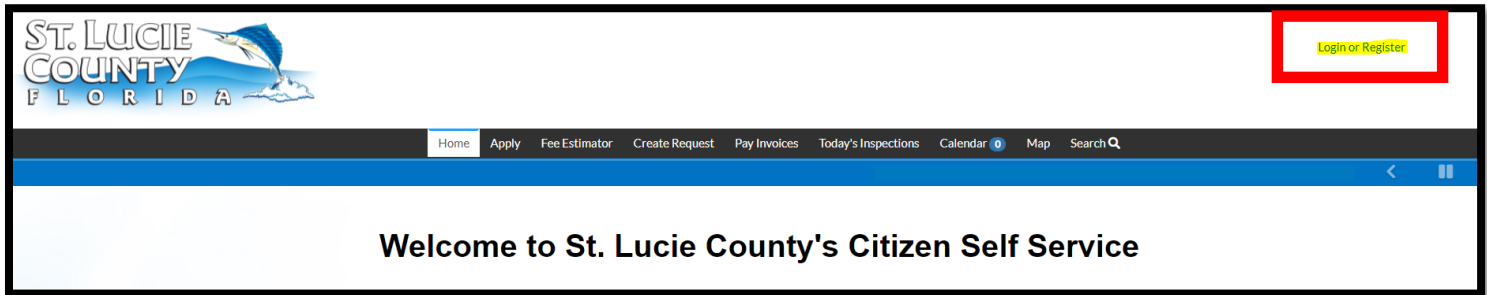




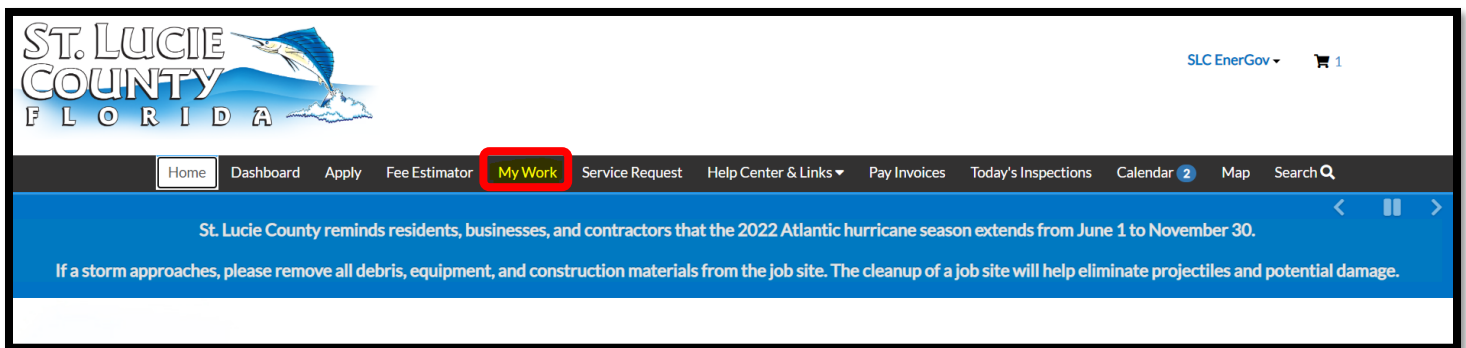
Citizen Self Service (CSS) Resubmit a Plan Case

Purpose: To provide guidance on how to resubmit plans, and view and respond to comments.

1. Go to **Citizen Self Service Site:** <https://stluciecountyfl-energovpub.tylerhost.net/Apps/SelfService#/home>
2. **Log In** - To register on CSS the user can click on the **Login or Register** box and select Register.

