

HOW TO RESUBMIT

- To start the process of a resubmittal, login to the Town of Holly Springs CityView Portal:
 - <https://cityview.hollyspringsnc.us/portal>
 - a registered account is required
 - you must be linked to the project you want to access
- Click on My Items



TOWN OF HOLLY SPRINGS WEB PORTAL

Welcome Melanie Clark

Sign Out My Account **My Items** My Shopping Cart (0) Portal Home Property Search Portal Help

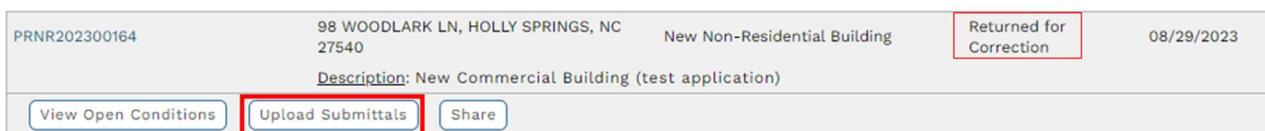
- For Preliminary Development Plans or Final Plats
 - Navigate to **Preliminary Development Approvals**
- For Building Construction Permits, UDO Permits, or Civil Construction Drawings
 - Navigate to **Construction & UDO Permits**



Expand All | Collapse All

- **My Code Enforcement Requests** ⓘ
- **My Contractor Registrations** ⓘ
- **My Construction & UDO Permits** ⓘ
- **My Preliminary Development Approvals** ⓘ
- **My Upcoming Inspections** ⓘ

- Locate the application
- Click on Upload Submittals

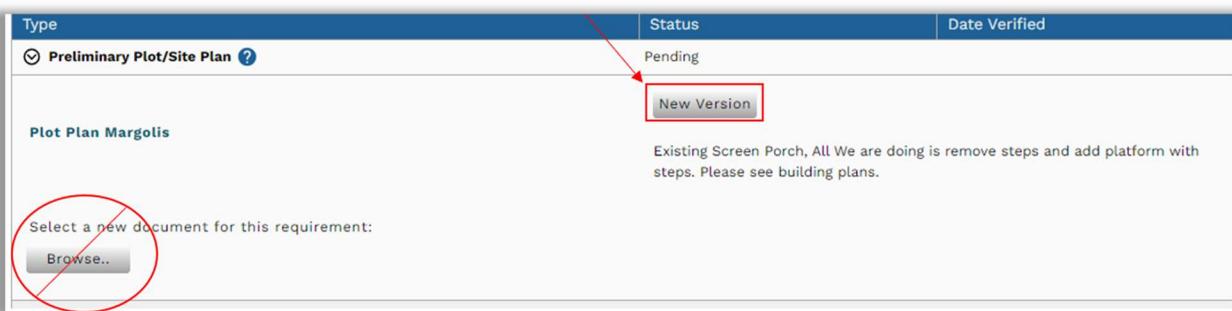


PRNR202300164 98 WOODLARK LN, HOLLY SPRINGS, NC 27540 New Non-Residential Building Returned for Correction 08/29/2023

Description: New Commercial Building (test application)

[View Open Conditions](#) **Upload Submittals** [Share](#)

- Click on the **New Version** button
- Very Important!! Do not click on the Browse button unless it's a 1st version document



Type	Status	Date Verified
<input checked="" type="checkbox"/> Preliminary Plot/Site Plan ⓘ	Pending	
New Version		
<p>Plot Plan Margolis</p> <p>Existing Screen Porch, All We are doing is remove steps and add platform with steps. Please see building plans.</p> <p>Select a new document for this requirement:</p> <p><input type="button" value="Browse.."/></p>		

- Repeat for all new versions
- Scroll to the bottom of the page and click on *Upload Documents*