

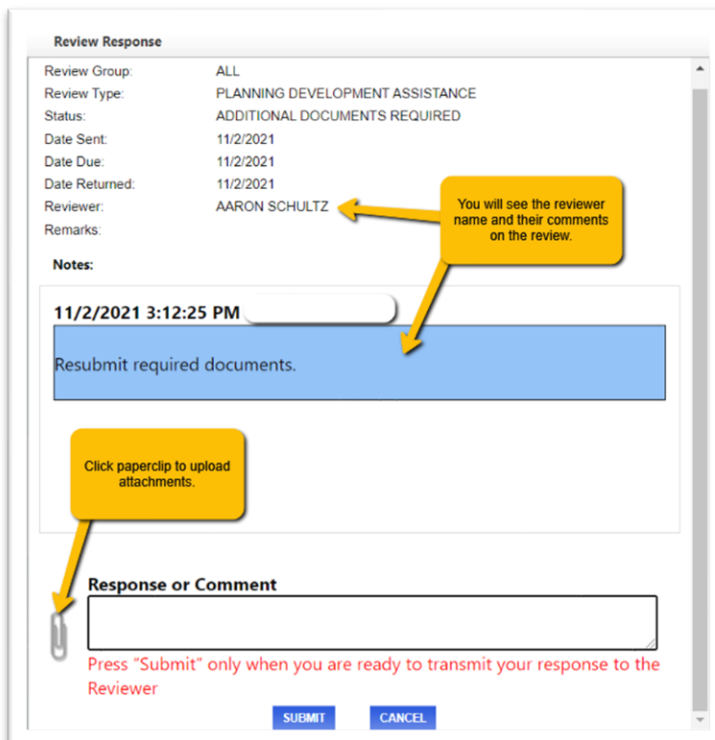
Responding to Reviews & Uploading Documents

During the permit or project review process, the City may need you to provide additional information or documents in order to move the permit through the process. This document is intended to show the steps for you to properly respond to comments or provide additional documents.

When the City has requested additional information or needs corrected documents from you, you will be notified via email. Log into your account and check your Dashboard. A “Respond” task will appear under “My Submittals Awaiting Response” at the bottom of the page. Please see the example below:



- 1) Click the Respond link at the right.
- 2) You will then see a new pop-up window with any comments from the reviewer, and a spot for you to add attachments and respond. Click the paperclip icon to add attachments.

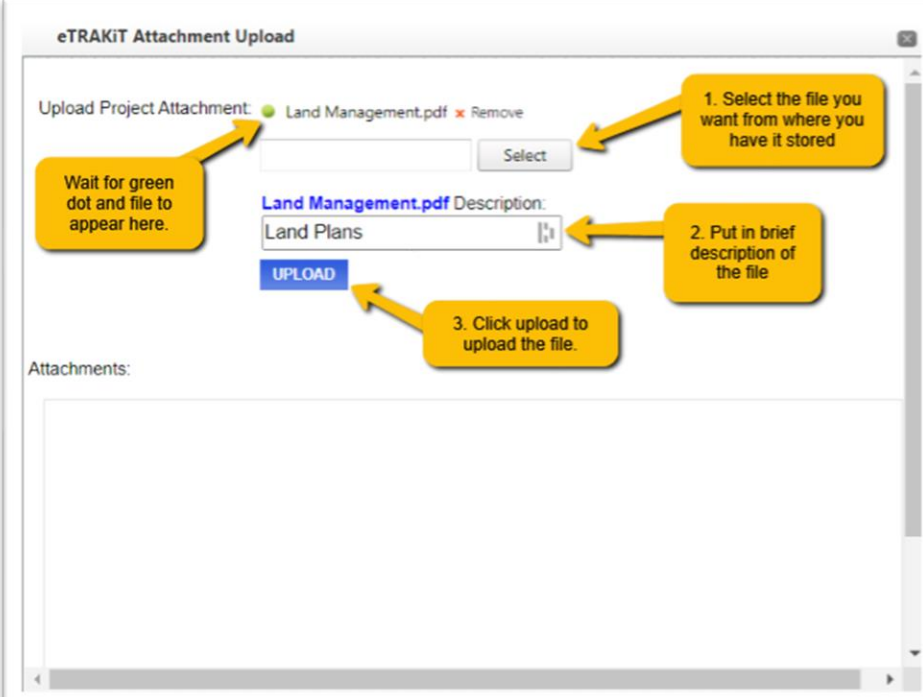


The screenshot shows a "Review Response" pop-up window. It contains the following information:

- Review Group: ALL
- Review Type: PLANNING DEVELOPMENT ASSISTANCE
- Status: ADDITIONAL DOCUMENTS REQUIRED
- Date Sent: 11/2/2021
- Date Due: 11/2/2021
- Date Returned: 11/2/2021
- Reviewer: AARON SCHULTZ
- Remarks:

