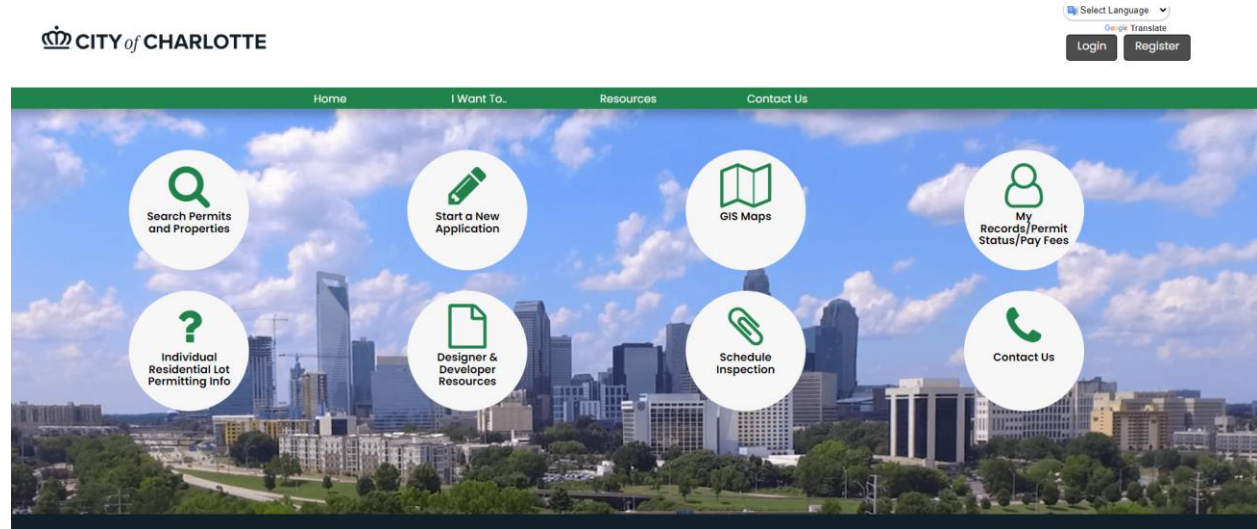


How to use Accela Citizen Access (ACA)

Accessing ACA

Our Land Management Citizen Access can be assessed at

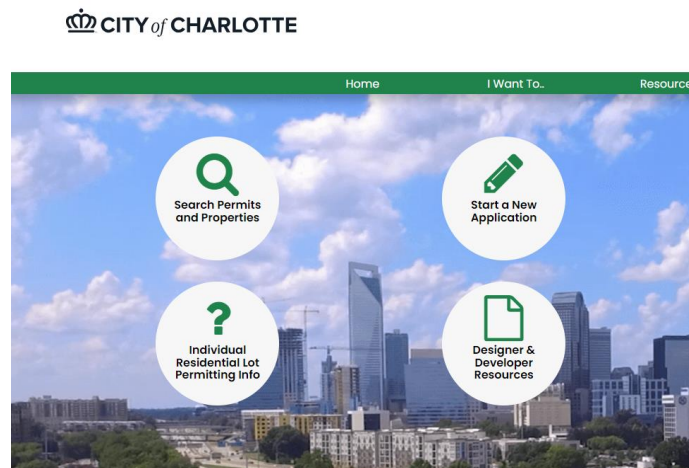
<https://aca-prod.accela.com/CHARLOTTE/customization/common/home.aspx>



Searching on ACA

You do not need to create a user account to Search.

From the Home page, select Search Permits and Properties



How-To Guide :: Questions for the Development Center :: Accela Technical Issues Support

Announcements

Search...

Search for Records

General Search General Search

Search All Records

Project Number: Type: --Select--

Project Name: Date Submit From: Date Submit To:

Parcel Number:

Street No.: Direction: --Select-- Street Name: Street Type: --Select--

City: State: Zip:

License Type: --Select-- License Number: Business License #:

First: Last: Name of Business:

[Search Additional Criteria](#)

Search options: Search by general search, address, name, etc.

When you click search, you will get a listing of all Permits that fit your criteria.

g. You can click on the Record Number to get details.

