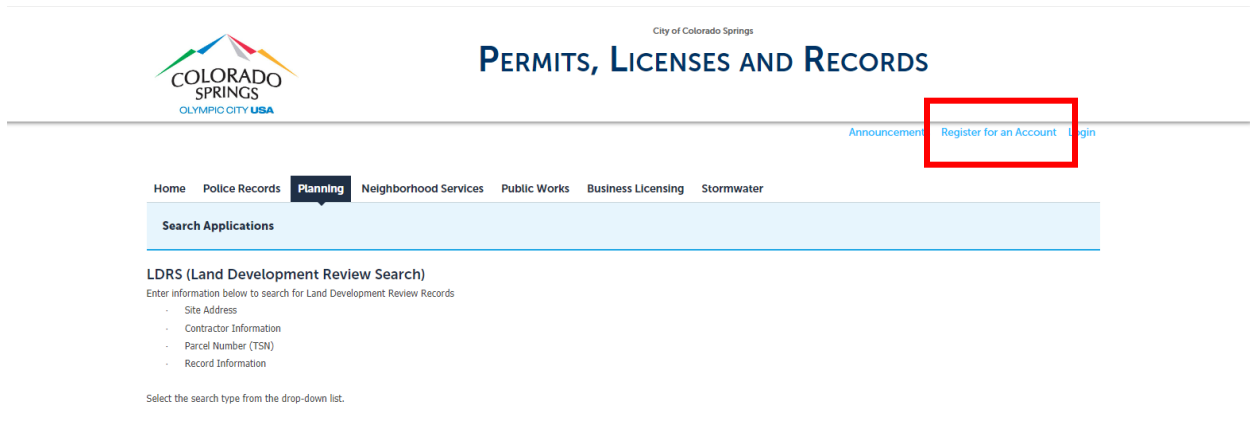# Guide for making an application to the Planning & Community Development Department in Accela (ACA)

- 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
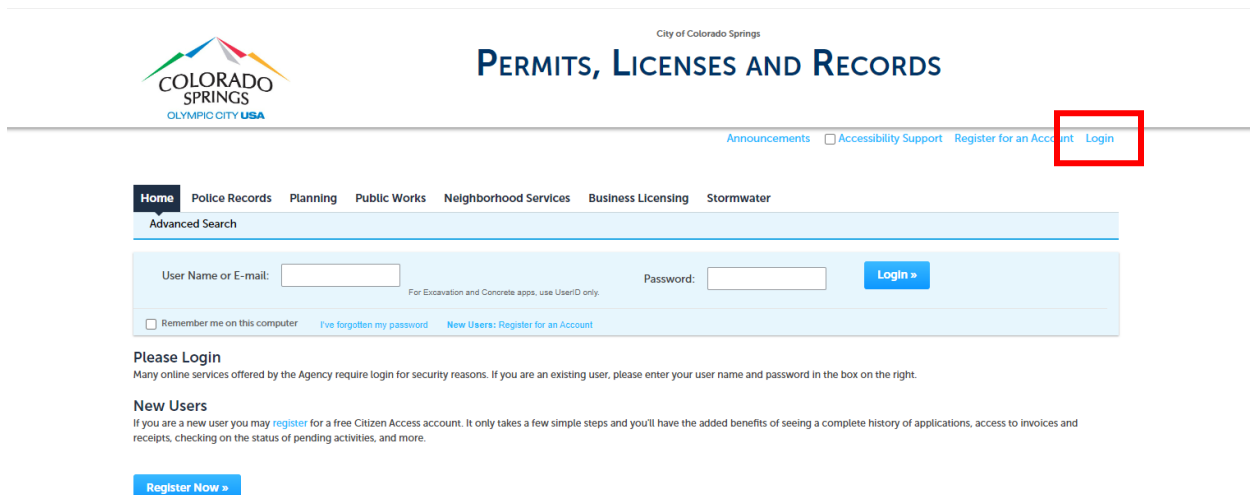
- Select '**Register for Account**'

If an account has already been created, login –

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

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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**'

Step 3 – Select the '**Record Type**' of what is being submitted

- Pre-Application Meeting
- Planning Entitlements
- Planning Permits
    - 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.

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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.

