eTRAKiT User Guide

for Projects and Planning

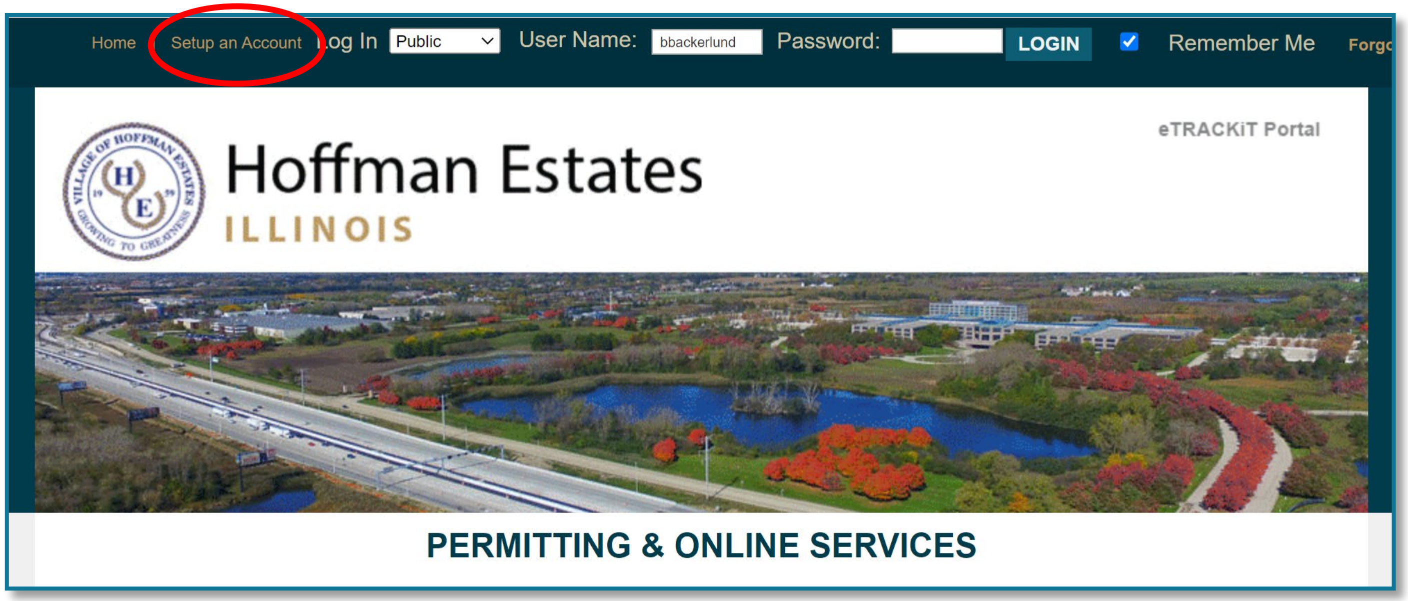
Village of Hoffman Estates

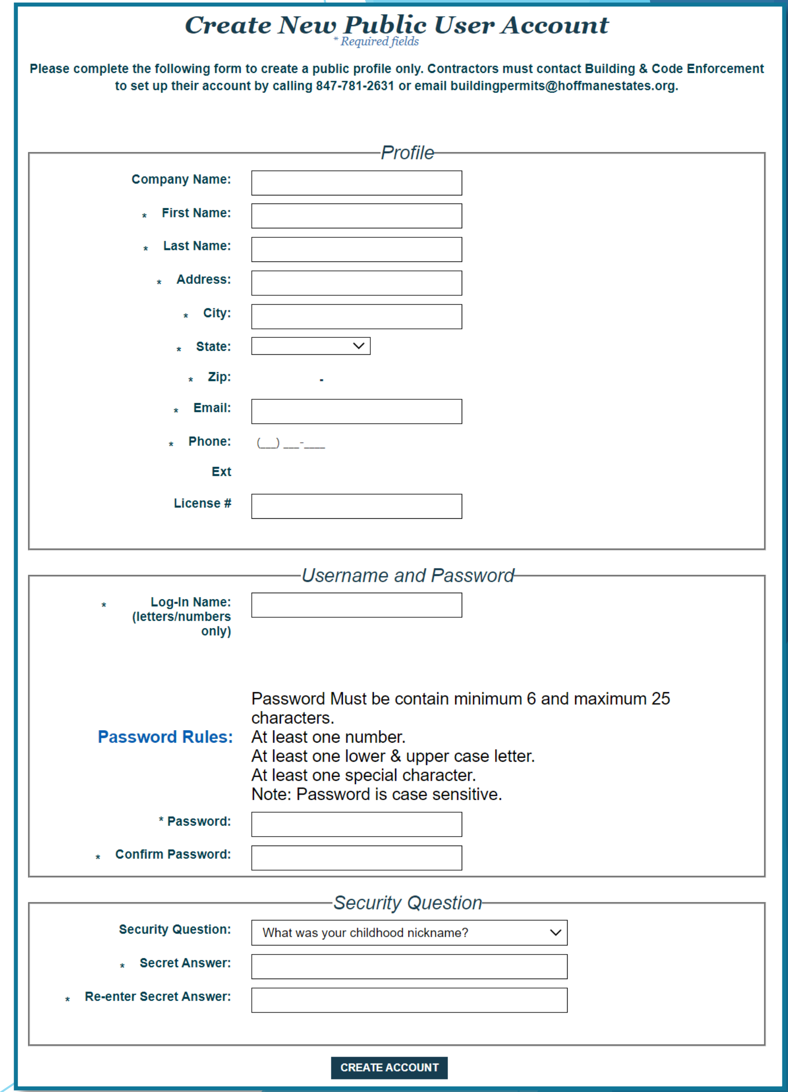
Table of Contents

- Setting Up a User Account – Page 3
- Submitting a Project– Page 4 – 5
- Review and Revision Period – Page 6
- Paying Project Fees – Page 7
- Accessing Reviews, Conditions, and Approved Documents – Page 8

Setting Up a User Account

1. If you are a public user or homeowner, you will create your account by clicking Setup an Account on the eTRAKiT homepage.
2. Follow the steps to enter your information, username, password, and security question. You will receive an email to confirm your account.
3. Go to the eTRAKiT homepage and select Public from the Log In dropdown. You can now login with your Username and Password.




Create New Public User Account

* Required fields

Please complete the following form to create a public profile only. Contractors must contact Building & Code Enforcement to set up their account by calling 847-781-2631 or email buildingpermits@hoffmanestates.org.

Profile

Company Name:
* First Name:
* Last Name:
* Address:
* City:
* State:
* Zip:
* Email:
* Phone:
Ext
License #

Username and Password

* Log-In Name: (letters/numbers only)

Password Rules: Password Must be contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

* Password:
* Confirm Password:

Security Question

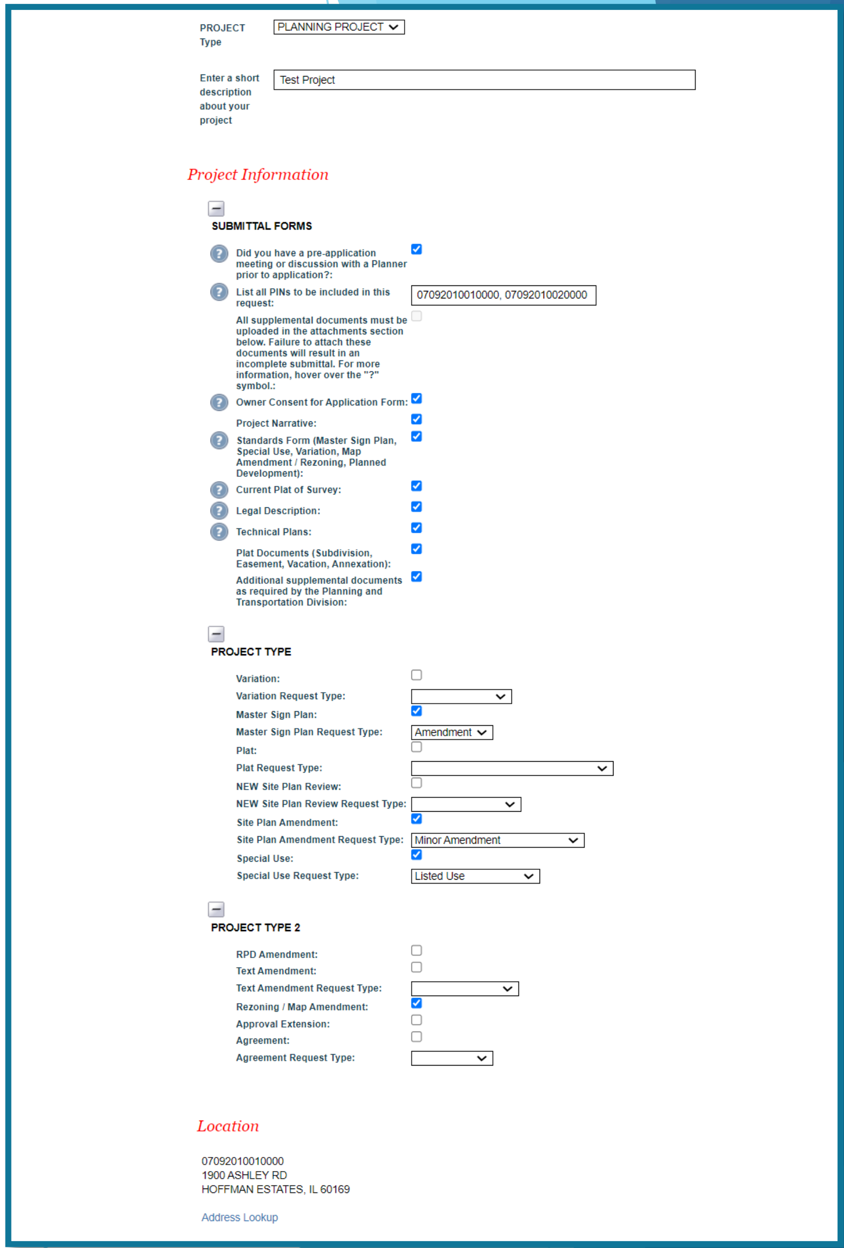
Security Question: What was your childhood nickname?
* Secret Answer:
* Re-enter Secret Answer:

CREATE ACCOUNT

Submitting a Project

STEP 1 PROJECT APPLICATION & INFORMATION

1. Once logged in, select Apply for New Project under Planning & Development Projects on the left-hand side of your dashboard or from the homepage. Note: Applicants must contact the Planning Division prior to applying for a Planning & Development Project. Please contact the Planning Division at 847-781-2660 to schedule a pre-application meeting with staff.
2. Read through the Project Application Confirmation screen as this will be your formal acknowledgement of the Application. Click ***I agree*** when ready to proceed to the next step.
3. Read through the Project Type Information and Instructions. Select Project Type: Planning Project and enter in a Short Description of your project.
4. Fill out the information for Project Information and check off submittal form documents that are attached to your application. Failure to attach these documents will result in an incomplete submittal. If you have trouble attaching documents, please contact the assigned planner.
5. Fill out the Project Type check boxes to indicate what project sub-types you are applying for.
6. Select the Location of the project by either Address or PIN. When searching by PIN please leave out the hyphens typically seen in PINs.
7. Upload any attachments for your project e.g., plans, documents, specifications, etc. and click next step.


PROJECT Type: PLANNING PROJECT

Enter a short description about your project: Test Project

Project Information

SUBMITTAL FORMS

Did you have a pre-application meeting or discussion with a Planner prior to application?:

List all PINs to be included in this request: 07092010010000, 07092010020000

All supplemental documents must be uploaded in the attachments section below. Failure to attach these documents will result in an incomplete submittal. For more information, hover over the "?" symbol.:

Owner Consent for Application Form:

Project Narrative:

Standards Form (Master Sign Plan, Special Use, Variation, Map Amendment / Rezoning, Planned Development):

Current Plat of Survey:

Legal Description:

Technical Plans:

Plat Documents (Subdivision, Easement, Vacation, Annexation):

Additional supplemental documents as required by the Planning and Transportation Division:

PROJECT TYPE

Variation:

Variation Request Type:

Master Sign Plan:

Master Sign Plan Request Type: Amendment

Plat:

Plat Request Type:

NEW Site Plan Review:

NEW Site Plan Review Request Type:

Site Plan Amendment:

Site Plan Amendment Request Type: Minor Amendment

Special Use:

Special Use Request Type: Listed Use

PROJECT TYPE 2

RPD Amendment:

Text Amendment:

Text Amendment Request Type:

Rezoning / Map Amendment:

Approval Extension:

Agreement:

Agreement Request Type:

Location

07092010010000
1900 ASHLEY RD
HOFFMAN ESTATES, IL 60169

Address Lookup

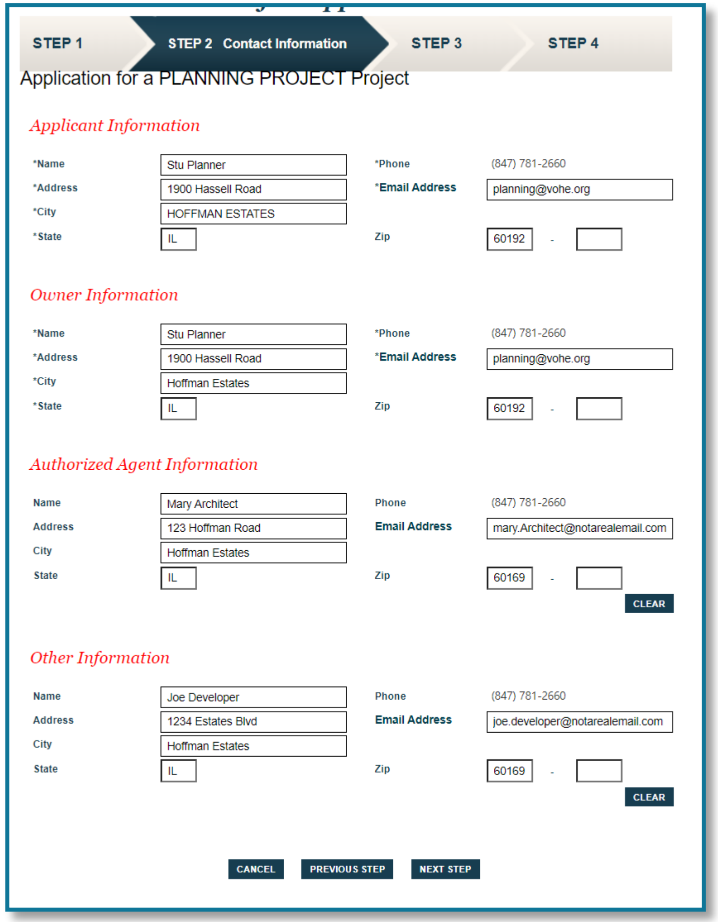
Submitting a Project

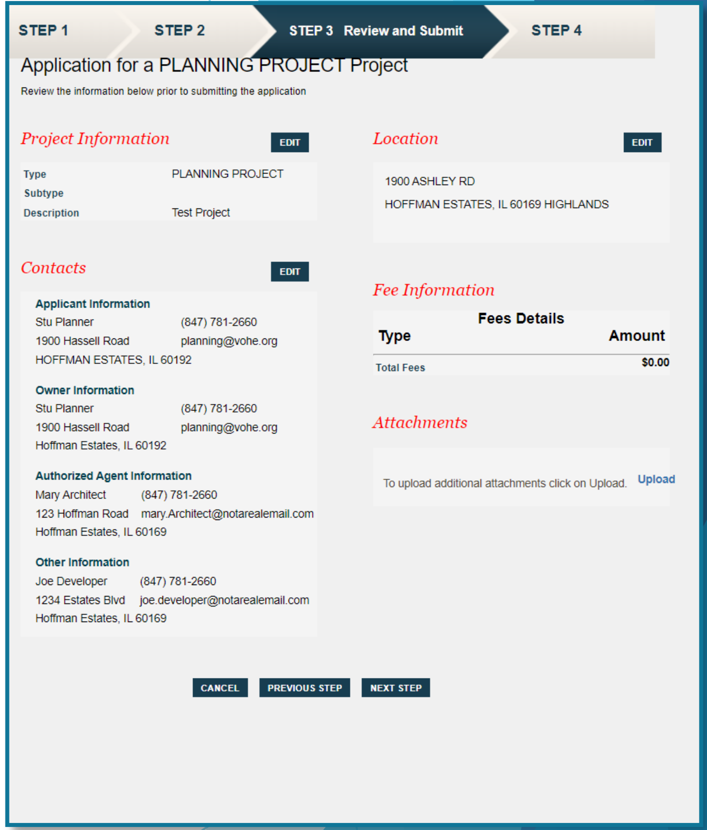
STEP 2 CONTACT INFORMATION

1. Fill out all contact information for the project. Please note that there are only 4 fields for contact information. The applicant will be the primary contact for the project. **This contact type is required.**
