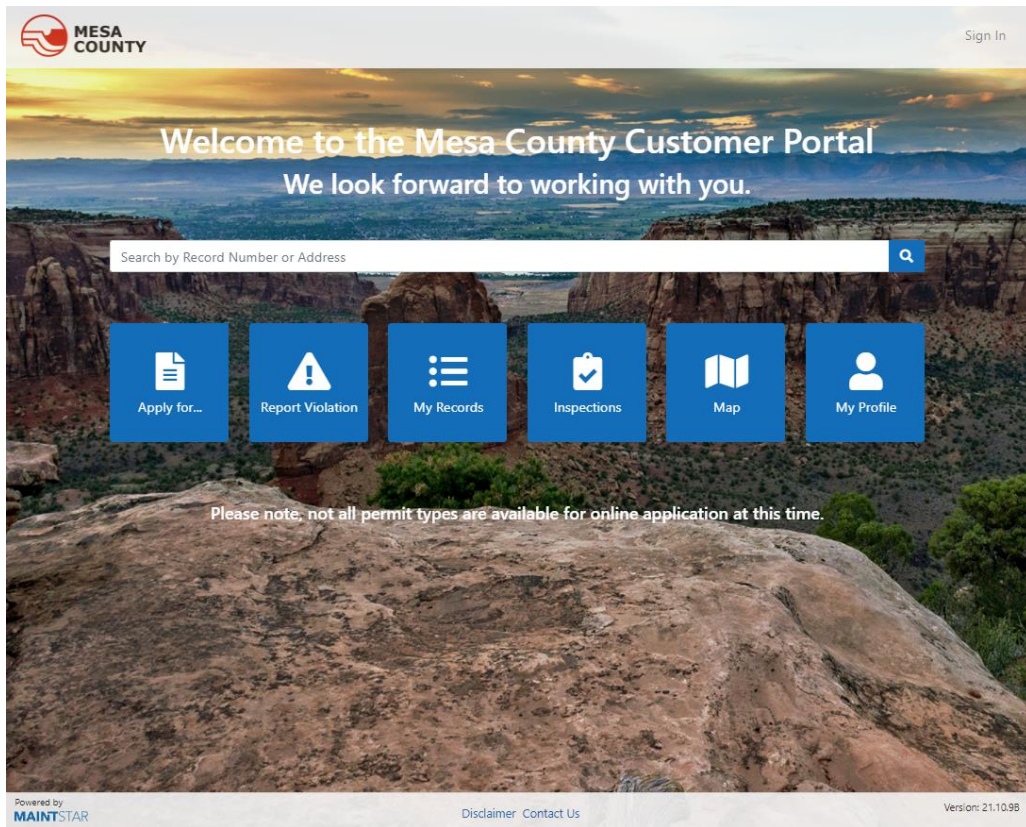




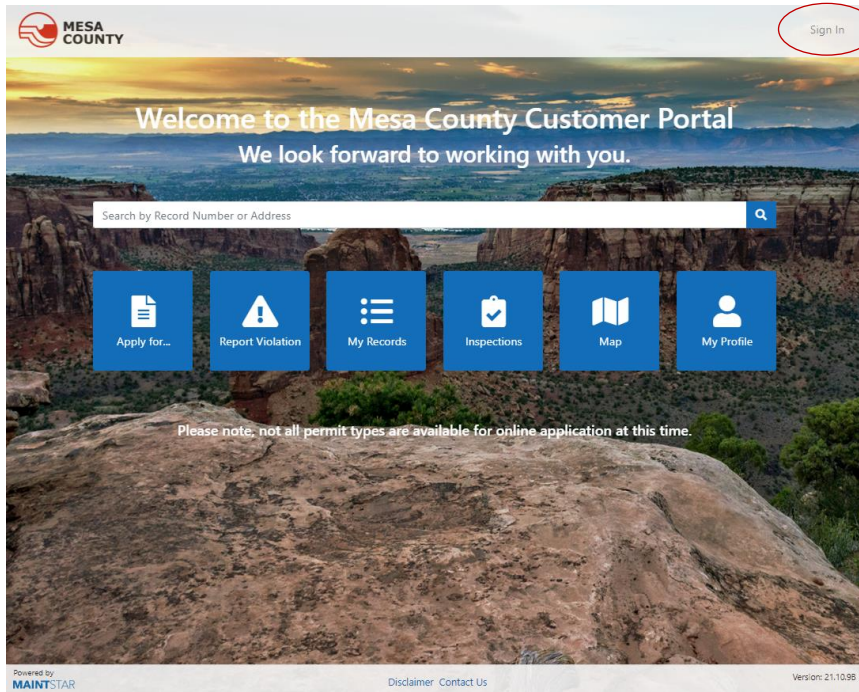
## Electronic Plan Review Customer Portal User Guide