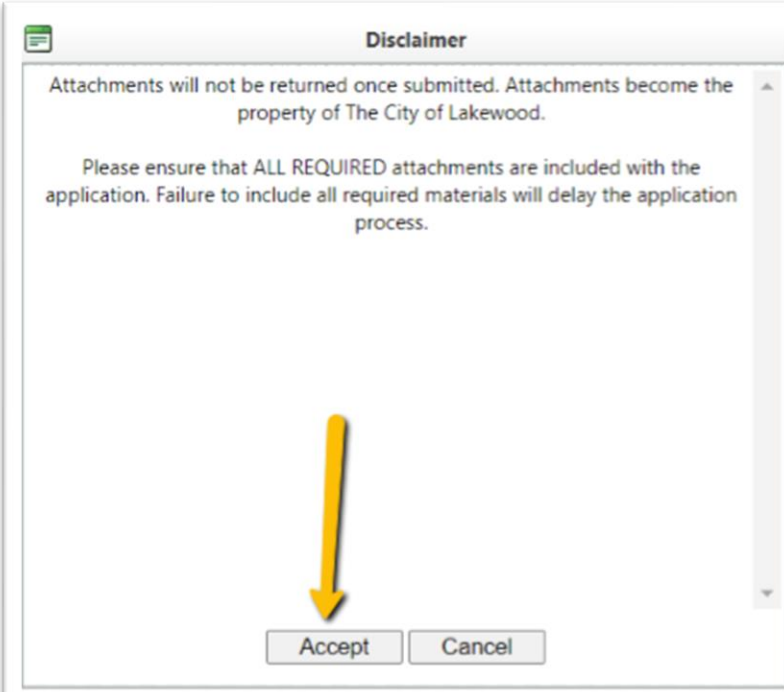
Below this information is a "Notes" section. It shows a timestamp "11/2/2021 3:12:25 PM" and a comment "Resubmit required documents." A yellow callout box points to the reviewer's name and comment with the text "You will see the reviewer name and their comments on the review." Below the notes is a "Response or Comment" section with a text input field and a paperclip icon. A yellow callout box points to the paperclip icon with the text "Click paperclip to upload attachments." Below the input field is a red instruction: "Press 'Submit' only when you are ready to transmit your response to the Reviewer". At the bottom are two buttons: "SUBMIT" and "CANCEL".

- 3) Once you click the Paperclip icon to upload attachments, you will be presented with a window to select files, add brief descriptions, and upload the documents to the permit or project record. **The file name and a green dot will appear showing the uploaded documents. If you do not see the file name or green dot, please WAIT for the upload to finish.**



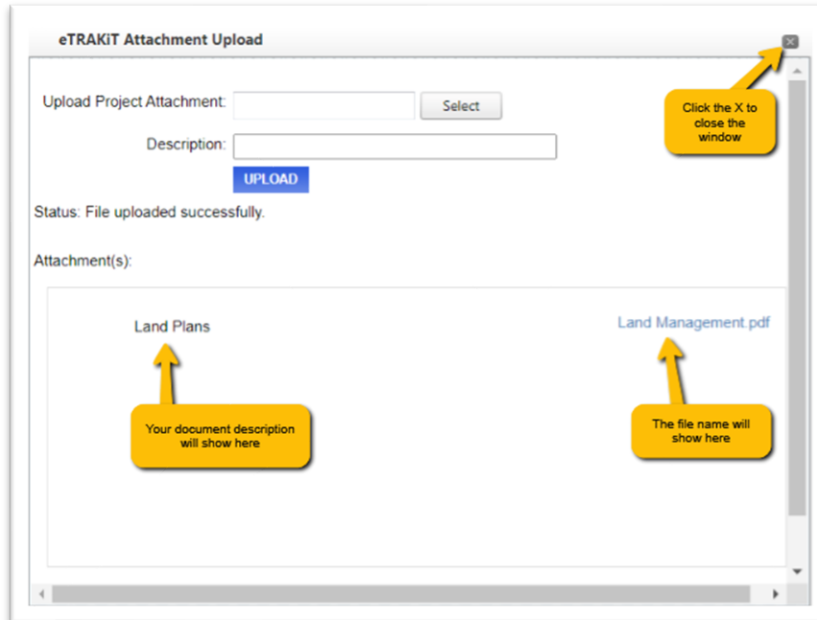
The screenshot shows the 'eTRAKiT Attachment Upload' window. It features a section for 'Upload Project Attachment:' with a green dot next to 'Land Management.pdf' and a 'Remove' link. Below this is a 'Select' button. A yellow callout box points to the green dot with the text: 'Wait for green dot and file to appear here.' Another yellow callout box points to the 'Select' button with the text: '1. Select the file you want from where you have it stored.' Below the 'Select' button is a 'Description:' field containing 'Land Plans'. A yellow callout box points to this field with the text: '2. Put in brief description of the file'. Below the description field is a blue 'UPLOAD' button. A yellow callout box points to this button with the text: '3. Click upload to upload the file.' At the bottom of the window is an 'Attachments:' section with a large empty box.

