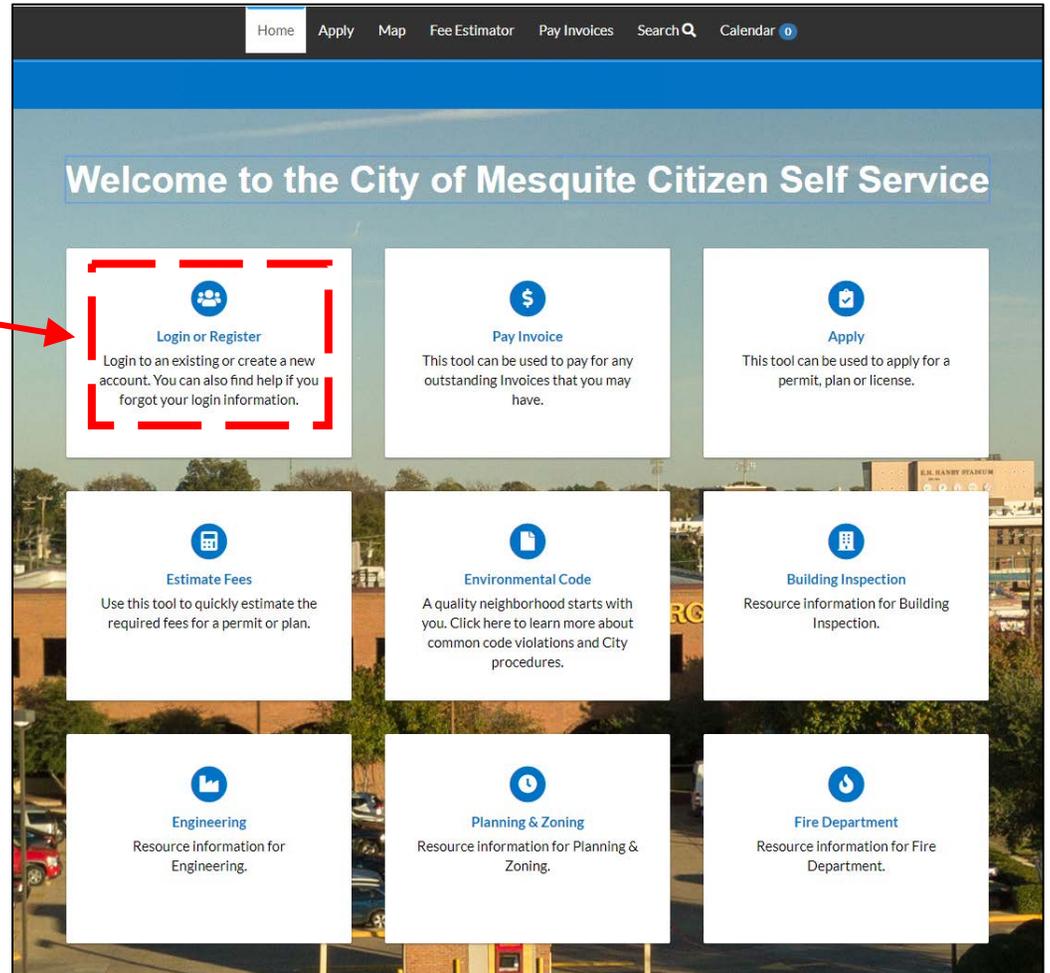


Updated: January 3, 2020

Before reading these steps, make sure you have a registered account. If you do not, please see...

