

## 1.0 Getting Started: Be prepared before you log in

### 1.1 Know that

- eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information.
- **Do not use the browser back button.**

### 1.2 Setup an Account

Create a User Name and Password to apply for a lot modification and to view detailed information. Click "Setup An Account" to create your free account. If you have any questions please contact the Community Development Department – Planning and Zoning in one of the following ways:

In Person	City/County Building Community Development Department Planning Department 221 N 5 <sup>th</sup> St. Bismarck, ND 58506-5503
By Phone	(701)355-1840
By Email	<a href="mailto:planning@bismarcknd.gov">planning@bismarcknd.gov</a>

### 1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments. Planning and Zoning does **not** accept Contractor/Developer/Builder billing accounts.

### 1.4 Submittal Requirements

Prior to beginning the application process, have all the following required submittal items ready to upload electronically.

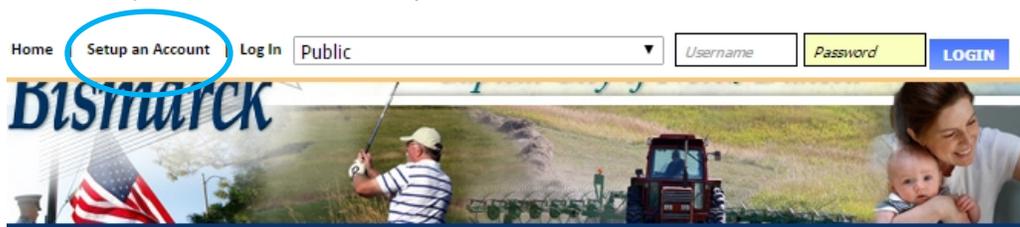
- Completed site plan application. Click [HERE](#).
- Complete pdf of the site plan.
- Complete pdf of storm water management plan report (SWMP)

## 2.0 How to Access eTRAKiT

2.1 The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

## 3.0 User Login

3.1 Click "Setup an Account" to create your free account.



## 4.0 PROJECTS: To Submit a Site Plan for Review

4.1 Select Apply New Project from the Menu in the left margin.



4.2 Check the box next to "I Agree" and then click Continue.

### 4.3 Step 1 Enter Project Information

4.3.1 Select Project Type and SubType from drop down menus.

4.3.2 Complete a general description in CAPS of the purpose of your request:

Project Type Information

Please review help documents before completing an application!

PROJECT Type: SITE PLAN REVIEW

PROJECT Subtype: NEW CONSTRUCTION

\*Short Description: BISMARCK AMUSEMENT PARK

4.3.3 Enter part of the address and click Search. Then select the correct address for the permit.

Location

Enter part or all of your address and press search

Search By: Address 221 N [SEARCH]

Select address below

- 1221 N 3RD ST - ADDRESS
- 1221 N PARKVIEW DR - ADDRESS
- 1221 N WASHINGTON ST - ADDRESS
- 221 N 11TH ST - ADDRESS
- 221 N 23RD ST - ADDRESS
- 221 N 5TH ST AUDITOR - ADDRESS
- 221 NEW YORK ST - ADDRESS
- 7771 N WASHINGTON ST - ADDRESS

4.3.4 Check the box if you are a property owner.

4.3.5 Upload the Required Submittal Items (outlined in 1.4 above and listed here again) by clicking **Select**. Upload as **separate** documents. Find the file you want and save pdf documents with appropriate titles.

- Completed site plan **application**. Click [HERE](#) for application.
- Complete pdf of the **site plan**.
- Complete pdf of storm water management plan report (**SWMP**)

4.3.6 Click Upload.

## How to: Site Plan Review

- 4.3.7** Once the attachment has been uploaded, the file will be listed to the right, under the Attachments heading. The process may be repeated to add additional files. Or, if the wrong file was uploaded, it may be deleted using the associated Delete button.

*Attachments*

Filename ● CTPR\_020915.pdf ✕ Remove

Description

**Attachments:**

App&Exhibit012615.pdf

Site Plan Application AMUSEMENT

CTPR020915.pdf

Site Plan AMUSEMENT

- 4.3.8** Click Next Step.

### 4.4 Step 2 Contact Information

- 4.4.1** Enter or confirm the Applicant and Owner Information then click Next Step. Please **note the applicant's email** address will be the primary contact during the application and review processes.

