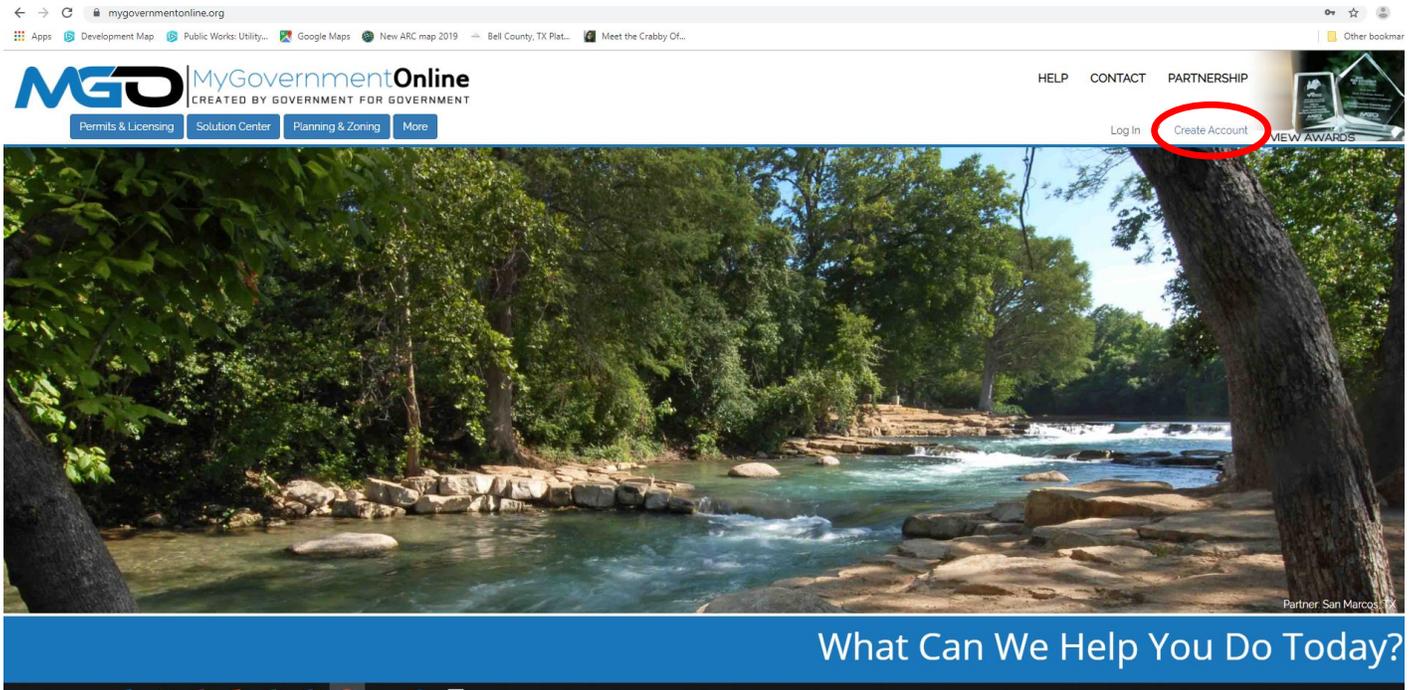


# Applying for a *Planning* Application through My Government Online

1. Go to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and Create Account

If you already have an MGO account, please skip ahead to Step 5.



2. Fill out the information – An Asterisk indicates a REQUIRED field

**Create Account on Customer Portal**

**Important:**

1. Before an account becomes fully functional it will require phone verification. You can still login without a verified account but some features will be disabled.
2. Upon clicking the "Create Account" button below, a phone verification call will be made to the listed phone number within a few minutes. Upon answering the call please press 1 to verify your account.
3. If you miss the call you can retry the call by logging in under your account and pressing the "Retry Phone Verify" button. If you have any trouble with this process please call our office at 1-866-957-3764 and we will help you verify your account.

