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

## 1. Go to 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

← → C ■ mygovernmentonline.org/createaccount/		
👯 Apps 🔞 Development Map 🔞 Public Works: Utility 🐹 Google Maps 🌰 New ARC map 2019 🍝 Bell County, TX Plat 🛃 Meet the Grabby Of		
MyGovernmentOnline CREATED BY GOVERNMENT FOR GOVERNMENT	HELP	CONTAC
Permits & Licensing Solution Center Planning & Zoning More		Log
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 *		
Vaux Account Information		
Your Account information		
First Name * Last Name * Business Name		
Enter a phone number that will be used to verify your account.		
Phone Number *		
000 000 0000		
Enter a question and answer to retrieve your password or verify your account manually.		
Challenge Auswer *		
Create Account		

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



Julisucion and request type
Some jurisdictions do not accept online applications. If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.
Country: "United States State: - Select State -
Jurisdiction: * - Select Jurisdiction -
Project Type: * - Select -
Next

## 7. Select an option:

		MY ACCOUNT	HELP	CONTACT	PART
	Permits & Licensing Solution Center Planning & Zoning More			Signed In As Les	ilie Evans /
	Apply Online				
I	Jurisdiction and Request Type *				
I	Online Permitting Application 1				
	Get Started on a New Application         Add a permit to an existing project				

#### 8. Select Planning Department Universal Application

Government Permitting Software X +		
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	MY ACCOUNT HELP CONT	ACT PARI
Permits & Licensing Solution Center Planning & Zoning More	Signed In	As Leslie Evans
Apply Online		
Jurisdiction and Request Type *		
Online Permitting Application *		
Select an Application Type		
Select an Application Type: * - Select an Option Select an Option - Planning Department Universal Application Back Next		

#### 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 <u>Applicant Plat Checklist</u> 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**.

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CREATED BY GOVERNMENT FOR GOVERNMENT	
Permits & Licensing Solution Center Planning & Zoning More	
Apply Online	
Jurisdiction and Request Type *	
Online Permitting Application *	
Select an Application Type	
Planning Department Universal Application	
Planning Department Universal Application	
Please click the icon to view the City of Temple Universal	
Please click the icon to view the City of Temple Universal Applicant Plat Checklist	

10. Fill in the <u>location of the project</u> 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.

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MyGovernmentOnline	MY ACCOUNT	HELP	CONTACT	PARTN
Permits & Licensing Solution Center Planning & Zoning More			Signed In As Lesl	ie Evans /
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.

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Online Permitting Application *				
Select an Application Type				
Physical Address or Location*				
Applicant's Contact Information				
First Name Last Name Business Name				
Address City State Zipcode				
Email				
Cell Phone ( 000 ) 000 0000 Notify				
Home Phone 000 000 000 000 000 0000				
Work Phone (000) 0000 @Notify				
Back Next				

# 12. Property Owner's contact information:

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Permits & Lice	CREATED BY B Solution Center	CENM DVERNMENT Planning & Zo	ent <b>Online</b> TFOR GOVERNMENT	MY ACCOUNT	HELP
Applicant's Contact Inform Property Owner's Contact	ation Information				
First Name	Last Name	Suffix	Business Name		
Mailing Address Address	City	State Texas	Zipcode		
Email	Notify				
Cell Phone (000) 000	0000 Notify				
Home Phone () 00	0 0000 Notify				
Work Phone (000) 000	0000 Notify				
Back Next					

# 13: Developer/Engineer/Surveyor's Contact Information

	MY ACCOUNT	HELP CONTACT PAR
		Signed In As Leslie Evan
Applicant's Contact Information		
Property Owner's Contact Information		
Property Owner #2% Contact Information		
Developer/Engineer/surveyors Contact Information		
First Name Last Name Suffix Business Name		
Mailing Address     City     State     Zipcode       Address     Texas		
Email		
Cell Phone (000) 0000 0000 Notify		
Home Phone (000) 0000 Notify		
Work Phone (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.

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MygovernmentOnline           CREATED BY GOVERNMENT FOR GOVERNMENT           Permits & Licensing           Solution Center           Planning & Zoning	MY ACCOUNT	HELP	CONTACT Signed In As Lesi	PARTNE
Developer/Engineer/Surveyor's Contact Information				
Application Questionnaire				
Files Upload				
If you are attaching any files to this application, click "Upload Files", select the file(s), and please wait for the file(s) to finish uploading before proceeding to the next step. If you are expected to include files with your application, a notice will appear below these instructions to inform you of what to upload.				
Upload the following files with your application. When at all possible, please upload PDF files. Consolidate documents/pages into as few PDF documents as possible. - Upload Supporting Documents (Refer to Checklist) Upload Files				
- Files Upload Files				
Back Next				
Review				

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

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