Electronic Response To Comments System
Explanation For Applicant

An electronic response to comments system has been implemented to allow an efficient interaction between the St. Johns County WATS system and Submittal Management Review Applicants.

Below is a brief explanation of the processes involved in this system.

The initial application is submitted, routed, and reviewed by the various departments as they always have been.

One feature added to the department reviewing process allows each department to indicate when plans need to be resubmitted by the Applicant. This feature was primarily added for construction plan reviews, however, appears on all application types and can be used to indicate when MDP maps need to be re-submitted on Planning Department applications.

Once all departments have reviewed the submittal and comments are ready to go out, an e-mail is automatically sent to the e-mail address designated within the Applicant/Representative section of the Application to receive comments. This e-mail notifies the Applicant of the total number of plans needed for resubmittal (the system totals all departments that indicated plans are needed). This e-mail also includes an attachment of the compiled comments, in the event the Applicant does not want to utilize the electronic response process.

Additionally, the email will include a password to allow the Applicant to electronically enter their response to comments directly into WATS. See below example:

The input form looks similar to an interactive .pdf form in that there are input boxes displayed for each comment which requires a response. If the Applicant attempts to submit the Response To Comments back to St. Johns County with a blank input box, the Applicant will receive the below message:
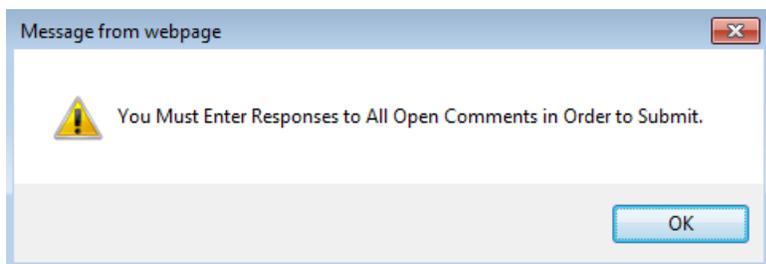
Additionally, the Applicant has the ability to load .pdf and .jpg supporting documents into this electronic response to comment. Note: Do not use special characters, such as . or -, when naming the documents

to upload into the system. Documents with special characters in the name may not upload. If additional documents need to be submitted that are not .pdf or jpg format, there is a check box to indicate that additional documents will be forthcoming. When the Applicant checks this box, a message pops up indicating a resubmittal will not be generated until the additional documents are received. See below snapshot:

DEED CHECK

test for open comment system

Information Only:
Ownership verified through review of St. Johns County records OR 472 PG 48 and OR 3086 PG 399.

Information Only:
Authority for Abdul(Abe)Vanjaria to sign for Slidell Hospitality verified through State of Florida, Division of Corporations search.

Abdul Vanjaria had been verified as the property owner of parcel 1755000030 through St. Johns County Property Appraiser.

Information Only:
A legal description was provided by the Applicant and included Lot and Block information for review.

Information Only:
Patrick Murray, GIS Technician. 904-209-0698 (Office). 904-209-0699 (fax). pmurray@sjcfl.us

☑ I have Supporting Documents.
Select Document to Upload: [   ] [Browse...]
Enter a Document Description: [   ] [Upload]
Previously Uploaded Documents:

☐   Are there additional documents that need to be submitted as part of this Response To Comments other than the .pdf documents submitted above.
If, "yes", please be aware that a new submittal will not be generated until all additional documents are received by St. Johns County.
[Save] [Submit To County] [Close]

Note: If the Applicant clicks the "Save" button, any responses entered are viewable by St. Johns County via the WATS report labeled "Applicant Responses". This feature will allow interactive communication between Applicants and County staff as to whether or not the response is adequate prior to the Applicant submitting the "Response to Comments" to St. Johns County.

To print the "Response To Comments" prior to submitting, use the File drop down menu from your internet browser and select Print. See below snapshot:
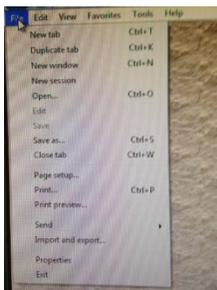
Once the Applicant clicks the "Submit To County" button, an e-mail will be generated to the appropriate department that a Response To Comments has been submitted. Below is an example where the Applicant indicated that additional documents would be forthcoming. This notifies staff to wait for additional documents before generating a new submittal.

The last feature allows St. Johns County to reject the resubmittal, which will generate an e-mail back to the Applicant indicating the submittal has been rejected, along with a short explanation.

The Applicant will be able to revise the responses accordingly and resubmit.

Once the "Response To Comments" has been deemed adequate and all supporting documents have been received, St. Johns County staff will generate a new submittal.

Once a new submittal has been generated by staff, a confirmation email is sent back to the Applicant indicating such. See below example:

A New Submittal for Application (Application Name) has been created based on your responses from the previous submittal.

This final e-mail is generated to notify the Applicant their response has been received, and a new submittal has been generated for review by staff.

__Note:__ Applicants who utilize an e-mail verification system will need to add the following St. Johns County departmental e-mail addresses to their white list in order to utilize the electronic response to comments system: plandept@sjcfl.us, gmtranplan@sjcfl.us, gmdev@sjcfl.us.

Please contact Debbie Willis at 904/209-0609 or dwillis@sjcfl.us if you have any questions, or need additional assistance.