

Applicant Resubmit Quick Reference

1. Log in to Electronic Plan Review – click on the link provided in the Applicant Resubmit Task Email
2. Click on the Tasks Tab on the Main Page
3. Click on the Applicant Resubmit Task
4. Accept the Task
5. View the Changemark Items to see what corrections are required on the plan pages
6. View the Checklist Items to see what changes are required
7. Provide Applicant Responses next to each Checklist and Changemark Item
 - 1) Scroll to the right
 - 2) Click in the box next to each item beneath the Applicant Response Column
 - 3) Type the response
 - 4) Click Save after each entry
 - 5) Click Save and Close at the bottom of the Checklist Items page

planreviewtest.stpaul.gov/ProjectDoxWebUI/User/WorkflowReview/WorkflowReviewChecklistInstancesViewer?groupID=21946&wf

Workflow Review Checklist Item Viewer

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings Reset Settings

REF #	STATUS	PERMIT TY...	DEPARTMENT	COMMENT TEXT	APPLICANT RESPONSE
1	Not Met	Site Plan	Review Coordinator	Please submit an Erosion Control Plan including measures such as silt fences, inlet protection, rock construction entrance and street cleaning. Storm water pollution prevention plan	Sorry we missed that item. It has been uploaded.

1 - 1 of 1 records

Save Cancel

Stop editing and update

8. Upload corrected files

Note: Corrected files must have the **same name** as the originally submitted files to ensure proper versioning of your files and to help expedite the review process. If a new sheet needs to be inserted **between** sheets 010 and 011, it can be numbered 010.1.
9. Check the boxes indicating that each item has been reviewed and addressed
10. Click Resubmit Complete

Project: SPR19-006348 375 JACKSON ST DSI Office Project

Select destination folder for files:

- SPR19-006348 375 JACKSON ST DSI Office Project
 - Drawings (24 Files - 24 New)
 - Documents
 - Reviewer Attachments

- ☒ I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- ☒ I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- ☒ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Resubmit Complete Close