

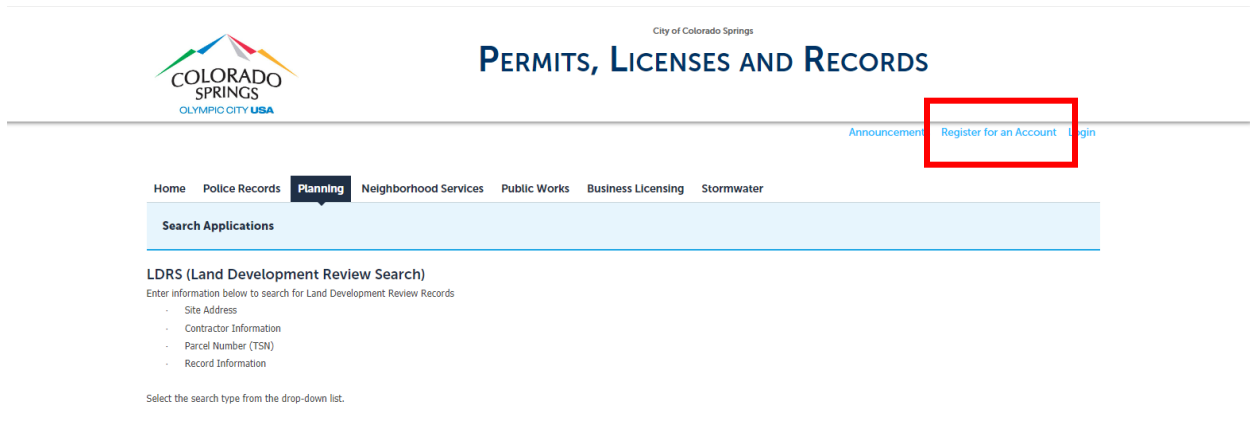
Guide for making an application to the Planning & Community Development Department in Accela (ACA)

- Pre-Application Meetings
- Planning Entitlements and Permits

Contact the Planning and Development Department at LURPlanningInfo@coloradosprings.gov or 719-385-5905 with questions.

Step 1 – Create an account

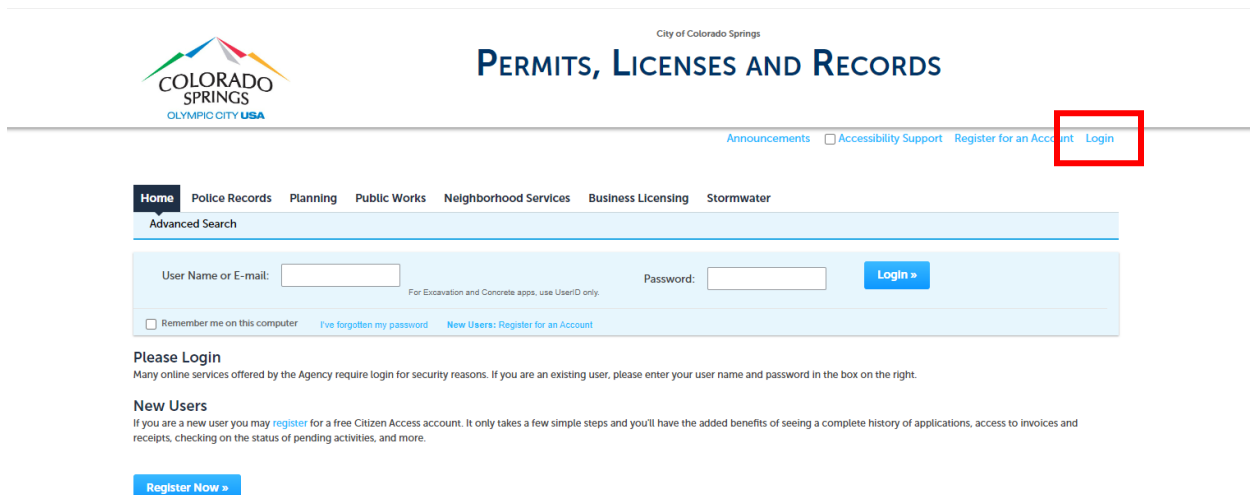
- Select 'Register for Account'



The screenshot shows the top navigation bar of the City of Colorado Springs website. The logo for Colorado Springs is on the left. The main heading is 'PERMITS, LICENSES AND RECORDS'. In the top right corner, there are links for 'Announcements', 'Register for an Account', and 'Login'. The 'Register for an Account' link is highlighted with a red rectangular box. Below the navigation bar, there is a menu with 'Home', 'Police Records', 'Planning', 'Neighborhood Services', 'Public Works', 'Business Licensing', and 'Stormwater'. A search bar labeled 'Search Applications' is present. Below that, there is a section for 'LDRS (Land Development Review Search)' with instructions to enter information for a search and a list of search criteria: Site Address, Contractor Information, Parcel Number (TSN), and Record Information. A note at the bottom of this section says 'Select the search type from the drop-down list.'