[Search Additional Criteria](#)

100+ Record results matching your search results
Click any of the results below to view more details.

Showing 1-10 of 100+ | [Download results](#)

Open/Close	Record Number	Record Type	Project Name	Status	Action	Created By	Share Notes
<input type="checkbox"/>	06/05/2024	LODR-2024-02200	Individual Residential Lot	McDonald Screen Porch	Approved	Greenback322	
<input type="checkbox"/>	05/21/2024	602A-2024-00134	Required Submittal Verification	McDonald's 032-0346	Complete	John327	
<input type="checkbox"/>	05/02/2024	LDOP-2024-00167	Land Disturbance Permit	McDonald's Mount Holly	Issue Permit	Mya Bailey	
<input type="checkbox"/>	03/02/2024	LDPM-2024-00030	Pre-Submittal Meeting	McDonald's	Closed	IntEng	Pre-Submittal Meeting
<input type="checkbox"/>	03/23/2023	LDOP-2023-00337	Land Development Construction Plan	McDonald's Mount Holly	Approved	IntegrHyEngineering	Non-Submittal
<input type="checkbox"/>	10/05/2022	INSPECTION-2022-01023	Project Site Inspections	McDonald's 5005 Sunset Lane	In Progress	Ashley Bolton	
<input type="checkbox"/>	07/14/2022	LDOP-2022-01020	Commercial (Regular 15 business day Review)	McDonald's 5005 Sunset Lane	Approved	IntegrHyEngineering	
<input type="checkbox"/>	04/17/2022	LDOP-2022-00964	Revision to Approved Commercial Plan (Regular 15-day Review)	McDonald's Boyer	Approved	IntegrHyEngineering	
<input type="checkbox"/>	04/13/2022	LDPM-2022-00962	Submittal - Not Subject To Exempt Plan	McDonald - Submittal Family boundary	Approved	adamson	
<input type="checkbox"/>	04/27/2022	LDOP-2022-00959	Revision to Approved Commercial Plan (Regular 15-day Review)	McDonald's at Beaver Farms	Approved	IntegrHyEngineering	

< Prev 1 2 3 4 5 6 7 8 9 10 Next >

If you want to view approved plans associated with a record,

woody

Record LDC-2022-00120:

Commercial (Regular 15 business day Review)

Record Status: Approved

Record Info ▾

Permit/Case Details

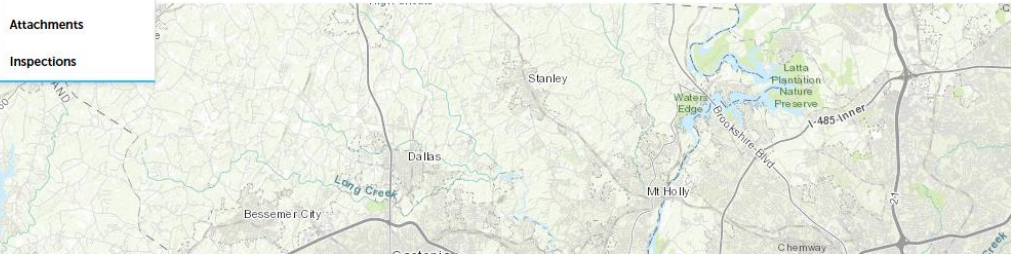
Processing Status
(Please EXPAND this to view the status of plan review.)

Related Records

Attachments

Inspections

Payments ▾



Click on Attachments. Approved plans are in blue.

Please DO NOT include an apostrophe (') or any special characters in your document file name.

Plans and supporting documentation must be submitted as a PDF and the maximum individual file size allowed is 100MB.

Please Note: maximum individual file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;pleasnote.html;scr;set;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh. are disallowed file types to upload.