**Your Login Information**

E-mail \*  Confirm E-mail \*

Password \*  Confirm Password \*

**Your Account Information**

First Name \*  Last Name \*  Business Name

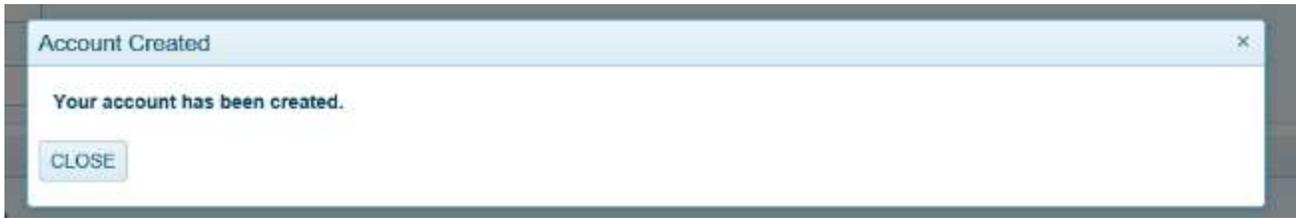
Enter a phone number that will be used to verify your account.

Phone Number \*

Enter a question and answer to retrieve your password or verify your account manually.

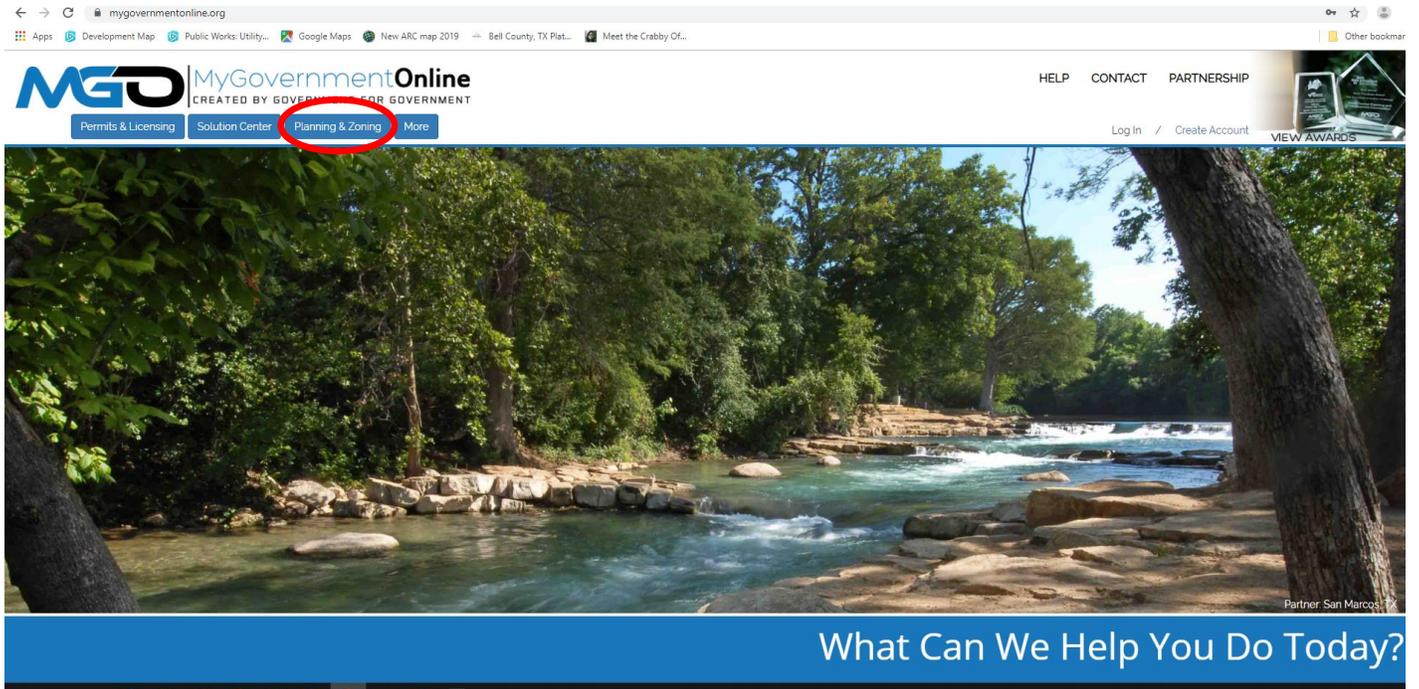
Challenge Question \*  Challenge Answer \*

