

# Reviewing Applications

At any time prior to your application being accepted and made into a project, you can check the status of an application, make changes to a returned application, and upload additional files.

**Step 1:** To access your saved or submitted applications, first log into [www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org). Once logged in, go to My Account in the top right side of the screen.



**Step 2:** Once on your account dashboard, scroll to the bottom where you'll find the second to last section labelled "My Applications". Here, all your saved or submitted applications will be listed with the application number, the jurisdiction, and the address.

My Applications

Below is a list of Permits that you have recently submitted. If there are any questions, you will find that the inspector has posted them to the applied permit. You may submit the required information by responding via this page. You may also apply for a new permit.

Applicat...	Jurisdiction	Location	Status	Created	Project #	Detail	Print
459757	Whoville	5058 W Main St Houma LA 70360	Returned for your review	07-31-2019	New Application	<a href="#">View Details</a>	<a href="#">Print</a>
453378	Tangipahoa	5058 W Main St Houma LA 70360	Unsent Application	07-19-2019	New Application	<a href="#">View Details</a>	<a href="#">Print</a>
446726	Whoville	5058 W Main St Houma LA 70360	Sent to Jurisdiction	07-15-2019	New Application	<a href="#">View Details</a>	<a href="#">Print</a>

Additionally, this section will show the status of each application and the date it was created.

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**Step 3:** To view more information about your application, click [View Details](#) to the righthand side.

This page displays all the same information presented in the original application, now in a two-column layout.

### Application Actions

Please complete all required fields to proceed

[PRINT](#) [SUBMIT](#) [DELETE](#)

### Comments

[Add Comment](#) 750 char(s) available.

### Physical Address or Location \*

My Project has been addressed by the Jurisdiction.

Address or Location: \*  City: \*  Zipcode: \*

[Add Comment](#)

750 char(s) available.

### Jurisdiction and Request Type \*

Jurisdiction:  Project Type:  Application Type:

### Application Questionnaire

All items marked with a red asterisk are required fields and must be completed before you are able to submit your application to the jurisdiction. If you are unsure of a required field's answer you may skip the question to answer other questions. After you press "next" to advance to the "review" section, you can press the "Save" button to save your progress and return to your application at a later date to continue your progress in completing the application.

### Owner's Contact Information

First Name  Last Name  Suffix

Business Name

#### Mailing Address

Address  City

State  Zipcode

Email   Notify

Cell Phone (  )    Notify

Home Phone (  )    Notify

Work Phone (  )    Notify

### Family Partition (In-House Approval) \*

Owner-Agent Authorization \*

The signature of owner authorizes Tangipahoa Parish Government staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent. (Initial to acknowledge)

Parish Council Representation \*

Choose the correct response.

Acreage \*

Enter the acreage for the project.

Number of Property Owners \*

Enter the number of property owners to be notified.

Number of Lots to be Created \*

### File Upload

- Files

[Upload Files](#)

[SAVE](#)

To the left you will find the Physical Address or Location information as well as the application contacts and application files.

On the right there will be a Jurisdiction and Request Type section, which lists the jurisdiction and project type, as well as the application type. Below that will be the Application Questionnaire.

Across the top is a Comments box, where jurisdiction members and customers can add comments on returned applications.

**Step 4:** Applications in the Unsent or Returned for your review status can be changed or added to.

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Applications in “Sent to Jurisdiction” status cannot be changed until the jurisdiction sets the application status to “Returned for your review”.

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**Step 5:** To make changes to your application, simply edit your answers in the questionnaire or upload/remove files and then click save at the bottom of the page.

**SAVE**

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**Step 6:** When you are ready to submit again, click the Submit button at the top of page. If the button does not appear, there is a required field that is unanswered on your application. Once you have answered the required field and save, you will be able to submit.

Application Actions

The jurisdiction has returned the Application for further action. Please see below for more details.

**PRINT**   **SUBMIT**