



# eTRAKiT Guide

## Guide to Submit a Project Application

This guide will provide step by step instructions to submitting an online project application

The City of The Colony eTRAKiT online portal provides access to apply for projects. This guide will provide step by step instructions to apply for a Planning project including the following types of projects:

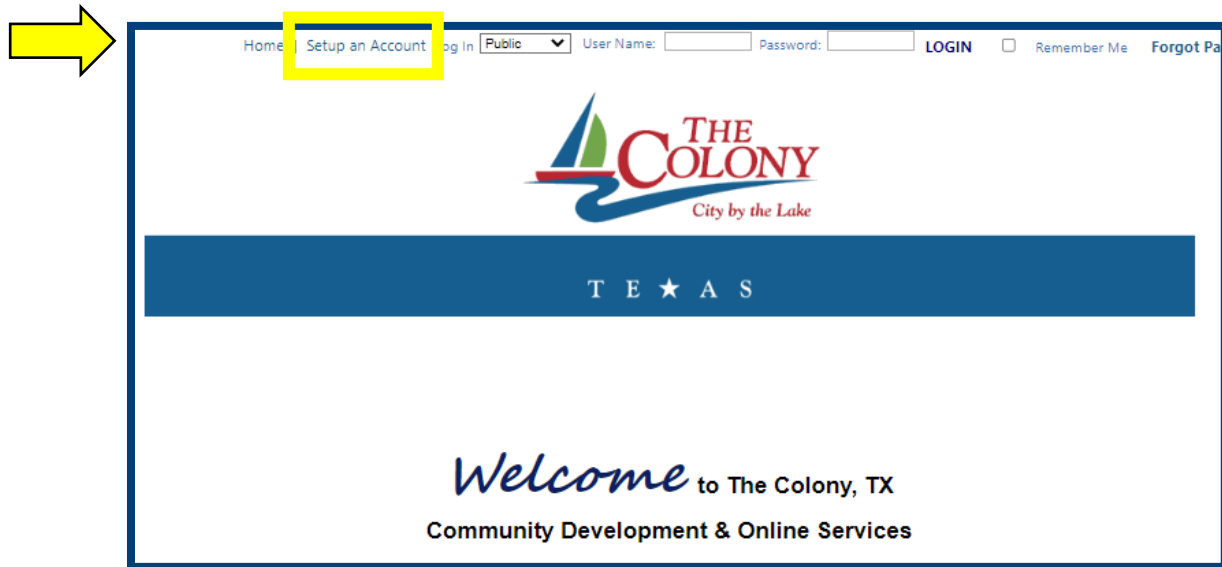
- |                          |                         |                            |
|--------------------------|-------------------------|----------------------------|
| Amending Plat            | Minor Plat              | Site Plan                  |
| BOA Variance             | Planned Development     | Special Exception          |
| Conveyance Plat          | Pre-Development Meeting | Specific Use Permit (SUP)  |
| Final Plat               | Preliminary Plat        | Zoning                     |
| Gateway Standards Waiver | Replat                  | Zoning Verification Letter |
|                          | SBOA Variance           |                            |

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# Creating an Account

## Signing Up for an Account

1. Navigate to the top of The Colony eTRAKiT page and click "Setup an Account"



2. Complete all the information in the form. Fields that have an asterisk (\*) next to them indicates that they are required. When finished, click "Create Account"

**Create New Public User Account**  
\* Required fields

*Profile*

\* First Name:

\* Last Name:

\* Address:

\* City:

\* State:

\* Zip:

\* Email:

\* Phone: ( ) - - -  
Ext

*Username and Password*

\* Log-In Name:   
(letters/numbers only)

Password Must be contain minimum 6 and maximum 25 characters.

**Password Rules:**  
At least one number.  
At least one lower & upper case letter.  
At least one special character.  
Note: Password is case sensitive.

\* Password:

\* Confirm Password:

*Security Question*

Security Question:

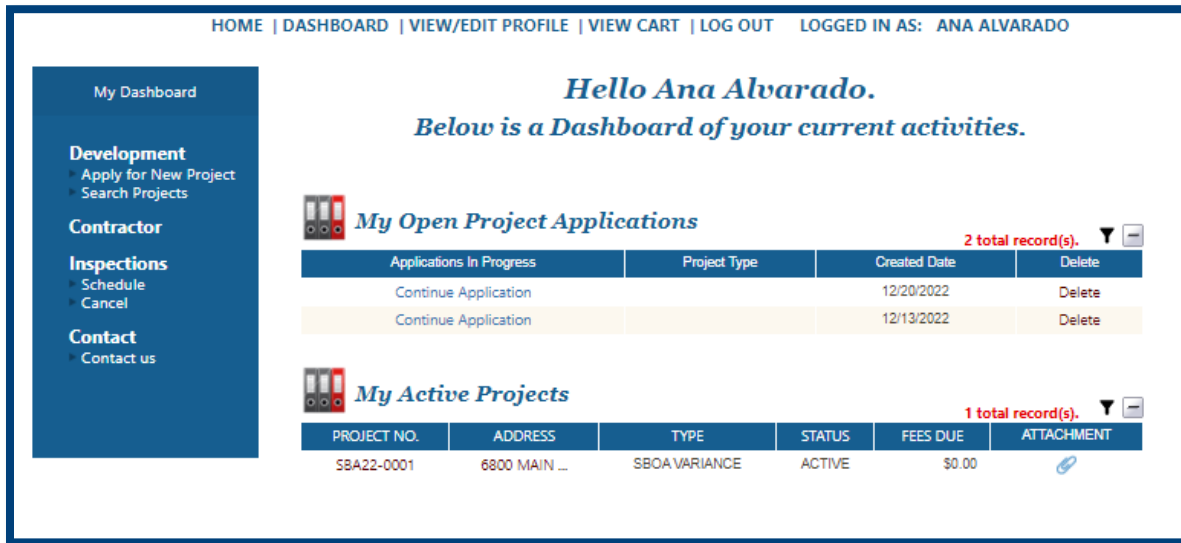
\* Secret Answer:

\* Re-enter Secret Answer:

**CREATE ACCOUNT**

3. Continue to Dashboard

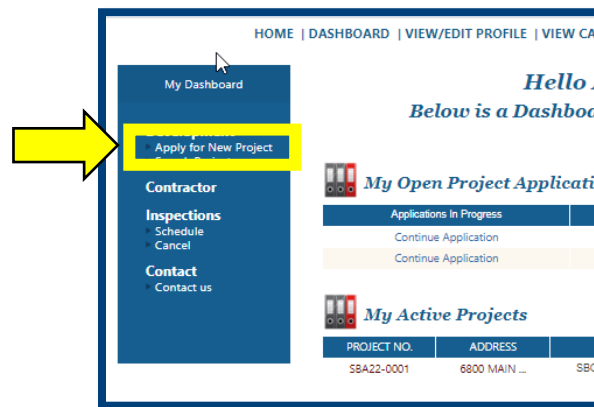
Once your account has been created you will be directed to your dashboard. As you start to create activities on the eTRAKiT portal you will be able to review comments and notes from staff.



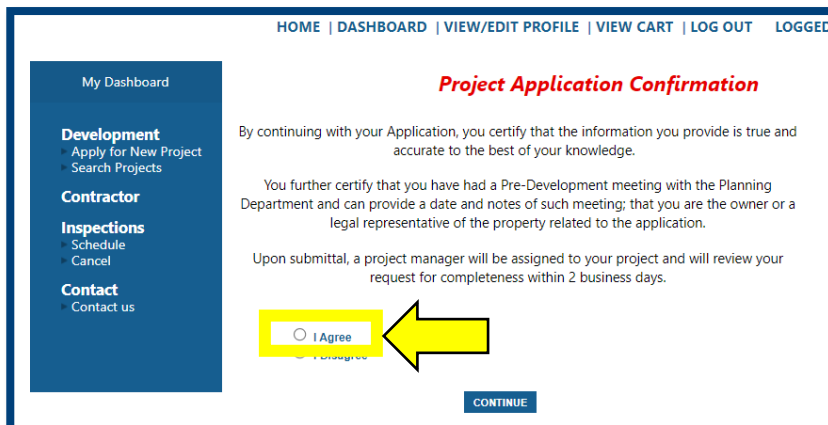
## Application Process

Process for submitting applications will be the same for public users and contractors/design professionals.

1. Login to your account
2. Click on “Apply for New Project”



3. Read and agree to the City disclaimer. Choose “I Agree” to continue



## Step 1: Enter Project Information

1. Select the "Project Type." Once you select the project type the application questions specific to this type of project will appear on the form.
2. Provide a "Project Name" this is preferably the street address or project name of the development.

**Project Application**

STEP 1 ENTER PROJECT INFORMATION    STEP 2    STEP 3    STEP 4

**Project Type Information**

**Please Note:** All requirements outlined in the Checklist for the specified project type must be included in the application in order to move on to the review phase.

Once your application has been received, Planning Staff will review for completeness and will reach out if anything further is needed.

Ensure to include the checklist, project narrative, all plans, surveys, studies or related documentation with the application by attaching below. All applications must be notarized. Click on the link below to download the notary page to include in the application.

[Notary Document](#) (link)

To access the Interactive Map for The City of The Colony visit the following link. The Interactive Map will allow you to locate your property and review its current zoning, parcel number, and utility line location.