Name	Record ID	Type	Size	Latest Update	Action
32-0323 5005 Sunset Lane (Civil Permit Set) 6.29.22.pdf	LDC-2022-00120	Plans	78.16 MB	07/14/2022	Actions ▾
Financial Responsibility Form.pdf	LDC-2022-00120	Notarized Financial Responsibility Form	139.53 KB	07/15/2022	Actions ▾
32-0323 5005 Sunset Lane (Civil Permit Set) 9.12.22.pdf	LDC-2022-00120	Plans	22.94 MB	09/12/2022	Actions ▾
APPROVED-LDC-2022-00120.pdf	LDC-2022-00120	APPROVED	23.31 MB	10/05/2022	Actions ▾

Add New

Creating an Account on ACA

Register for an account.



Select Language ▾
 Google Translate
 Login Register

Complete the application process.

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

*** Required Fields**

USERNAME: *

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select

ANSWER: *

I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

Login and begin submittal process.

I want to....

Home I Want To.. Resources

- Apply for an Application
- Search Applications
- Pay Fees
- Schedule an Inspection
- View My Applications
- Release My CO

How-To Guide :: Questions for the Development Support

Annou

Hello, nanpeterson

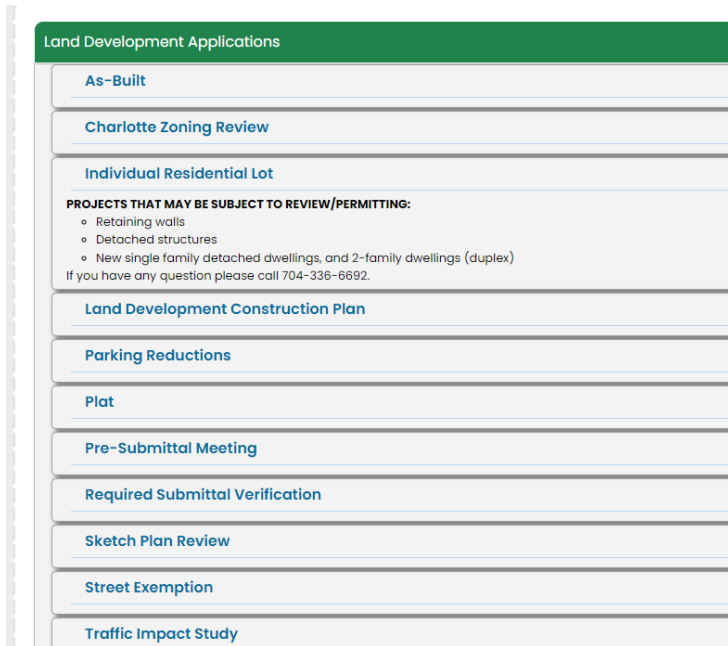
My Collection (0)

Choose the application for your submittal type.



Expand the application types to see specific applications,

Click on the appropriate application.



Example: Land Development Construction Plan

Accept the General Disclaimer

Complete application

Land Development Construction Plan

1 Work Location 2 Project Details 3 Contacts 4 Plan Submission 5 Review

Step 1: Work Location > Application

Show Map

Detail Information

*Project Name:
test

*Scope of Work:
Building a new warehouse

[well_check](#)

Parcel

If you have multiple parcel numbers, please use the largest parcel near a public street. Enter remaining parcel numbers in the "Additional Parcel Numbers" box on next page.
 You must click on Search to populate the Address and Owner information for the selected Parcel. If there is more than one record listed in the search result, please select the one you want to use.
 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 property. From the "Action" menu, select "Use Property Information" and the parcel, address and the owner will populate.

*Parcel Number
 Important: Do not add hyphens. Avoid adding letters at the end of the Parcel ID. (E.g. 015010100, enter 01501010 instead)

01501010

Search Clear

Provide the Construction Details in the application. * is a required field.

Land Development Construction Plan

Search...

1 Work Location 2 Project Details 3 Contacts 4 Plan Submission 5 Review 6 7

Step 2: Project Details > Detailed Information

* indicates a required field.

