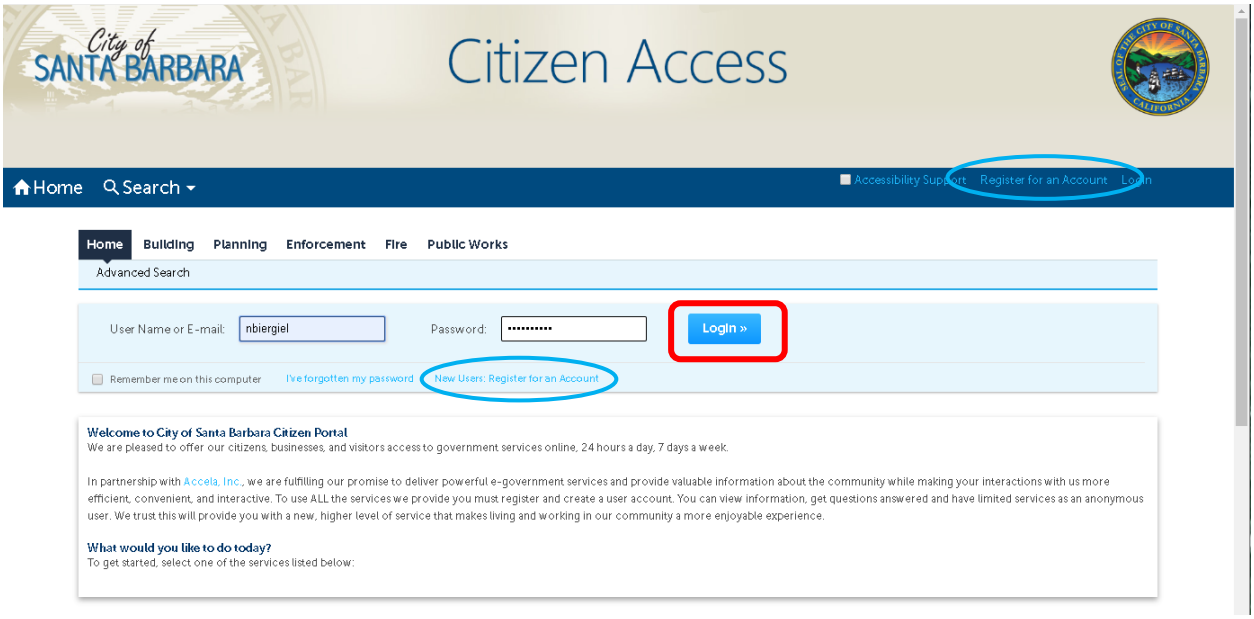
Planning Application Guide: "Pre-Application" (PRE) Application

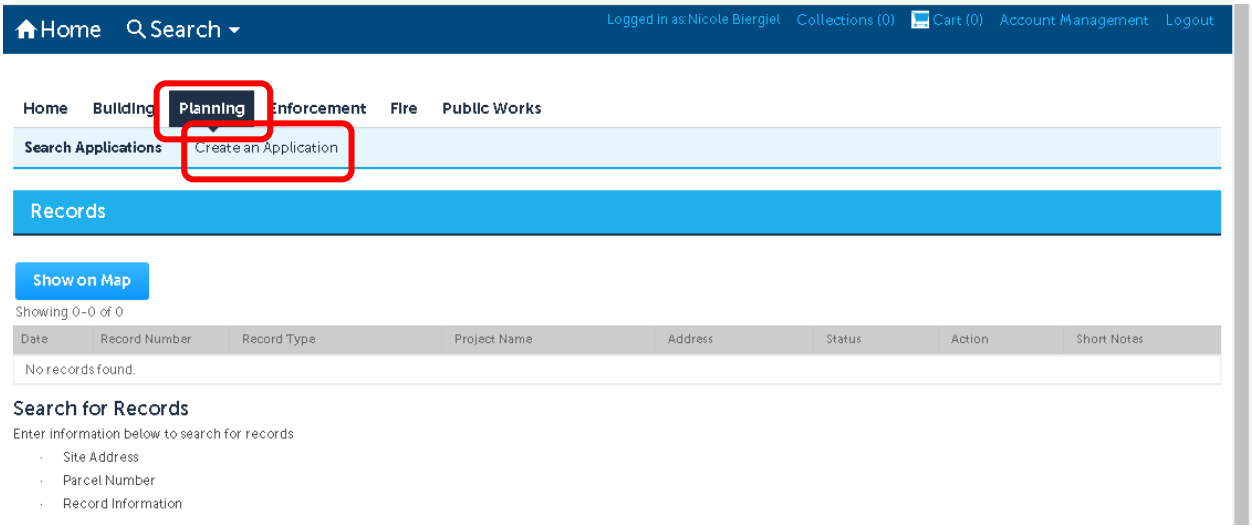
Planning applications can be submitted online through Accela Citizen Access (ACA) found on the City website under the tab "Services" → "Licenses & Permits" → "Case Status Lookup".

IMPORTANT NOTE: Use this procedure for BRAND NEW APPLICATIONS ONLY. Do not use this procedure if you are resubmitting an application or applying for different approval for the same project (e.g. the project requires both Architectural Board of Review and Planning Commission review. You've previously applied for the ABR review and have a record number of PLN2020-12345. Now you are applying for the PC review.) Use the Resubmittal Procedure Guide for those types of applications.

1. Log into the ACA website using your ACA **user name** and **password**. Click **Login**.
   (If you don't have a user account, register by clicking on one of the links circled in blue below.)