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

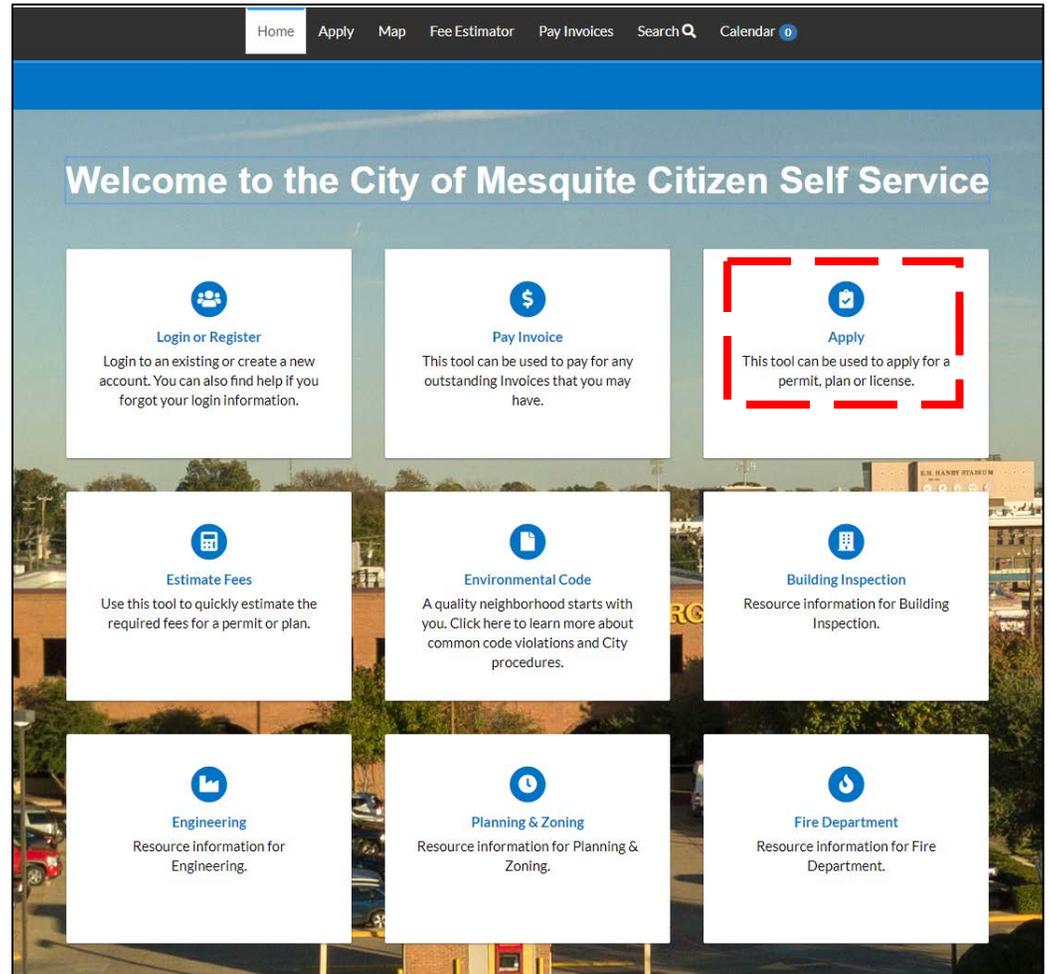
Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

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**.

