City of Palm Beach Gardens
## Civic Access Guide – Providing a Resubmittal

If staff has determined that the plan case requires a resubmittal for further review, you will receive an email. Follow the below steps to address this.

Accessing Staff Comments

1. An email will auto-generate from the system informing you that a resubmittal is required for your application. Follow the email's instructions for accessing the record.

2. After downloading and reviewing Staff's Comment Memo on the Attachments tab of the record, prepare to upload additional files and/or upload a revised version of previously uploaded file(s).
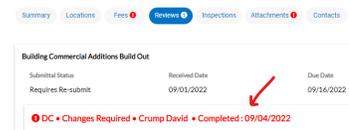

Modify File(s)
This section outlines the steps necessary for uploading corrections to an originally submitted file

1. Click the Summary tab of your case

2. On the Summary tab under Available Actions, click the Resubmit button to open the resubmittal wizard

3. If text-based markups were provided during the review, the Files step will be displayed, and list markups included by reviewers on the file itself. This is generally for Staff use in compiling DRC comments, but the location of the mark-ups can be viewed on the PDF if needed for clarity of the DRC member's comment(s).
   a. If no markups were provided, the Reviews step will display first (step 6)
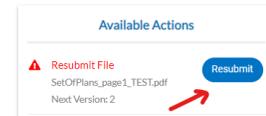
4. There is no need to use the Respond button next to each markup. Instead, prepare a response memo to each of the DRC comments in the Staff Comment memo.
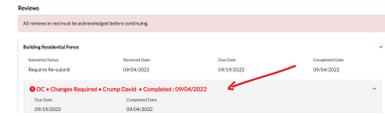
5. Click Next

6. The Reviews step will list each item review that requires changes to be made

7. Click each item review block to expand/collapse.

8. Prior to accessing the next step of the wizard, each correction must have the Acknowledge option toggled on

9. Click Next

10. The Resubmit step will allow you to upload the corrected version of each file

11. Click the Select File button to upload your corrected file
    The corrected file should have the same name as the previous file. The system will add a "_v2" to the new file to differentiate.*

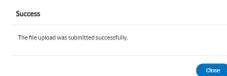   a. After navigating to the file, click the Open button

12. Toggle the "Include additional new file?" on to upload new/additional files based on the comment memo.

13. Click Submit

14. Wait for the Saving Files screen to complete

15. Click Close on the Success pop-up screen

16. When all files have been revised or added, ensure a response memo has been uploaded and email the project manager to let them your resubmittal is complete.

Missing File(s)

If there are no Available Actions to Resubmit File on the Summary tab, review the Staff Comment memo on the Attachments tab and provide any additional files for staff review
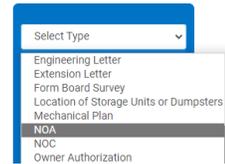
1. Click the Attachments tab

2. Select the drop-down field located on the Add Attachment tile

3. From the drop-down selections, click the option that corresponds with the file type requested by staff

4. Click anywhere on the blue portion of the Add Attachment tile

5. Navigate to the missing file and click the Open button

6. Click Submit

7. Click OK on the Submit Confirmation pop-up window

8. Wait for the file upload window to complete before closing your browser window or navigating away from this screen

9. When all files have been added as requested, ensure a response memo has been uploaded and email the project manager to let them your resubmittal is complete.