



ACCELA CITIZEN ACCESS - ACA 8.0 REFERENCE GUIDE

Updated 08-9-2016
City of Charlotte, Planning Department

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Accela Citizen Access Citizen Portal to Information - (ACA)

Welcome to Accela Citizen Access – For the review of general information on a project.

- ✓ Check on due dates
- ✓ Check on project status
- ✓ Submit an application
- ✓ Resume a saved application
- ✓ Upload plans for review

CITY OF CHARLOTTE
Development Services

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Search...

Welcome to Citizen Access!

This portal will allow you to view an Application/Project's Review Status, Due Date, Site Inspections, General Site Info and any Violations associated with the project. From this website you can also submit your plans/plats/sketches for review or register for Charlotte-Mecklenburg Certified Site Inspector (CMCSI) certification class.

First time users

Login is NOT required for searching any project/application information.
Registration account is required to submit plans for approval or to register for CMCSI.
If you already have an account, please use your existing login information.

Contact Us

For Planning – Administrative Amendment, please contact Planning Department at 704-336-2205.
For other projects, please contact Land Development Customer Service at 704-336-6692.

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

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URL - Accela Citizen Access: <https://aca.accela.com/charlotte/>

How to search for a project? Select "Search" and choose a category to find your project.

The screenshot shows the top navigation bar with 'Home', 'Q Search', and '+ New' buttons. A red arrow points to the 'Q Search' button. Below the navigation bar are links for 'Announcements', 'Register for an Account', and 'Login'. A search bar is located on the right side. The main content area features a 'Welcome to Citizen Access!' message, instructions for first-time users, and contact information. A login form is also visible on the right side.

Enter the project number, applicant name or parcel number to conduct a general search.

The screenshot shows the 'Search for Records' section. A red arrow points to the 'Search for Records' heading. Below the heading, there are instructions on how to conduct a project search and a 'General Search' form. The form includes fields for Project Number, Project Type, Record Status, Applicant Name, Start Date, End Date, Parcel Number, Street No., Direction, Street Name, Street Type, City, State, Zip, License Type, License Number, First Name, Last Name, and Name of Business. There are also 'Search' and 'Clear' buttons at the bottom.

You do not have to be a registered user to search for a project.



How to check search results for information and status of project.

1. Searching by project type will generate a list of the same project types or you may search by entering a specific project. Click on Project to view project details.

99 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 99 | [Download results](#)

<input type="checkbox"/>	OpenDate	Record Number	Applicant Name	Status	Record Type	Action	Created By	Short Notes
<input type="checkbox"/>	08/26/2016	RZAAMA-2016-00054	Richard Jersey	In Review	Rezoning Administrative Amendment Application Major		wilson878	2007-082
<input type="checkbox"/>	08/19/2016	RZAANF-2016-00052	Matthew Grigsby	In Progress	Rezoning Administrative Amendment Application No Fee		mdg0001	
<input type="checkbox"/>	08/16/2016	RZAAMA-2016-00051	Halvorsen Development	In Review	Rezoning Administrative Amendment Application Major		suzie@npe.us.com	2013-094
<input type="checkbox"/>	08/15/2016	RZAANF-2016-00050	Primrose Schools	In Progress	Rezoning Administrative Amendment Application No Fee		brandonsimpson	

2. Example: Search on a Administrative project “RZAAMA-2016-00054, displays applicant information, project description and licensed professional information. To view additional information on a project click on “Record Info” and or “More details”.

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Record RZAAMA-2016-00054:
Rezoning Administrative Amendment Application Major
Record Status: In Review

[Record Info](#)

Work Location
2220 W Tyvola RD
Charlotte NC 28217

Could not connect to the GIS Server.

Project Details

Applicant:
Richard Jersey
P&L COLISEUM RESIDENTIAL DEVEL LLC
3330 CUMBERLAND BLVD STE 300
Atlanta, GA, 30339
rjersey@popeandland.com

Licensed Professional:
Matt Langston mlangston@landworkspa.com
LANDWORKS DESIGN GROUP P.A.
7621 Little Avenue
Charlotte, NC, 28226
Work Phone:7048411604
Fax:7048411604
LS Architect 957

Project Description:
Richard Jersey
Road network, building envelopes, etc. due to recently approved and constructed apartments and town homes.

[More Details](#)

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Record Info includes:

- Work location, the applicant, licensed professional, and project description, related records and attachments

More Details includes:

- Application/General information – i.e., additional parcel information, zoning district, etc.

Fee Estimation includes:

- Total Fees

Parcel Info includes:

- Parcel Number

How to register for an account.

To submit a project for review and approval, you must be a registered user.

Step 1: From the Welcome screen select “Register for an Account”

[Register for an Account](#) [Login](#)

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

Once you are registered, if you forget your password, click on “I’ve forgotten my password” to receive a notice to reset.

Begin your registration by reading and accepting the general disclaimer.

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Help

Search...

ACCOUNT REGISTRATION

ATTENTION: You DO NOT HAVE TO register a login to search for projects or view record status. You are required to create a login account if you are a new user and plan to submit commercial projects or to register for CMCSL.

You will be asked to provide the following information to create an account:

1. Choose a user name and password
2. Your contact information

Please review and accept the terms below to proceed.

General Disclaimer

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I have read and accepted the above terms.

I have read and accepted the

Complete registration information.

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Announcements Register for an Account [Login](#)

Help

Search...

Account Registration Step 2: Enter/Confirm Your Account Information

* Indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

This section is required. Please add one record.

[Add New](#)

[Continue Registration »](#)

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Add contact information by selecting the “Add New” button.

When completing contact info, you must select “Contact Type” i.e., Agent, Applicant, Applicant – Key Contact, Designer, Professional, etc.

