

ELECTRONIC APPLICATION SUBMITTAL PROCESS

- Applications will be accepted between 8 a.m. and Noon on submittal dates outlined in the Development Schedule.
- The Planning Division will accept digital Zoning and Development Applications, as outlined below:
 - Submit required documentation (per applicable Checklists) digitally, via file hosting service (i.e. Dropbox);
 - Email link/documentation to Planning Department at Planningdept@prospertx.gov
 - Subject line should be titled "[date] Development Applications;
 - Staff will verify all necessary documentation has been transmitted and administratively complete;
 - Once verified, the applicant will receive a response email from Planning with assigned case numbers(s); and
 - The response email will include credit card payment instructions. *(Please note there is a 4% surcharge for electronic payments)*
- Payment can be made by delivering a check to the Planning Division, or by using e-payment instructions after formal acceptance.
- CAD Files should be submitted in the format outlined on the next page.
- Within 48 hours, you will receive notification regarding your submittal in which a payment will be due. Please refer to the Electronic Payment Process.

CAD SUBMISSION GUIDELINES

For the Town to exercise appropriate stewardship and maintenance of public infrastructure, **construction development information is required before certain approvals are granted**. This ensures that our authoritative information is updated by those engaging in the development process: architecture, engineering, and construction firms. **We are requesting that all submittals** include a single set of GIS-ready data.

What is meant by GIS-ready? The two major aspects are:

1. Appropriately georeferenced to the local coordinate system EPSG 2276
 - a. NAD83 Texas State Plane 4202 (US Feet)
 - b. Projection-less project files will be rejected
2. A fully attributed object model for each of the submittal layers
 - a. Attribute templates are available for download from the Town
 - b. Generally this includes: lot numbers and block numbers for parcels/lots, pipe size material and slope for utility lines, control structure information for utility points, and names for street centerlines

The following features are requested and should be available separately in addition to the base file and clearly named:

- Water Network*
- Sanitary Network*
- Storm Network*
- Street Centerlines
- Parcel Boundaries / Lot Lines
- Building Footprints
- Impervious Surfaces

*Networks to include both polyline information and point information

All of the above features, that are fully constructed, are available for use within AutoCAD, as a service for the development community, from the Town of Prosper using the *free* Plug-In: **ArcGIS for AutoCAD**. This includes georeferenced, spatial and attribute object model information. Since the data are already attributed, the Town's information requirements per feature group is readily available for review at any time.

Within the above constraints, the Town of Prosper will accept the following CAD export files, ordered by most to least preferable:

- .DWG (Native AutoCAD File)
- .GDB (File Geodatabase | FGDB)
- .SHP (Esri Shapefile)

Please contact the Senior GIS Analyst Jordan Carmona (jcarmona@prospertx.gov) at the Town of Prosper GIS Department if you have any questions or require clarification to the above items.

Additional and Supplementary Materials

ArcGIS for AutoCAD

- <https://www.esri.com/en-us/arcgis/products/arcgis-for-autocad>
- <https://www.autodesk.com/autodesk-university/class/Update-Esri-Integration-Work-2020-2020#video>
- <https://uc2020.esri.com/sessions/15345847/subsession/25135550/CAD-An-Introduction-to-the-ArcGIS-for-AutoCAD-Plug-in>
- *available from:* <https://www.esri.com/en-us/arcgis/products/arcgis-for-autocad#download>

Data Attribution (Object Data & Property Sets)

- Object Data - <https://www.youtube.com/watch?v=4bO4o9Wjzzk>
- Dynamo - https://www.youtube.com/watch?v=pTg4I_eE2FQ

ELECTRONIC PAYMENT PROCESS

To register or make a payment for your planning submittals please visit our Development Services Web Portal at <http://etrakit.prospertx.gov/eTRAKiT/> .

TO REGISTER:

- Click on Setup an Account.
- Fill out Profile Information.
- Create a Username and Password.
- Click Create Account.

TO MAKE PAYMENT:

1. Log in as a Public user from drop down box.
2. Enter Username and Password.
3. Click Login.
4. Click on Search Projects (under the Projects heading).
5. Search by Project Number from drop down box.
6. Enter Project Number (EX: D20-XXXX).
7. Click Search.
8. Click on Project Name.
9. Click on Fees Tab.
10. Click Add to Cart.
11. Select all Items to be paid (make sure the box is checked for the fess being paid). **** If you have more than one Project D#, you will need to repeat steps 4-10****
12. Click Proceed to Checkout.
13. Click Proceed to Payment.
14. Fill out payment page.
 - a. Card Number
 - b. Expiration Date
 - c. First and Last Name
15. Click on Pay Now.
16. Receipt will be e-mailed. If you prefer to print receipt, click on Print Summary.

Should you have any questions or need assistance please feel free to contact the Building Inspections Division at 972-346-3502 option 2.