

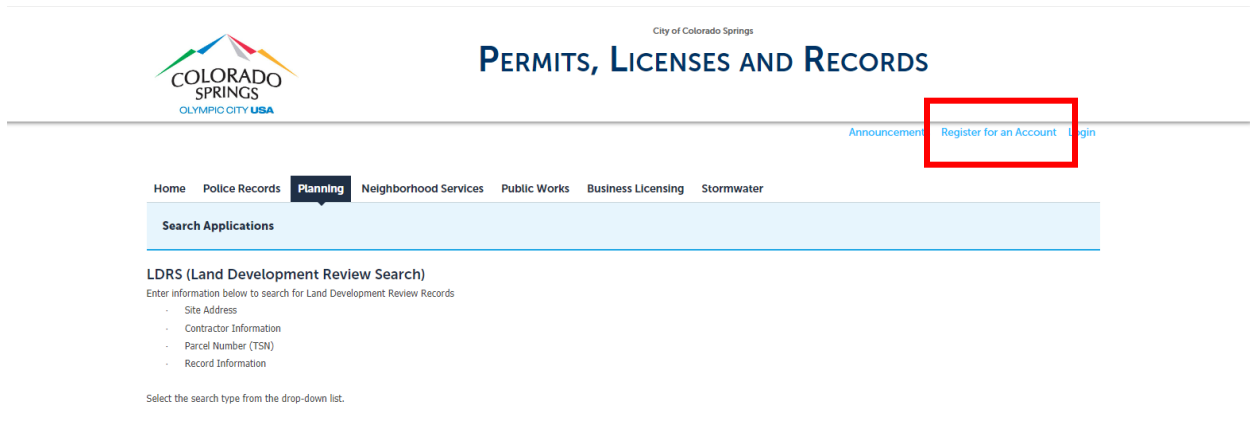
# Guide for making an application to the Planning & Community Development Department in Accela (ACA)

- Pre-Application Meetings
- Planning Entitlements and Permits

Contact the Planning and Development Department at [LURPlanningInfo@coloradosprings.gov](mailto:LURPlanningInfo@coloradosprings.gov) or 719-358-5905 with questions.

## Step 1 – Create an account

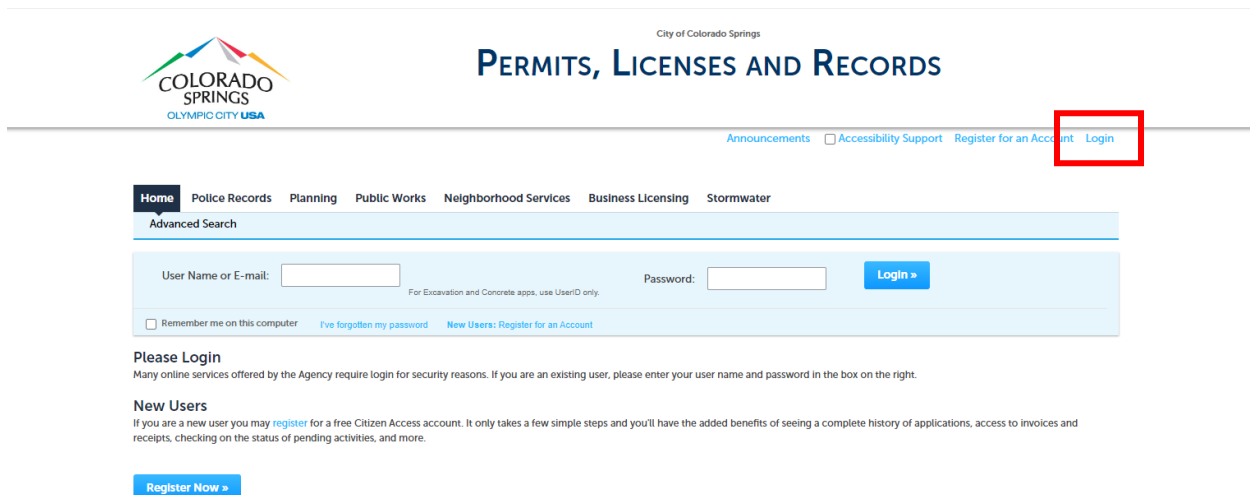
- Select 'Register for Account'