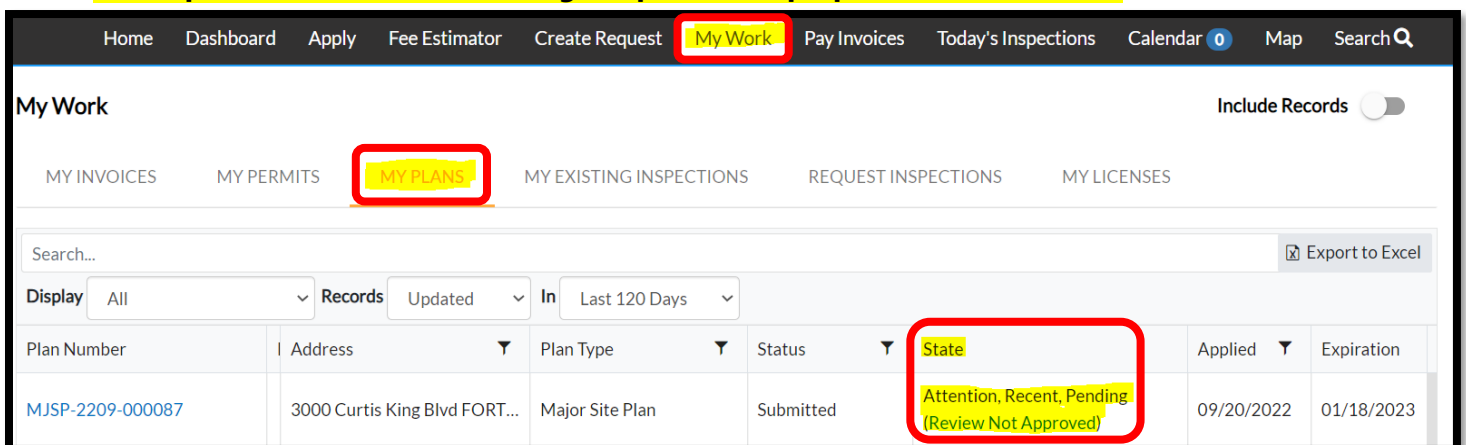


3. Once logged in, click on the **My Work** button on either the top header bar in black or the shortcut on the homepage.



4. Choose the **MY PLANS** filter button. A listing of plan case types will be displayed. Choose the plan number for resubmitting from the plan case type list.

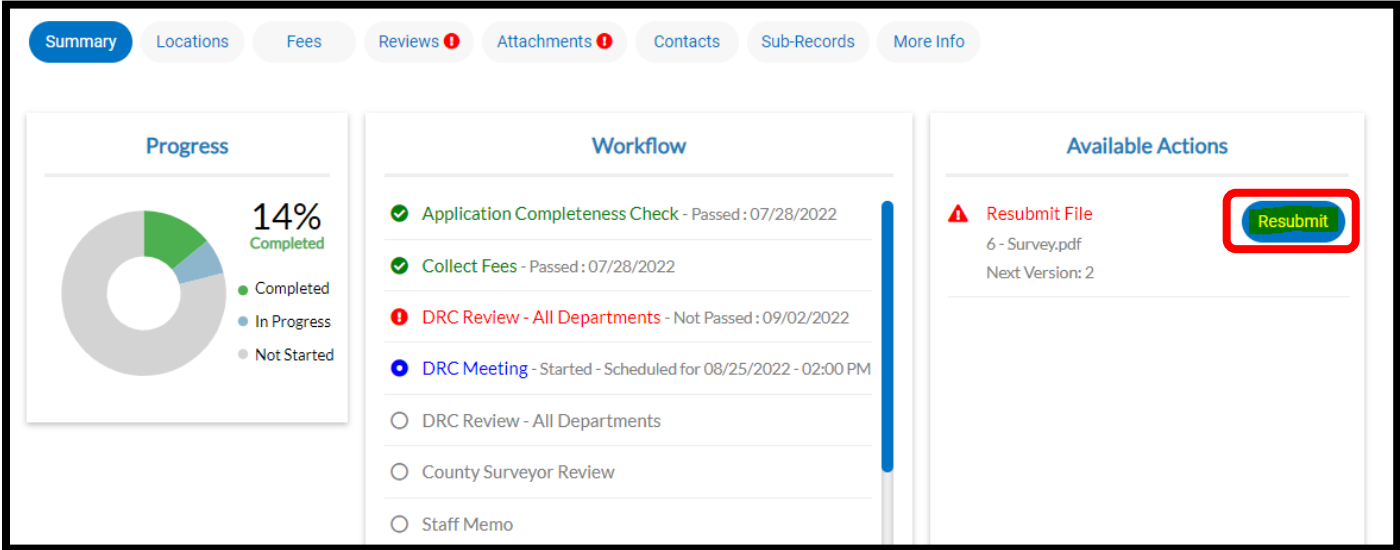
Note: Resubmittals **State Column** must say: **"Attention, Recent, Pending (Review Not Approved)"**.
If not, please reach out to the assigned planner to prepare the resubmittal.



