



Resubmitting Documentation

Last Updated: 8/23/22

WHEN TO USE THIS PROCESS

- you received a notification via email
- your application is in need of corrections
- the City has requested additional documents to be submitted

BEFORE YOU START

- You must be logged in to CSS and be a contact associated with the application in order to resubmit.
- Go to www.sugarlandtx.gov/CSS and follow the login procedure.

ACCESS YOUR APPLICATIONS

Click the “My Work” link on the navigation bar.



My Permits



CITIZEN SELF SERVICE

FIND THE SPECIFIC APPLICATION

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Pay In

My Work

MY INVOICES MY PERMITS MY PLANS MY LICENSES

Search...

Display: All

Plan Number	Project	Address		
PLAT-0522-0031		2830 COLONY DR SU		Pendin
VAR-0422-0002		2700 BRISTOL CT SUGAR C...	Subdivision Variance	Recent, Pendin
PLAT-0522-0030		12430 ALSTON RD SUGAR ...	Preliminary Plat	Recent, Pendin
GLP-0522-0007				Recent, Pendin
GLP-0522-0008				Attention, Rece
CUP-0522-0011				Permit Attention, Rece

STEP 1
Click on "My Plans" or "My Permits".

STEP 2
If there's multiple entries, set display to "All".

STEP 3
Click on the appropriate permit or plan.



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GET DETAILS ABOUT THE REJECTION

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Pay Invoices Calendar

Plan Number: PLAT-0522-0031

Plan Details | Tab Elements | Main Menu

Type: Final Plat

IVR Number: 100365

District:

Description:

Applied Date: 05/17/2022

Assigned To: Waller, Laura

Project Name:

Summary Locations Fees **Reviews** **Attachments** Contacts Sub-Records More Info

"Reviews" will allow you to see any comments related to your application and who made them.

"Attachments" will contain a marked up version of your plan.

Progress

29% Completed

- Completed
- In Progress
- Not Started

Workflow

- Plat Review - Not Passed : 05/17/2022
- Application Completeness Check - Passed : 05/17/2022
- Collect fee - Passed : 05/17/2022
- Plat Review
- Receive Recorded Plat & Mylar

Available Actions

Resubmit File
77753-ART 1 (6) (1)_Comment.pcx
Next Version: 2

Resubmit

Start the resubmittal process by clicking "Resubmit".



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ACKNOWLEDGE AND START RESUBMITTAL PROCESS

Dashboard Home Apply My Work Today's Inspections Map Report Fee Estimator Pay Invoices Calendar

Back to Record

Resubmit File(s)



Files



Reviews



Resubmit

Reviews

All reviews in red must be acknowledged before continuing.

Plat Review

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	05/17/2022	06/07/2022	05/17/2022

Planning • Requires Re-submit • Waller Laura • Completed : 05/17/2022

Due Date	Completed Date
06/07/2022	05/17/2022

Acknowledge

Acknowledge your review then click "next."

Back

Next



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UPLOAD UPDATED DOCUMENTATION AND SUBMIT

Good Aft

Work Today's Inspections Map Report Fee Estimator Pay Invoices Calendar

3 Resubmit

"Select File" will allow to upload updated documents.

Select File

Resubmit

Plat Submittal Package Supported: .pdf

File	Version	Resubmit Instructions
77753-ART 1 (6) (1)_Comment_v1.pdf	1	Laura Waller:

Include additional new file?

Back Submit

Once you have uploaded your files, click "Submit".



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SUCCESS

Success

The file upload was submitted successfully.

Close

Files:

Resubmit

File	NewFile	Size:
ART 1 (6) (1)_Comment_v1.pdf	77753-ART 1 (6) (1)_Comment_v2.pdf	2.01 MB

Include additional n

A success message will display. You are done.