3. Once you have completed the above information, select **CREATE ACCOUNT** and you will see this message:

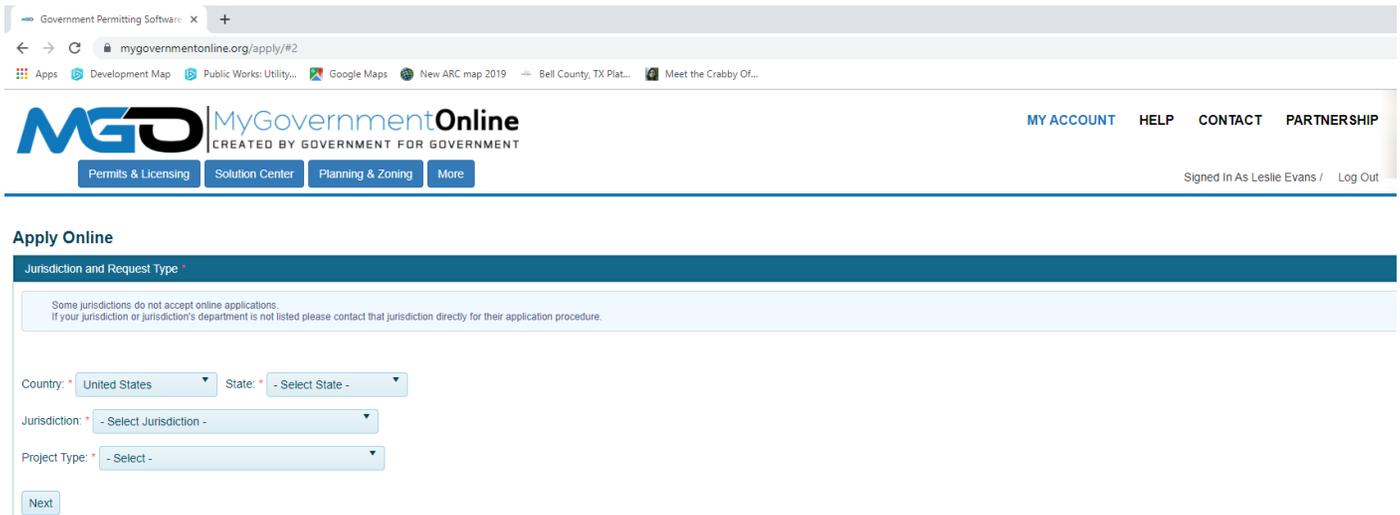


4. Select **CLOSE**

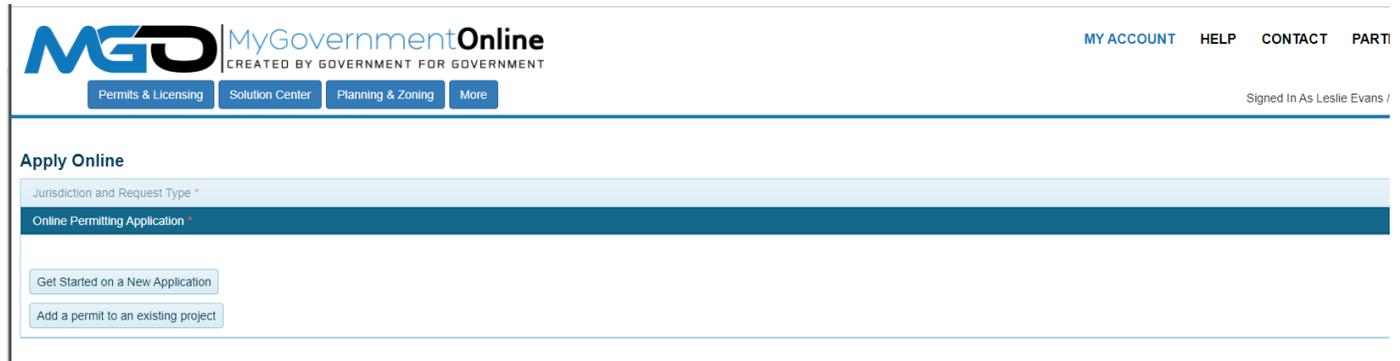
5. Select the Planning & Zoning Tab / Apply online