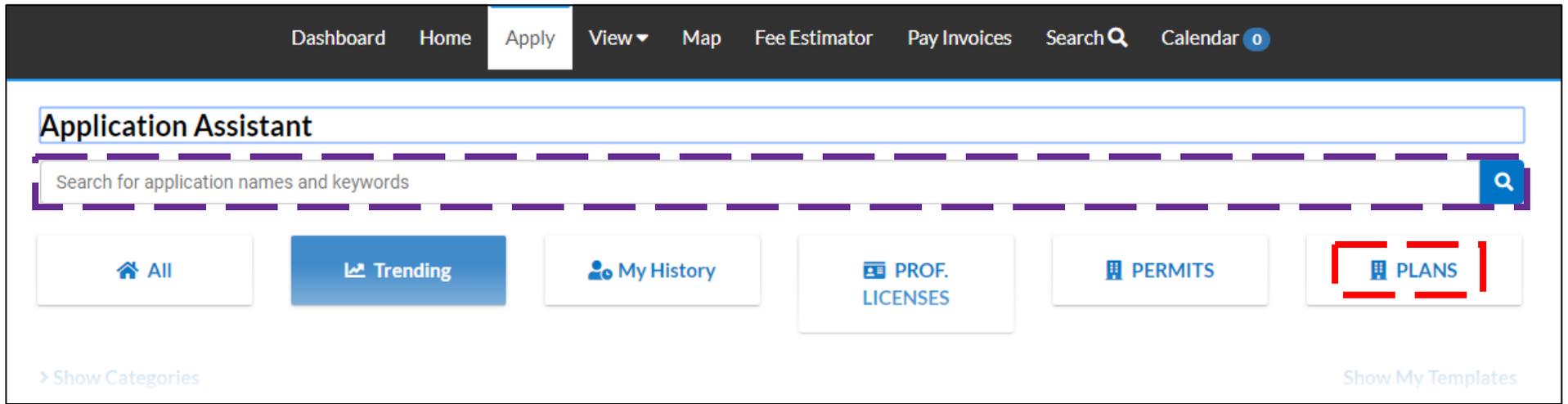
STEP 3

- 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 for an application, click the “Apply” button as highlighted by the **red square**.



TIP:

There is more than one way to click apply. You may click the Apply button on the top navigation bar between Home and Map, or click the Apply button as highlighted by the **red square**.



STEP 4

- After clicking the Apply square, you will be redirected to the page Application Assistant page as shown on the image above.
- For Planning and Zoning Application, click on the “Plans” button as highlighted by the red square.

TIP:

There is more than one way to locate the application you are applying for. You may also search for an application by using the search bar as highlighted by the purple rectangle.

STEP 5

- After clicking the “Plans” button, you should see all applications for the Planning and Zoning Division.
- To start an application, click the blue “Apply” button as highlighted by the red squares.

The screenshot displays the 'Application Assistant' interface. At the top, there is a navigation bar with links for Dashboard, Home, Apply (highlighted), View, Map, Fee Estimator, Pay Invoices, Search, and Calendar. Below the navigation bar is a search bar for application names and keywords. A row of buttons includes All, Trending, My History, PROF. LICENSES, PERMITS, and PLANS (highlighted). Below this, there are links for 'Show Categories' and 'Show My Templates'. The main content area lists four application categories, each with a description and an 'Apply' button highlighted by a red dashed box:

- Special Exception**
Category Name: Board of Adjustment
Description: This application is used to apply for Special Exceptions. Specific structures require special approval by the Mesquite Board of Adjustment to be built or to remain on the property. Examples of structures requiring a Special Exception include, but are not limited to, front carports, oversized accessory structures, livestock, and parking reductions. For a complete list visit, the Planning and Zoning Division 'Applications and Other Resources' webpage.
- Zoning Appeal**
Category Name: Board of Adjustment
Description: Zoning appeals may be applied regarding decisions made by the City of Mesquite pertaining to the Mesquite Zoning Ordinance.
- Zoning Variance**
Category Name: Board of Adjustment
Description: This application is used to apply for zoning variances to the Mesquite Zoning Ordinance. Examples of variances include, but are not limited to setback encroachments and building height.
- Home Business Registration**
Category Name: Home Occupation Registration
Description: This application is used to register a Home Occupation within the City of Mesquite. The occupation must be allowed as defined in Section 2-700 of the Mesquite Zoning Ordinance.

STEP 6

- After clicking the blue “Apply” button, the application will load and ask for a location to be added to the application.
- To add a location, click the plus sign as highlighted by the red square.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar

Apply for Plan - Special Exception

REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Click "Add Location" in the box below. After clicking, use the SEARCH FUNCTION UNDER 'ADDRESS INFORMATION' and type in the address of the property related to the application. For example: 1515 N Galloway Avenue.

Location

Add Location

+

REQUIRED

Create Template Save Draft Next

STEP 7

- After clicking the Add Location button, you will be asked to search for the address associated with the application.
- To search for an address, begin typing the address into the search bar as highlighted by the **red square**.
- After you finish typing the address into the search bar, click the blue magnifying glass as highlighted by the **purple square**.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar

Back to Application

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search Search Addresses

- After searching for an address, results should appear, as shown on the image to the right.
- To add the correct address, click the blue “Add” button as highlighted by the **red square**.

