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	

CONTENTS:

Creating an Account

Signing Up for an Account

1. Navigate to the top of The Colony eTRAKiT page and click "Setup an Account"
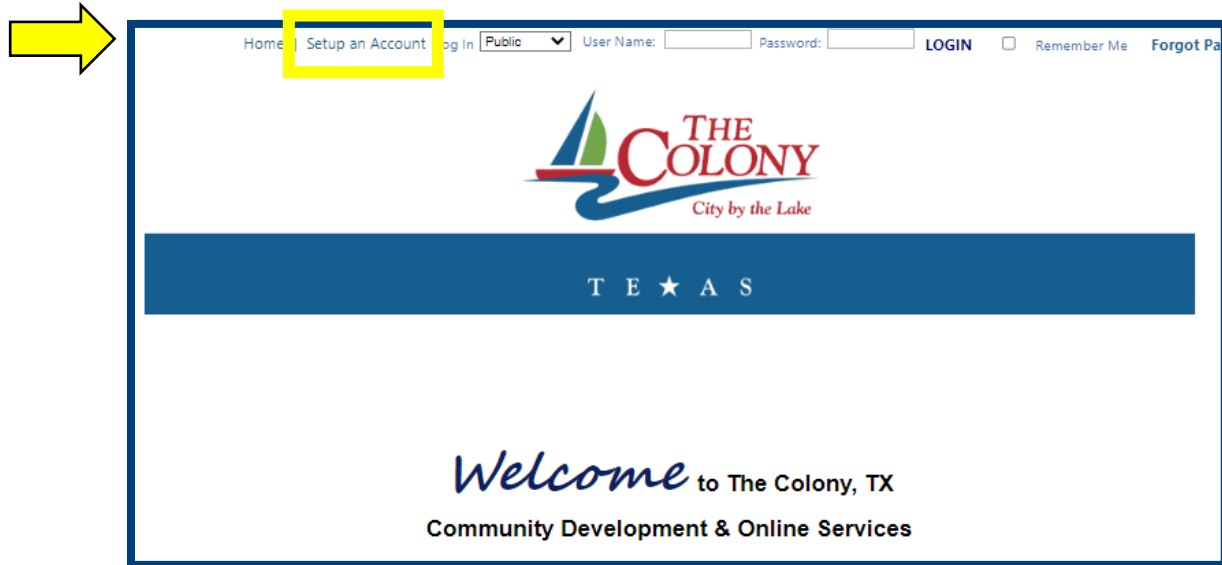
2. Complete all the information in the form. Fields that have an asterisk (*) next to them indicates that they are required. When finished, click "Create Account"

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.
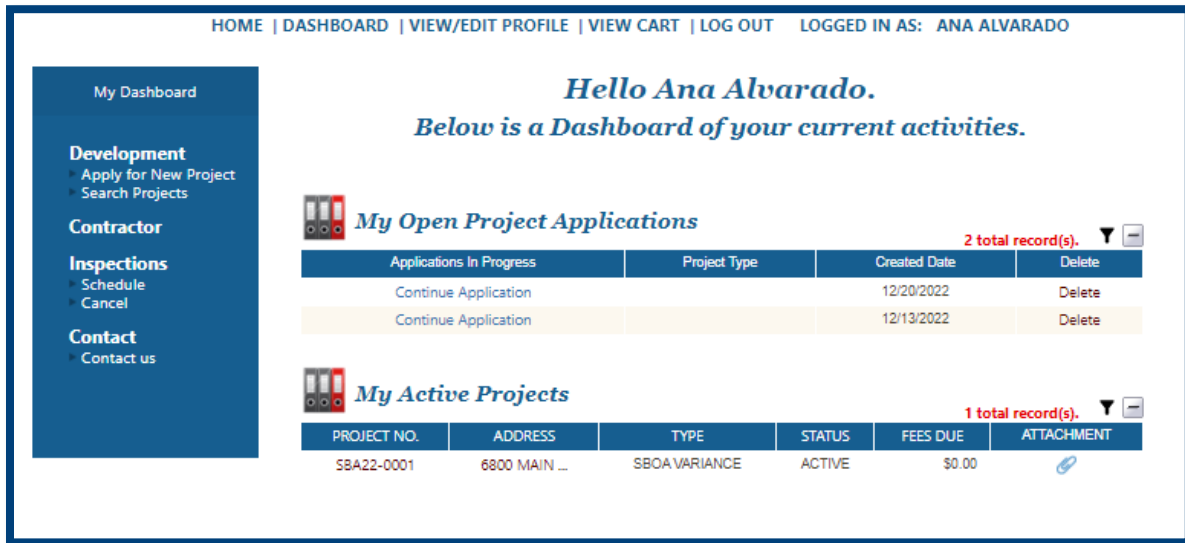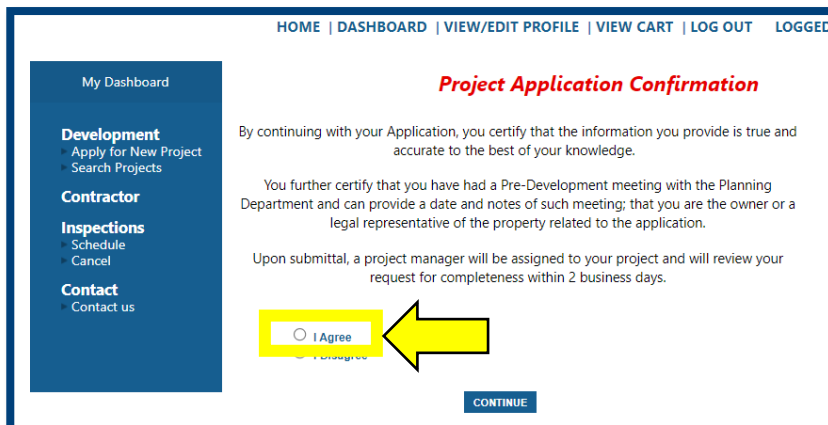