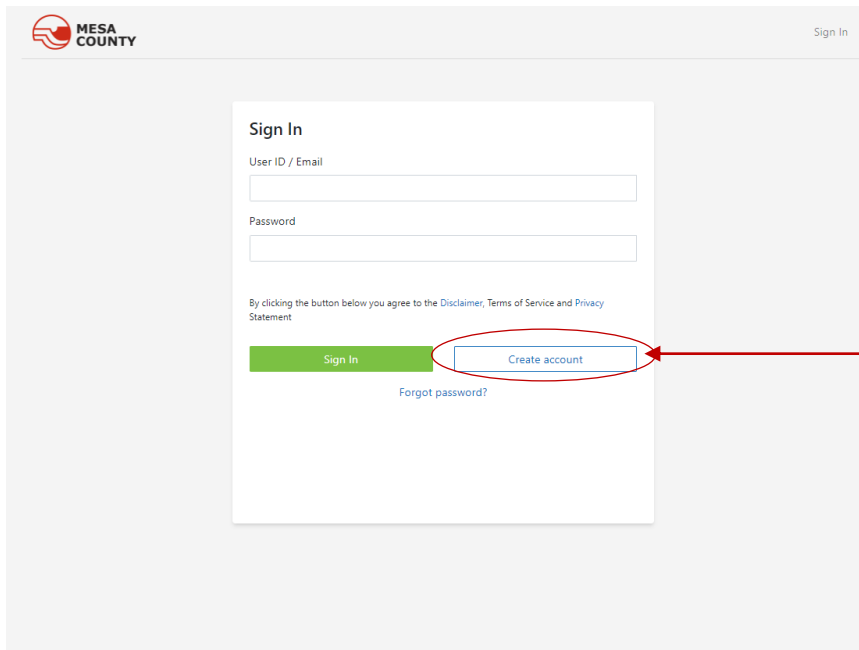
### [Mesa County Customer Portal](#)



Set up a portal account:



Click the Sign In text in the top right-hand corner of the portal



Click the Sign In text in the top right-hand corner of the portal

MESA COUNTY Sign In

Back

### Register

First Name (required) Last Name (required)

First Last

User ID (required) Email (required)

First.Last first.Last@email.com

Password (required) Password Repeat (required)

.....

Minimum length: 4

Phone

555-555-5555

Captcha

Captcha value (required)

13Y1XXJ

Register Cancel

Complete all fields as required and click the Register button when complete

**NOTE:** THIS STEP IS OPTIONAL AND NOT REQUIRED TO BE COMPLETED TO APPLY FOR A PROJECT OR PERMIT

MESA COUNTY First.Last Sign Out

Apply Report Violation My Records My Inspections Map My Profile

Congratulations! Your new account is created.  
In order to submit applications or request inspections we need to validate your account

### Credentials

Contractor Application To apply for a City of Grand Junction Contractors License.

Owner Registration

If you would like to register as a City of Grand Junction Licensed Contractor or are currently a licensed contractor you may link your license to your account by clicking the Contractor Application button.

You may link your property to your account by clicking on the Owner Registration button.

**Note:** Additional information on Credentials is available in the Permitting Application & Inspection User Guide.

To skip credentials and submit a project or building permit application, click on Apply in the top menu.

## Apply for...

**Permitting** Apply for a Building, Construction Stormwater, Driveway or ROW Permit

**Planning** Submit a request for a new Planning project or DIA

**New Inspection** Request for a new inspection

Click the green Planning button to begin your planning project application

I'd like to apply for a Planning

Select Type (required)

Please select type of you application here

Location


or

Parcel

Specify Address or Parcel number of your property

[Add Additional Address/Parcel](#)**Contacts**

Here you can specify addition contacts involved in you case

[Add Additional Contact](#)Description  (required)Project Name **Attachments**[Add Attachment](#)[Continue](#)[Clear](#)

Click on the drop-down arrow to select the type of project you would like to apply for.

The form will change based on the project type.

I'd like to apply for a Planning

Select Type (required)

Minor Subdivision

Please select type of you application here

Location

1234

Specify Address or Parcel number of your property.

[Add Additional Address/Parcel](#)

Parcel

or

**Contacts**

Here you can specify addition contacts involved in you case

[Add Additional Contact](#)

Description (required)

Project Name

**Attachments**[Add Attachment](#)

Begin typing the property address in the Location field to reveal a drop down of potential address. Select the correct address for your project.

For parcels without an address, you may enter the parcel number into the Parcel field.

For projects that include more than one parcel, click the Add Additional Address/ Parcel button to include more parcels in your application.

I'd like to apply for a Planning

Select Type (required)

Minor Subdivision

Please select type of you application here

Location

1234

Parcel

or

Specify Address or Parcel number of your property

[Add Additional Address/Parcel](#)

### Contacts

Here you can specify addition contacts involved in your case

[Add Additional Contact](#)

Description (required)

Project Name

Add any contacts that will be associated with your project by clicking on the Add Additional Contact button. Additional contacts may include a second owner or owner of additional parcels, a Representative, Lienholder, etc.