Address Information

Search 1515 n galloway

Address	Action
1515 N GALLOWAY AVE	Add

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

TIP:

If you are unsure of the spelling, you may type in the street number followed by the first letter of the street name. For example, if an individual was unsure how to spell “Galloway,” but knew the street number was 1515, type “1515 G” into the search bar.

STEP 8

- After clicking the Add button, the location will be successfully added to the application.
- Now press the blue “Next” button as highlighted in the **red square**.
- If you need to add more than one address, another “Add Location” button should appear, similar to the one highlighted by the red square on Step 6.
- If you need to add another address, and there is no button for you to add, please contact the Planning and Zoning Division at 972-216-6216.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar

Apply for Plan - Special Exception

REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Click "Add Location" in the box below. After clicking, use the SEARCH FUNCTION UNDER "ADDRESS INFORMATION" and type in the address of the property related to the application. For example: 1515 N Galloway Avenue.

Type: Location
1515 N GALLOWAY AVE

Main Address

Parcel Number
38130570010010000

Main Parcel

Remove

Create Template Save Draft Next

STEP 9

- On this page, you will need to enter a description of why you are applying for this application in the space highlighted by the **red square**.
- Do not change the Plan Type, highlighted by the **purple square**. Doing so will change the application you are applying for.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar

Apply for Plan - Plat *REQUIRED

Progress: 1. Locations (✓) 2. Type (2) 3. Contacts 4. More Info 5. Attachments 6. Signature 7. Review and Submit

PLAN DETAILS

Plan Type: This field does not need to be changed. Description: State the purpose of the plat.

* Plan Type: Plat

* Description: [Red dashed box]

Buttons: Back, Create Template, Save Draft, Next

TIP:

If for some reason the Plan Type is not correct, you may select a different one by clicking the drop-down box as highlighted by the **purple square** and selecting the correct plan type.

STEP 10

- On this page, you will notice your contact information is automatically added to the application as the “Applicant.”
- To add another contact for this application, click “Add Contact” as highlighted by the red square.
- You may change the contact type (owner, architect, developer, engineer, etc.) by clicking the dropdown box as highlighted by the purple square.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Q Calendar

Apply for Plan - Plat *REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Please provide contact information for the following individual(s) as well as any other person(s) or business associated with the application. An email address and phone number are required for each person on the application.

Applicant

John Chapman (You)
City of Mesquite
711 Galloway, Mesquite, TX, 75149

Add Contact

Back Create Template Save Draft Next

- After clicking “Add Contact” you may search for a contact by name, enter a contact manually, or select a contact you have saved as a favorite.
- To add a contact, click the “Add” button as highlighted by the red square.

Add Contact

Add Contact As Applicant

Search Enter Manually My Favorites

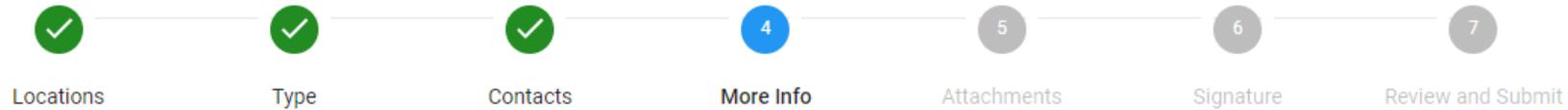
Search John Smith

Sort Relevance

Favorite	First Name	Last Name	Company	Action
☆	John	Smith		Add
☆	John	Smith		Add
☆	John	Smith		Add
☆	Troy	Smith		Add

Apply for Plan - Plat

*REQUIRED



MORE INFO

The questions below should be answered to the best of your ability. If you have any questions, please call the Planning and Zoning Division at 972-216-6216. Offices are open Monday through Friday, 8 A.M. to 5 P.M.

STEP 11

- On this page, you will need to answer all required questions as well as any questions pertaining to your request.
- Once you have answered all questions, click the blue “Next” button.
- If you forget to answer a required question, a display message will appear after clicking “Next.”

