

Apply for a Project On-line with E-TrakIT

1. Go on-line to: <https://www3.cityofdenton.com/eTrakIt3/>
2. Under the “Actions” box click on **Apply for Project**.
3. If you have not registered with the City of Denton, you will need to register to be able to apply for a development project.
4. Under Project Type, click on **ONLINE APPLICATION**.
5. Under Project Subtype, click on a subtype. If you are not sure what subtype to choose, contact the Planning Department at 940.349.8541.
6. In the **Description** box, add a short description of the project.
7. In the Location box click on **Click here to Search**. The Street Search will pop up and you will be directed to find the Street Name for your project. Type in the Street Name and choose the Street Name from the dropdown menu, then scroll down the list of addresses on that street until you find the complete Street Address for your project. This information will fill in the Location box.
8. Enter More Info.
 - a. R Number (if you do not have the R Number, go to the Denton County Appraisal District website <http://www.dentoncad.org/> to locate the R Number by searching by property address)
 - b. Project Name
 - c. Total Acreage
 - d. Total # of Lots
9. Under Your Relation to this Project, select **Property Owner** if you are the property owner. If you are not the property owner, do not select anything.
10. Click on **Go to Next Step**.
11. Enter Applicant//Owner Information.
12. Click on **Go to Next Step**.
13. When your application has been entered into the system, you will receive an email invitation asking that you pay your application fees in **E-TrakIT** and to upload your drawings and supporting documents into **ProjectDox**.