### Contacts

Here you can specify addition contacts involved in you case

Contact Type (Select First)

Representative

Contact Name

Bob Smith

[Add](#)

[Cancel](#)

Select Contact Type, enter contact name and click the green Add button.

Repeat this for each contact associated with the project.

**Note:** You do not need to add yourself as a contact. Your information will be populated from the information provided on your account profile.

I'd like to apply for a Planning

Select Type (required)

Administrative Adjustment

Please select type of you application here

Location

or

Specify Address or Parcel number of your property

[Add Additional Address/Parcel](#)**Contacts**

Representative

Bob Smith [remove](#)

Here you can specify addition contacts involved in you case

[Add Additional Contact](#)

Description (required)

We would like to subdivide the current home site of approximately 1 acre from the larger, approximately 24 acre, property. This would result in a total of two lots with the intent of the larger lot to be further subdivided in a future separate application.

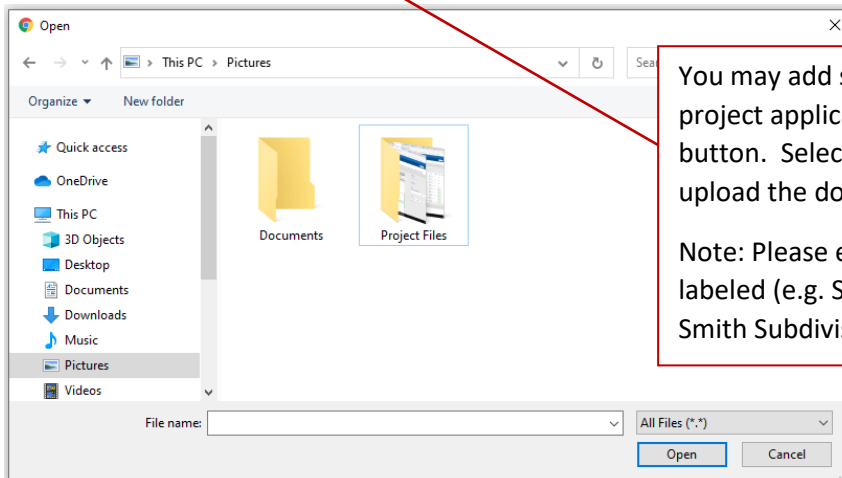
Project Name

Smith Minor Subdivision

**Attachments**[Add Attachment](#)[Continue](#)[Clear](#)

Enter a well detailed description of your project in the Description field. Information that is necessary includes: short narrative of the details of the request, size of the acreage, the intent of the application (boundary line adjustment, subdivision, additional Dwelling unit, event venue, etc.) and any relevant discussion of why you are making the request.

Give you project a descriptive name (e.g. "Smith's Minor Subdivision")



You may add supporting documentation to your project application by clicking on the Add Attachment button. Select your files and click the Open button to upload the documents.

Note: Please ensure the documents are accurately labeled (e.g. Smith Subdivision Project Narrative, Smith Subdivision Plat, Parcel Location Map, etc)



I'd like to apply for a Planning

Select Type **(required)**

Administrative Adjustment

Please select type of you application here

Location

Specify Address or Parcel number of your property

Add Additional Address/Parcel

**Contacts**

Representative  
Bob Smith [remove](#)

Here you can specify addition contacts involved in you case

Add Additional Contact

Description **(required)**

We would like to subdivide the current home site of approximately 1 acre from the larger, lots with the intent of the larger lot to be further subdivided in a future separate application

Project Name **(required)**

Smith Minor Subdivision

**Attachments**

File

Building Plans.jpg [remove](#)

Location Map.jpg [remove](#)

Add Attachment

Continue Clear

When your application is complete, click the green Continue button.

Review

Please check and review all information. Click **'Submit'** button if you want to submit Request or **'Back'** to change entered data or cancel a submission

Planning type: Administrative Adjustment

Submitter: First.Last

Contacts:

Representative: Bob Smith

Description:

We would like to subdivide the current home site of approximately 1 acre from the larger, acre, property. This would result in a total of two lots with the intent of the larger lot to be subdivided in a future separate application.

Project Name: Smith Minor Subdivision

**Declarations:**

I certify under penalty of perjury in the second degree that all of the above information provided is accurate and correct. I understand that submission of this application does not guarantee approval of the proposed project nor does it constitute approval to proceed for construction purposes. Approval of this site plan applies only to the structure described in the application. Any changes to the location or proposed construction shall be approved in writing by Mesa County Planning prior to the start of construction. I also understand that failure to provide complete and accurate information at the time of submission may result in delay or denial of this application. **(required)**

Submit Back

Verify your project information and carefully read the provided Declaration. If you agree, click the check box next to "I certify..." and click the green Submit button to submit your project application.

