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](#).

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.

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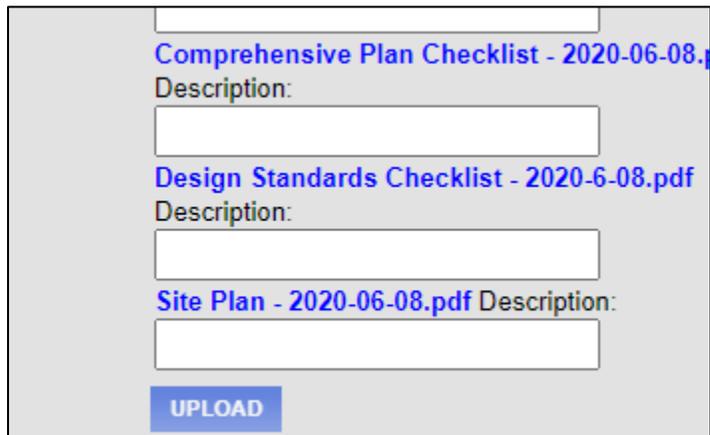
1. Attach files by clicking **Attachment**.

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

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

This PC > Documents > 0 presentation > Application Documents

Search Application Documents

older

PDF	PDF	PDF	PDF
Applicant Response - 2020-06-08	Comprehensive Plan Checklist - 2020-06-08	Design Standards Checklist - 2020-6-08	Site Plan - 2020-06-08

e name: "Applicant Response - 2020-06-08" "Comprehensive Plan Checklist - 2020-06-08" "Design Standar   All Files

Open   Cancel
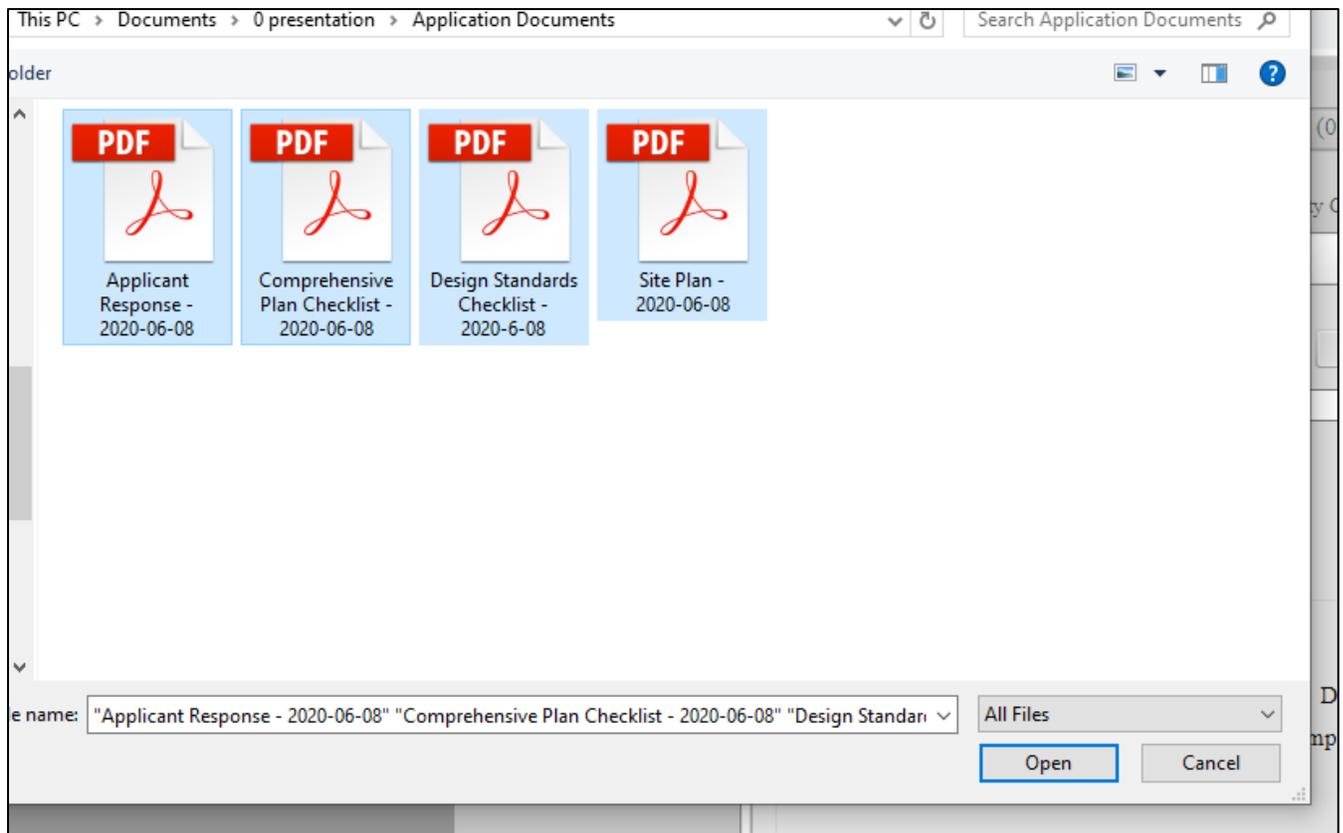
3. And select the **Upload** button

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.