2. Click on the **Planning** tab and then select **Create an Application**.



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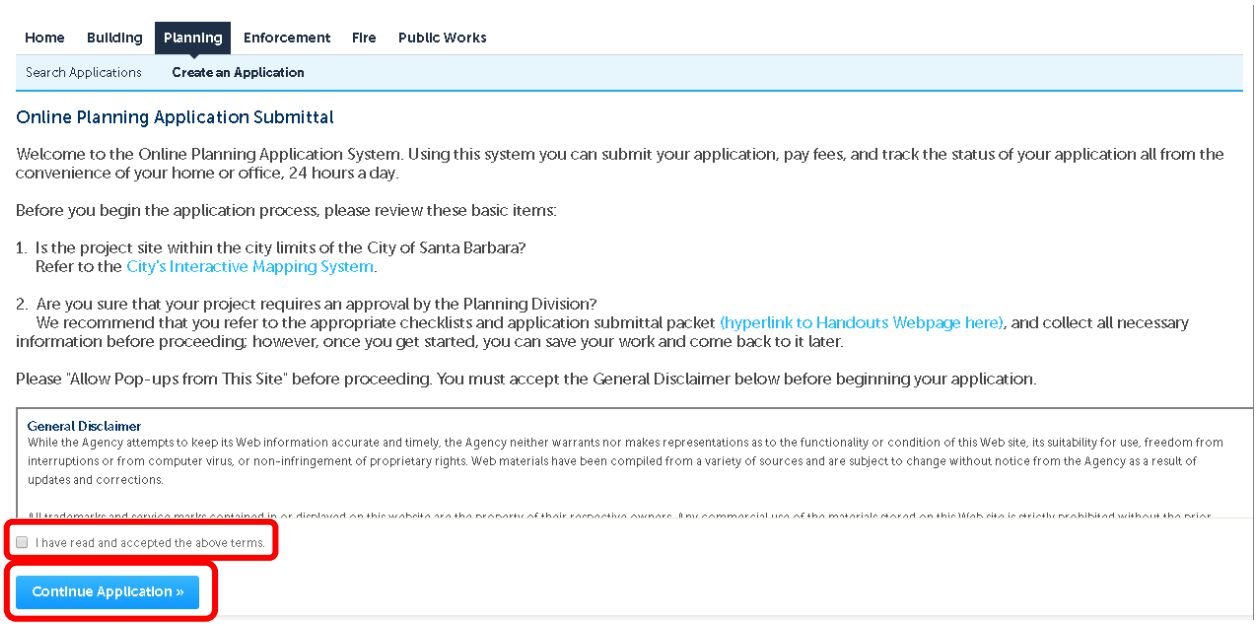
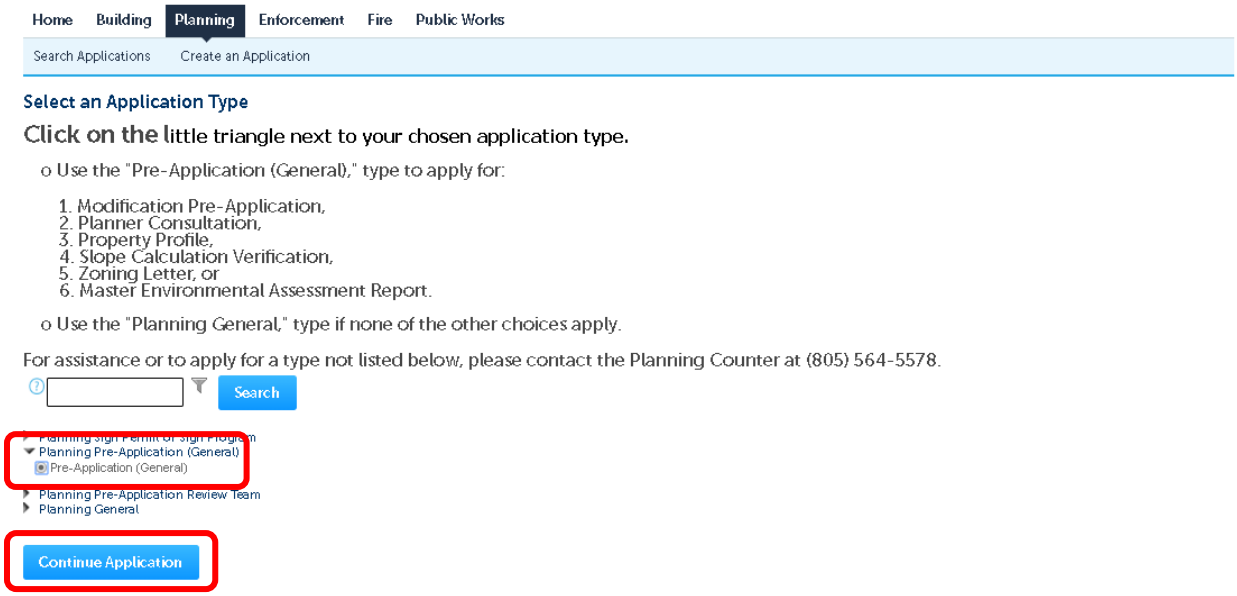
3. Read the “General Disclaimer” and, if you agree, click the **check box** next to “I have read and accepted the above terms.” and click **Continue Application**.



4. Select an application type. For a PRE case, click on the small triangle next to **Planning Pre-Application (General)** to expand the selection and click the **radio button** (the small circle) next to “Planning Pre-Application (General) to select it. Then click **Continue Application**.