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

This section is required. Please add one record.

[Add New](#)

[Continue Registration »](#)

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Continue – Complete Registration Information

After completing all required application information, a notice will display noting that you are a registered user. You may then login to ACA to complete your application and upload required documents for review.

The screenshot displays the City of Charlotte Development Services website. At the top, the header includes the city name and navigation links like Home, Search, and New. A green banner in the center contains a confirmation message: "You have successfully registered. To proceed, please click **Login** in the upper right-hand corner of this screen." Below this, the user's account information is listed, including their username (Planning), email (zduhaney@yahoo.com), and security question. Contact information for the user is also provided. At the bottom, there is a footer with the city's logo and various links.

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Announcements Register for an Account [Login](#)

Help Search... Q

You have successfully registered. To proceed, please click **Login in the upper right-hand corner of this screen.**

Your account has been successfully created.

Account Information

User Name: Planning
E-mail: zduhaney@yahoo.com
Password: *****
Security Question: Who was your favorite pet

Contact Information

Planning Planning Work Phone: 704-338-8310
600 East Fourth Street Mobile Phone:
zduhaney@ci.charlotte.nc.us Fax:

Contact Address List

▼ Contact Addresses

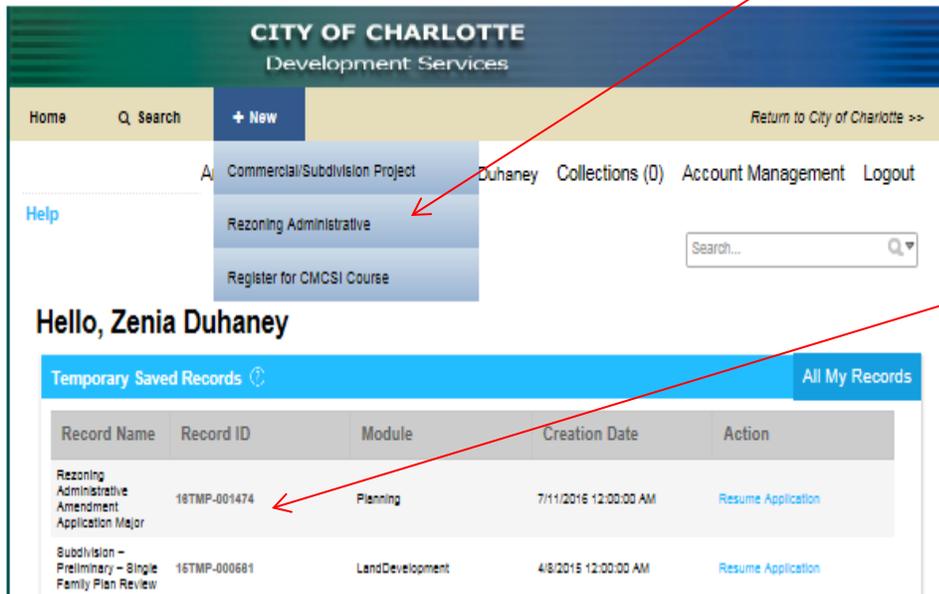
Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
No records found.						

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How to submit a new project/application.

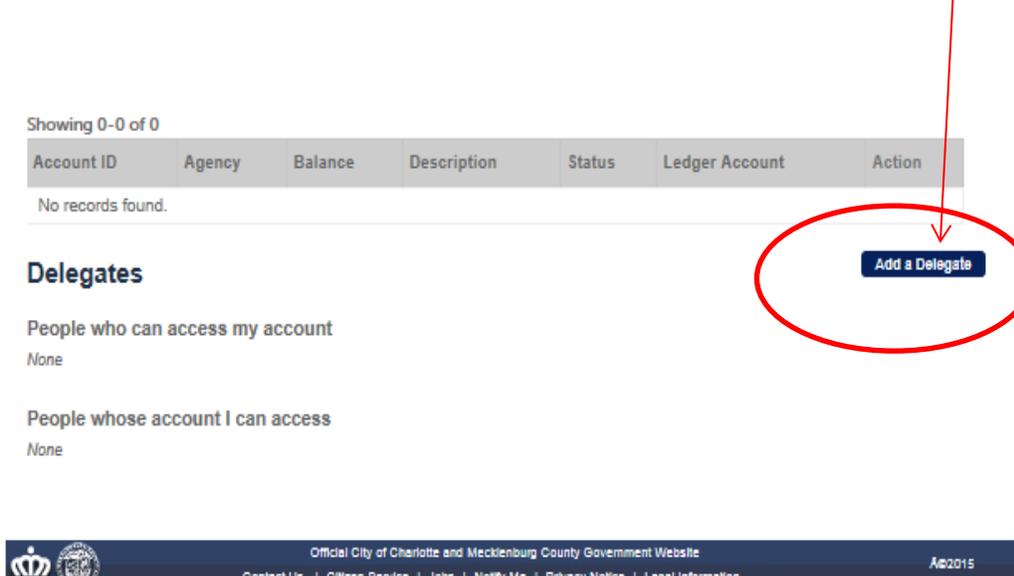
1. Log in to your ACA account.
2. From the “Welcome” page, click on **+New** on the menu bar and select type of application.



Applications which have not been submitted will have a temporary record ID and will remain in the queue as temporary records until either the customer submits or the record is deleted.

3. Read and Accept the General Disclaimer and click continue.

Note: An account holder can manage their account. This includes adding delegates.



Delegates are people who may access your account. Go to the **Account Management** link to add/remove delegates.

Application submittal continue:

4. Choose the type of application you would like to submit and click continue application

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Announcements Logged in as: Zenia Duhaney Collections (0) Account Management Logout

Help

Select a Record Type

Choose one of the following available record types.