Your project has been sent to Mesa County Planning.



Active  All  Closed  Require My AttentionRecord #  Address  Type  Status [Reset Filter](#)

Record #	Type	Created	Expiration Date	Status
PRO2021-0222	Planning / Administrative Adjustment We would like to subdivide the curren...	07:44 AM		<input type="checkbox"/> App Received

You may see all projects, permit and code violations submitted by your account by clicking on the My Records tab at the top of the page.

To see additional information about a certain project, including where the project is in the approval process, click on the project number.

The project record will open allowing you to see the details you entered, current status of the project, attachments added by you, the Planning staff or review agencies and the Application Progress.

[Back](#)**Record: PRO2021-0222**

Planning / Administrative Adjustment

[Header](#) [Details](#) [Application Progress](#) [Attachments](#)

Application Type Planning	Administrative Adjustment
Address	Parcel
Issued N/A	Expiration Date N/A
Record Status <input checked="" type="checkbox"/> App Received	Closed Date N/A
Description We would like to subdivide the current home site of approximately 1 acre from the larger, approximately 24 acre, property. This would result in a total of two lots with the intent of the larger lot to be further subdivided in a future separate application.	Contacts Representative Bob Smith Portal user First Last

[Back](#)

## Record: PRO2021-0222

Planning / Administrative Adjustment

**Additional Information is Required**[Complete Activity](#)Header Details **Application Progress** Attachments

Role	Task Name	Added	Closed	Result	Comment	
<input type="radio"/>	Applicant	Additional Information is Required	Oct 21, 2021 08:05 AM			
<input checked="" type="radio"/>	Planner	Application Review and Completeness check	Oct 21, 2021 08:03 AM	Oct 21, 2021 08:05 AM	Additional Information is Required	Please upload a completed Development Application signed by all parcel owners and leinholders. We will also need a new survey detailing current improvements and the distance of each property boundary line.
<input checked="" type="radio"/>	SS Administration	Assign Planner	Oct 21, 2021 08:02 AM	Oct 21, 2021 08:03 AM	Completed	Project assigned to Planner Amber Swasey
<input checked="" type="radio"/>	SS Administration	Application Received	Oct 21, 2021 07:44 AM	Oct 21, 2021 08:02 AM	Assign Planner	Application received 10/21/2021 by AS

## Legend



Completed

The progress of the project is tracked in the Application Progress tab. You will be able to follow along as it is reviewed.

The Planner and Review Agencies will upload comments that may need your attention. You will be able to see their comments under the comments field. Any documents that they upload will be available under the Attachments tab.

When the Planner or Review Agencies need additional information, you will see an action item at the top of the page. Click on the yellow Complete Activity button.


**Complete Activity** X


Action  
TK21-3167 Additional Information is Required

Activity Result  
 Additional Information Submitted

Attachments

**File**

 Smith Subdivision Development Application.pdf [remove](#)

 Smith Subivision Improvement Survey (Draft).pdf [remove](#)

[Add Attachment](#)

Comment  
Attached is the requested Development Application and Improvement Survey. Please let me know if you need any additional information for my project.

You may upload requested documents by clicking on the Add Attachment button.

You can also answer questions posed by the Planner or Review Agency or provide additional information by typing in the Comment box.

Click the green Submit button to complete your response.

To help move your projects through the process as efficiently as possible, regularly monitor your projects to ensure you are responding to questions and providing necessary documents in a timely manner.

[Back](#)**Record: PRO2021-0222**

Planning / Administrative Adjustment

[Header](#) [Details](#) [Application Progress](#) [Attachments](#)Application Type  
PlanningAddress  
1234 MAIN ST, GRAND JUNCTION, CO 81501Issued  
N/ARecord Status  
 Decision

Description  
We would like to subdivide the current home site of approximately 1 acre from the larger, approximately 24 acre, property. This would result in a total of two lots with the intent of the larger lot to be further subdivided in a future separate application.

Administrative Adjustment

Parcel  
2945-133-12-013 (import)Expiration Date  
N/AClosed Date  
N/A

Contacts  
Representative Bob Smith  
Owner TELINDE ALEXANDRA  
Portal user First Last

When a decision has been reached, the Record Status will change on the Header page and any attachments will be available under the Attachment Tab

[Back](#)**Record: PRO2021-0222**

Planning / Administrative Adjustment

[Header](#) [Details](#) [Application Progress](#) [Attachments](#)**Document Type****File****Date**

No Type

[Building Plans.jpg](#)

Added Oct 21



No Type

[Location Map.jpg](#)

Added Oct 21



No Type

[Smith Subdivision Decision Letter.pdf](#)

Added Oct 21