- **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.
  - o Once complete, select '**Continue Application**' at the bottom of the screen.
- **Step 6** – Input Applicant Contact Information by selecting 'Add New'

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

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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 –
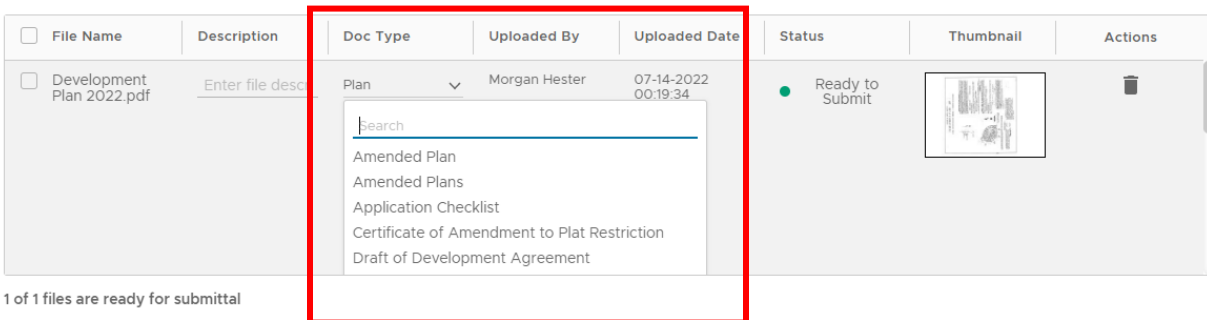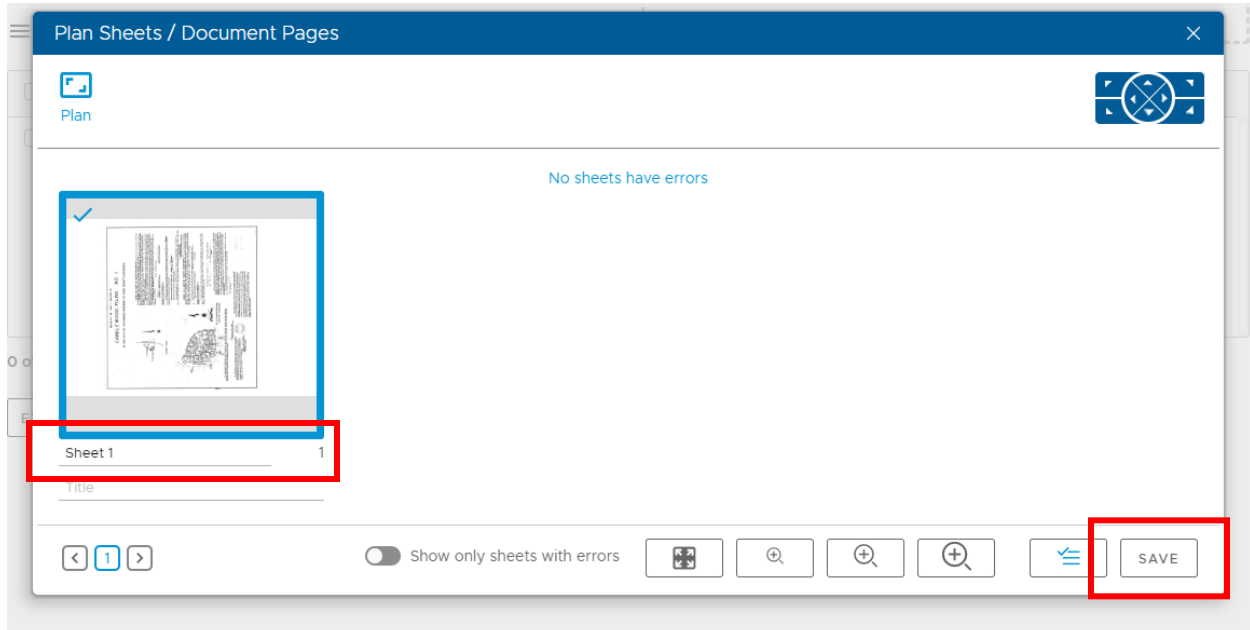

If an error pops up under 'Status', click the red text to resolve –
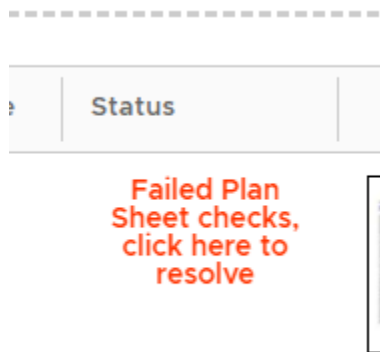
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Include names for each sheet and select '**Save**'.

- 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.

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.