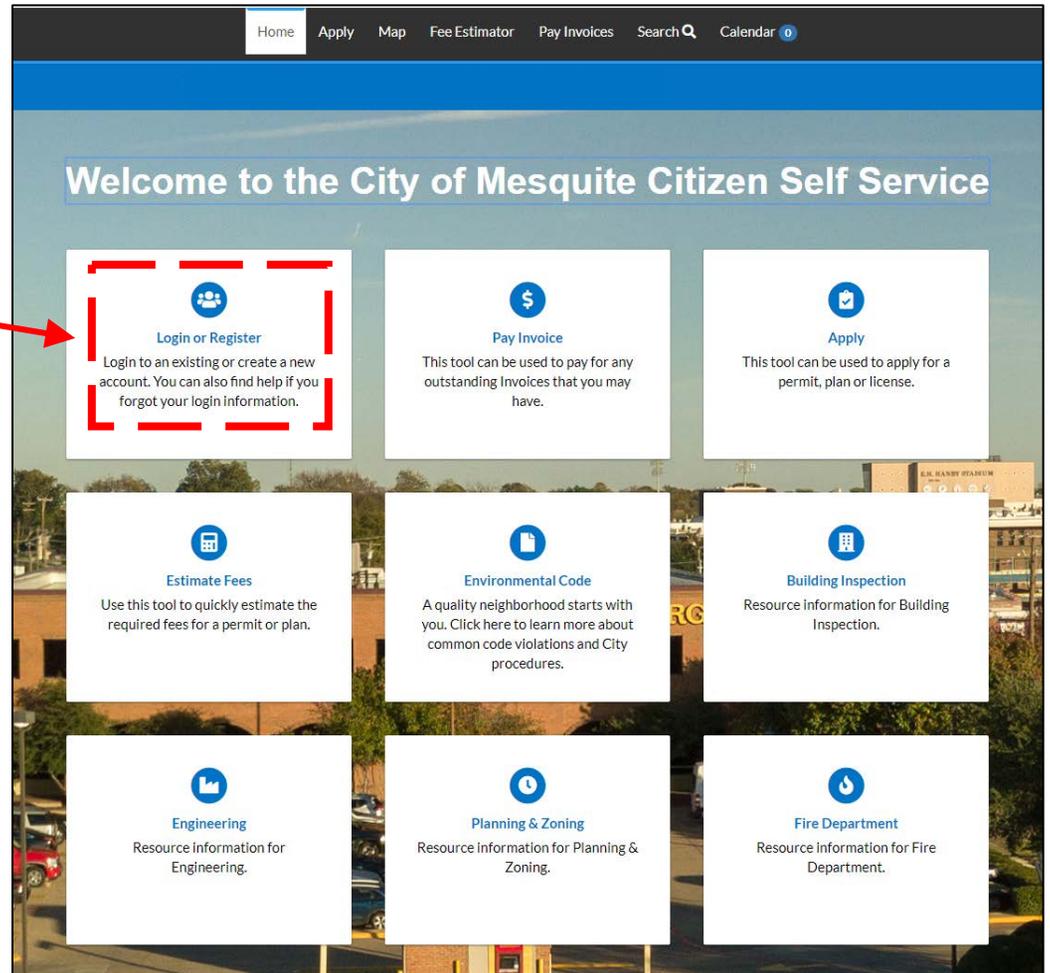


Updated: January 3, 2020

STEP 1

After going to www.EnerGov.CityofMesquite.com, click “Login or Register” button as highlighted by the red square.



STEP 2

- After clicking the “Login or Register” button, you will need to type the username and password you created when registering.
- Once you have entered your username and password, click the blue “Log In” button.

Home Apply Map Fee Estimator Pay Invoices Search Calendar

Log In

* Username

* Password

Remember Me

Log In

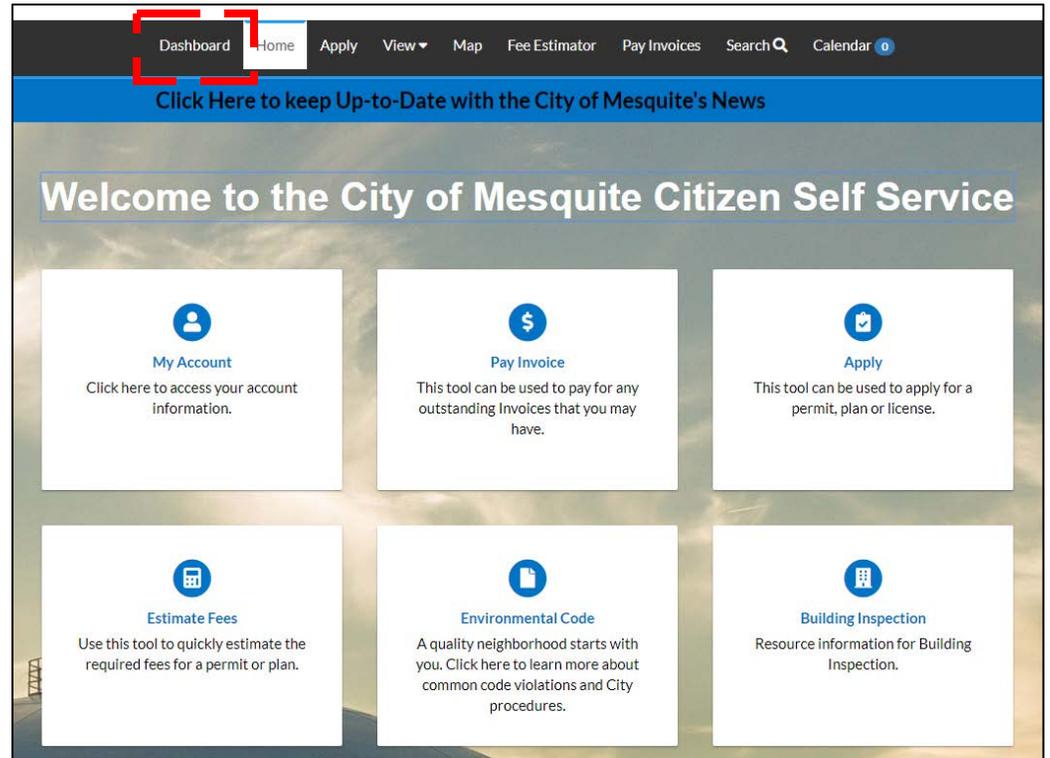
Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