Construction Plan Details

GENERAL INFORMATION

* Site Area Acres:
.6

* Is Site on an NCDOT (State) Maintained Road?:
 Yes No

* Jurisdiction:
Charlotte

* Building Type:
Non-Residential

* Disturbed Acreage : ?
.5

* Water/Sewer provider:
Charlotte Water

* UDO Primary Zoning:
IMU-CD Innovation Mixe

Additional Parcels:
[Empty Box]

* Is this a revision to an approved set of plans (RTAP?):
 Yes No

* Development Type:
Non-Subdivision

What is the County Project Number?:
[Empty Box]

* Is this a Housing Trust Fund Project?:
 Yes No

* Is there an associated conditional rezoning?:
 Yes No

* Overlays:
N/A

ZONING INFORMATION

* Does this project require a UDO bonus?:
 Yes No

Complete Contact Information

Announcements Logged in as:nanpeterson Collections (0) Account Manage

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Search...

Land Development Construction Plan

1 Work Location 2 Project Details 3 **Contacts** 4 Plan Submission 5 Review 6

Step 3: Contacts > Contact Information * indicates a req

Applicant - Key Contact

You may use **Select from Account** to auto-fill contact information. Please update information as needed.

[Select from Account](#) [Add New](#) [Look Up](#)

Agent

You may use **Select from Account** to auto-fill contact information. Please update information as needed.

[Select from Account](#) [Add New](#) [Look Up](#)

Licensed Professional

A Licensed Professional is required for this application. Please click on **Look Up** button to find the Licensed Professional in the database. If the Licensed professional is not in the database, you may click on the **Add New** button to add a new Licensed Professional to the database.

Upload plans to Digital Plan Room

1	2 Project Details	3 Contacts	4 Plan Submission	5 Review	6 Pay Fees	7
---	-------------------	------------	-------------------	----------	------------	---

Step 4: Plan Submission > Plan Submission

DIGITAL PLAN ROOM REQUIREMENTS:

- All plans and supporting documentation shall be in PDF file format.
- Plans must be "to scale" original plans scanned and saved as PDF file.
- 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.
- Plan files:
 - Plans shall be set to landscape view, oriented so that North is always at the top of the monitor; with the title block located in the lower right hand corner. (Ensure that all pages are in order, and rotated properly for viewing on-screen.)
 - Whenever possible it is important to include a table of contents when exporting/publishing to the PDF (ex. Include "Create bookmarks" setting in AutoCAD or Revit).
 - Include sheet titles within table of contents when possible.
 - Multiple files including plans may be uploaded at the same time.
 - Ensure sheet numbers are unique across all plans submitted.
 - Any annotations in the PDF will be removed during the submission process.
- Supporting documents:
 - Do not combine any supporting documentation in the same PDF file with any plans; Submit supporting documentation as separate PDF files.
 - Supporting documents shall be submitted as individual documents or as a single combined multipage file.
 - Document files may be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor.

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 65-04). This driveway permit application can be obtained from the NCDOT website at <https://connect.ncdot.gov/resources/BusinessForms/TEB-65-04.doc>.

Visit [EPLAN Required Documents](#) for a copy of all required documents to include the signature page and/or a complete list of required documents.

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

Please DO NOT include an apostrophe (') or any special characters in your document file name.

Plans and supporting documentation must be submitted as a PDF and the maximum individual file size allowed is 100MB.

* indicates a required field.

Plan Room Acknowledgement

PLAN ROOM ACKNOWLEDGEMENT

*I acknowledge that I will upload plans, supporting documentation, and attachments following the submission of my application.

Review

1	2	3 Contacts	4 Plan Submission	5 Review	6 Pay Fees	7 Application Confirmation
---	---	------------	-------------------	----------	------------	----------------------------

Step 5: Review

[Save and resume later](#) [Continue Application >](#)

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

Land Development Construction Plan

Detail Information

Project Name: test
Scope of Work: building a new warehouse

[Edit](#)

Parcel

Parcel Number
Important: Do not add hyphens. Avoid adding letters at the end of the Parcel ID. (Ex. 015010106, enter 01501010 instead); 12502601

[Edit](#)

Address

600 E 4TH ST
CHARLOTTE NC 28202

[Edit](#)

Owner

[Edit](#)

Plan Room Acknowledgement

Plan Room Acknowledgement

PLAN ROOM ACKNOWLEDGEMENT Edit

I acknowledge that I will upload plans, supporting documentation, and attachments following the submission of my application. Yes

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

Fees can be found at [User Fee Schedules - City of Charlotte \(charlottenc.gov\)](#)

The fees for this application are determined after a review of the information provided in the application. I understand and agree to pay the fees assessed before plan review by the City of Charlotte Land Development Team.