Citizen Self Service (CSS) Resubmit a Plan Case

Purpose: To provide guidance on how to resubmit plans, and view and respond to comments.

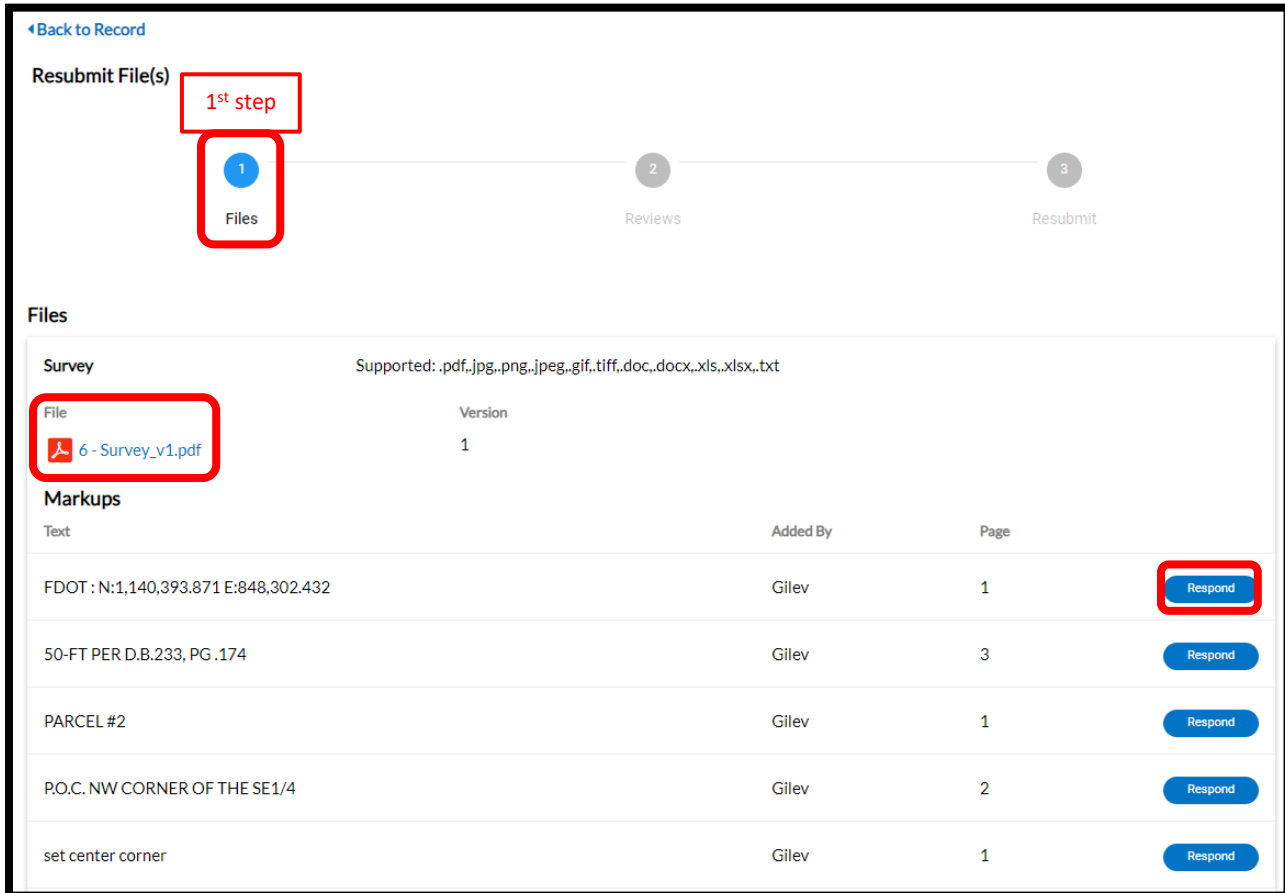
- The Plan Case Summary page appears. Click on the **blue Resubmit button**, on the left side of the screen under the Available Actions tab. **Note:** Resubmittals should have this button. **If not, please reach out to the assigned planner to prepare the resubmittal.**



