

## ACCELA CITIZEN ACCESS SUBMISSION

### ACCELA CITIZEN ACCESS PORTAL

All applications shall be submitted online via the City's Accela Citizen Access (ACA) Portal

(<https://aca-prod.accela.com/TAMPA>). ACA allows owners or authorized agents to submit new applications, upload documents, pay fees, and check the status of projects. To create an application, you must create an account in order to log in as a registered user.

- Select New - Planning Application – then Planning Application again, select the appropriate board (Architecture Review Commission or Barrio Latino Commission) and continue application.
  - Complete the required fields that are relevant to your application.
  - Select Reports to open and print your application and the Affidavit to Authorize Agent form. Select: App – ARCBLCnoVariance, these documents must be completed in its entirety, signed and notarized.
  - Attach your notarized application form, Affidavit to Authorize Agent form, applicable drawings, and any other exhibits.
  - Application fees will be applied after staff has reviewed all provided information and determined that your application is complete.
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