Prior to submitting a Rezoning Administrative Amendment for review and approval, staff requires the submittal of a Pre-Administrative Amendment Assessment application. Please select AAA - Rezoning Pre-Administrative Assessment below to submit an application for review.

Once the review of your application is complete, staff will notify you regarding which administrative record type to submit. Go to [Administrative Amendment Record Types](#) for a description of each type of Administrative review. Selecting the incorrect record type will delay the processing of your submittal.

For additional assistance, please contact Planning Department at (704)336-2205.

- ▶ Rezoning Administrative Approval
- ▼ **Historic District Commission**
- Pre-Administrative Assessment Application

The Historic District team will determine what type of application you will submit after completing a pre-assessment of your submission.

Step 1: Complete application fields ensuring all required fields are completed. Fields marked with an (*) indicate required fields.

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Help

HDC Pre-Assement Application

1 Application	2 Detailed Information	3 Applicant Information	4 Document Upload	5 Review
---------------	------------------------	-------------------------	-------------------	----------

Step 1: Application > Application

Complete this assessment in order for staff to assist you in determining the appropriate Historic District review type. For the applicable rehabilitation, renovation, and construction guidelines click [Historic District Commission Policy & Design Guidelines](#).

Fees are required for the following Historic District Commission (HDC) submittals:

1. Demolition and/or new construction of principal structures
2. Major additions that are more than 25% of the existing principal structure, additions taller or wider than the existing structure or painting previously unpainted masonry
3. For additions less than 25% of the existing principal structure, and certain accessory structures visible from public rights-of-way such as garages on corner lots.

For a list of required documents and fees to submit with your application, visit [HDC Required Documents](#).

* indicates a required field

Project

- Enter the property address when completing a Historic District Application (HDC) OR
- Enter the name of the petitioner when completing an Administrative Application

* HDC Property Address OR Name of Petitioner

* Project Description

[spell check](#)

Parcel

If you have multiple parcel numbers, please enter remaining parcel numbers in the "Additional Parcel Numbers" box on the next page.

Select Search to populate address/owner information. If more than one record displays in search result, please select the correct address/owner information.

The map may be used to locate a parcel by clicking on the global icon. Once you have found the parcel, use the arrow icon on the left to select the parcel. From the "Action" icon you can select "Use Property Information" and the parcel, address and the owner information will populate.

Use map to select work location

* Parcel Number (Do not add hyphen between numbers. Ex. 01501010):

SearchClear

Step1: Continue Application

Parcel Address

Use map to select work loca

Street No.: Street Name: Direction: Street Type:

City: State: Zip:

Property Owner

Owner Name:

Address Line 1:

City: State: Zip:

* Phone:

* E-mail:

Save and resume

Click on Continue Application or Save and resume.

Step 2: Detailed Information – Enter detail application information

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[Help](#)

HDC Pre-Assement Application

1 Application	2 Detailed Information	3 Applicant Information	4 Document Upload	5 Review
---------------	------------------------	-------------------------	-------------------	----------

Step 2: Detailed Information > Detailed Information
 Select the appropriate drop down, development type check box, existing, and proposed conditions for your project.
 Fill in all required fields; if item is not applicable please enter "0" (Zero). * indicates a requi

Project Detailed Information

General Information

Additional Parcel Number(s):

*Historic District:

Other Overlay Zoning Districts:

*Development Type:

*Is there a 365-Day Stay of Demolition?: Yes No

Decision Date:

Are you applying for rehabilitation tax credits?: Yes No

PRIMARY DEVELOPMENT TYPE

- Addition:
- Accessory Buildings:
- Architectural Features:
- Demolition:
- Driveway/Parking:
- Fences:
- Landscape/Site Features:
- Mechanical/Electrical:
- New Construction:
- Repair Maintenance:
- Restoration:
- Signage:
- Tree Removal:
- Window/Door:
- Replacement Roof:
- Other:

SECONDARY DEVELOPMENT TYPE

- Addition:
- Accessory Buildings:
- Architectural Features:
- Demolition:
- Driveway/Parking:
- Fences:
- Landscape/Site Features:
- Mechanical/Electrical:
- New Construction:
- Repair Maintenance:
- Restoration:
- Signage:
- Tree Removal:
- Window/Door:
- Replacement Roof:
- Other:

Continue - Step 2: Detail Information

TERTIARY DEVELOPMENT TYPE

- Addition:
- Accessory Buildings:
- Architectural Features:
- Demolition:
- Driveway/Parking:
- Fences:
- Landscape/Site Features:
- Mechanical/Electrical:
- New Construction:
- Repair Maintenance:
- Restoration:
- Signage:
- Tree Removal:
- Window/Door:
- Replacement Roof:
- Other:

EXISTING EXTERIOR MATERIALS

- Asbestos:
- Brick:
- Cementitious:
- Concrete:
- Metal:
- Stone:
- Stucco:
- Vinyl:
- Wood:
- Wood Beneath Siding:
- Other:

PROPOSED EXTERIOR MATERIALS

- Brick:
- Cementitious:
- Concrete:
- Metal:
- Stone:
- Stucco:
- Wood:
- Other:

EXISTING CONDITIONS

- * Number of Buildings:
- Number of Lots:
- Number of Parcels:
- Number of Trees:
- Number of Units:
- Rezoning Petition Number:

PROPOSED CONDITIONS

- * Number of Buildings:
- Number of Lots:
- Number of Parcels:
- * Number of Units:
- Number of Trees to Remove:
- Number of Trees to Add:

Continue Step 2: Detail Information

Click on Add Row to add items

EXISTING BUILDING CONDITION

Showing 0-0 of 0

Building Number	Number of Stories	Year Built
-----------------	-------------------	------------

No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Click on Add Row to add items

PROPOSED BUILDING CONDITION

Showing 0-0 of 0

Building Number	Number of Stories
-----------------	-------------------

No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

[Save and resume](#)



Click continue to go to the next step or you may save and resume at a later date.