The screenshot shows the Plan Case Summary page with the following sections:

- Summary** (selected), Locations, Fees, Reviews (1), Attachments (1), Contacts, Sub-Records, More Info
- Progress:** A donut chart shows 14% Completed. Legend: Completed (green), In Progress (blue), Not Started (grey).
- Workflow:**
 - Application Completeness Check - Passed : 07/28/2022
 - Collect Fees - Passed : 07/28/2022
 - DRC Review - All Departments - Not Passed : 09/02/2022
 - DRC Meeting - Started - Scheduled for 08/25/2022 - 02:00 PM
 - DRC Review - All Departments
 - County Surveyor Review
 - Staff Memo
- Available Actions:**
 - Resubmit File (6 - Survey.pdf, Next Version: 2) with a **Resubmit** button highlighted in a red box.

- Steps 1—3.** The **first** step of the Resubmittal process appears. The first step is to review the markups on each PDF File and the text comments noted below (resolve by clicking on the **blue Respond** button).



The screenshot shows the Resubmit File(s) page with the following sections:

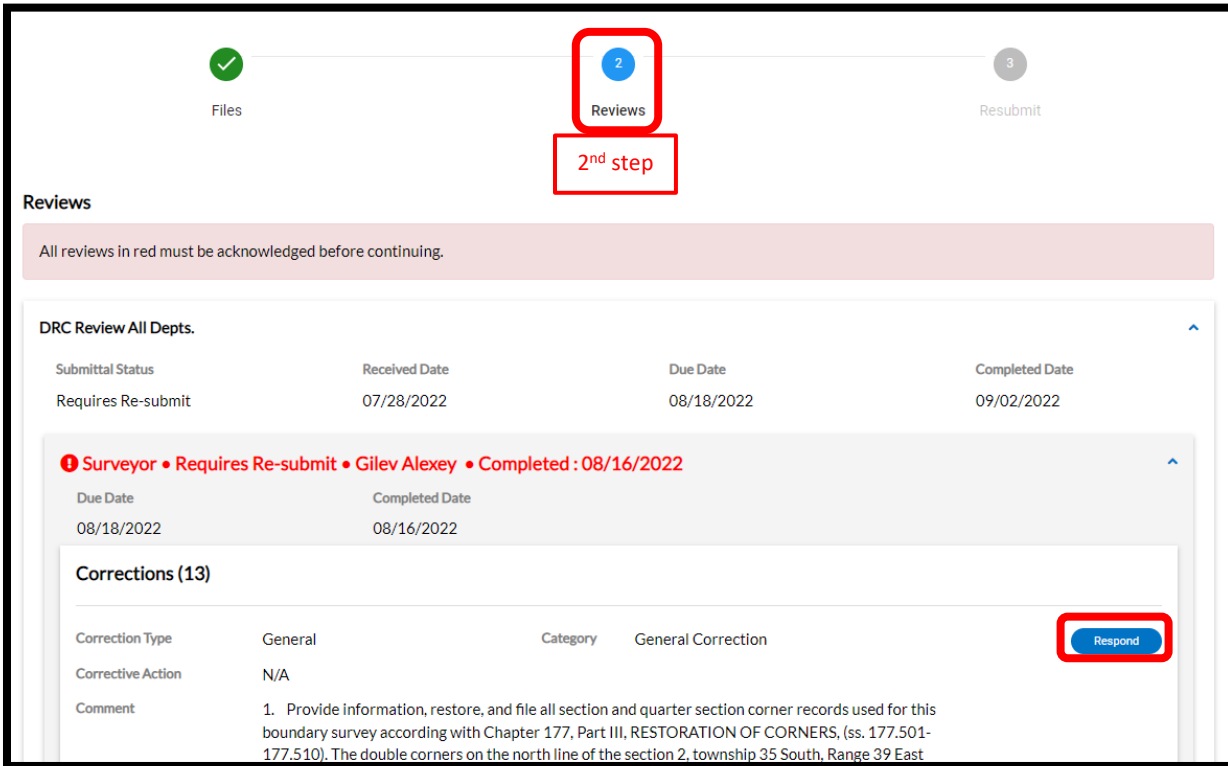
- Resubmit File(s):** A progress bar shows 3 steps: 1 (Files, highlighted with a red box and labeled '1st step'), 2 (Reviews), and 3 (Resubmit).
- Files:** A table showing supported file types and a list of files. The file '6 - Survey_v1.pdf' is highlighted with a red box.
- Markups:** A table showing text comments, added by, page, and a **Respond** button for each comment. The first 'Respond' button is highlighted with a red box.

