



HOW TO ACCESS REVIEW COMMENTS AND MARKUP FILES

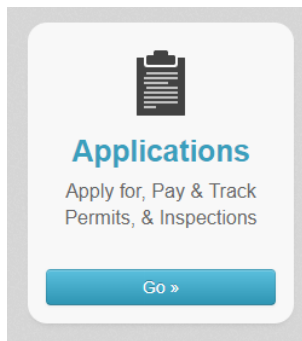
Step 1: Login into SmartGov, <https://ci-maricopa-az.smartgovcommunity.com/Public/Account/LogIn>



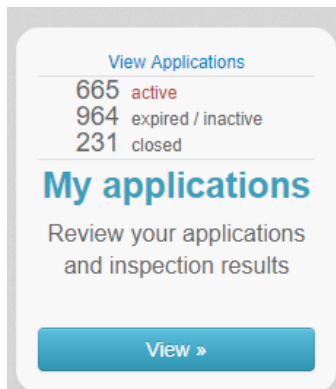
[Forgot your password?](#)

[Don't have an account? Sign Up!](#)

Step 2: Click on applications tab.



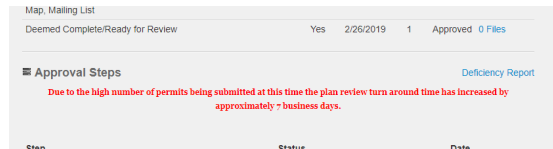
Step 3: Click on my applications.



Step 4: Click on your application permit # (see example below).

DR19-08	Development Review Permit	UNKNOWN	2/25/2019	8/25/2019	Returned to applicant for revisions or more information
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Step 5: Scroll down to the middle of the page until you see Deficiency Report. Click on Deficiency Report to download the latest review comments.



Step 6: Scroll down to Submittal section of the application page. Click on "0 files" under any items that are noted as "pending" (see example below).

to upload your documents click on the link in the last column (0 Files)

Submittal	Required	Received	Version	Status	
Completed and Signed Application	Yes	2/25/2019	1	Approved	1 Files
Pre-application Determination	Yes		2	Pending	0 Files
Project Narrative (scope of work proposed)	Yes	2/25/2019	1	Approved	1 Files
Alta Survey	Yes		1	Pending	0 Files
Site Plan depicting driveways, parking spaces, street frontage and general layout of the property	Yes		2	Pending	0 Files
Elevations (all sides)	Yes		2	Pending	0 Files
Floor plans	Yes	2/25/2019	1	Approved	5 Files
Lighting Plan	Yes		2	Pending	0 Files
Grading & Drainage Plan	Yes		2	Pending	0 Files
Landscape Plan	Yes		2	Pending	0 Files
Notification Documents (Draft Notification Letter, 300ft Radius Map, Mailing List)	Yes		1	Pending	0 Files
Deemed Complete/Ready for Review	Yes	2/26/2019	1	Approved	0 Files

Step 7: Click on the markup files link to download the markup comments for the specific file. Do this for every submittal item noted as "pending" under the submittal section of the application page (step 6).

Previous Submittals

Version	Submitted File	Comments	Date Received	Review Status	Markup File
1	PA18 36 comments SDA Responses 110818.pdf		2/26/2019 3:35 PM	Resubmittal Required	20190226A-PA18 36 comments SDA Responses 110818.pdf