If an account has already been created, login –

- Select 'Login'
 - Can also create an account here by selecting 'Register Now'



The screenshot shows the same website as the previous one, but with the 'Login' link in the top right corner highlighted with a red rectangular box. Below the navigation bar, the 'Home' link is highlighted in the menu. The search bar is labeled 'Advanced Search'. Below the search bar, there is a login form with fields for 'User Name or E-mail:' and 'Password:'. A 'Login >' button is to the right of the password field. Below the form, there is a checkbox for 'Remember me on this computer' and links for 'I've forgotten my password' and 'New Users: Register for an Account'. Below the login form, there is a section titled 'Please Login' with text explaining that many online services require login for security reasons. Below that, there is a section titled 'New Users' with text explaining that new users can register for a free Citizen Access account. A 'Register Now >' button is located at the bottom left of the page.

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Step 2 – After logging in, create an application

- Select ‘Planning’ and ‘Create an Application’
- Read through the ‘General Disclaimer’ and check the ‘I have read and accepted the above terms’ before selecting ‘Continue Application’

The screenshot shows the Accela web portal for the City of Colorado Springs. The header includes the city logo and the text 'PERMITS, LICENSES AND RECORDS'. A navigation menu is visible with 'Planning' selected. Below the menu, a blue bar contains the 'Create an Application' button, which is highlighted with a red rectangular box. Below this bar, there is a 'General Disclaimer' section with a checkbox for 'I have read and accepted the above terms' and a 'Continue Application >' button.

Step 3 – Select the ‘Record Type’ of what is being submitted

- Pre-Application Meeting
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 - Click the circle next to the ‘Record Type’ and ‘Continue Application’

Step 4 (Applies to all submittal types)

- Submit the Address or Parcel information and select ‘Search’. Note – any field with a **red asterisk** must be filled in or there will not be the ability to proceed.

The screenshot shows the 'Address' form in the Accela system. The form has a blue header and contains several input fields: '* Street No.' (with '30' entered), 'Direction' (dropdown menu), '* Street Name' (with 'NEVADA' entered), 'Street Type' (dropdown menu), 'Unit No.' (empty), 'City' (with 'COLORADO SPRINGS' entered), 'State' (dropdown menu with 'CO' selected), and 'Zip' (with '80903' entered). At the bottom of the form, there are two buttons: 'Search' and 'Clear'. The 'Search' button is highlighted with a red rectangular box.

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- For all valid addresses, the 'Parcel' and 'Property Owner' will auto-populate.
 - Select '**Continue Application**' at the bottom of the screen.

Parcel

* Parcel Number:
6418216029

Search Clear

Save and resume later

Continue Application

- **Step 5** – Provide information about project. This will vary based on the application type. Include as much information as possible and be sure to fill out any field with a **red asterisk** otherwise there will not be the ability to proceed.
 - Once complete, select '**Continue Application**' at the bottom of the screen.
- **Step 6** – Input Applicant Contact Information by selecting 'Add New'

Step 2: Application Detail > Contact Information

* indicates a required field.

Applicant

Enter contact information, the Applicant information is required. If you are submitting this application, use 'Select from Account' option to copy your contact information from your registration. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Select from Account Add New

✓ Contact removed successfully

- After an account is created, this information will auto-populate for future applications.
- Additional contacts can be included if there are multiple applicants.
- Once complete, select '**Continue Application**' at the bottom of the screen.
- **Step 7** – For Planning Entitlements, applicants will upload documents into the system.

Digital Project Upload

Submission Package Files Comments Approved Plans / Documents Help

Status: NOSTATUS View Submission Standards

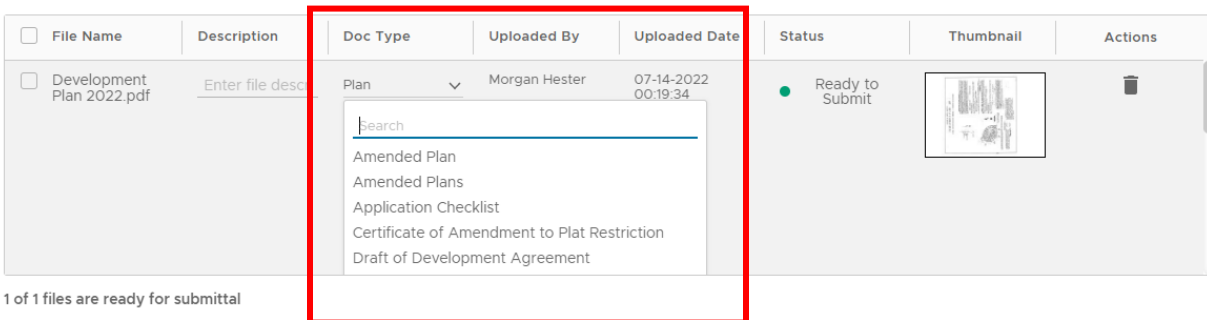
Upload files. The following Document Types must be uploaded for this permit application: • General Owner and Applicant Acknowledgement • Plan • Project Statement