Text	Added By	Page	Action
FDOT : N:1,140,393.871 E:848,302.432	Gilev	1	Respond
50-FT PER D.B.233, PG .174	Gilev	3	Respond
PARCEL #2	Gilev	1	Respond
P.O.C. NW CORNER OF THE SE1/4	Gilev	2	Respond
set center corner	Gilev	1	Respond

Citizen Self Service (CSS) Resubmit a Plan Case

Purpose: To provide guidance on how to resubmit plans, and view and respond to comments.

7. The **second** step is to respond to the reviewer's correction comments. Click on each of the **blue Respond buttons** and add a written response.



Files **2** Reviews Resubmit

2nd step

Reviews

All reviews in red must be acknowledged before continuing.

DRC Review All Depts.

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	07/28/2022	08/18/2022	09/02/2022

Surveyor • Requires Re-submit • Gilev Alexey • Completed : 08/16/2022

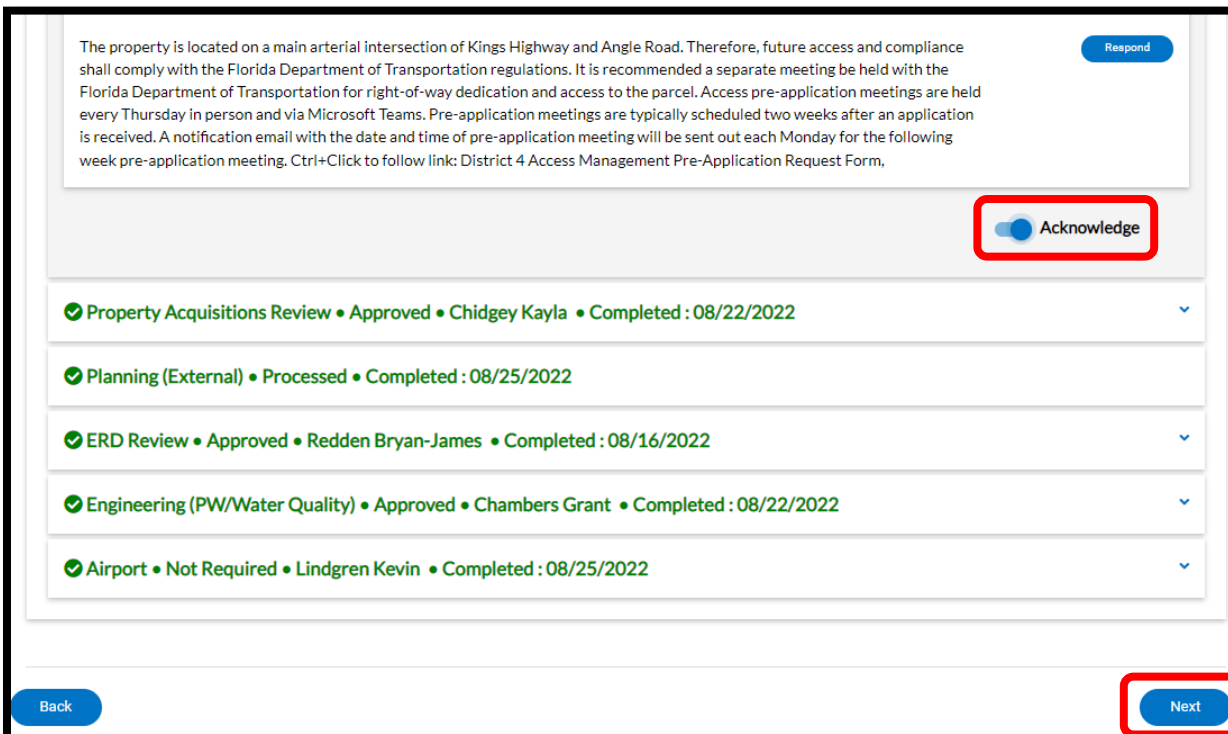
Due Date	Completed Date
08/18/2022	08/16/2022

Corrections (13)

Correction Type	General	Category	General Correction
Corrective Action	N/A		
Comment	1. Provide information, restore, and file all section and quarter section corner records used for this boundary survey according with Chapter 177, Part III, RESTORATION OF CORNERS, (ss. 177.501-177.510). The double corners on the north line of the section 2, township 35 South, Range 39 East		

Respond

All reviews in red must be acknowledged before clicking the next button to continue.



The property is located on a main arterial intersection of Kings Highway and Angle Road. Therefore, future access and compliance shall comply with the Florida Department of Transportation regulations. It is recommended a separate meeting be held with the Florida Department of Transportation for right-of-way dedication and access to the parcel. Access pre-application meetings are held every Thursday in person and via Microsoft Teams. Pre-application meetings are typically scheduled two weeks after an application is received. A notification email with the date and time of pre-application meeting will be sent out each Monday for the following week pre-application meeting. Ctrl+Click to follow link: District 4 Access Management Pre-Application Request Form.

Respond

Acknowledge

- Property Acquisitions Review • Approved • Chidgey Kayla • Completed : 08/22/2022
- Planning (External) • Processed • Completed : 08/25/2022
- ERD Review • Approved • Redden Bryan-James • Completed : 08/16/2022
- Engineering (PW/Water Quality) • Approved • Chambers Grant • Completed : 08/22/2022
- Airport • Not Required • Lindgren Kevin • Completed : 08/25/2022