STEP 12

- On this page, you will submit the plans required for the application you are applying for.
- To add a document, click “Add Attachment” as highlighted by the red square.
- All attachments are required to be formatted as a PDF.
- After clicking “Add Attachment,” you will be prompted to find the attachment.
- Once you find the attachment you are looking for click the “Open” button.
- After adding all the required or additional documents, click the blue “Next” button.

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar

Apply for Plan - Plat

REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

Please attach a complete Plat Application, Property Owner Authorization, Plat, and other documentation relevant to the amendment. The Engineering document will be attached to the Engineering permit. All attachments must be submitted as a .PDF file.

Owner Authorization Form Add Attachment Supported: .pdf REQUIRED

Plat Add Attachment Supported: .pdf REQUIRED

Owner Authorization Fo Add Attachment Supported: .pdf REQUIRED

Back Create Template Save Draft Next

HELP

If you need help saving a document as a PDF, click the links below for solutions.

Print Document as PDF – <https://helpx.adobe.com/acrobat/using/print-to-pdf.html>

Save as PDF in Adobe Acrobat or Reader – <https://helpx.adobe.com/acrobat/using/saving-pdfs.html>

STEP 13

- On this page, you will sign the application prior to submitting.
- Type your name in the area highlighted by the **red square**.
- To sign your name, you may either draw the signature in the space labeled “Draw Signature Here,” or click the “Enable Type Signature” button as highlighted by the **purple square**.
- If you click the “Enable Type Signature” button, a new box will appear asking you to type your name in.
- After you complete this page, click the blue “Next” button.

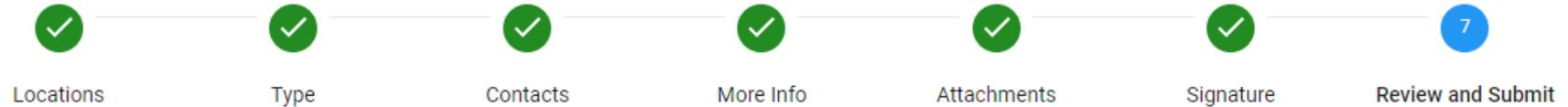
The screenshot shows the 'Apply for Plan - Plat' application page. At the top, there is a navigation bar with links: Dashboard, Home, Apply, View, Map, Fee Estimator, Pay Invoices, Search, and Calendar. The page title is 'Apply for Plan - Plat' with a '*REQUIRED' indicator. A progress bar shows seven steps: Locations, Type, Contacts, More Info, Attachments, Signature (current step, highlighted with a blue circle and number 6), and Review and Submit (highlighted with a grey circle and number 7). Below the progress bar, there is a 'SIGNATURE' section. It contains a text input field for the signature, a paragraph of legal disclaimer text, and a red dashed box highlighting a smaller text input field. Below this is an 'Enable Type Signature' button with a purple square highlight. A dropdown menu shows 'John Chapman' and 'November, 22 2019'. Below the dropdown is a large box labeled 'X Draw Signature Here'. At the bottom, there are buttons for 'Clear', 'Back', 'Create Template', 'Save Draft', and 'Next'.

HELP

If the “Next” button does not work, this may mean your drawn signature is not long enough.

Apply for Plan - Plat

*REQUIRED



STEP 14

- On this page, you will need to confirm all the information you provided is correct.
- If you notice something is incorrect, scroll to the bottom of the screen and click the blue “Back” button. You may need to click this button more than once.
- Once you are ready to submit the application, click the blue “Submit” button as highlighted by the **red square**.
- After clicking the “Submit” button, you may apply for suggested applications, if available, or click the blue “Continue to Plan” button.

MORE HOW TO'S



CITY OF MESQUITE PLANNING OFFICE

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Mesquite, TX 75185-0137

Physical Address: 1515 N. Galloway Ave.
Mesquite, TX 75149-2300

Phone: (972)-216-6216
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Website: www.cityofmesquite.com
Citizen Self Service (CSS): <https://energov.cityofmesquite.com>