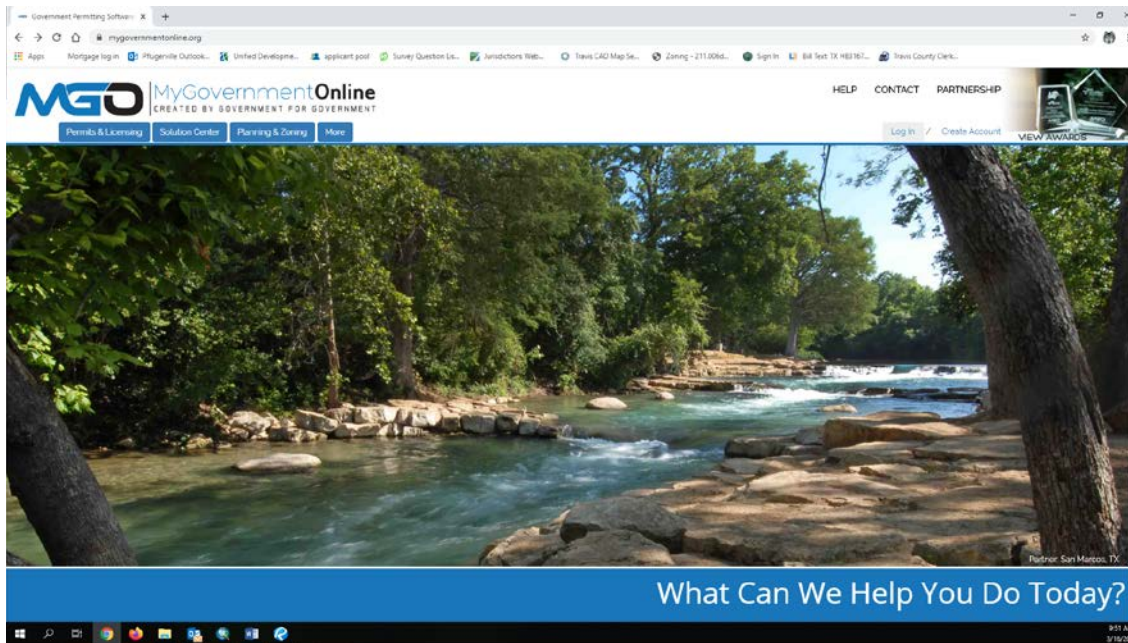




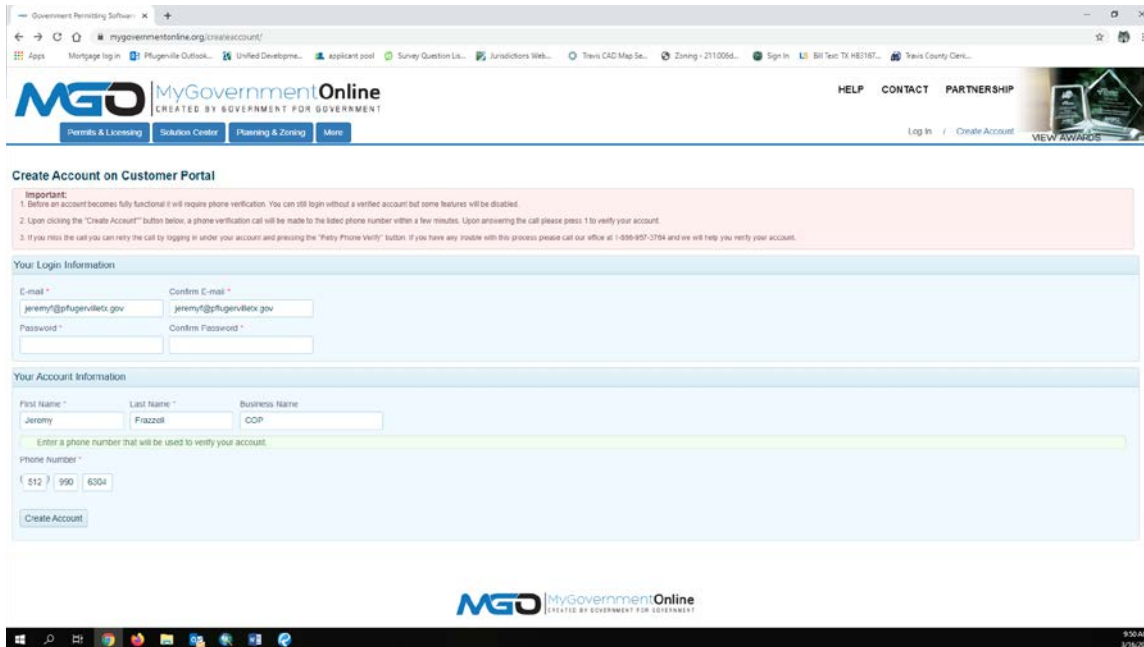
In an effort to increase efficiency, the City of Pflugerville will now only accept development applications and responses digitally through the My Government Online web portal (link below). To assist our partners who have not used this program, a step by step process on how to log in, complete a new application, and log into existing cases for updates is provided below.