Back Next

Citizen Self Service (CSS) Resubmit a Plan Case

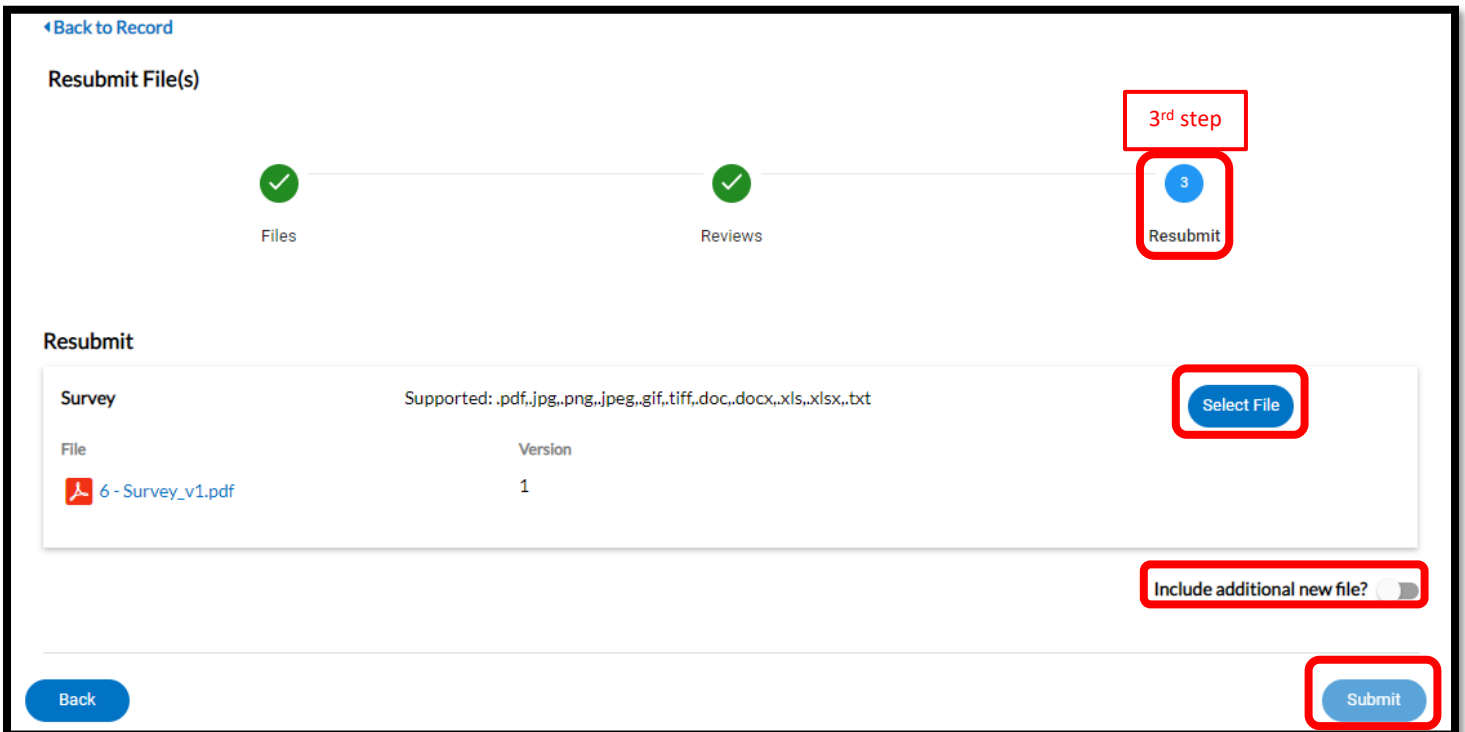
Purpose: To provide guidance on how to resubmit plans, and view and respond to comments.

8. The **third and final step** is to upload all files for resubmittal by file type. Simply click on the blue **Select File** button to choose the file to attach.

It is important to names files according to the naming convention and file type. The document name needs to clearly reflect the content of the submitted document. For example: site plan, drainage plan, landscape plan, traffic impact report, tree survey, boundary survey. Improper naming can delay the review of the project.

If additional new files are needed toggle the **Include additional new file?** button.

Click **submit** when **complete** and the files will be submitted to the County for review and routing.




← Back to Record

Resubmit File(s)

Files ✓ Reviews ✓ Resubmit 3 3rd step

Resubmit

Survey Supported: .pdf,.jpg,.png,.jpeg,.gif,.tiff,.doc,.docx,.xls,.xlsx,.txt Select File

File	Version
 6 - Survey_v1.pdf	1

Include additional new file?

Back Submit