Step 3: Applicant Information:

***Applicant and agent information are required.**

Select from Account – includes all your associated contact(s)

Add New – you may add new contact information by clicking on the **Add New** button.

Note: Contact information will be saved in database for future use.

Look Up – search existing contact records from the database.

Select from Account:

Category	Type	Name
<input type="radio"/> Associated Contact	Individual	Zenia Duhaney
<input type="radio"/> Associated Owner		JKL MARKETING LLC

Select Contact from Account allows fields to be auto filled based on either the associated contact or the associated owner.

Step 3: Continue Applicant Information

ADD NEW CONTACT INFO

Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

* City: * State: * Zip:

Work Phone: Mobile Phone: Fax:

E-mail:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address
--------------	-----------	---------

Look Up Contact

Look Up Contact

First: Middle: Last:

Name of Business:

Address Line 1:

City: State: Zip:

Work Phone: Mobile Phone: Fax:

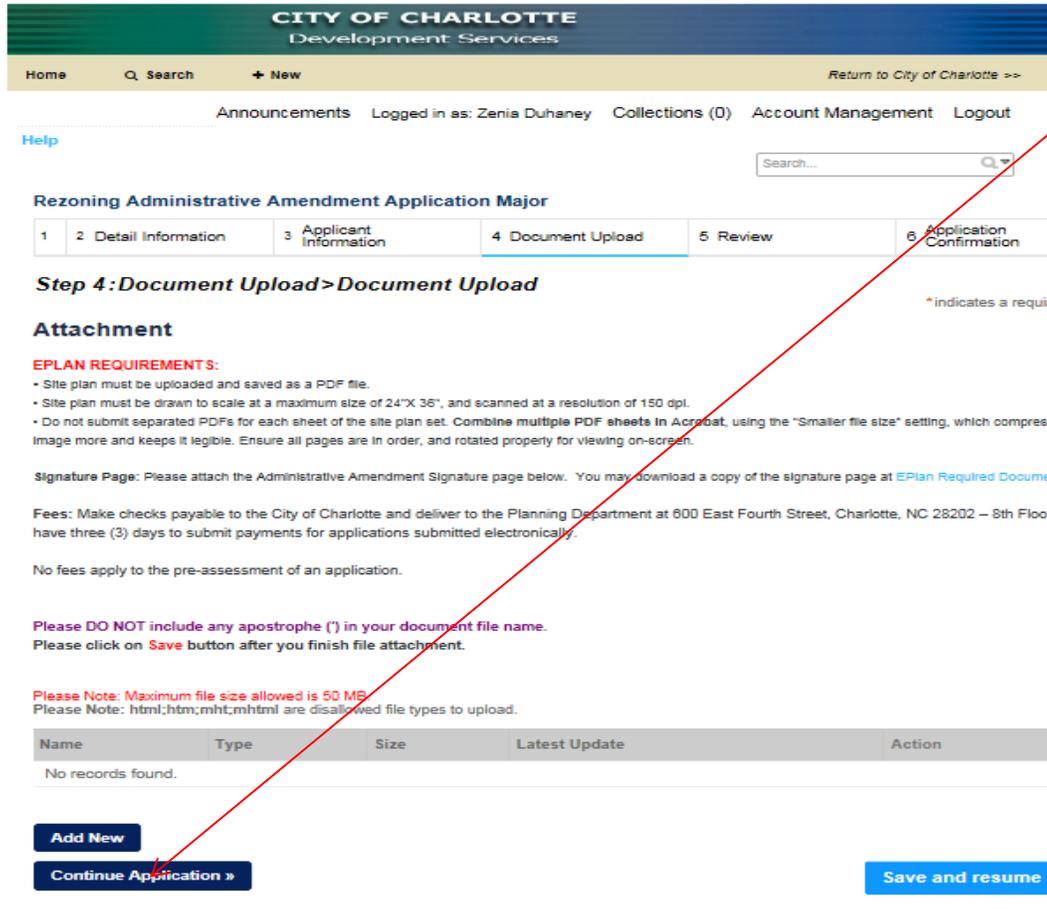
E-mail:

Look Up **Clear** [Cancel](#)

Step 4: Document Upload

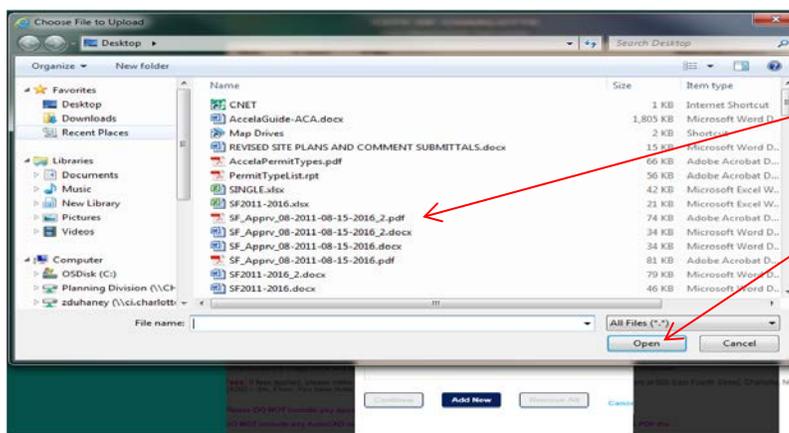
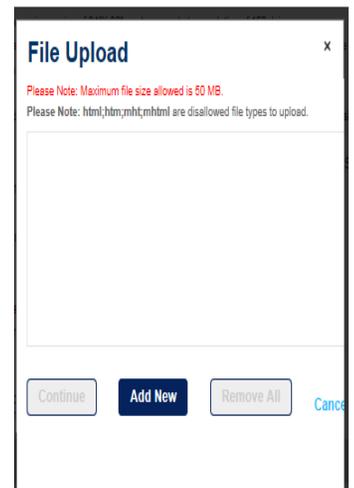
Submit all plans/files during Step 4 Document Upload process.