<https://www.mygovernmentonline.org/>

Step 1: Log into My Government Online to submit a new application. For new users that do not have an account, click the “Create Account” link and proceed to **Step 2**. For existing accounts that already have a case number associated with their application, proceed to **Step 5**.



Step 2: Create an account with your email address, a desired password, and the phone number you would like associated with the account. Once you have created the account, you will receive a phone call to the phone number provided and will be prompted how to continue.



Step 3: Once an account has been generated, log in, and then hover over the “Planning and Zoning” tab in the top left corner of the page to make a new application or to search for your case.

- Choose “Apply Online” for a new application, or
- Use the “Search” function for applications with an existing City of Pflugerville case number. Skip to **Step 5** if an existing case number exists.

Step 4: For new applications, the fields with a red asterisk are required to be completed before moving to the next step. Fields that do not have an asterisk may not be applicable to all projects and therefore have been left as optional. Providing all pertinent information associated with the project, even when optional, will ensure effective reviews and aid in proper communication.



After adding physical location and contact information, all documents associated with the application can be uploaded. Please refer to Appendix B: Application Submittal and Content Requirements for submittal

and content requirements per application type. As noted in the content requirements, all plans/plats and related documents submitted shall meet the following requirements:

1. A vector-based PDF is required. A Raster PDF, created from a scanned image, will not be accepted.
2. Sheets shall be bookmarked. The bookmarked sheets must be identified by descriptive names which match the index of drawings on the cover sheet of the submittal. If not provided, the application will be rejected.
3. When creating drawings in CAD it is required that true type fonts be utilized for text.
4. Plans shall be sealed. An electronic seal (dry seal) will be accepted.
5. Plans shall be flattened by the designer prior to submittal.
6. Accessory information, additional reports for example, shall be submitted in a PDF format. Submit an individual PDF for each accessory document. DO NOT merge all accessory documents into a single PDF.
7. For all submittals except final plats, a title block shall be provided on each page to accommodate an electronic stamp. The title block shall be a minimum of 2 inches in height and a minimum of 5 inches in width. The title block shall be in a consistent location on each sheet of the submittal.

Appendix B: <https://www.pflugervilletx.gov/home/showdocument?id=5980>



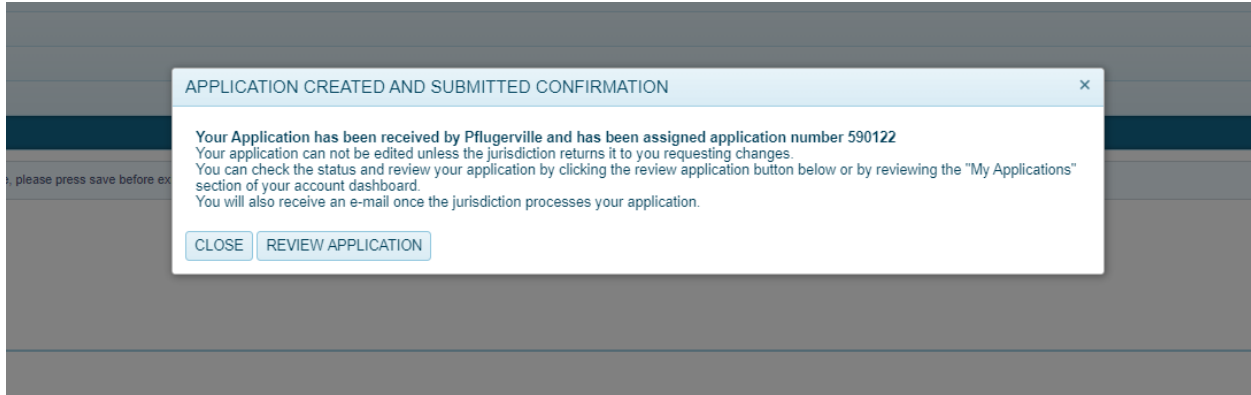
Permits & Licensing Solution Center Planning & Zoning More

Upload the following files with your application. When possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible.