The screenshot shows the top navigation bar of the City of Colorado Springs Accela website. The main header includes the city logo and the text 'PERMITS, LICENSES AND RECORDS'. Below the header, there is a navigation menu with links for 'Home', 'Police Records', 'Planning', 'Neighborhood Services', 'Public Works', 'Business Licensing', and 'Stormwater'. The 'Register for an Account' link is highlighted with a red box. Below the navigation menu, there is a search bar and a section for 'LDRS (Land Development Review Search)' with a search form.

If an account has already been created, login –

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



The screenshot shows the login page of the City of Colorado Springs Accela website. The main header includes the city logo and the text 'PERMITS, LICENSES AND RECORDS'. Below the header, there is a navigation menu with links for 'Home', 'Police Records', 'Planning', 'Public Works', 'Neighborhood Services', 'Business Licensing', and 'Stormwater'. The 'Login' link is highlighted with a red box. Below the navigation menu, there is an 'Advanced Search' section with a search bar and a 'Login' button. Below the search bar, there is a 'Please Login' section with a login form and a 'Register Now' button.

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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 button labeled 'Create an Application' is highlighted with a red rectangular box. Below the navigation menu, 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
- 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.

The screenshot shows the 'Address' search form in the Accela web portal. The form includes fields for 'Street No.', 'Direction', 'Street Name', 'Street Type', 'Unit No.', 'City', 'State', and 'Zip'. The 'Search' button is highlighted with a red rectangular box. The 'City' field is pre-filled with 'COLORADO SPRINGS', the 'State' field with 'CO', and the 'Zip' field with '80903'.

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

- Pre-Application Meetings
  - Planning Entitlements and Permits
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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.
  - Once complete, select '**Continue Application**' at the bottom of the screen.
- **Step 6** – Input Applicant Contact Information by selecting 'Add New'

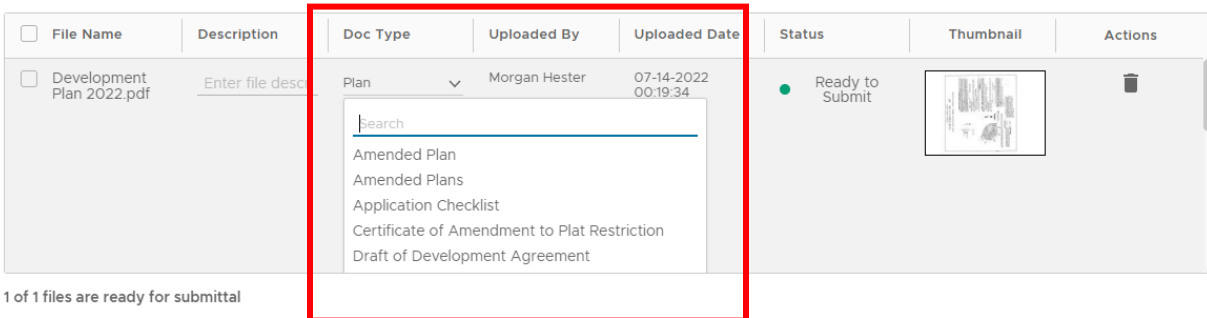
Step 2: Application Detail > Contact Information

\* indicates a required field.

