

Project Review and Resubmittal Process

Development projects can easily be monitored through the [Littleton eTRAKiT Portal](#). Users will need to be logged in to see information on review status and review memos.

Step 1: Locate Project to Review

E-mail notifications to the applicant will be sent when a change has been made and/or there is a request for the applicant to complete an action. Applicants can utilize the [Littleton eTRAKiT Portal](#) to stay up to date on all projects. Once logged into the eTRAKiT dashboard, click on the project number to view more information. If you are not linked to the project, you will need to search for the project. Steps on how to search for a project is in *Littleton eTRAKiT Searching Permits and Projects* found on [Littleton eTRAKiT Portal](#).

Hello Project_Test Littleton.
Below is a Dashboard of your current activities.

LINK TO PERMITS AND PROJECTS



My Open Permit Applications

2 total record(s) -

Applications In Progress	Permit Type	Created Date	
Continue	MULTI FAMILY	6/10/2020	Delete
Continue		6/4/2020	Delete



My Open Project Applications

3 total record(s) -

Applications In Progress	Project Type	Created Date	
Continue	ZONING LETTER	6/10/2020	Delete
Continue	MINOR SUB PLAT	6/4/2020	Delete
Continue	ZONING LETTER	6/4/2020	Delete



My Active Projects

3 total record(s) -

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE			
MIN20-0021	24 BER...	MINOR SUB PLAT	APP INCOMPLETE	\$8,150.00			
SDP20-0007	2255 W BER...	SITE DEVELOPMENT PLAN	RESUBMITTAL PENDING	\$0.00			
Z20-0022	2255 W BER...	ZONING LETTER	UNDER REVIEW	\$25.00			

Last modified 6/17/2020

Step 2: Access the project review memo

Projects with a review memo ready for access and download will have the status of “Resubmittal Pending” with the latest review memo attached. Information about the project is in each tab. Any attachments to the record will be located under Project Info, under attachments.

Project #SDP20-0007

Attachment

Project Info | Site Info | Conditions (0)

Description: Redevelopment of City Center
Type: SITE DEVELOPMENT PLAN
Subtype: MAJOR
Planner:
Status: RESUBMITTAL PENDING
Applied: 6/5/2020
Approved:
Closed:
Expires:
Status: 6/5/2020
Due:

Attachments:

- Site Plan - 2020-06-08.pdf
- Design Standards Checklist - 2020-6-08.pdf
- Comprehensive Plan Checklist - 2020-06-08.pdf
- Applicant Response - 2020-06-08.pdf
- Letter of Intent - 2020-06-04_1.pdf
- Closure Calculations - 2020-06-04.pdf
- Review Memo - 2020-06-22.pdf
- Title Commitment - 2020-06-04.pdf
- Application - 2020-06-04.pdf

