

Apply for a Development Application

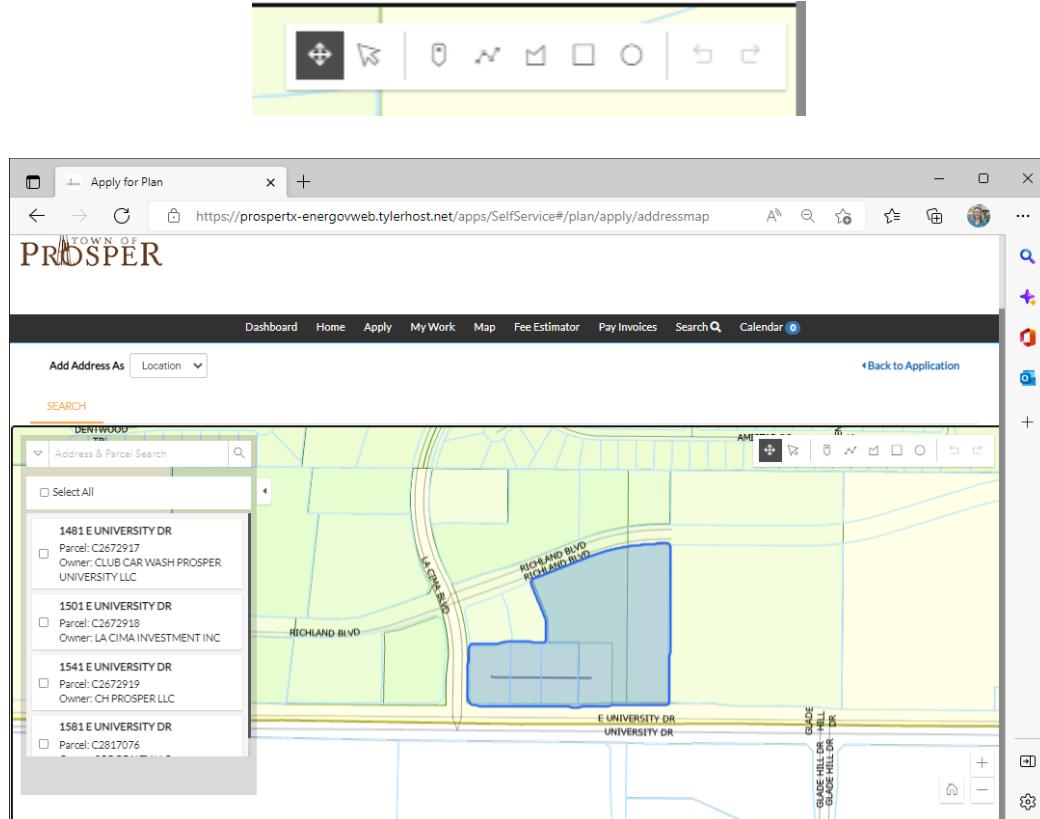
1. Sign in user your Energov user credentials online through the following link:
[Prosper, TX \(tylerhost.net\)](https://Prosper.TX.tylerhost.net)
2. Select apply from the main menu and navigate to the desired development application type. Application types can be viewed by searching a common word or through categories located on the left side of the screen.

Application Assistant

The screenshot shows the 'Application Assistant' interface. On the left, a sidebar lists categories: All (37), LICENSES (2), PERMITS (23), and PLANS (37). The 'PLANS' category is currently selected and highlighted in blue. Below this, a list of sub-categories includes: Annexation (2), Civil Development (9), Comprehensive Plan Amendments (3), Development Agreements (2), Development Applications (11), Miscellaneous Development (2), Pre-Application Meeting (1), Variance (2), Waiver (1), Zoning (3), and Zoning Verification Letter (1). The main content area displays six application types under the 'PLANS' category, each with a title, category name, description, and an 'Apply' button. The applications are: Annexation - Annexation Voluntary, Annexation - Deannexation, Civil Development - Development, Civil Development - Drainage, Civil Development - Floodplain, and Civil Development - Grading.

Category	Application Type	Description	Action
PLANS	Annexation - Annexation Voluntary	Category Name: Annexation Description: This application is for a voluntary annexation plan. Please fill out the required information below.	Apply
	Annexation - Deannexation	Category Name: Annexation Description: This application is for a deannexation plan. Please fill out the required information below.	Apply
	Civil Development - Development	Category Name: Civil Development Description: This application is for a civil development plan. Please fill out the required information below.	Apply
	Civil Development - Drainage	Category Name: Civil Development Description: This application is for a drainage civil development plan. Please fill out the required information below.	Apply
	Civil Development - Floodplain	Category Name: Civil Development Description: This application is for a floodplain civil development plan. Please fill out the required information below.	Apply
	Civil Development - Grading	Category Name: Civil Development Description: This application is for a grading civil development plan. Please fill out the required information below.	Apply

3. Select a location either by parcel number or by selecting the location within the map. Multiple parcel can be selected with the line tool and creating a line through all the desired parcels. Select the single parcel or all the parcels that should be included in the application. Select ADD once all the appropriate parcel have been selected.



