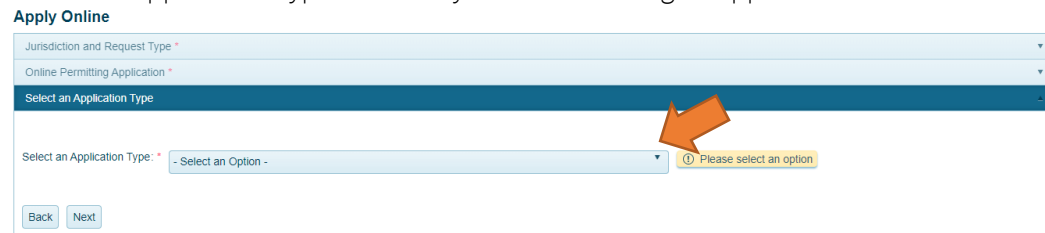
6. Complete the Online Permitting Application information.

- a Click on “Add a permit to an existing project”



7. Complete the *Select an Application Type* information. Please note that all fields are required.

- a Select the Application Type for which you are submitting an application.



- i To submit revised plans to a project (application) in progress (resubmittal), **select Application Resubmittal.**
 - ii To add a request to an APPROVED project (application) (extensions of an approval date for an application about to expire, reinstatement of an expired Site Development Plan, or minor revision to an approved application), **select the applicable Extension, Reinstatement or Minor Revision application type.**
- b Click on Next

8. Type in the Project Number (i.e. 2019-000-REZ or 2018-REZ-000 for cases prior to 2019) in the Project Number field. You can also search by Project Name, Address, Submittal Date, and other options.

Search Project

ⓘ In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise to apply for a new application [click here](#).

Project Number Address Business Name First Name Last Name

Files Upload

NOTE: Application Resubmittals and additional request may only be submitted when the status of the application is "Awaiting Revision" or "Permit Issued". New submittals may not be submitted to applications that are "In Review", "Ready to Issue", "Withdrawn" or "Closed". You can view the status of your application in your account.

My Planning & Zoning Projects

| | Jurisdiction | Alias | Project # | Status | Issued | Meeting ... | Contact |
|------------------------------|--------------|-------|--------------|----------------------------|------------|-------------|----------------------------|
| View Project | Georgetown | | REZ-2013-000 | Closed (Planning and Zoni) | 01-01-1900 | | Carla Benton 5129303580 |

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9. Select the project (application) you wish to resubmit revised plans to and click on [Details](#)

Project Number Address

REZ-2013-000 123 Street Name Georgetown TX 78626 [Details](#)

NOTE: If you do not see your project, we ask that you DO NOT upload plans to another development application. This will delay the development process. For assistance on the status of your Application, please contact the Case Manager.

10. Click on [+ Select](#)

Project #REZ-2014-035

REZ-2013-000 [+ Select](#)

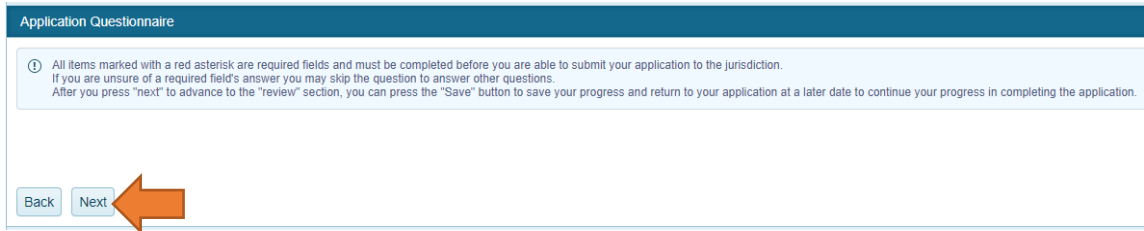
Jurisdiction: Georgetown

Type: Unknown

Create Date: 2013-01-08T14:56:20.717

| | |
|--|---|
| Business Company, LLC | Applicant MPN Test |
| Physical Address 123 Street Name 78626 Georgetown, TX | Mailing Address 123 Street Name 78626 Georgetown, TX |
| Lot Number | SubDivision GEORGETOWN CITY OF |
| Square Footage | |
| Description Rezone 3.45 acres from Two-Family Residential (TF) to Single-Family Residential (RS) | |

11. Complete the acknowledgements under the “Application Questionnaire” by clicking on “Next.”



12. Upload all required files in the *Files Upload* information box. **Please note that all specified file sets are required to be uploaded to process your application.**

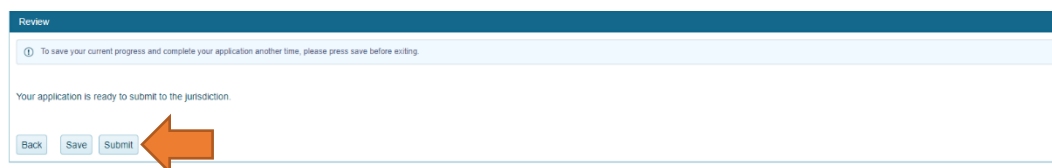
- a When uploading files, please ensure that:
 - i All files are in PDF format, except as specified in the application’s checklist.
 - ii Layers in a single PDF file are flattened and merged with no digital signatures or passwords.
 - iii All pages are oriented in the same direction.
 - iv All files are consolidated into each set of PDF file as specified in the application’s checklist.
 - v Each file are named using the standardized naming scheme specified in the application’s checklist. Please do not add project name, numbers, dates, acronyms, special characters (!, @, #, \$, %, ^, &, “, “, and *), version numbers or prefix numbers to the file names.

NOTE: Files that do not follow format will be rejected and require resubmittal before they can be distributed to staff for review. For examples on naming schemes, please see the [Appendix](#).

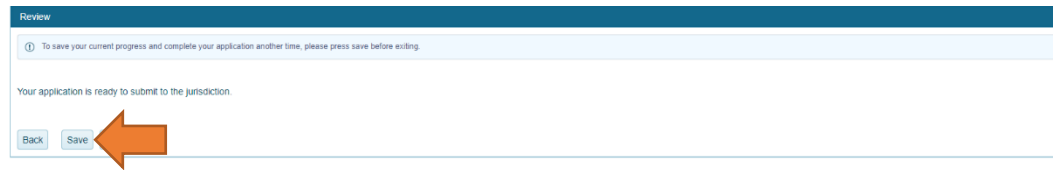
- b Click on Next

13. Complete the *Review* information. **Please note that you will not be able to submit your application if any of the required fields are not complete.**

- a Click on Submit

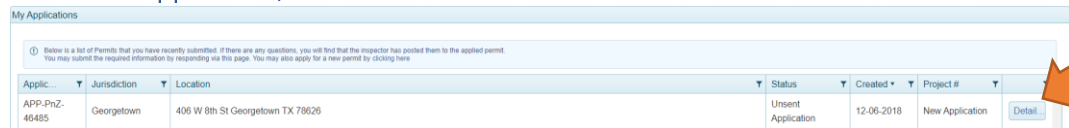


- b If you are not ready to submit your application, you can save your current progress and complete your application another time. To do this, click on Save before exiting.



NOTE: A temporary Application Number will be provided to you to access your application. Saved applications are listed under “My Applications” in your account. To review, edit and

submit the application, click on [Detail...](#)



14. A temporary Application Number (i.e. APP-PnZ-XXXXX) will be provided to all submitted and saved applications. You will be notified via email when the application has been accepted by staff and payment may be made online.



NOTE: Once the submittal is accepted by City staff, the submittal will be associated to your project (application) and this temporary submittal application number will be deleted.