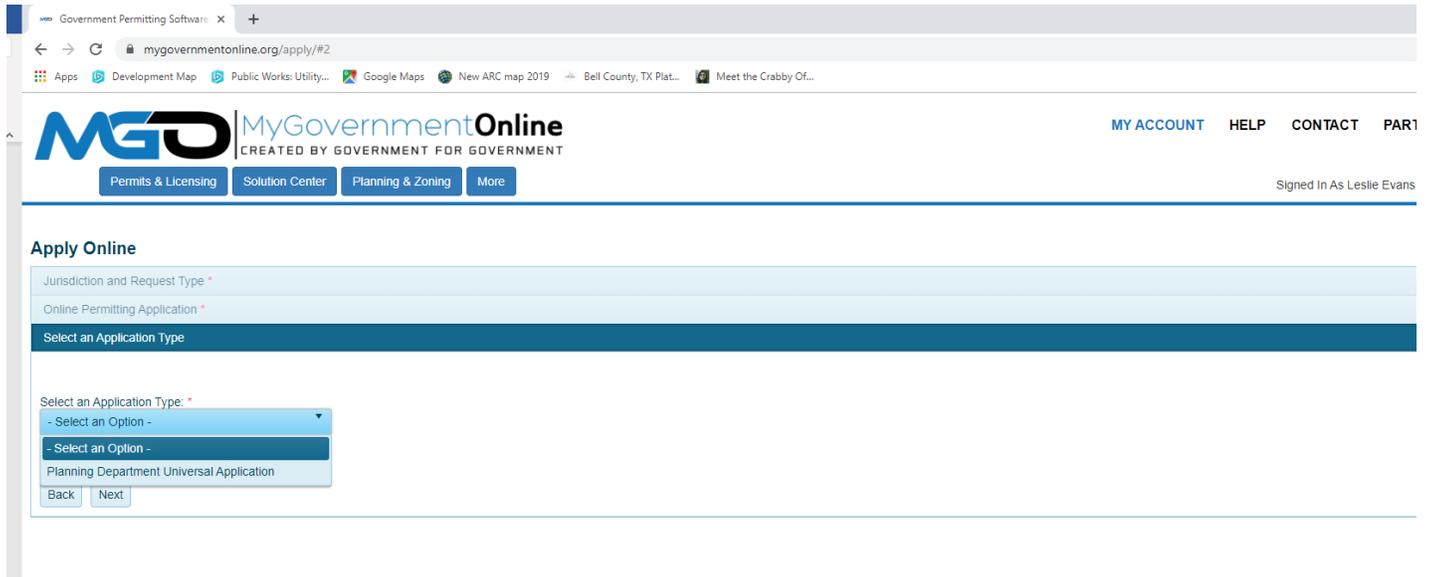
6. Fill in State, Jurisdiction = *City you are applying to*, Project Type = Planning and Zoning



7. Select an option:



8. Select Planning Department Universal Application



DOCUMENT ICONS appear:

9. The first page of the Universal Application icon shows what information will be needed/requested in order to complete the application process through MGO. An asterisk indicates a **REQUIRED** field within MGO.

The checklist on page 2 indicates what documents are needed for which submittal request.

Payment instructions are listed on page 3.