4. The selected addresses and parcels will be displayed for review. If all desired parcels are shown select next.

Type: Location
 (StreetNumber)
 UNIVERSITY DR PROSPER
 TX 75078

Main Address
 Parcel Number
 C2672917
 Main Parcel
[Remove](#)

Main Address
 Parcel Number
 C2672918
 Main Parcel
[Remove](#)

Main Address
 Parcel Number
 C2672919
 Main Parcel
[Remove](#)

Main Address
 Parcel Number
 C2817076
 Main Parcel
[Remove](#)

+

[Create Template](#)

[Save Draft](#)
[Next](#)

5. Provide a brief description of the project: "An Amending Plat on 0.00 acres, located on the southwest corner of Preston Road and US 380." Select Next

Apply for Plan - Development Application - Amended Plat *REQUIRED

1
Locations
 2
Type
 3
Contacts
 4
More Info
 5
Attachments
 6
Signature
 7
Review and Submit

PLAN DETAILS

* Plan Type: Development Application - Amended Plat

Description:

[Back](#)
[Create Template](#)
Save Draft
[Next](#)

6. Select or create the contacts that should be associated with this application. IF the contact type is designated as required you will not be able to proceed until the information has been provided. The same person can be designated as two contact types. The owner must match the tax certificates provided for the property or additional ownership documentation may be required.

Apply for Plan - Development Application - Amended Plat *REQUIRED

1
Locations
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 6
Signature
 7
Review and Submit

CONTACTS

Applicant

Pamela Clark (You)

Town of Prosper

250 W. First St., Little Elm, TX, 75078

Owner

Add Contact +

REQUIRED

Select Type ▼

Add Contact +

[Back](#)
[Create Template](#)
Save Draft
[Next](#)

Always search existing contacts prior to creating a new one.

7. Provide additional information for the subject property and proposed project. Any field marked with an asterisk or red is required. You will not be permitted to move forward without providing required information. General information is available on the tax certificates and should summarize the entire proposed development. Once all information has been provided, select next.

The screenshot shows a web browser window titled "Apply for Plan" with the URL <https://prosptx-energovweb.tylerhost.net/apps/SelfService#/plan/ap...>. The page is titled "Apply for Plan - Development Application - Amended Plat". A progress bar at the top shows steps 1 through 7, with steps 1, 2, and 3 completed (green checkmarks), step 4 in progress (blue circle with '4'), and steps 5, 6, and 7 pending (grey circles). A "MORE INFO" link is located below the progress bar. The main form area is titled "General Information" and contains the following fields:

- *Name of Development:** A red-bordered input field with the placeholder "Name of Development is required."
- *Survey Name:** A red-bordered input field with the placeholder "Survey Name is required."
- Abstract Number:** An input field with a placeholder.
- *Track Number:** A red-bordered input field with the placeholder "Track Number is required."
- *General Location:** A large red-bordered input field with the placeholder "General Location is required."
- Additional Information/Details:** A red-bordered input field.

On the right side of the form, there are links for "Next Section", "Top", and "Main Menu". A vertical sidebar on the right contains icons for search, filter, and other application functions.

8. Provide documents required per the application checklist, all documents listed as required must be provided to submit an application.

Apply for Plan - Development Application - Amended Plat *REQUIRED

7

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 5 Signature 6 Review and Submit 7

Attachments

Letter of Intent (LOI) ✓

Add Attachment

+

Supported: .pdf

REQUIRED

Owner Acknowledgement.. ✓

Add Attachment

+

Supported: .pdf

REQUIRED

Subject Checklist(s) ✓

Add Attachment

+

Supported: .pdf

REQUIRED

Subject Plan or Plat ✓

Add Attachment

+

Supported: .pdf

REQUIRED

Tax Certificate ✓

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .zip

Back Create Template Save Draft Next

9. Enter your name to electronically sign application. Select next to review application prior to submitting. Once information is confirmed as correct, select submit. Town staff will review the submittal to determine if it will be accepted or rejected. If the submittal is rejected the case will be closed and future submittals will require a new application.