To Add A Document To A Project

Log in
Click on All My Records to see everything you have or are working on in ACA
OR
Go to Home
Go to My Records
Click on the Record Number (in blue) for the project you need
Go to Record Info
Go to Attachments
On the Attachment screen at the bottom of the page, Click on Add
Upload the document
Make sure document is 100% uploaded
Add another document OR
Click on Continue
When screen appears, click on Type. From the dropdown box, choose the type of document
If applicable, add additional notes
For each document uploaded, click on Type and choose from the drop down box the type of document.
If applicable, add additional notes
SAVE

To Find Due Date

Log in
Click on All My Records to see everything you have or are working on in ACA
OR
Go to Home
Go to My Records
Click on the Record Number (in blue) for the project you need
Go to Record Info
Go to Processing Status

✅ : Review is complete
  - Click to see reviewer, dates and comments, if applicable

☁️ : Review is not completed
  - Click to see due date and reviewer
To Resubmit Plans
Log in
Click on All My Records to see everything you have or are working on in ACA
OR
Go to Home
Go to My Records
Click on the Record Number (in blue) for the project you need
Go to Record Info
Go to Attachments
Add document (see To Add a Document to a Project for process)

To Review Comments To Plans
Log in
Click on All My Records to see everything you have or are working on in ACA
OR
Go to Home
Go to My Records
Click on the Record Number (in blue) for the project you need
Go to Record Info
Go to Attachments
Click on the document with the comments

To Review Approved Plans
Log in
Click on All My Records to see everything you have or are working on in ACA
OR
Go to Home
Go to My Records
Click on the Record Number (in blue) for the project you need
Go to Record Info
Go to Attachments
Click on the Approved Plans documents

To Submit A New Project
Log in
Click on New
❖ If you want to submit a new Commercial or Subdivision Plan, Click on Commercial/Subdivision Project. Plats are listed in the Subdivision Projects.
❖ If you want to submit new Rezoning Administration Amendment Documents, Click on Rezoning Administrative
❖ If you want to register for CMCSI class, click on Register for a CMCSI Course
At Select an Application Type,
❖ If you want to submit a new Commercial or Subdivision Plan, Click on Commercial Plan Review Application Type or Subdivision Plan Review Application Type. Plats are listed in Subdivision Plan Review Application Type.
❖ Choose the appropriate Rezoning application type
Continue Application
Submit 4/3/16