- Submit all site plans as PDF files
- Files may not exceed a file size of 100 MB (Megabytes)



To attach a document to your application click the "Add New" button"

Select from the File Upload box click "Add New"

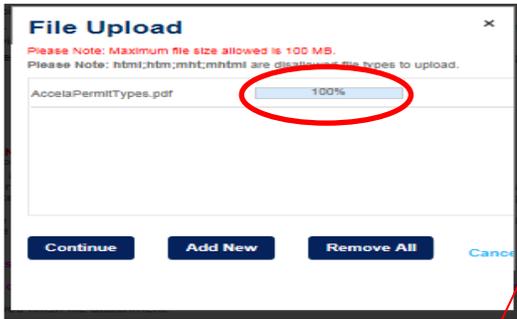


Choose file to upload

Click open

*You may upload one or more files at the same time.

Step 4: Continue Document Upload



*Ensure file has uploaded at a 100% and click continue –

HDC Re-assessment Application

1 Detailed Information 2 Applicant Information 3 Document Upload 4 Review 5 Application Confirmation

Step 4: Document Upload > Document Upload

HDC EPLAN REQUIREMENTS:

- For a complete list of HDC document requirements visit [HDC Required Documents Page](#)
- Photographs – Clear photographs of project site and all elevations of the existing structure(s)
- Detail on drawings of all materials used and their dimensional and property characteristics. Relate information to the Guidelines as much as possible.
- Identify on drawings where any existing materials and architectural features will be removed or replaced.
- Provide drawings, literature, specifications, photographs, or similar for all major new elements. Items include, but are not limited to, windows, doors, siding, trim, louvers, shutters, and roofing. Relate information to the Guidelines as much as possible. If materials, sizes, and appearance of new elements do not match, the existing conditions provide rationale for changes.

Signature Page: Please attach the Historic District Signature page below. You may download a copy of the signature page from the [Historic District Required Documents page](#).

* indicates a required field

Attachment

E-PLAN GENERAL REQUIREMENTS:

- Site Plans must be uploaded as PDF's
- Site Plan must be drawn to scale at a maximum of 24"X 36", and scanned at a resolution of 150 dpi.
- Do not submit separate PDF'S for each sheet of the site plan set. Combine multiple PDF sheets in Acrobat, using the "smaller file size" setting, which compresses the image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

Fees: If fees applied, please make checks payable to the City of Charlotte and deliver to the Planning Department at 600 East Fourth Street, Charlotte, NC 28202 – 6th. Floor. You have three (3) days to submit payments for applications submitted electronically.

Please **DO NOT** include any apostrophe (') in your document file name.

DO NOT include any AutoCAD notation/text into PDF file Comment. Please verify it before uploading the PDF file.

Please click on **Save** button after you finish file attachment.

Please Note: Maximum file size allowed is 100 MB.
Please Note: html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

File:
AccelaPermitTypes.pdf
100%

Type: --Select--

Description:

spell check

Save Add New Remove All

Continue Application > Save and resume later

Step 4 Continue Document upload

Please click on **Save** button after you finish file attachment.

Please Note: maximum individual file size allowed is 100 MB.
Please Note: htm,html,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Document Status	Action
No records found.					

File: PermitTypeList.rpt Remove

100%

Type: 4th Submittal - Plans

Additional Notes:
This is a 4th submittal plan.

spell check

File: AccelaPermitTypes.pdf Remove

100%

Type: Subdivision Signature Statement

Additional Notes:
Attached is a signature page

spell check

Save **Add** **Remove All**

Continue Application »

Save and resume later

After document(s) loads, specify the type of document submittal from drop down list and add a description as needed.

Click Remove to delete any uploaded file

Make sure you click on the save button to confirm all uploads. If you do not click save you will see an error message.

An error has occurred.
Your documents are not yet saved. To continue, you may choose to save or remove all your documents.

Once you save documents uploaded will display

Please click on **Save** button after you finish file attachment.

Please Note: maximum individual file size allowed is 100 MB.
Please Note: htm,html,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Document Status	Action
PermitTypeList.rpt	4th Submittal - Plans	55.90 KB	09/08/2016	Uploaded	Actions ▾
AccelaPermitTypes.pdf	Subdivision Signature Statement	55.32 KB	09/08/2016	Uploaded	Actions ▾

Click on Actions to view document details

Document Details

File Name: AccelaPermitTypes.pdf File Size: 55.32 KB

Entity: Subdivision - Revision - Approved Single Family Plan - 15TMP-000089 Entity Type: Record

Document Status: Uploaded Status Date: 09/08/2016

Record Number: 15TMP-000089 Record Type: Subdivision - Revision - Approved Single Family Plan

Upload Date: 09/08/2016 Last Updated: 09/08/2016

Document Type: Subdivision Signature Statement

Virtual Folders:

Description:
Attached is a signature page

Click the continue application button or click the save and resume button to save

Step 5: Review

This is your last step: Please review your application. Click the Edit buttons to make any changes to section(s) as needed. If you are ready to submit, click on the "Continue Application button". Click on Save and resume button to save application without submitting.

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Subdivision - Revision - Approved Single Family Plan

Step 5: Review

Continue Application **Save and resume later**

This is your LAST STEP to submit the application. Please review all information below. Click the "Edit" buttons to make changes to sections as needed. If you are ready, click on "Continue Application" to SUBMIT. If you are not ready, click on "Save and resume later" to SAVE your information.