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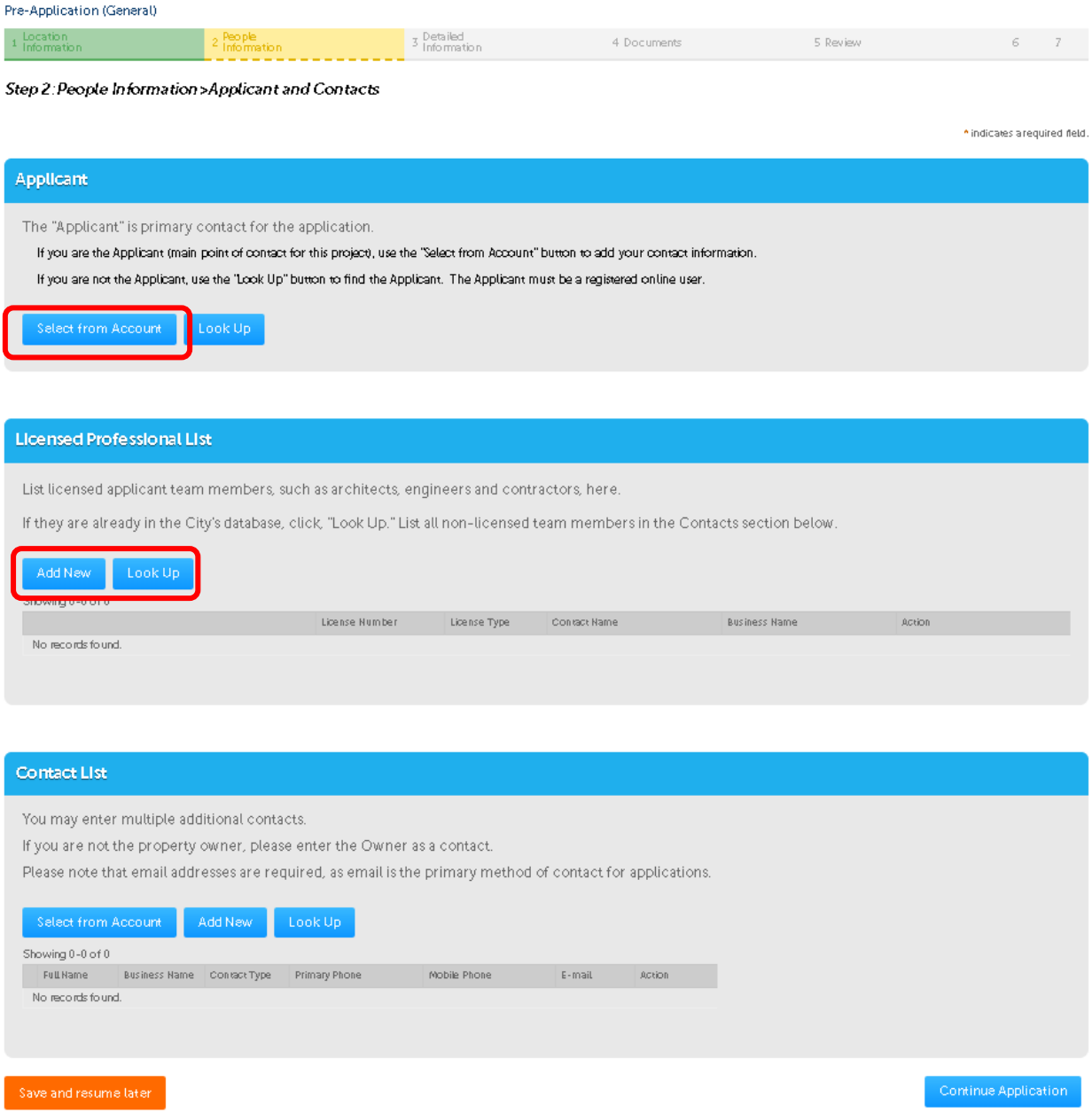
5. <u>Step 1: Location Information</u>: Complete the **Street No.** and **Street Name** fields and click **Search**. When the parcel is found the full address and Parcel Number will fill in automatically (alternatively, search by the parcel number, and the address will fill in automatically). Click **Continue Application**. *(If entering the parcel number instead of the street address, be sure to enter the 9 digit number as shown and click "Search" below the parcel number.)*

6. Step 2: People Information: Click **Select from Account** in the **Applicant** section to allow you to track and process the application. Follow the prompts to confirm your information. Every application must have an Applicant (who is not necessarily the property owner).
   You may add **Licensed Professionals** (or any contacts) using the **Look Up** button now (or **Add New** if they are not found via Look Up). You can add additional contacts after your application is submitted, as well.



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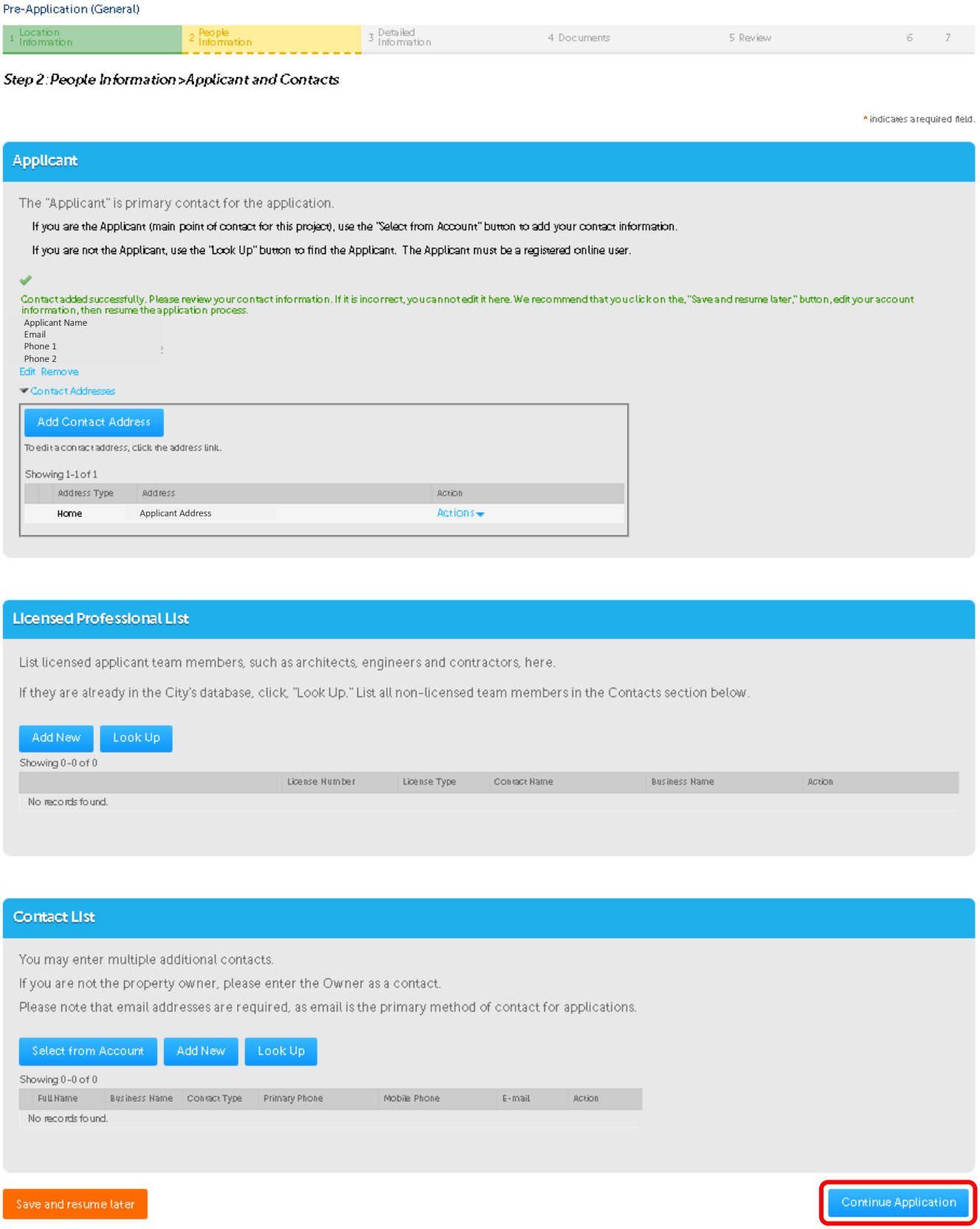
7. <u>Step 2: People Information</u>: Once you have completed adding contacts, review to make sure the information is correct (if incorrect, update in your ACA account) and click **Continue Application**.