By checking this box, I agree to the above certification. Date: 08/07/2024

Save and resume later Continue Application »


Upload Plans

Announcements Logged in as: [User Name]

How-To Guide :: Questions for the Development Center :: Accela Technical Issues Support

Land Development Construction Plan

1	2	3	4	5 Review	6 Application Confirmation
---	---	---	---	----------	----------------------------

 Your application has been successfully submitted.

Please print your application and retain a copy for your records. Staff will contact you if additional information is needed.

If fees are paid prior to the submittal of this application, City staff, per state statute, can only keep the check for 24 hours. If plan fees are not paid, the check will be returned to you.

Thank you for using our online services.
Your Application Number is LDCP-2024-00547.

You will need this number to check the status of your application.

Print/View Summary

To upload your digital plans, specifications, or other supporting documents for review, please click below:

Upload Plans and Documents

To view the application details, click on the button below:

View Record Details » (You will be directed to the Record Details page.)

Must upload all required documents.

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Search...

Record: LDCP-2024-00547
Address: 600 E 4TH ST 1100, CHARLOTTE NC 28202
Status: **INTAKE**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
----------------	---------	---------	--------	------------	-------	----------

Review Version #1

1 Upload 2 Sheets 3 Review

Requirements

- 2 • Required
 - Plans
This document is required.
 - Self-Certified Gateway Checklist
This document is required.
- 1 • Recommended

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to review package. When all of the desired files are uploaded and validated, click the Continue button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or [Browse](#)

Review Version #1

1 Upload 2 Sheets 3 Review

Requirements

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Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or [Browse](#)

A1 McDonald's ACA testing.pdf	Plans	x
	Description...	
A1 Financial Responsibility Form.pdf	Self-Certified Gateway Checklist	x
	Description...	

[Upload and Validate](#)

Upload and Validate

1 Upload 2 Sheets 3 Review





1 Recommended
2 Validated

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Continue button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here or [Browse](#)

Files

Name	Description	Type	Status	Uploaded By	Date	Signature
A1 Financial Responsibility Form.pdf		Self-Certified Gateway Checklist	VALIDATED	nanpeterson	8/7/2024	 
A1 McDonald's ACA testing.pdf		Plans	VALIDATED	nanpeterson	8/7/2024	 

[Continue](#)

Continue

Record: LDCP-2024-00547
Address: 600 E 4TH ST 1100, CHARLOTTE NC 28202
Status: INTAKE

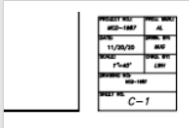
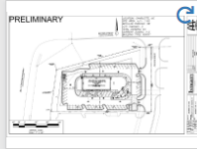
Record Details Summary **Uploads** Issues Conditions Notes Approved

Review Version #1

1 Upload 2 Sheets 3 Review

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click Continue when you are done.

Showing a total of 1 sheet Show only error sheets

Title Block	Thumbnail	Sheet number and title
		<input type="text" value="C-1"/> <input type="text" value="Sheet title (optional)"/> A1 McDonald's ACA testing.pdf (Page: 1)

[Save and resume later](#) [Continue](#)

Continue

1 Upload 2 Sheets 3 Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents. Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Description

Please enter a description of the plans and documents you are uploading here...

Save

Requirements

Edit

The requirement types below indicate if the corresponding criteria has been met. Ensure all required requirements are validated to submit your review package.