Record Type
Subdivision - Revision - Approved Single Family Plan

Detail Information **Edit**

Parcel **Edit**

Parcel Address **Edit**

Property Owner of Record (Cannot edit) **Edit**

Detailed Information

GENERAL INFORMATION **Edit**

Additional Parcel Numbers: 0
 Unsubdivided Address: 0
 Number of Parcels: 0
 Number of Units: 0
 Accession: 0
 Meeting Person ID: Yes
 Waste Recycled Month: Yes
 New Trees (per Tree Ordinance):

FEES ESTIMATION **Edit**

Planning Review Fee: \$250
 City Engineering Fee: \$350
 Other Fee: \$0
 Total Due: \$600

LAND INFORMATION **Edit**

GEOGRAPHY INFORMATION **Edit**

POD NATURAL AREA **Edit**

Applicant **Edit**

Zaria Duhaney
 805 East Fourth Street
 Charlotte, NC, 28202
 Work Phone: 7043385210
 Fax: 7043385964
 E-mail: zduhaney@ci.charlotte.nc.us

Financially Responsible Party **Edit**

NODA AT 27TH ST LLC
 NODA AT 27TH ST LLC
 4808 ROSELLELLS PARKWAY RD
 CHARLOTTE, NC, 28216
 Work Phone: 7043385210
 E-mail: zduhaney@ci.charlotte.nc.us

Contact/Licensed Professional **Edit**

B Fay
 American Engineering Associates
 5005 Corporate Center Drive
 Charlotte, 28226
 Work Phone: 561-214-0221
 Lic Surveyor - 023048
 zduhaney@ci.charlotte.nc.us

Attachment **Edit**

EXPLAN REQUIREMENT:

- Plans must be "to scale" original plans scanned and saved as PDF file (or other acceptable electronic format per NCBELE regulations 21 NCAC 56.1103).
- All submitted plans and design calculations must be sealed and signed by a design professional licensed in the state of North Carolina.
- Where applicable, include a PDF of sealed engineering calculations, drainage area maps, exhibits, and/or supporting documentation.
- Plan sheets should be 24"X 36" maximum size, and can be scanned at a resolution of 150 dpi.
- Do not submit separated PDF for each sheet of the plan set. Combine multiple PDF sheets in Acrobat, using the "smaller file size" setting which compresses the image even more but keeps it legible. Ensure that all pages are in order, and rotated properly for viewing on-screen.

FOR PROJECTS WITH DRIVEWAY ENTRANCES TO NCDOT-MAINTAINED ROADWAYS: Please attach to this project record a completed, signed NCDOT Street and Driveway Access Permit Application (form TEB-ES-04). This driveway permit application can be obtained from the NCDOT website at <http://www.ncdot.org/doh/forms/files/TEB-ES-04.doc>

FOR SUBDIVISION submittals (excluding Sketch Plans), in addition to the above:

- A completed Gateway Checklist.
- Floodplain Development Permit Application (if Applicable).
- A NCDOT Stamped Transmittal for projects in ETJ or located on State-maintained roadway.
- Subdivision Signature Form - Complete and attach below a subdivision signature form.

Visit **EXPLAN Required Documents** for a copy of all required documents to include the signature page and/or a complete list of required documents.

FEES: Please note payment of review fees must be done via personal check delivered to the Land Development office. For commercial projects, a Mecklenburg County bond account may be used for payment.

Please click on **Save** button after you finish file attachment.

Please Note: maximum individual file size allowed is 100 MB.
 Please Note: htm,html,mht,mhtml, are disallowed file types to upload.

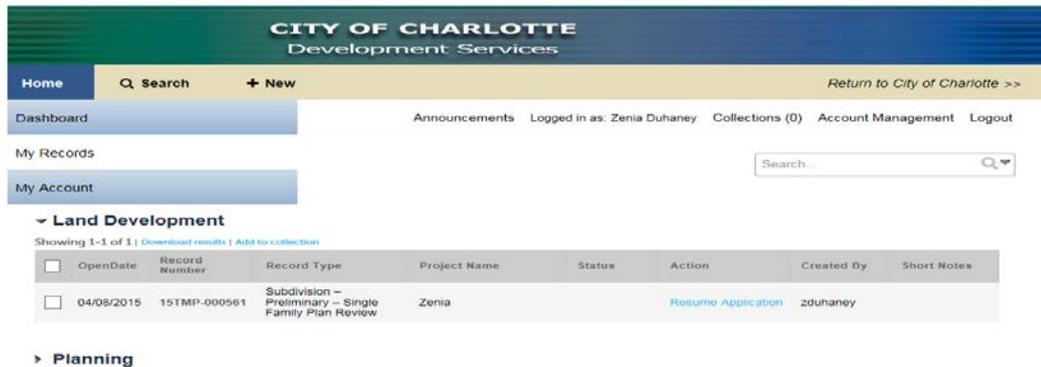
Name	Type	Size	Latest Update	Document Status	Action
PermitTypeList.rpt	4th Submittal - Plans	55.50 KB	09/05/2016	Uploaded	Actions
AccelePermitTypes.pdf	Subdivision Signature Statement	55.22 KB	09/05/2016	Uploaded	Actions