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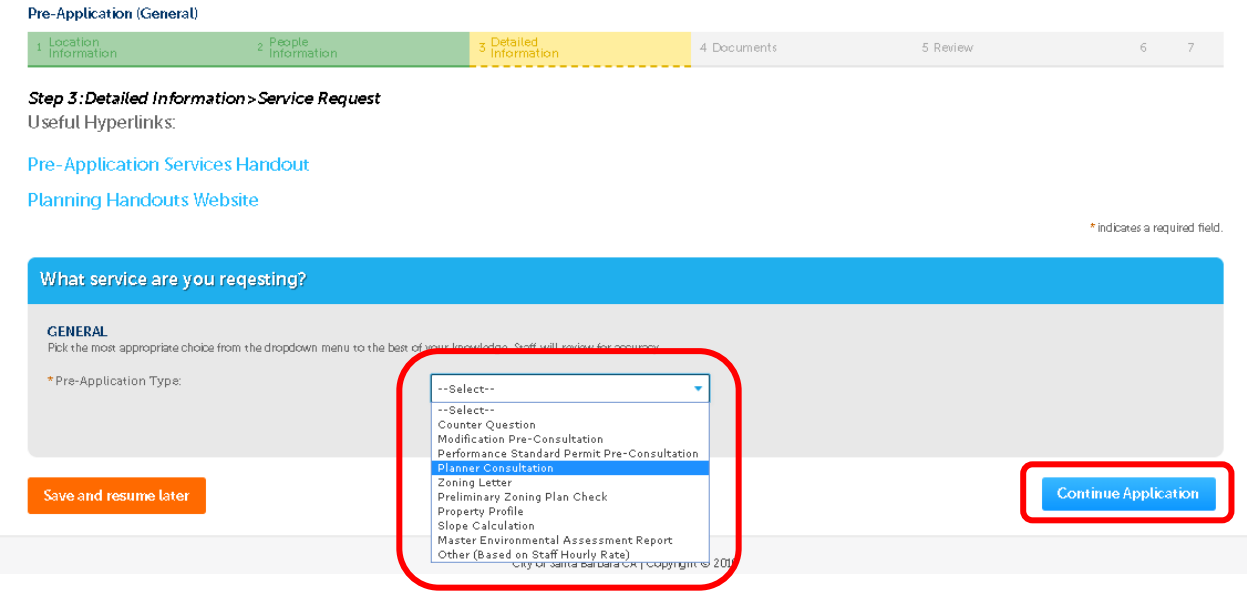
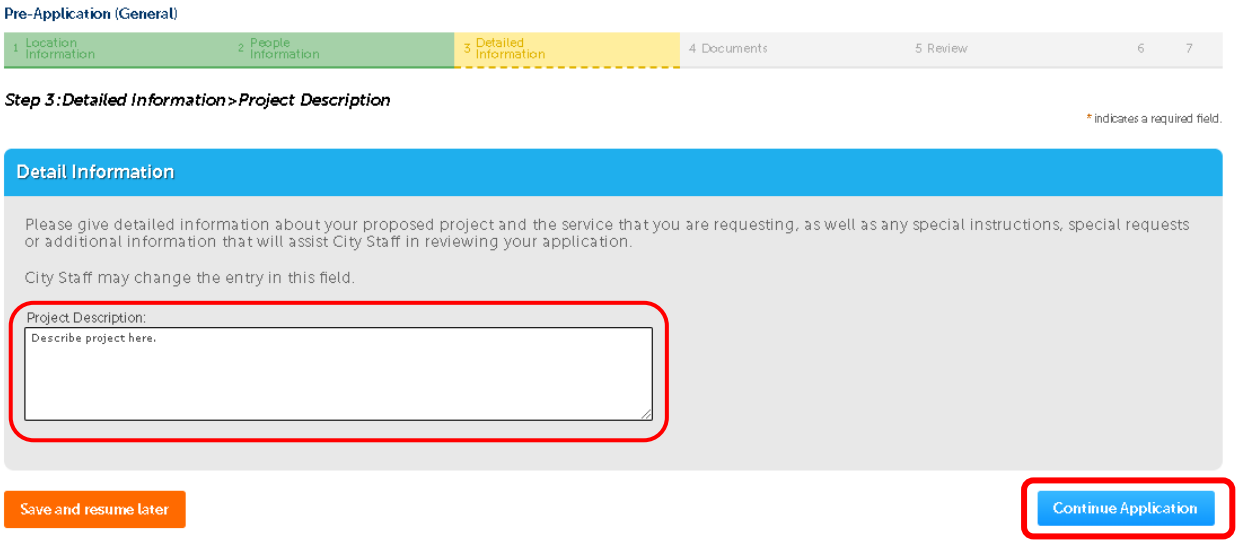
8. <u>Step 3: Detailed Information > Service Request</u>: To the best of your ability, select the service you are requesting from the **dropdown menu**. Click **Continue Application**.