[Interactive Map](#)

To review fees associated with the project please visit the following link.

[Master Fee Schedule](#)

If at any time you need further assistance with your online application contact [Planning@thecolonytx.gov](mailto:Planning@thecolonytx.gov)

**PROJECT Type**

**Project Name**

3. Provide all information requested in the application.
  - Under Project Information the first question is about the project type checklist. If you click on "Learn More" right below it, you will be taken to a new tab with the checklist appropriate for your type of project. The checklist must be downloaded by the applicant and filled out acknowledging that all documents have been provided with the application. The checklist, filled out, will also have to be provided with the submittal.
  - The project information may vary depending on the application type.

**Additional Information**

**PRE DEV INFO**

Have you had a Pre-Development meeting?

What is the Pre-Development meeting number or date it occurred?:

**PROJECT INFO**

\*Have you reviewed the submittal checklist for this project type?:

**Learn More:**

Is there a previous project associated with this address/location?:

If yes, Project Name/Project Number:

Existing Zoning:

4. Populate the location by typing in the project address or parcel number and hit "Search"

**Location**

Enter all or part of the address and press search

Search By

Search Value

**SEARCH**

5. Select the address

**Location**

Enter all or part of the address and press search

Search By

Search Value

**SEARCH**

Select address below

- 6800 MAIN ST - Parcel

6. Upload all required documents per the Checklist.

- Visit this link to the City of The Colony website to view all project type checklists <https://www.thecolonytx.gov/279/Applications-Checklists>

If you need to submit additional documentation you will be notified upon review of your application by City staff.

The following document types are accepted: PDF, DOC, DOCX, XLS, JPG, and PNG

Click "Next Step"

## Step 2: Enter Contact Information

1. Populate the contact information for the project. Some of this information will be already completed based on your profile information.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ANA ALVARADO

My Dashboard

**Development**  
Apply for New Project  
Search Projects

**Instructor**  
Schedule  
Cancel

**Contact**  
Contact us

### Project Application

STEP 1 → **STEP 2 ENTER CONTACT INFORMATION** → STEP 3 → STEP 4

*Application for a GSW Project*

**Applicant Information**

Name  Phone (972) 624-3122  
 Address  **Email Address**   
 City   
 State  Zip

**Owner Information**

Name  Phone ( ) - - -  
 Address  **Email Address**   
 City   
 State  Zip

**Architect Information**

Name  Phone ( ) - - -  
 Address  **Email Address**   
 City   
 State  Zip

**Engineer Information**

Name  Phone ( ) - - -  
 Address  **Email Address**   
 City   
 State  Zip

**Key Contact Information**

Name  Phone ( ) - - -  
 Address  **Email Address**   
 City   
 State  Zip

←

2. Click "Next Step"

### Step 3: Review and Submit

1. Review Information. You will be able to review and make edits to your application. If needed. When done with any edits needed, click “Submit.”

*Upon submission of your application, City staff will review your application and notify you if the application is incomplete or if more information is needed.*

*Fees will not be accessed at the time of submitting the online application. You may refer to The Colony Master Fee Schedule to see fee rates. After City staff reviews your application for completeness, an invoice will be sent to you with instructions on how to pay the fee. Once the Planning Department has received notification that the fee has been paid then the project will be routed for review to the Development Review Committee.*

**Project Application**

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

### Application for a GSW Project

Review the information below prior to submitting the application

#### Project Information

Type: GSW  
Subtype  
Description

[EDIT](#)

#### Location

[EDIT](#)

#### Contacts

[EDIT](#)