Application Process

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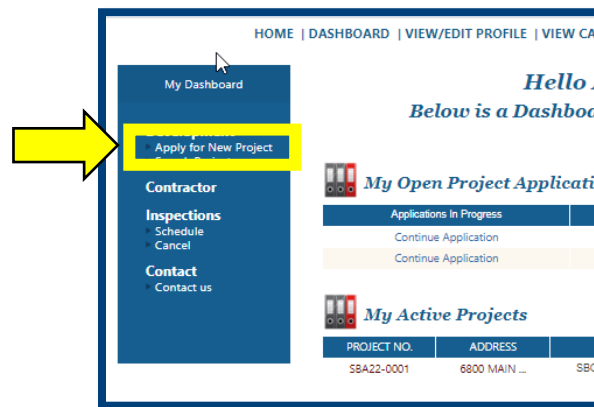
3. Read and agree to the City disclaimer. Choose "I Agree" to continue

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.

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.

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

5. Select the address

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.
   a. Enter Name as : Company Name – Person's Name

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.

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.
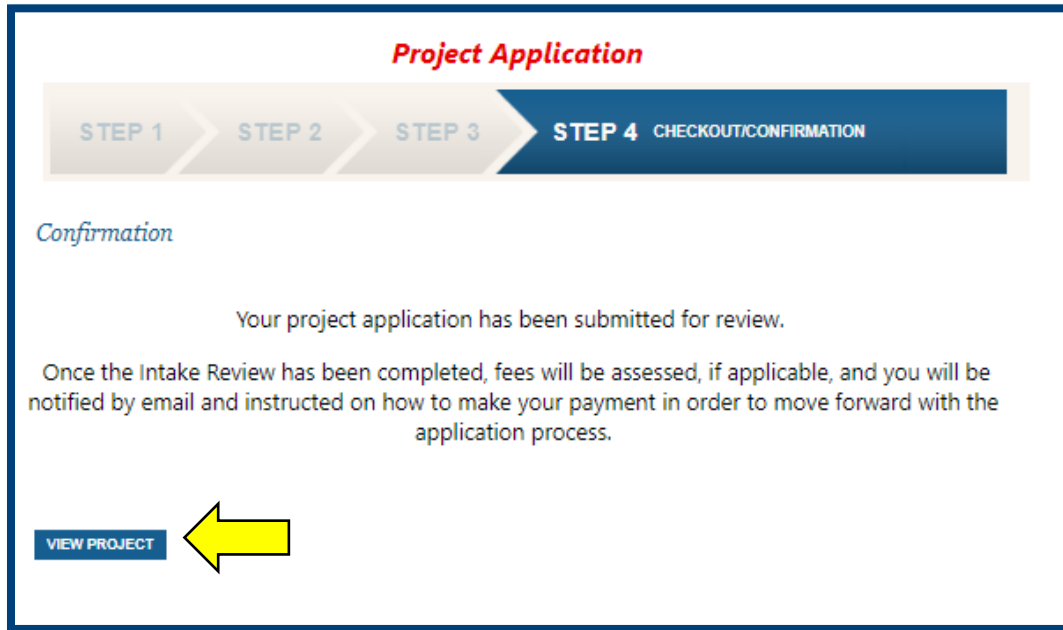
Example of project below:
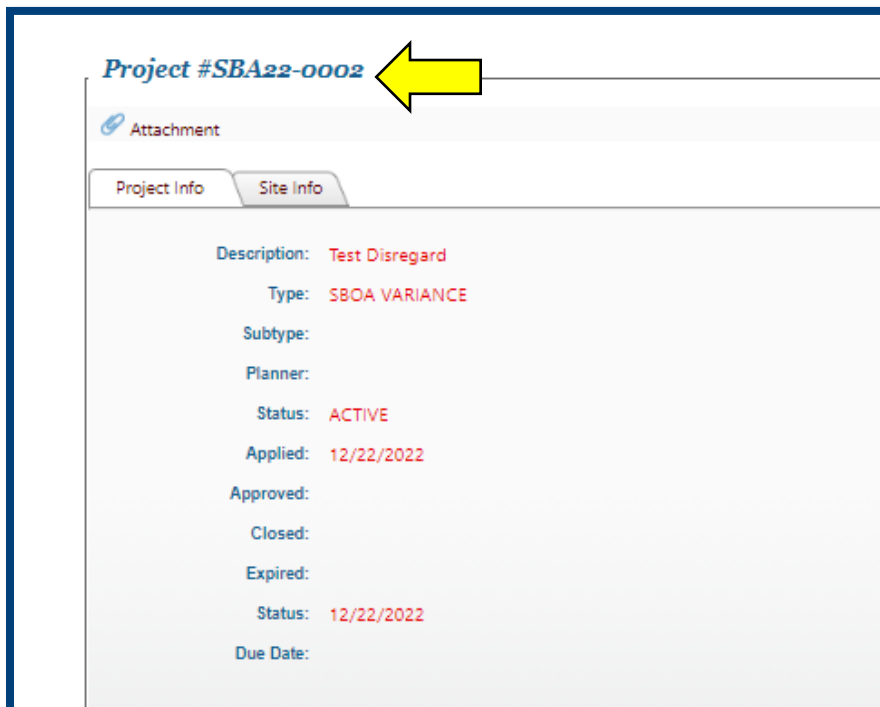
Dashboard

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