9. <u>Step 3: Detailed Information: Project Description</u>: Describe the project here, providing as much detail as you can. The more information the better. Click **Continue Application**.



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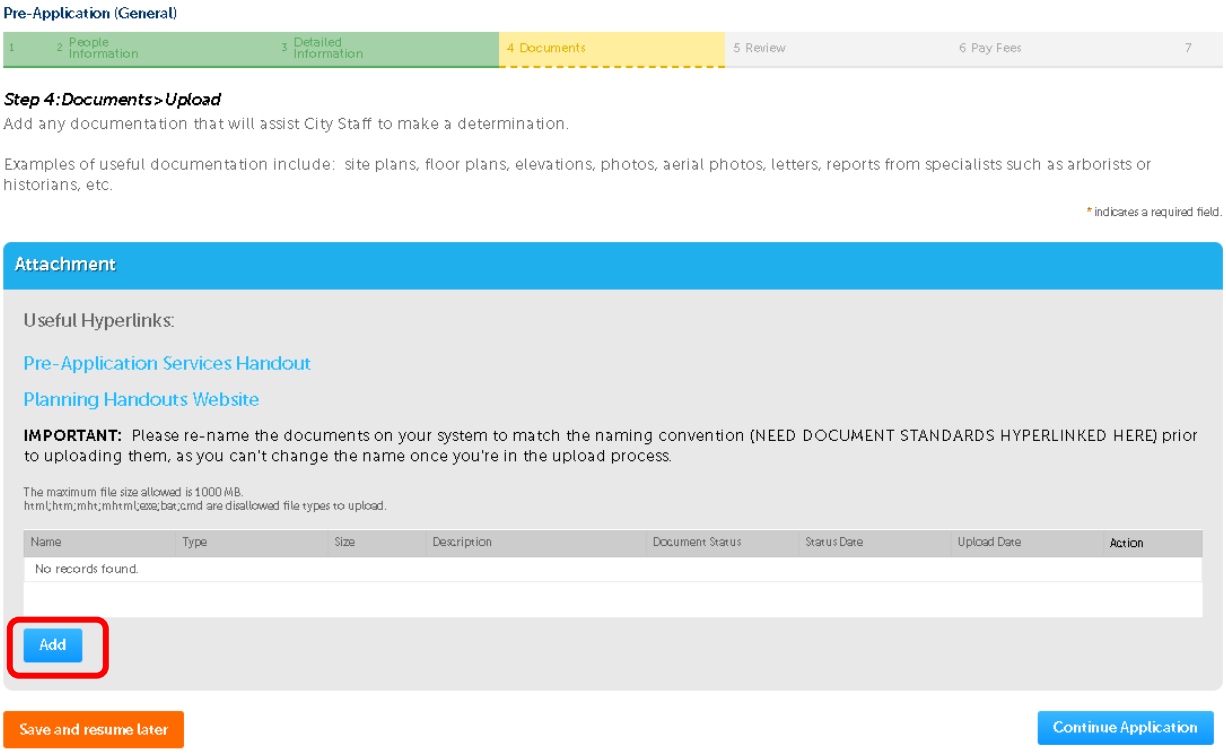
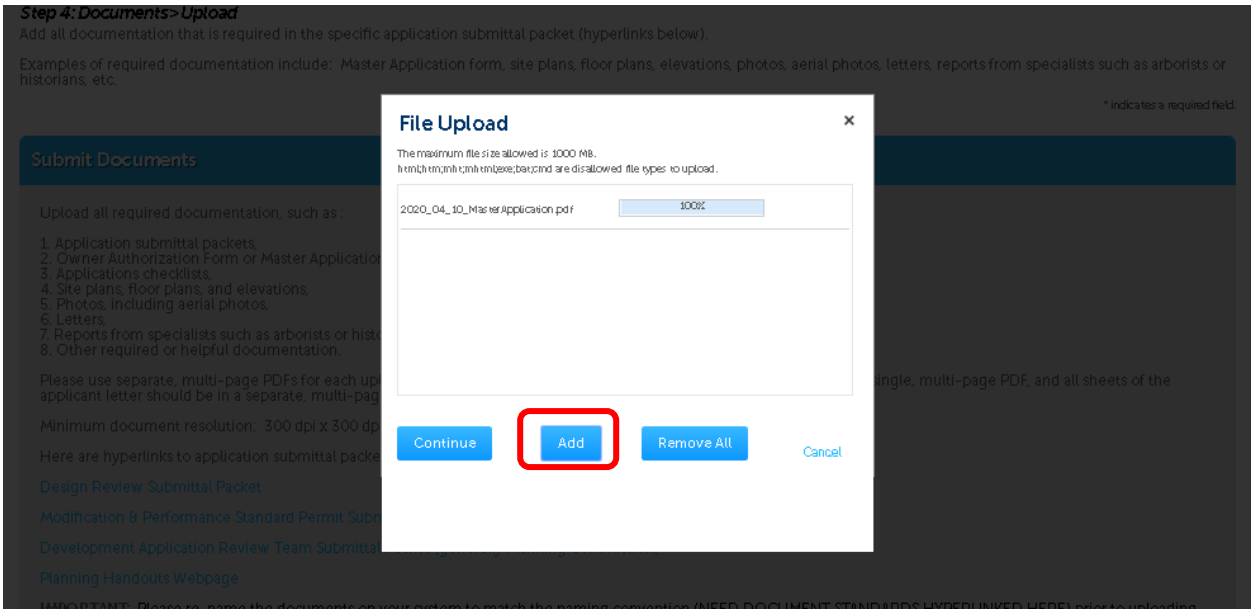
10. <u>Step 4: Documents > Upload</u>: Click **Add** to add your application documents as PDFs (even images). Please group all pages of each document in one pdf and not as individual pages!