Submission Package Description
Submission Package 1

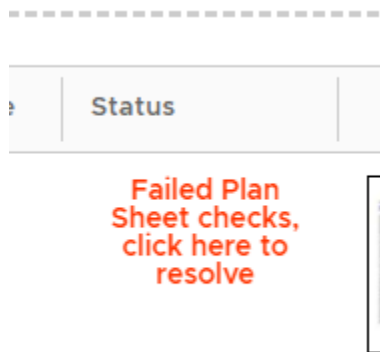
Drag files here to upload or click to select files
Cannot exceed 250Mb allowed file extensions:
DOC, DOCX, DWG, JPEG, JPG, PDF, PDF/A, XLS, XLSX

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- Note – Planning Staff has the authority to request additional documents or reports that may not be included in the outlined list.
 - Drag and drop files into the specified rectangle.
 - Once uploaded, specify the document type. The blue banner above the upload box indicates what documents must be uploaded –



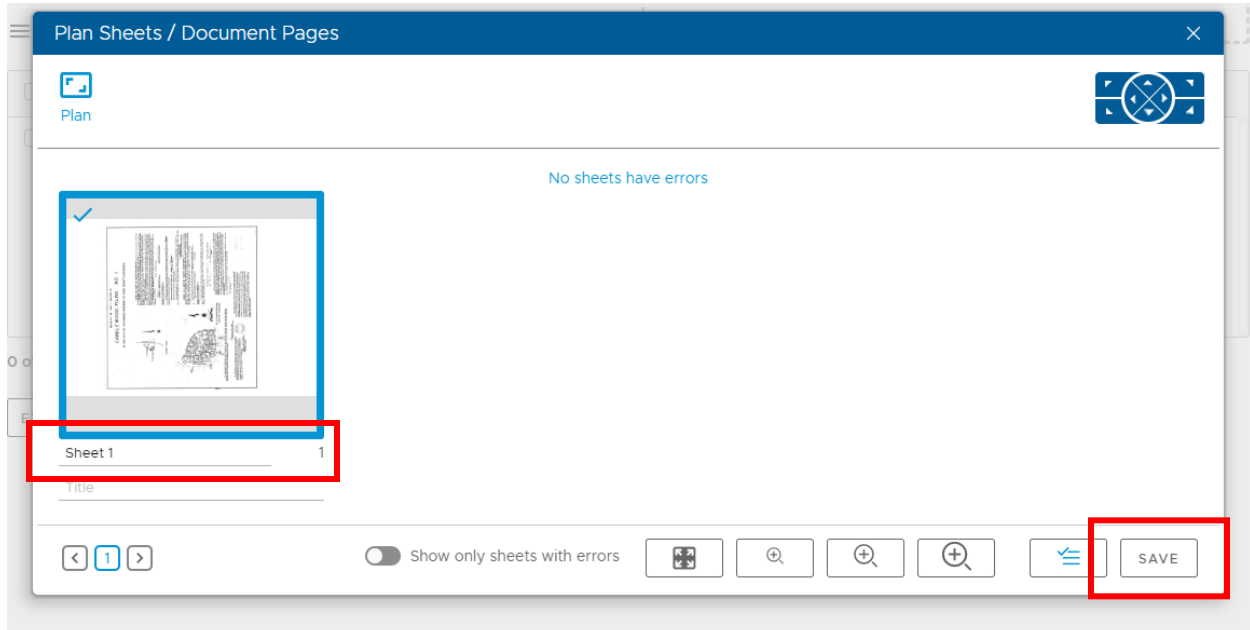
If an error pops up under 'Status', click the red text to resolve –



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Include names for each sheet and select **'Save'**.



- Once all required documents are uploaded, select **'Continue Application'** at the bottom of the screen.

Step 8 – Review Application

- Scroll through the information to ensure everything is correct. If a change is necessary, select **'Edit'**.
- When ready to submit, select **'Continue Application'** at the bottom of the screen.

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Step 9 – The information on the final screen will be emailed to the email address provided by the applicant and can also be viewed or printed from here.

The screenshot displays the Accela ACA web application interface. At the top, there is a navigation menu with links for Home, Police Records, Planning (highlighted), Public Works, Neighborhood Services, Business Licensing, and Stormwater. Below the navigation menu, there are two buttons: "Create an Application" and "Search Applications". A "Development Plan" progress bar is visible, with four steps: 1 Location, 2 Application Detail, 3 Review, and 4 Record Issuance. A green checkmark icon is shown next to the text "Your application has been successfully submitted." Below this, there is a thank you message: "Thank you for using our online services. Your Record Number is DEPN-22-0120." A note states: "You will need this number to check the status of your application." A blue button labeled "Print/View Record" is present. Further down, there is a notification: "You will be notified when your application has been approved or when additional information is needed." Another note says: "You may need to pay additional fees prior to completion of application review." A blue button labeled "View Record Details »" is at the bottom.

Payment –

- A Planner will review the applications that have been submitted, both for entitlements and permits, and if complete, will invoice for payment. Payment can be made electronically or in-person.

Reviews –

- Reviews will be conducted electronically and comments can be reviewed in real time. Comment letters will still be provided to the applicant.
- Resubmittals will be made through the Accela system.