*Application for a SITE PLAN REVIEW Project*

*Applicant Information*

\*Name  \*Phone

\*Address  \*Email Address

\*City

\*State  \*Zip  -

*Owner Information*

\*Name  \*Phone

\*Address  \*Email Address

\*City

\*State  \*Zip  -

### 4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

**Project Application**

STEP 1   STEP 2   **STEP 3 REVIEW AND SUBMIT**   STEP 4

**Application for a SITE PLAN REVIEW Project**  
Review the information below prior to submitting the application

**Project Information** [EDIT]

Type	SITE PLAN REVIEW
Subtype	NEW CONSTRUCTION
Description	BISMARCK AMUSEMENT PARK

**Location** [EDIT]

221 N 5TH ST AUDITOR  
BISMARCK, ND 58501

**Contacts** [EDIT]

**Applicant Information**

SANDRA'S HOMEBUILDERS (701) 355-1870  
221 N 5TH ST sbogaczyk@bismarcknd.gov  
BISMARCK, ND 58506

**Owner Information**

SANDRA'S HOMEBUILDERS (701) 355-1870  
221 N 5TH ST sbogaczyk@bismarcknd.gov  
BISMARCK, ND 58506

**Fee Information**

Type	Amount
SITE PLAN REVIEW	\$50.00
SITE PLAN REVIEW - PLANNI...	50.00
<b>Total Fees</b>	<b>\$50.00</b>

**Attachments**

**Attachments:**

- App&Exhibit012615.pdf [DELETE]
- Site Plan Application AMUSEMENT [DELETE]
- CTPR020915.pdf [DELETE]
- Site Plan AMUSEMENT [DELETE]
- CTPR020915\_01.pdf [DELETE]
- SWMP AMUSEMENT [DELETE]

To upload additional attachments click [Here](#)

[CANCEL] [PREVIOUS STEP] [NEXT STEP]

4.5.2 The Applicant will receive an email reporting the amount due and direct you to pay through eTRAKiT.

**Confirmation**

You will be notified with amount due information.

[VIEW PROJECT]

4.5.3 If you click View Project you will be able to see the review process by clicking the tab **Reviews**.

4.6 Step 4 To Pay for a Permit

- 4.6.1 Login to eTRAKiT and find the Project on your Dashboard under **My Active Projects** at the bottom of your dashboard. Under the Fees Due column click on the fees that you wish to pay.

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE		
SP2015-005	221 N 5TH ...	SITE PLAN REVIEW	SUBMITTED	\$0.00		
SP2015-006	318 SATURN...	SITE PLAN REVIEW	SUBMITTED	\$0.00		
SP2015-007	221 N 5TH ...	SITE PLAN REVIEW	SUBMITTED	\$50.00		

- 4.6.2 From this screen you will be taken to your shopping cart. Review your shopping cart and select Proceed to Checkout. This will take you to your Checkout Summary.

**Shopping Cart**

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PROJECT (SP2015-007)	SITE PLAN REVIEW	50.00

Total: \$50.00

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [PROCEED TO CHECKOUT](#)

**Paid Items**

Item	Type	Site Address	Amount
PERMIT (BRES2015-0021)	BUILDING RESIDENTIAL NEW	221 N 5TH ST AUDITOR	\$4,973.69
PROJECT (SP2015-005)	SITE PLAN REVIEW	221 N 5TH ST	\$50.00
PROJECT (SP2015-006)	SITE PLAN REVIEW	318 SATURN DR	\$50.00

- 4.6.3 From the Checkout Summary select Proceed to Payment as the Planning Department does not accept billing.

**Checkout Summary**

PROJECT SP2015-007 221 N 5TH ST

Description	Quantity	Amount
SITE PLAN REVIEW	1	\$50.00
SITE PLAN REVIEW - PLANNING		50.00

Total Fees: \$50.00

Total: \$50.00

[BACK TO SHOPPING CART](#) [PROCEED TO PAYMENT](#) [BILL ME](#)

- 4.6.4 The City of Bismarck accepts VISA, MasterCard and Discover credit cards.

**4.6.5** Enter credit card information and select Process Payment. Upon approval the Applicant will be able to print a receipt.

The image shows a payment form with the following fields and values:

- Total Fees: \$50.00
- Total Payment: \$50.00
- First Name: [Empty]
- Last Name: [Empty]
- Credit Card Type: VISA
- Credit Card Number: [Empty]
- Expiration Date: January 2015
- Billing Address: 221 N 5TH ST
- City: BISMARCK
- State: North Dakota
- Zip: 58506 - [Empty]
- Email Confirmation: sbogaczyk@bismarcknd.gov

A blue button labeled "PROCESS PAYMENT" is located at the bottom of the form.

Jason, what do you want to state here:

Within 3 weeks the planning department will email the *applicant* either **approving**, or notifying the *applicant* that more information is necessary.