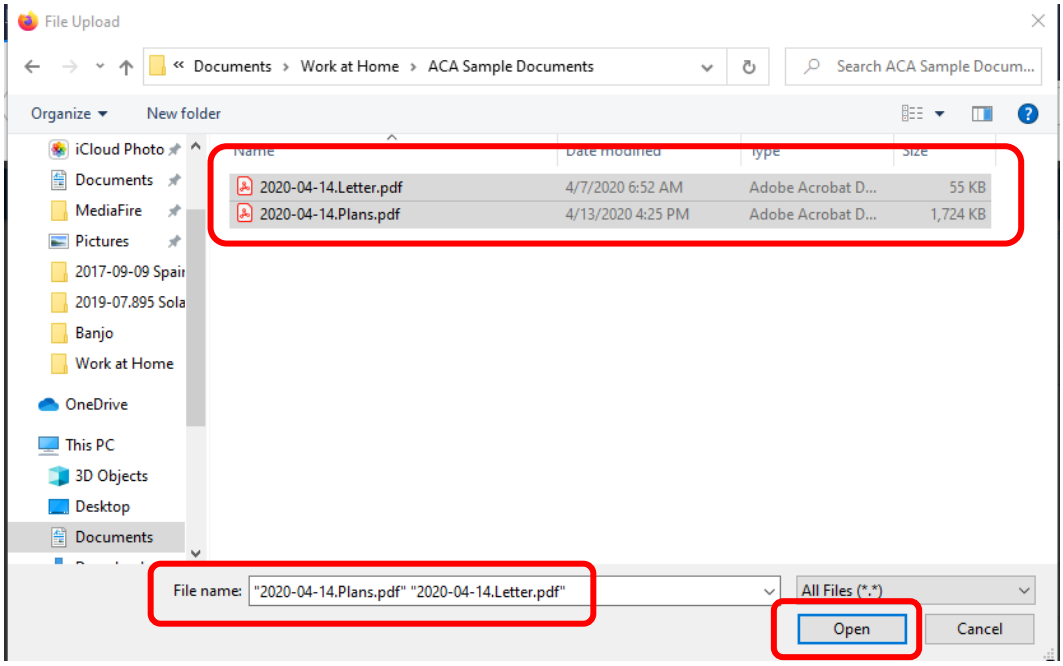
Note: Be sure to name your files following the required naming convention <u>before</u> you upload them, as it is not possible to change the file name later!



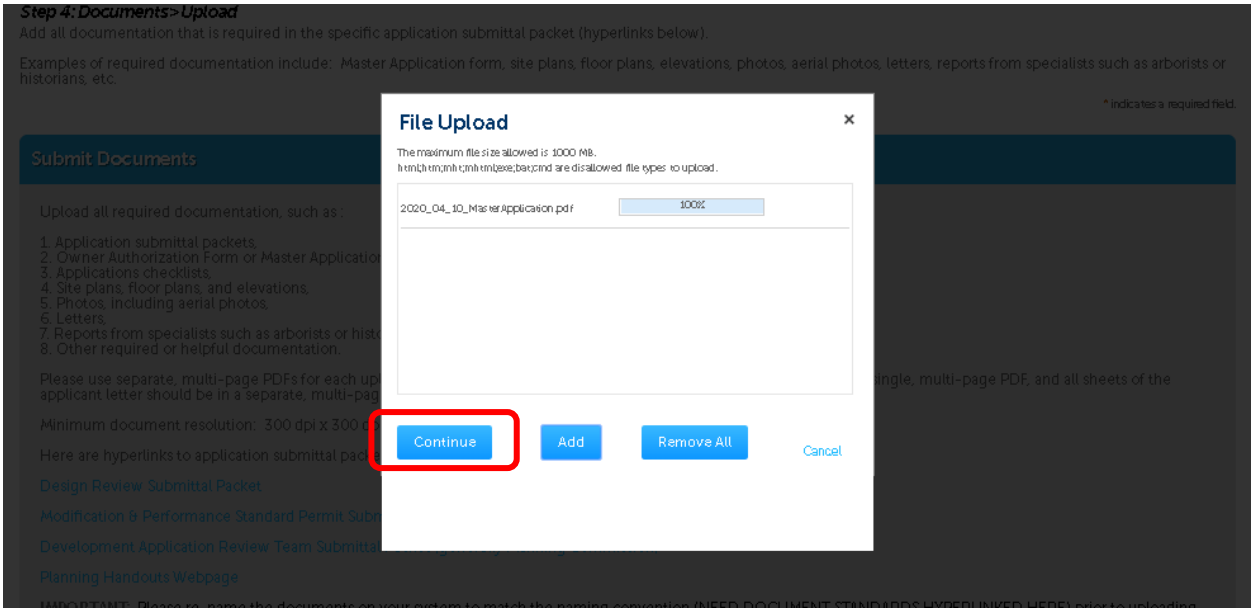
11. Click **Add** again.



Your computer’s file system will appear. Navigate to the documents that you wish to upload. You can highlight multiple documents, and they will upload simultaneously. Click **Open**. The file(s) that you chose in the previous step will upload.



12. Once you’ve selected your files (more than one can be added at once), click **Continue** to finish adding it to your application.