TIP:

If you have forgotten your password, username, or need to register a new account, use the links under the “Log In” button as highlighted by the **red square**.

STEP 3

- After clicking the blue Log In button, you will be redirected to the main screen as shown in the image to the right.
- To apply check the status of an application, click the “Dashboard” button as highlighted by the red square.



Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar

City of Mesquite's CSS TEST Site.

My Plans

Attention (9)	Pending (35)	Active (9)	Draft (1)	Recent (39)
Plat: 4	Plat: 21	Special Exception: 4	Special Exception: 1	Plat: 21
Special Exception: 3	Special Exception: 6	Pre-Application Me...: 4		Special Exception: 11
Other: 2	Other: 8	Plat: 1		Other: 7

[View My Plans](#)

STEP 4

- You have now been taken to your dashboard, as shown above.
- To view comments from Staff, and when you are ready to resubmit a file, click the blue text under the orange "Attention" circle as highlighted by the red square.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar

My Plans Exact Match

Display Attention Select Case Type Plat Export Sort Plan Number

Plan Number	Project	Address	Plan Type	Status	Attention Reason
PL1219-0052		711 N GALLOWAY AVE MESQUITE, TX 75149	Plat	Attention, Recent, Pending	Failed Reviews Resubmit File

Results per page 10 1 - 4 of 4 << < 1 > >>

STEP 5

- Next, click the “Resubmit File” button, as highlighted by the red square.

TIP:

If there is no “Resubmit File” button, contact your case manager and let them know there is no “Resubmit File” button.

STEP 6

- To download a copy of the plans with Staff comments, click the blue text, as highlighted by the red square.
- To resubmit a file, click the blue “Resubmit” button, as highlighted by the purple square.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar

Plan Number: PL1219-0052

Plan Details | Tab Elements | Main Menu

Type: Plat Status: Applied Online Project Name:

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort Needs Action

At least one file needs to be resubmitted.

Plat
Test Plat_v1.pdf
Version: 1
Status: Corrections Added
Resubmit Instructions:
John Chapman: Must
Resubmit

Owner Authorization Form
BOA Site Plan Example -
Fillable_v1.pdf
Uploaded: 12/20/2019
History

ONLY CONTINUE IF YOU ARE RESUBMITTING A FILE

STEP 7

- After clicking the “Resubmit” button, you will be asked to respond to each Staff markup.
- To respond to a markup, click the blue “Respond” button, as highlighted by the red square.
- A text will appear under the markup where you may enter a response.
- After responding, click the blue “Next” button, as highlighted by the purple square.

The screenshot displays the 'Resubmit File(s)' interface. At the top, a progress bar shows three steps: 1. Files (active), 2. Reviews, and 3. Resubmit. Below the progress bar, there is a 'Files' section with a table containing one entry: 'Test Plat_v1.pdf' (Version 1) with the instruction 'John Chapman: Must resubmit. See comments from Staff.' Underneath is a 'Markups' section with a 'Text' column and a 'Respond' button for each markup. The 'Respond' buttons are highlighted with red dashed boxes. At the bottom right, a 'Next' button is highlighted with a purple dashed box.

File	Version	Resubmit Instructions
Test Plat_v1.pdf	1	John Chapman: Must resubmit. See comments from Staff.

Markups

Text	Respond
Long Form Plat	
Coordinates do not match location	
Plat must include the abstract line.	
Lot 5	
Check ownership	
Indicate abutting properties with lighter line.	

[Back to Record](#)

Resubmit File(s)



Files



Reviews



Resubmit

Reviews

Initial Plat Plan Reviewers

Completed Date

12/20/2019

Submittal Status

Requires Re-submit

[Planning/Zoning . Resubmission Required . Chapman John](#)

Back

Next

STEP 8

- This page will allow you to see the list of reviewers for the Plan.
- You may click the blue “Next” button, as highlighted by the **red square**.

Resubmit File(s)

Files Reviews Resubmit

Resubmit

Plat	File	Version	Resubmit Instructions
	Test Plat_v1.pdf	1	John Chapman: Must resubmit. See comments from Staff.

Buttons: Back, Select File, Submit

STEP 9

- Click the blue “Select File” button, as highlighted by the **red square**.
- A file browser will open.
- Locate the new file on your computer and click “Open” on the file browser.
- After selecting the new file to upload, click the blue “Submit” button, as highlighted by the **purple square**.
- You case manager will receive notification new plans have been uploaded for review.

MORE HOW TO'S



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