2. The Owner may already be auto-populated. The applicant can choose to override this or submit the application with the auto-populated owner. **This contact type is required.**
3. The authorized agent is intended to be someone or a company who may speak at the meeting or interact with Planning Staff but is not necessarily the applicant. This may be an attorney or broker. **This contact type is not required.**

STEP 3 REVIEW AND SUBMIT

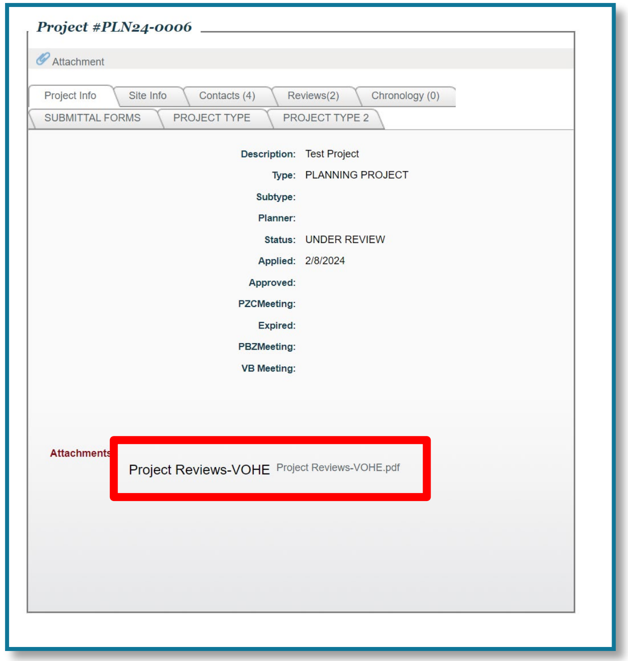
1. You are given a chance to review and edit the project information prior to submitting the application. If you are satisfied with your application, please select *Next Step*. If you would like to edit your application, you may select *Previous Step* or *Edit*.