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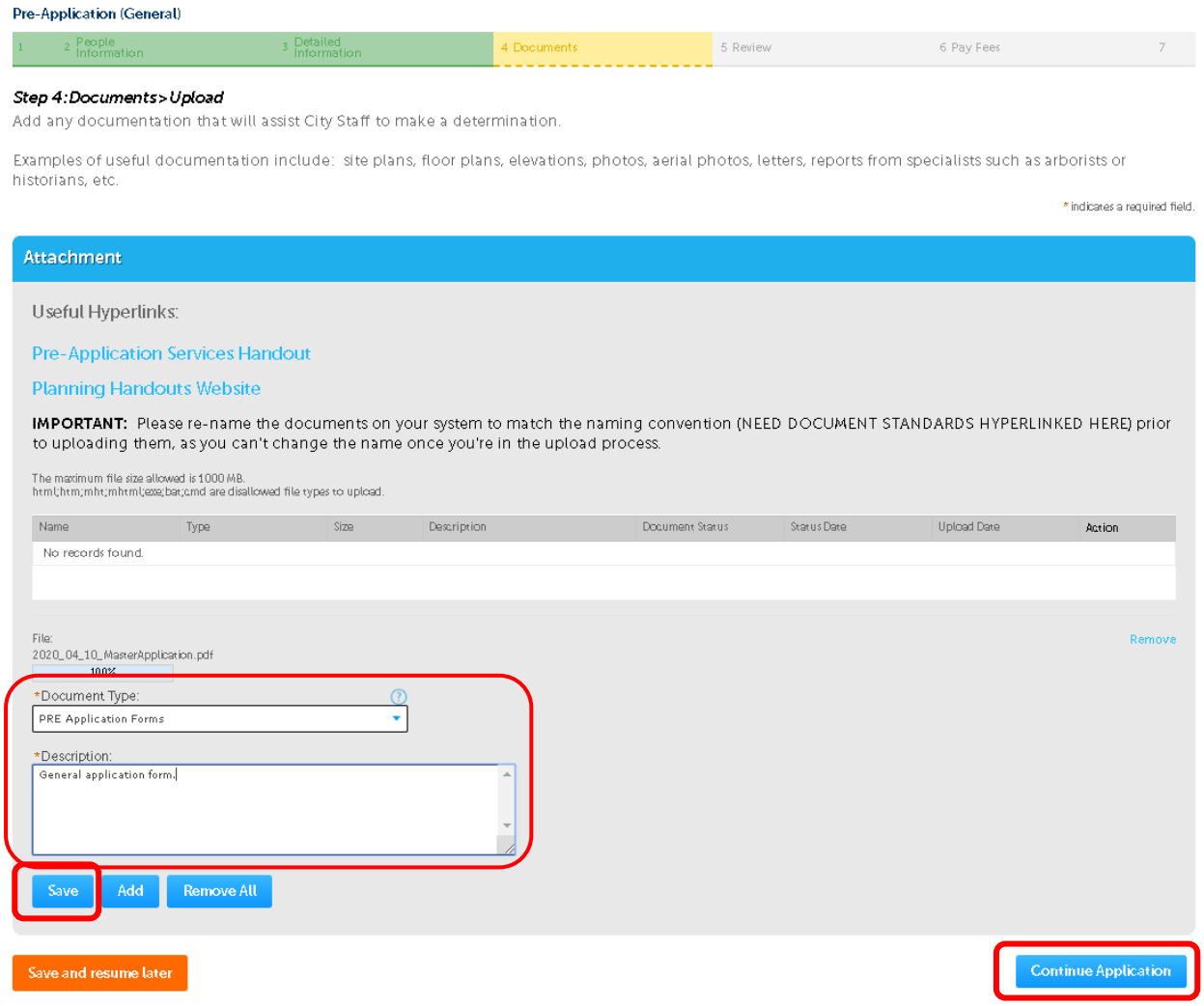
13. <u>Step 4: Documents > Upload</u>: Select the relevant **Document Type** from the dropdown menu. (When selecting a Document Type, pick the item that most closely matches your document. Check the GENERAL types before you use the specific types.) Write a brief **Description** and click **Save**. Click **Add** to add additional documents or **Continue Application** if you are done.