Continue Application **Save and resume later**

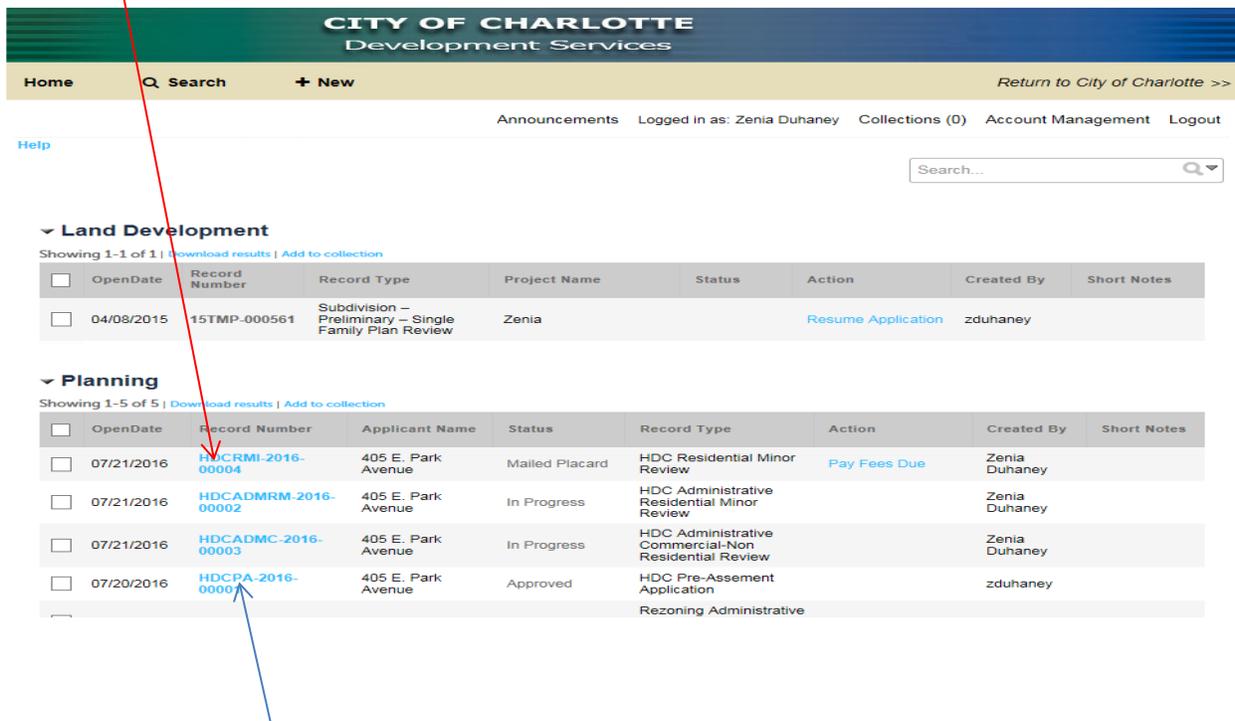
How to download and submit revised plans or additional documents for existing projects.

1. Go to ACA <https://aca.accela.com/charlotte/> login to your account. You may go follow the “Search Project” steps to find a project or click on the My Records/Dashboard to view a list of your projects.

Click on My Records to view the temporary applications in your queue or



Click on Dashboard to view the all applications submitted.



Click on the project link under Record Number to open the project detail page.

How to download and submit revised plas or additional documents for exising projects.

The screenshot shows the top navigation bar with 'Home', 'Q Search', and '+ New' on the left, and 'Return to City of Charlotte' on the right. Below the navigation bar, there are links for 'Announcements', 'Logged in as: Zenia Duhaney', 'Collections (0)', 'Account Management', and 'Log'. A 'Help' link is on the far left, and a search box is on the right. The main content area displays record information for 'Record HDCRMI-2016-00004: HDC Residential Minor Review' with a status of 'Mailed Placard'. A dropdown menu is open under 'Record Info', showing options for 'Record Info', 'Project Details', 'Processing Status', 'Related Records', and 'Attachments'. The 'Project Details' section shows applicant information for Zenia Duhaney and project description for 405 E. Park Avenue. A red arrow points from the 'Record Info' dropdown to the first step of the instructions below.

1. Click Record Info to attach and or submit document(s) to existing Accela records and follow document attach steps.

This screenshot is similar to the one above but with the 'Record Info' dropdown menu expanded. The menu items are: 'Record Info', 'Project Details', 'Processing Status (Please EXPAND this to view the status of plan review.)', 'Related Records', and 'Attachments'. A red arrow points from the 'Record Info' menu item to the first step of the instructions above.

Additional documents for review

2. All redlined documents will be named as 1st Sub Review Comment_****.pdf or 2nd Review Comment_****.pdf”, etc.
3. Click on file name to Open/Save the file for downloading.
4. When you are ready to upload the new revised plan, refer to previous document upload instructions in this document.

Record HDCPA-2016-00001:
HDC Pre-Assessment Application
Record Status: Approved

[Add to collection](#)

[Like](#) [Tweet](#)

Record Info ▾

Attachments

EPLAN REQUIREMENTS:

- Site plan must be uploaded and saved as a PDF file.
- Site plan must be drawn to scale at a maximum size of 24"X 36", and scanned at a resolution of 150 dpi.
- Do not submit separated PDFs for each sheet of the site plan set. **Combine multiple PDF sheets in Acrobat**, using the "Smaller file size" setting, which compresses the image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

Signature Page: Please attach the Administrative Amendment Signature page below. You may download a copy of the signature page at [EPlan Required Documents](#).

Fees: Make checks payable to the City of Charlotte and deliver to the Planning Department at 600 East Fourth Street, Charlotte, NC 28202 – 8th Floor. You have three (3) days to submit payments for applications submitted electronically.

No fees apply to the pre-assessment of an application.

Please DO NOT include any apostrophe (') in your document file name.
 Please click on **Save** button after you finish file attachment.

