One Stop Shop

HOW TO RETRIEVE PRE-APPLICATION COMMENTS

gilbert

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From the **Dashboard**, there are several ways to view Permits and Plans. You can click on the circles or the Permit/Plan specific links or **View My Plans**. In this instance, we will search for the Pre-Application via **View My Plans.**

My Permits

Attention 8	Pending 10	Active 4	Draft 0	Recent 1
Swimming Pool/Spa... 8	Swimming Pool/Sp... 10	Swimming Pool/Spa... 4		Swimming Pool/Spa... 1

▸ **View My Permits**

My Plans

Attention 38	Pending 67	Active 1	Draft 0	Recent 36
Pre-Application -... 20	Pre-Application -... 22	Preliminary Plat - A... 1		Pre-Application -... 20
Pre-Application -... 11	Pre-Application -... 13			Pre-Application -... 10
Other 7	Other 32			Other 6
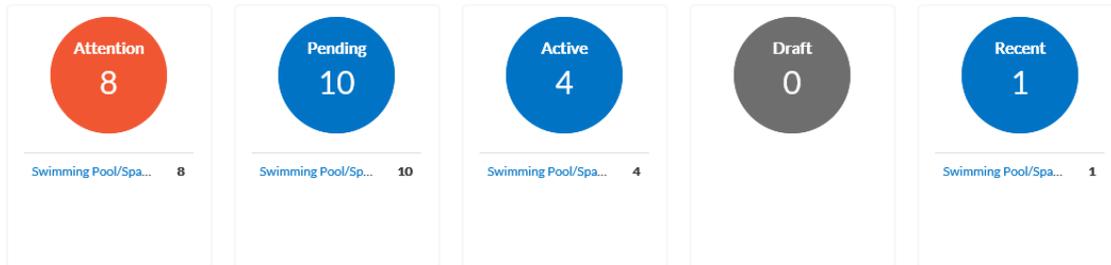
▸ **View My Plans**

From here, you can search by either:

My Plans

(1) Search for plan number, project, or address 🔍

Exact Match ☐

Display [All ▾] **Select Case Type** (2) [   ] 📄 Export   **Sort** [Plan Number ▾]

Plan Number (3)	Project	Address	Plan Type	Status	Attention Reason
PAN-2019-00001		90 E CIVIC CENTER DR GILBERT, AZ 85296	Annexation - Major	Pending	
PAN-2019-00002		90 E CIVIC CENTER DR GILBERT, AZ 85296	Annexation - Minor	Pending	
PAN-2019-00003		90 E CIVIC CENTER DR GILBERT, AZ 85296	Annexation - Occupied Residential	Pending	
PAN-2019-00004		90 E CIVIC CENTER DR GILBERT, AZ 85296	Annexation - Minor	Pending	
PAP-2019-00001		90 E CIVIC CENTER DR GILBERT, AZ 85296	Appeal - ZHO to BOA	Pending	
PAR-2019-00001		90 E CIVIC CENTER DR GILBERT, AZ 85296	Administration Relief - Original Submission	Pending	

1. Typing in the Pre-Application number.
2. Filtering the list by Case Type.

3. Searching the list of Plans that have been applied for.

Click on the **Plan Number**.

Click on the **Attachments** button.

The screen will show the attachments that were originally uploaded with the application, as well as attachments with the comments. These will have the label **Version 1**. Clicking on the link will open the file which then can be saved to your computer.

That's it! You have now successfully completed the Pre-Application process.