Type	Requirement	Message
● Recommended	Calculations	This document is recommended.
● Validated	Plans	
● Validated	Self-Certified Gateway Checklist	

Files

Edit

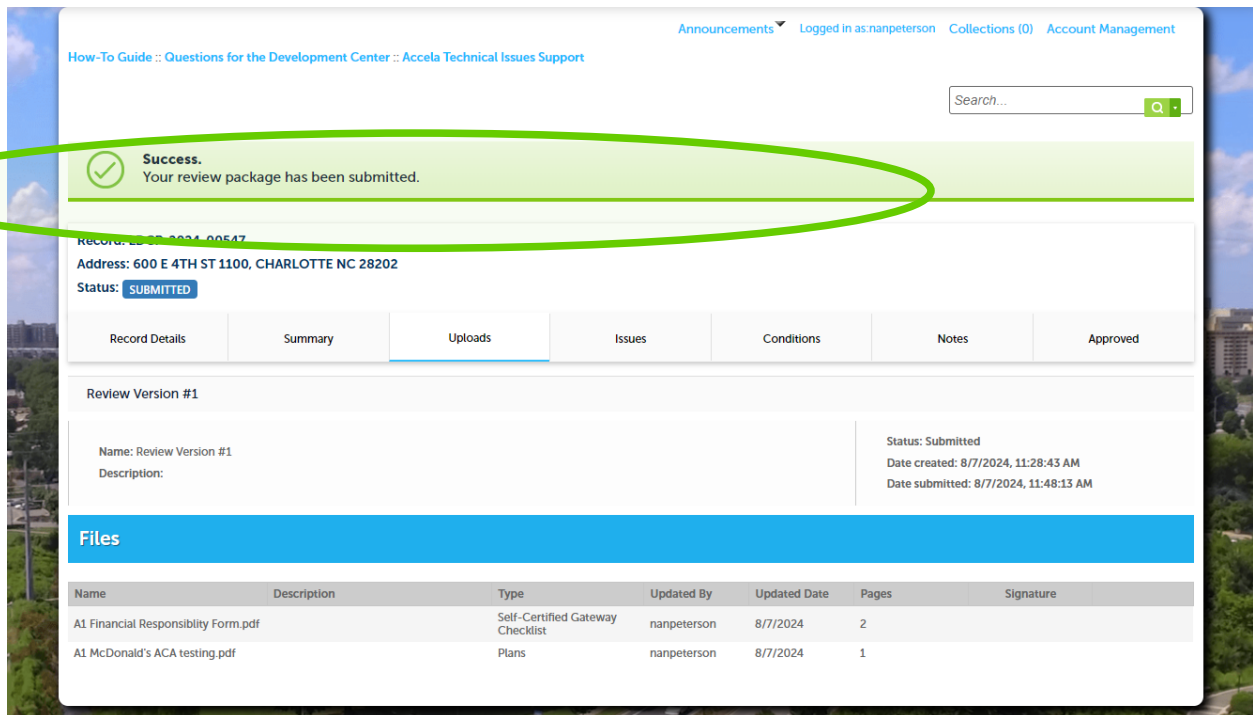
These are all the files that will be submitted with this package.

Name	Description	Type	Updated By	Updated Date	Signature
A1 Financial Responsibility Form.pdf		Self-Certified Gateway Checklist	nanpeterson	8/7/2024	
A1 McDonald's ACA testing.pdf		Plans	nanpeterson	8/7/2024	

Finish

Click Finish to complete.

Success!



Announcements Logged in as: nanpeterson Collections (0) Account Management

How-To Guide :: Questions for the Development Center :: Accela Technical Issues Support

Search...

Success.
Your review package has been submitted.

Record: 2024-0004-00547
Address: 600 E 4TH ST 1100, CHARLOTTE NC 28202
Status: **SUBMITTED**

Record Details Summary Uploads Issues Conditions Notes Approved

Review Version #1

Name: Review Version #1
Description:

Status: Submitted
Date created: 8/7/2024, 11:28:43 AM
Date submitted: 8/7/2024, 11:48:13 AM

Files

Name	Description	Type	Updated By	Updated Date	Pages	Signature
A1 Financial Responsibility Form.pdf		Self-Certified Gateway Checklist	nanpeterson	8/7/2024	2	
A1 McDonald's ACA testing.pdf		Plans	nanpeterson	8/7/2024	1	

Digital Plan Room

Need assistance on how to upload plans, resubmit plans and other useful information for the Digital Plan Room, please click on this link: <https://www.charlottenc.gov/Growth-and-Development/Getting-Started-on-Your-Project/Digital-Plan-Room>