- 4) After you click the **Upload** button, a disclaimer screen will pop-up. If you accept, the document will upload. If you cancel, the upload will not be completed.



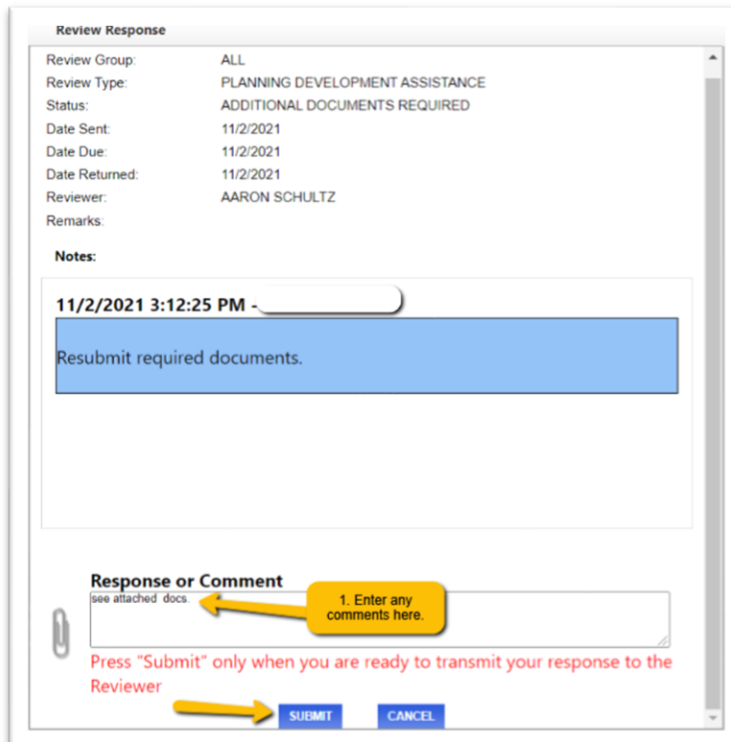
The screenshot shows a 'Disclaimer' window. It contains the following text: 'Attachments will not be returned once submitted. Attachments become the property of The City of Lakewood.' and 'Please ensure that ALL REQUIRED attachments are included with the application. Failure to include all required materials will delay the application process.' At the bottom of the window are two buttons: 'Accept' and 'Cancel'. A yellow arrow points down to the 'Accept' button.

- 5) After a document is uploaded, file name and description will appear in the lower portion of the window under "Attachments". If you are finished adding attachments, **click the X in the upper right portion of the window** to exit the upload window.



The screenshot shows the "eTRAKiT Attachment Upload" window. It contains a "Select" button for uploading a project attachment, a "Description" text box, and an "UPLOAD" button. Below these, a status message reads "Status: File uploaded successfully." The "Attachment(s)" section displays two items: "Land Plans" and "Land Management.pdf". Yellow callout boxes provide instructions: one points to the "X" in the top right corner with the text "Click the X to close the window", and two others point to the attachment entries with the text "Your document description will show here" and "The file name will show here".

- 6) Please add a brief comment in the text box describing your response and any notes you may have for the reviewer before you click the **Submit** button. Once everything is submitted, you will be redirected to your dashboard and the Respond task will be removed. Please note, if after performing the above steps the Respond task is still visible, you will need to select Respond again to enter a comment and submit your response. Adding the comment will clear the task from your Dashboard.



The screenshot shows the "Review Response" window. It displays a summary of the review: Review Group: ALL, Review Type: PLANNING DEVELOPMENT ASSISTANCE, Status: ADDITIONAL DOCUMENTS REQUIRED, Date Sent: 11/2/2021, Date Due: 11/2/2021, Date Returned: 11/2/2021, Reviewer: AARON SCHULTZ, and Remarks. Below this, a "Notes" section shows a timestamp "11/2/2021 3:12:25 PM" and a blue box containing the text "Resubmit required documents." At the bottom, there is a "Response or Comment" section with a text box and a paperclip icon. A yellow callout box points to the text box with the text "1. Enter any comments here." Below the text box, a red instruction reads "Press 'Submit' only when you are ready to transmit your response to the Reviewer". At the bottom right, there are "SUBMIT" and "CANCEL" buttons, with a yellow arrow pointing to the "SUBMIT" button.