**Applicant Information**  
(972) 624-3122

**Owner Information**

**Architect Information**

**Engineer Information**

**Key Contact Information**

#### Fee Information

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Total Fees	\$0.00
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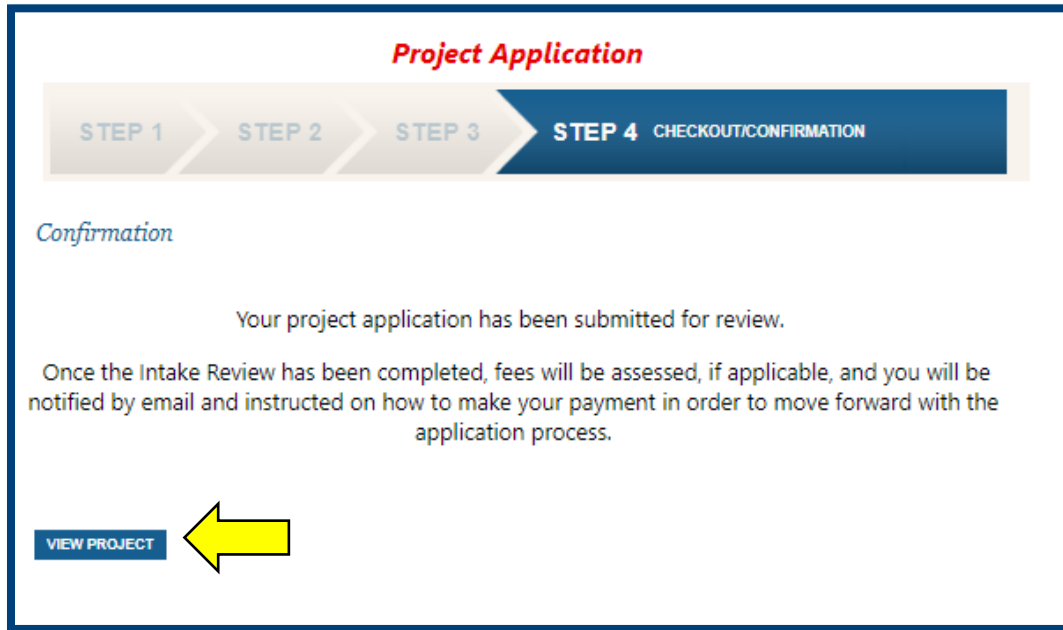
#### Attachments

To upload additional attachments click [Here](#)

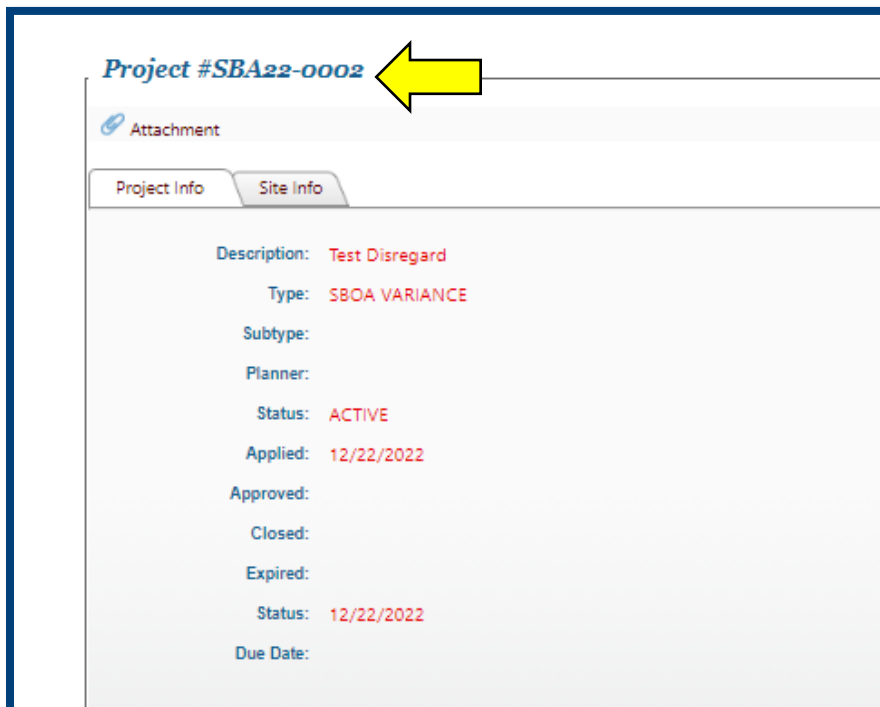
CANCEL PREVIOUS STEP **SUBMIT**

## Step 4: Checkout/Confirmation

1. Payment requirement will vary by application type:
  - a. If payment is due at the time of application submission you will be directed to the payment screen to complete your online payment.
  - b. If there is no payment due at the time of submission you will see the following confirmation message.
2. Click "View Project" to view your application and obtain your project number.



Example of project below:





# Dashboard



Your project will now be shown in your dashboard, from here you will be able to monitor overall progress, pay fees if applicable and follow progress with reviews.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ANA ALVARADO



My Dashboard



- Development
  - Apply for New Project
  - Search Projects
- Contractor
- Inspections
  - Schedule
  - Cancel
- Contact
  - Contact us

*Hello Ana Alvarado.*  
*Below is a Dashboard of your current activities.*

 **My Open Project Applications** 3 total record(s) 

Applications In Progress	Project Type	Created Date	Delete
Continue Application		12/21/2022	Delete
Continue Application		12/20/2022	Delete
Continue Application	SITE PLAN	12/13/2022	Delete

 **My Active Projects** 2 total record(s) 

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT
SBA22-0001	6800 MAIN ...	SBOA VARIANCE	ACTIVE	\$0.00	
SBA22-0002		SBOA VARIANCE	ACTIVE	\$0.00	

## PLANNING DEPARTMENT

6800 Main Street | The Colony, Texas 75056 | Phone: 972-624-3122