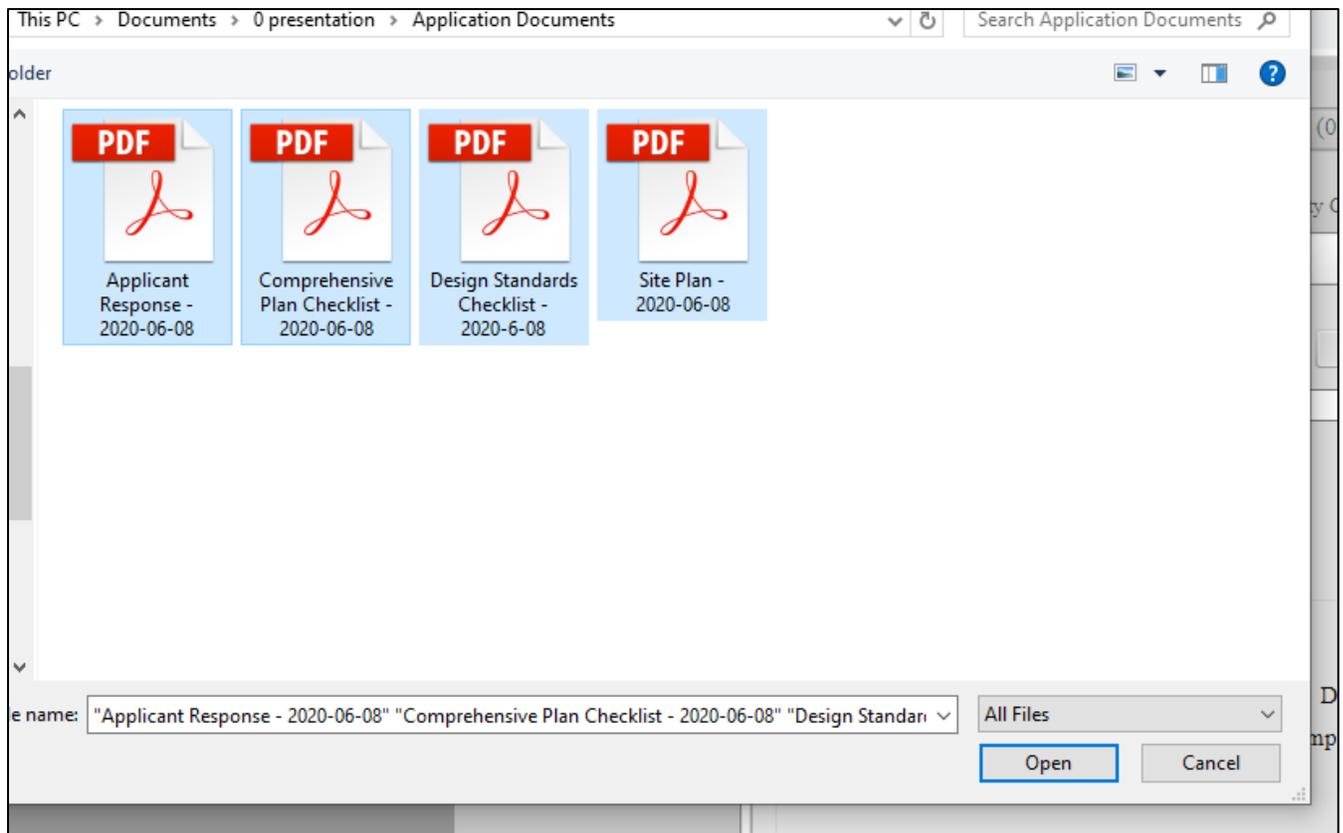
Step 3: Resubmitting to initiate next review

You can resubmit documents once you have reviewed and responded to all comments and corrections required in the review memo.

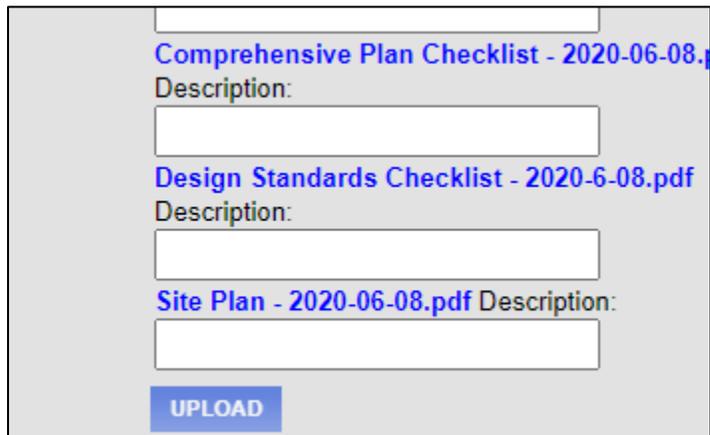
1. Attach files by clicking **Attachment**.



2. Select the files you would like to attach and click **Open**.



3. And select the **Upload** button



Comprehensive Plan Checklist - 2020-06-08.pdf
Description:

Design Standards Checklist - 2020-6-08.pdf
Description:

Site Plan - 2020-06-08.pdf Description:

UPLOAD

4. Properly attached files will appear in the **Attachments** section.

Step 4: Notify your staff planner

1. Once the documents are attached, email drt@littletongov.org and your staff planner to notify them of your resubmittal.
2. There is no automatic notification of document uploads.
3. Failure to notify your staff planner and drt@littletongov.org may delay the processing of your review.