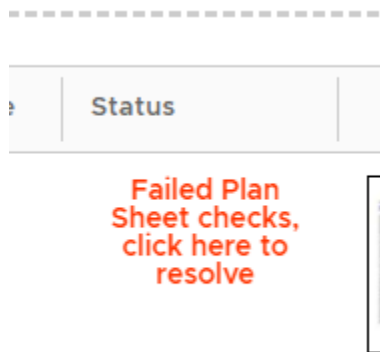
- After an account is created, this information will auto-populate for future applications.
- Additional contacts can be included if there are multiple applicants.
- Once complete, select '**Continue Application**' at the bottom of the screen.
- **Step 7** – For Planning Entitlements, applicants will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

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

- Pre-Application Meetings
  - Planning Entitlements and Permits
- 
- 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 –



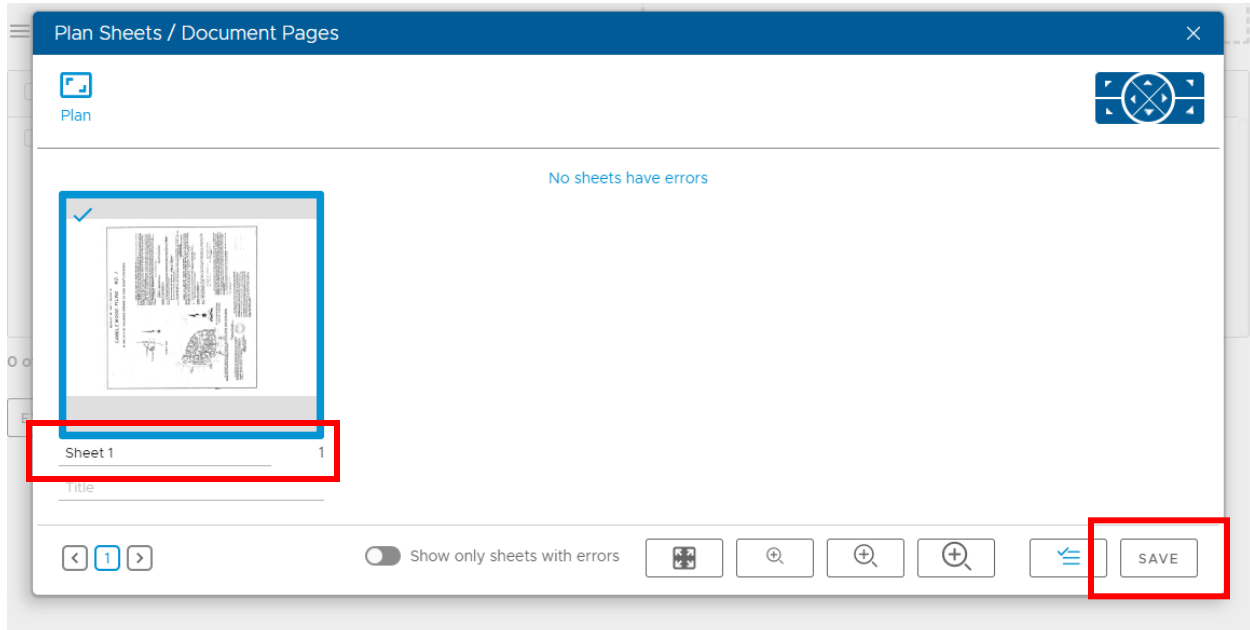
If an error pops up under 'Status', click the red text to resolve –



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- Pre-Application Meetings
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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.

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

- Pre-Application Meetings
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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 the following items: 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".

Underneath, there is a "Development Plan" section with a progress bar. The progress bar is divided into four steps: 1 Location, 2 Application Detail, 3 Review, and 4 Record Issuance. The "3 Review" step is currently active and highlighted in green.

Below the progress bar, there is a green confirmation message: "Your application has been successfully submitted." with a checkmark icon.

Below the confirmation message, there is a thank you note: "Thank you for using our online services. Your Record Number is DEPN-22-0120." followed by the instruction: "You will need this number to check the status of your application." and a blue button labeled "Print/View Record".

At the bottom, there are two more lines of text: "You will be notified when your application has been approved or when additional information is needed." and "You may need to pay additional fees prior to completion of application review." followed by a blue button labeled "View Record Details »".

## 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.