- **Plat and all supporting documents**
Electronic copies (.pdf – min. 300 dpi) of the plat and all supporting documents
- **Traffic Impact Analysis**
One (1) copy of the TIA if the proposed Subdivision is expected to generate 2000 or greater vehicle trips on the peak day for the proposed uses within the proposed subdivision, according to experience in traffic flow analysis shall make, prepare and sign a traffic impact analysis and certify to its completeness and accuracy. The traffic impact analysis must include the information expected trips is at the discretion of the Director. If a Traffic Impact Analysis (TIA) is not prepared per UDC Subchapter 15 above, a written statement indicating the assumptions and calculations.
- **Floodplain related documentation**
All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.).
- **Service capability letter**
A service capability letter signed by an authorized representative of each water and wastewater utility
- **General warranty deed**
A general warranty deed conveying the parkland to the City or cash payment in lieu of, or in combination with, parkland dedication, if applicable.
- **Applicable Travis County, Williamson County, & TxDot Permits (i.e. Driveway permit).**
- **Category 1A Land Title Survey**
and .pdf copies of all existing easements
- **Initial submittal**
One (1) copy of Final Plat (18"x 24", no smaller than 1"= 100')
- **CONSENT OF PROPERTY OWNER**
- **30 Day Waiver**
- **Files**

Plat and all supporting documents Pflugerville Texas.pdf remove

For any supporting documents that do not fit within one of the specific headings, please choose the “Files” upload selection. Once all application items have been uploaded, select “Next”. A dialogue box will appear which includes an assigned application number and an opportunity to review the application. Select “Review Application” and ensure all items, especially those with an asterisk are completed. Once reviewed, select “Close” to complete the submittal. Once submitted, no further modifications can be made to the application.



At this point, the application has been successfully submitted into the My Government Online program, but will not be officially accepted until the submittal date as provided in the 2020 Review & Meeting Schedule available on the City of Pflugerville Planning Department webpage (link below), the associated application fee has been paid, and the application has been determined to be complete by the City of Pflugerville. A separate email from the administrator will be sent to the applicant listed in the application with instructions for remitting payment.

2020 Review & Meeting Schedule: <https://www.pflugervilletx.gov/home/showdocument?id=6090>

To view the status of the application(s), please log in to the My Government Online account and select the “My Account” link in the top right corner. The section titled “My Applications” displays all applications with the reference application number, current status, creation date, an opportunity to review the details, and to print the details for your records.

My Applications

Below is a list of Permits that you have recently submitted. If there are any questions, you will find that the inspector has posted them to the applied permit. You may submit the required information by responding via this page. You may also apply for a new permit.

Applicat.	Jurisdiction	Location	Status	Created	Project #	Detail	Print
590104	Pflugerville	201-B East Pecan Pflugerville TX 78660	Sent to Jurisdiction	03-16-2020	New Application	View Details	Print
589687	Pflugerville	201-B East Pecan St Pflugerville TX 78660	Sent to Jurisdiction	03-16-2020	New Application	View Details	Print

Page 1 of 1

1 - 2 of 2 Items

My Apply Online Templates

As the application is reviewed for completeness, if an item is missing, the City of Pflugerville will provide an emailed explanation of what is missing and will “Return” the application. A returned application will be identified in the status field and can be adjusted to include the missing information or upload additional documents. Once complete, the application can be resubmitted and if accepted by the City of Pflugerville, the status will be listed as “Under Review” and a case number will appear in the “Project #” field.

Step 5: For applications with an existing case number, new documents such as comment response letters and updated plans can be added by locating the project within the “My Account” link or by

searching for the case number in the “Planning and Zoning” tab. The new documents can be added to the application in the column titled “Customer Documents”.

Resubmittals can be received on the specified day as noted in the Review & Meeting Schedule listed on the Planning Department website (link provided above). Please send an email to planning@pflugervilletx.gov to notify the administrator that the comment response and updated plans/documents have been uploaded and ready for review/distribution.

For troubleshooting associated with the My Government Online program, please use the “Help” link in the top right corner of the webpage for an official step by step document and contact information.

Questions associated with the City of Pflugerville development application(s) may be directed to the Planning Department at planning@pflugervilletx.gov or 512-990-6300.