Please Note: Maximum file size allowed is 50 MB.
 Please Note: .html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Record ID	Type	Size	Latest Update	Action
PlatFeeSchedule.pdf	HDCPA-2016-00001	1st Submittal Plan	33.99 KB	07/20/2016	Actions ▾
Incomplete Application for HDCPA-1489108968292.eml	HDCPA-2016-00001	-External	1.14 KB	07/21/2016	Actions ▾
Incomplete Application for HDCPA-1489108737328.eml	HDCPA-2016-00001	-External	1.18 KB	07/21/2016	Actions ▾
Incomplete Application for HDCPA-1489108955132.eml	HDCPA-2016-00001	-External	1.17 KB	07/21/2016	Actions ▾
No Application Needed for HDCPA-1489108963307.eml	HDCPA-2016-00001	-External	1.26 KB	07/21/2016	Actions ▾

< Prev **1** **2** Next >

[Add New](#)

Manage Your Account

After login to ACA, you can manage your account i.e., change password, etc. by clicking on the Account Management link in the upper right hand corner of the screen and then clicking on any edit button to update your information.

CITY OF CHARLOTTE
Development Services

Home Search + New Return to City of Charlotte >>

Announcements Logged in as: Zenia Duhaney Collections (0) Account Management Logout

Help

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

User Name: zduhaney
E-mail: zduhaney@ci.charlotte.nc.us
Password: *****
Security Question: Where is your birth place?

[Edit](#)

License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

[Add a License](#)

Contact Information

Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status	Action	Full Name
Zenia		Duhaney					Approved	Actions	Zenia Duhaney

[Add a Contact](#)

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account	Action
No records found.						

Delegates

People who can access my account
None

People whose account I can access
None

[Add a Delegate](#)

You may also add license information by clicking on the Add a License button.

Announcements Logged in as: Z

Help

Updating Your Account:

Adding a License:

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the Agency. In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, your access to certain features of the Citizen Portal may be limited pending approval.

* indicates a required field.

License Information

* License Type: * State License Number:

--Select--

Manage Your Account

You may also add your co-worker as a delegate by clicking on “Add Delegate” and selecting delegate permission.

You can always make changes to permissions as needed.

The screenshot shows the 'Add a Delegate' form with the following elements:

- Header: **Add a Delegate** with a close button (X).
- Instruction: Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.
- Fields: Two input fields for **Name** and **E-mail Address**, both currently empty.
- Section: **Set Delegate Permission**. Below it, a note states: "Delegates can view records across all categories unless you choose to restrict them to specific categories." A link [View Records in all categories \(Change\)](#) is provided.
- Text: "For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records."
- List of permissions (all unchecked):
 - Create Applications in all categories [\(Change\)](#)
 - Renew Records in all categories [\(Change\)](#)
 - Amend Records in all categories [\(Change\)](#)
 - Manage Inspections in all categories [\(Change\)](#)
 - Manage Documents in all categories [\(Change\)](#)
 - Make Payments in all categories [\(Change\)](#)
- Section: **Add Personal Note**
- Text: Enter the words below
- Field: A text input box for the personal note, currently empty.
- Buttons: **Invite a Delegate** (dark blue) and **Cancel** (light blue).

This screenshot shows the 'Add a Delegate' form with the following elements:

- Header: **Add a Delegate** with a close button (X).
- Instruction: Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.
- Fields: The **Name** field contains "John Howard" and the **E-mail Address** field contains "jhoward@ci.charlotte.nc.us".
- Section: **Set Delegate Permission**. Below it, a note states: "Delegates can view records across all categories unless you choose to restrict them to specific categories." A link [View Records in all categories \(Change\)](#) is provided.
- Text: "For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records."
- List of permissions (all unchecked):
 - Create Applications in all categories [\(Change\)](#)
 - Renew Records in all categories [\(Change\)](#)
 - Amend Records in all categories [\(Change\)](#)
 - Manage Inspections in all categories [\(Change\)](#)
 - Manage Documents in all categories [\(Change\)](#)
 - Make Payments in all categories [\(Change\)](#)
- Section: **Add Personal Note**
- Text: Enter the words below
- Field: A text input box for the personal note, currently empty.
- Buttons: **Invite a Delegate** (dark blue) and **Cancel** (light blue).

Permission Types:

- Create Application in all categories
- Renew Records in all categories
- Amend Records in all categories
- Manage Documents in all categories
- Make Payments in all categories

Announcements

Periodically, we may post information such as any changes in the process, fees, etc. for all ACA users. Those messages will be available through Announcements.

CITY OF CHARLOTTE
 Development Services

Home Q Search + New Return to City of Charlotte >>

Announcements Logged in as: Zenia Duhaney Collections (0) Account Management Logout

[Help](#)

Announcements
Showing 1-10 of 10

Date	Title	Content	Action
07/19/2016	HDC Application Generated for 100 Hermitage Road	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/19/2016	HDC Application Generated for 100 Hermitage Road	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/12/2016	HDC Application Generated for 100 HERMITAGE ROAD	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/12/2016	HDC Application Generated for 100 HERMITAGE ROAD	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/12/2016	HDC Application Generated for 100 Hermitage Road	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/11/2016	HDC Application Generated for 100 Hermitage Road	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
06/23/2016	HDC Application Generated for 121 Hermitage	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
06/22/2016	HDC Application Generated for 624 E. Kingston Avenue	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
05/01/2015	Google Chrome Upload Document Problem	If you are using Google Chrome version 4.2 or later for submitting application here and you have not done following, please go to the web site below to enable NPAPI plugin. Please copy/paste entire te... more	Delete
03/10/2014	Supported Browsers for ACA	Following are currently supported browsers and Operation system for ACA (As of December, 2014): - Internet Explorer 10 and 11, - Firefox 32, - Chrome 37, - Safari 6 - Opera 24. Windows 7 and 8 or... more	Delete