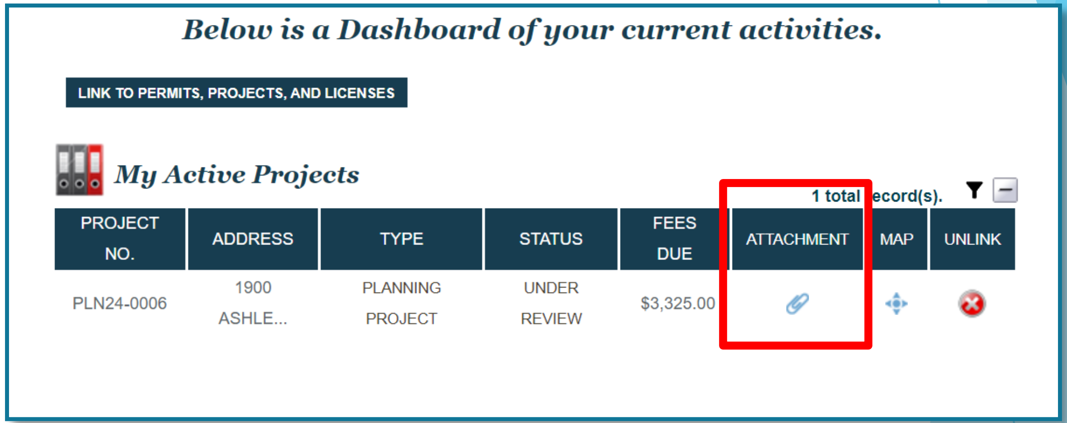




Review and Revision Period

1. Once the application is submitted and the Planner has conducted the intake review, the status will change to Under Review. Please allow up to 21 days for the initial review to take place.
2. The applicant will be notified via email that a review letter has been issued. To view the review, please select the project number listed under "My Active Projects" on your dashboard. Please note that only the applicant will be notified via email.
3. If there are revisions that are required to be submitted prior to scheduling for the public meeting, the applicant may submit them via eTRAKiT. To submit revisions, click on the attachment paperclip next to the project number on the eTRAKiT dashboard.

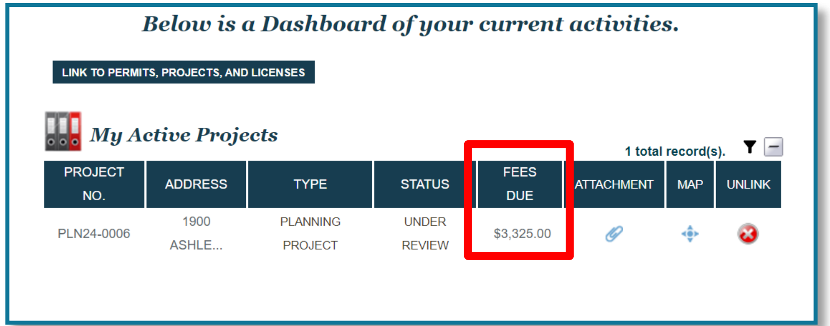


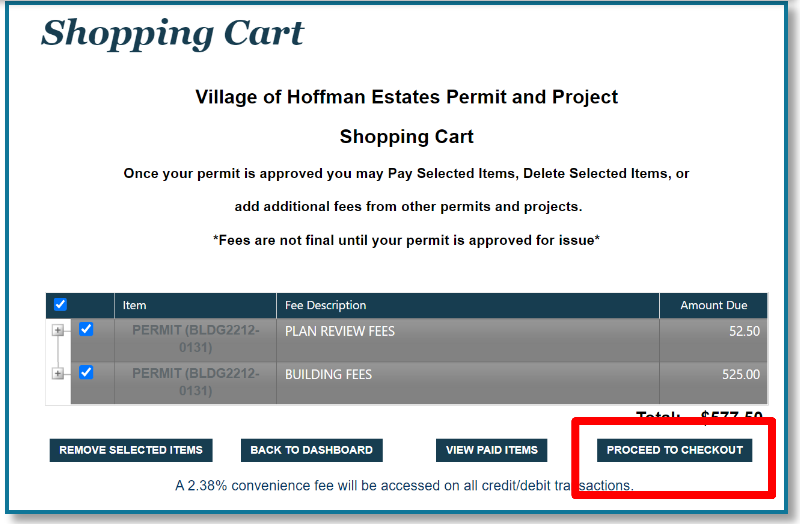


Once all review comments have been satisfied, the Planner will be in contact with the applicant via email regarding next steps including the scheduling of any public meetings if it is determined that the applicant is ready.

Paying Project Fees

1. The Planner will alert the applicant in the review letter regarding fees that are assigned for the project. The applicant may pay their fees on their eTRAKiT Dashboard.
2. From your dashboard you will see FEES DUE under My Active Projects. Click the fee amount to take you to your shopping cart. You can also access the shopping cart from the list on the left-hand side menu of the dashboard.
3. From the shopping cart you will see your itemized list of fees. Click PROCEED TO CHECKOUT.
4. You will then see your Checkout Summary. Click PAY NOW to continue to the billing page and enter your payment information and submit your payment.





How to access your project reviews, conditions and approved documents

1. Once your project is ready to be scheduled for the public meeting, you will be able to access final staff reports and memos, conditions, and approved documents.
2. Your documents can be accessed in multiple ways.
   1. 1) From your dashboard, you can click the paperclip icon under ATTACHMENT for any of your active projects.
   2. 2) Click the project number and it will take you to the details of that project.

   At the bottom you will see all of your attachments.