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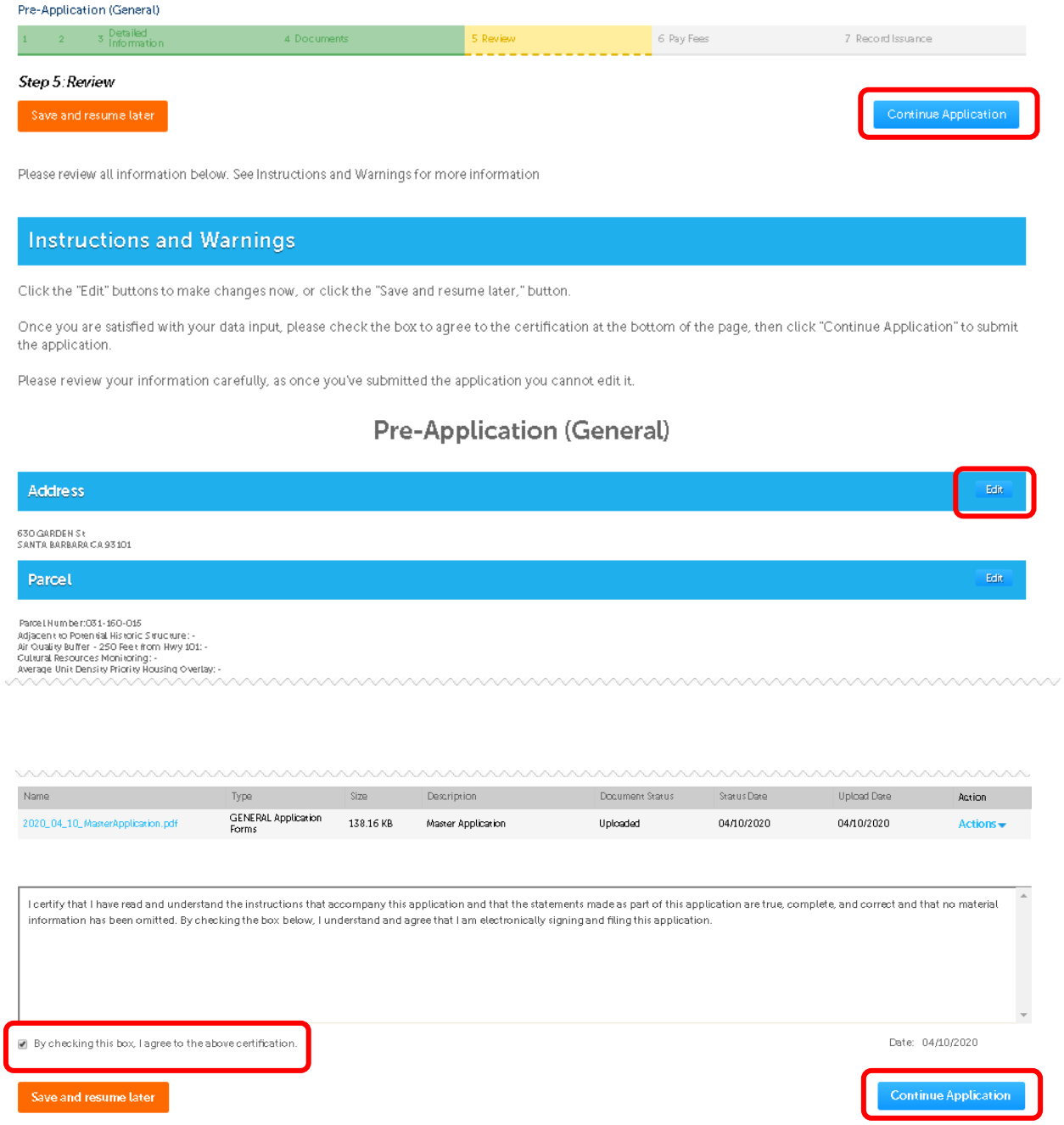
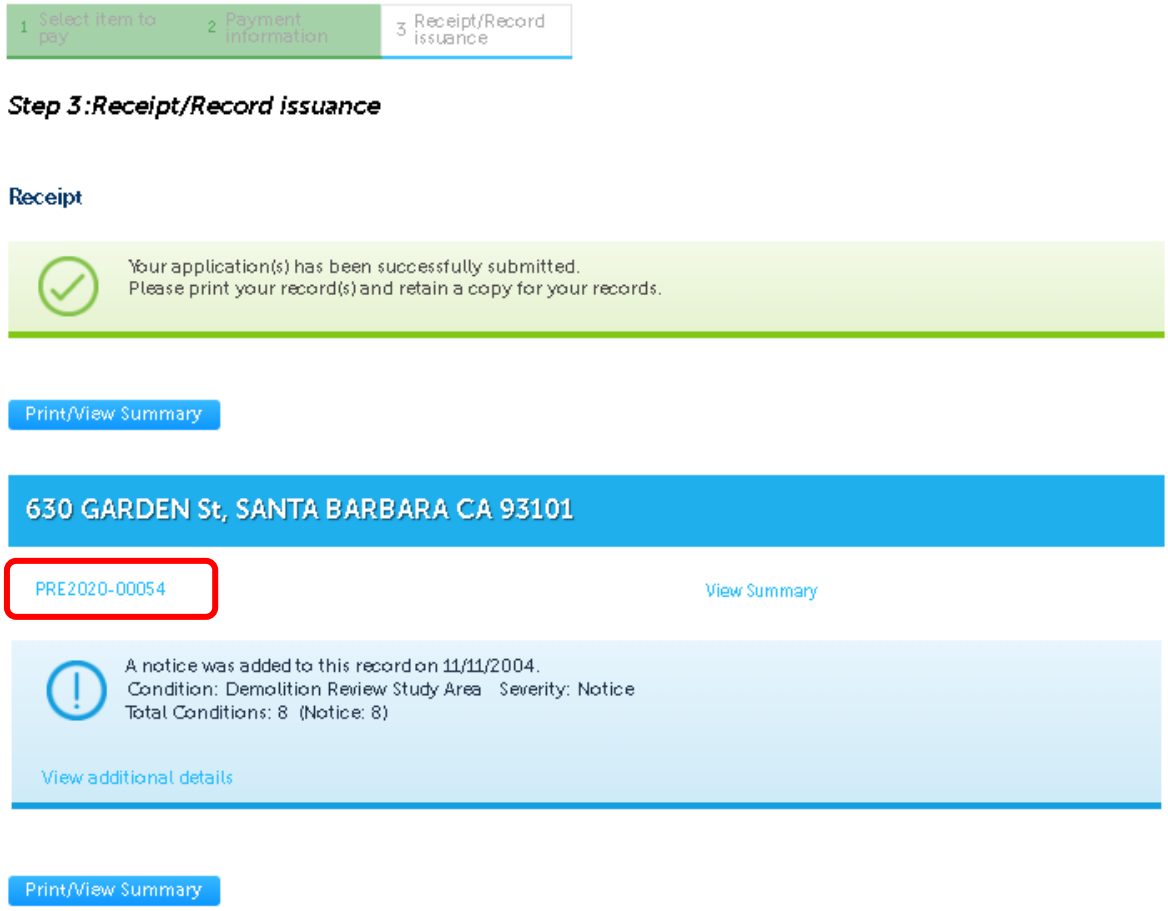
14. <u>Step 5: Review</u>: Review your application. You may click the **Edit** button in each section to change any part of the application (you will have to click back through all the sections to return to the Review screen). Once the application looks accurate, check the **Certification** box at the bottom of the screen and click **Continue Application** at either the top or bottom of the screen.



15. Congratulations, your application has been submitted! This screen provides your record number (outlined in red, below). Staff will review your application, and invoice fees. Please save a copy of your application and payment summaries.