\*\* The icon for [Applicant Plat Checklist](#) needs to be printed out and completed *FOR PLAT SUBMITTALS ONLY*. The plat checklist **MUST** match all documents uploaded for a plat submittal. If all required documents listed on the Checklist are **NOT** included with the plat submittal, **Planning will be unable to accept the application.**

### Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Select an Application Type: \*

Planning Department Universal Application

Planning Department Universal Application



Please click the icon to view the City of Temple Universal Application Checklist

Applicant Plat Checklist

Back Next

10. Fill in the location of the project requested, City and zip code, if available.

**OR** If no address is available, and you select the first option, a Subdivision, lot, and block are required information

**OR** If no address is available, and you select the second option, you will need a survey description  
If all of these options are left blank, you will be unable to continue.

### Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Physical Address or Location \*

Please provide the physical address or location of your project.

My Project has been addressed by the Jurisdiction.

Address or Location: \*  City: \*  Zipcode: \*

If your project does not have an address, submit your application using the Legal Description (Subdivision, Lot and Block/Square) from an approved plat.

If your project does not have an address, submit your application using the property description from a Metes and Bounds Survey of the property.

Next

11. Applicant's Contact Information: *The Applicant will be the MAIN contact for meetings, discussions, etc.*

Apps Development Map Public Works: Utility... Google Maps New ARC map 2019 Bell County, TX Plat... Meet the Crabby Of...

**MGD** MyGovernmentOnline  
CREATED BY GOVERNMENT FOR GOVERNMENT

MY ACCOUNT HELP CONTACT PARTN

Permits & Licensing Solution Center Planning & Zoning More

Signed In As Leslie Evans /

Online Permitting Application \*

Select an Application Type

Physical Address or Location\*

**Applicant's Contact Information**

First Name Last Name Suffix Business Name

Mailing Address  
Address City State Zipcode  
Texas

Email  Notify

Cell Phone ( 000 ) 000 0000  Notify

Home Phone ( 000 ) 000 0000  Notify

Work Phone ( 000 ) 000 0000  Notify

Back Next

12. Property Owner's contact information:

Apps Development Map Public Works: Utility... Google Maps New ARC map 2019 Bell County, TX Plat... Meet the Crabby Of...

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MY ACCOUNT HELP

Permits & Licensing Solution Center Planning & Zoning More

Applicant's Contact Information

**Property Owner's Contact Information**

First Name Last Name Suffix Business Name

Mailing Address  
Address City State Zipcode  
Texas

Email  Notify

Cell Phone ( 000 ) 000 0000  Notify

Home Phone ( 000 ) 000 0000  Notify

Work Phone ( 000 ) 000 0000  Notify

Back Next

13: Developer/Engineer/Surveyor's Contact Information

**MGD** MyGovernmentOnline  
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MY ACCOUNT HELP CONTACT PAR

Permits & Licensing Solution Center Planning & Zoning More

Signed In As Leslie Evan

Applicant's Contact Information

Property Owner's Contact Information

Property Owner #2's Contact Information

**Developer/Engineer/Surveyor's Contact Information**

First Name Last Name Suffix Business Name

Mailing Address  
Address City State Zipcode  
Texas

Email  Notify

Cell Phone ( 000 ) 000 0000  Notify

Home Phone ( 000 ) 000 0000  Notify

Work Phone ( 000 ) 000 0000  Notify

Back Next

14. Application Questionnaire: Red asterisks indicate REQUIRED information.

15. Files Upload: *once a project number has been assigned to your submittal, you can upload additional documents to that project number.*

The screenshot shows the MGO MyGovernmentOnline interface. At the top, there are navigation links for "Permits & Licensing", "Solution Center", "Planning & Zoning", and "More". The user is signed in as "Leslie Evans". The main content area is titled "Application Questionnaire" and "Files Upload". It contains instructions for uploading files and two sections: "Upload Supporting Documents (Refer to Checklist)" and "Files", each with an "Upload Files" button. At the bottom, there are "Back" and "Next" buttons, and a "Review" section.

16. REVIEW – if you select **SAVE**, the information will be saved for further review/revision by the applicant and does NOT get submitted

If **SUBMIT** is selected, the application gets submitted to the Planning Department through MGO.