Dec 2023

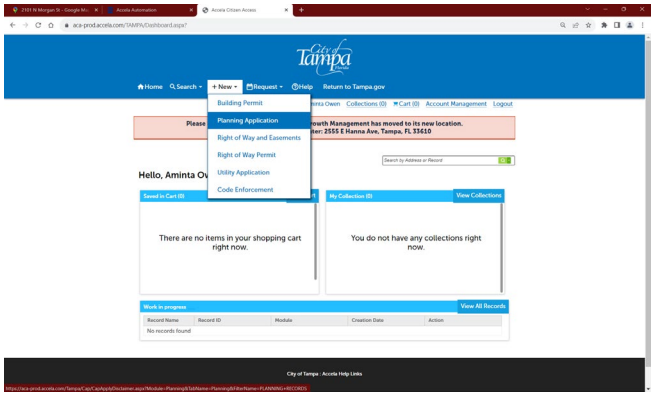
# ACCELA CITIZEN ACCESS SUBMISSION

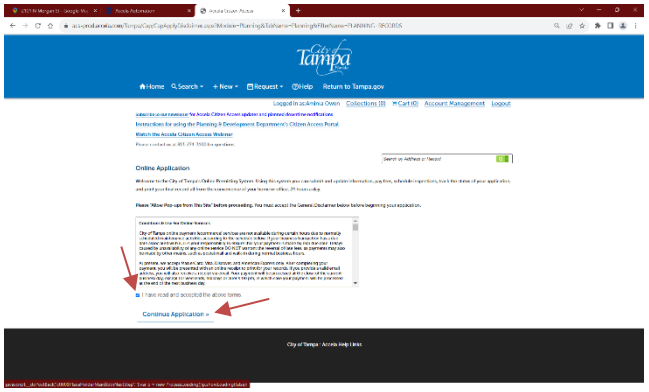
## ACCELA CITIZEN ACCESS PORTAL

All applications shall be completed in Accela, the City of Tampa's Online Permitting System. The Accela Citizen Access Portal (ACA) is located at https://aca-prod.accela.com/TAMPA

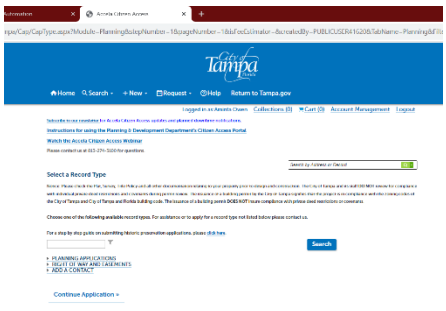
ACA allows clients to submit new applications, upload documents, pay fees, and check the status of projects. To create an application, you must create an account in order to log in as a registered user.

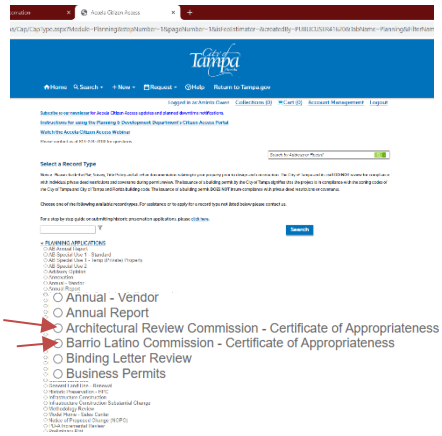
- Select New - Planning Application - Scroll to bottom, continue



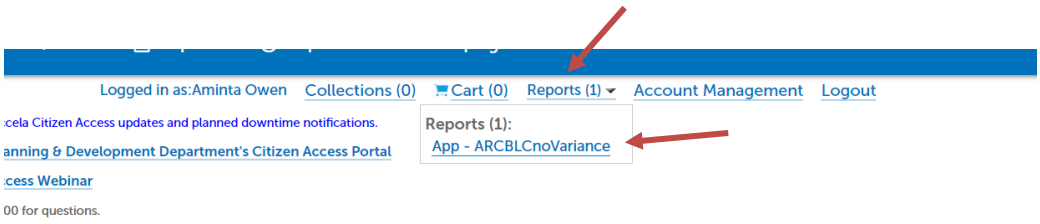




- Select Planning Application a second time with the drop down arrow and select the appropriate board - "Architecture Review Commission – Certificate of Appropriateness" or "Barrio Latino Commission (Ybor City ONLY)– Certificate of Appropriateness" and continue.

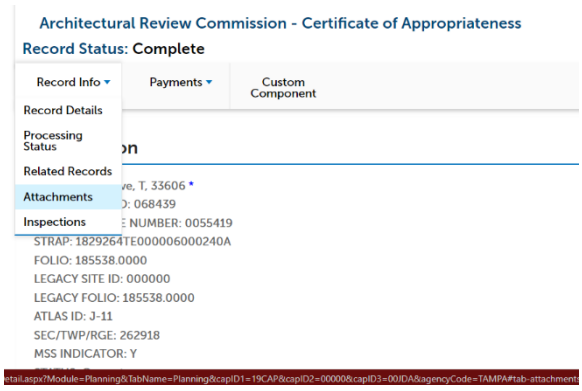


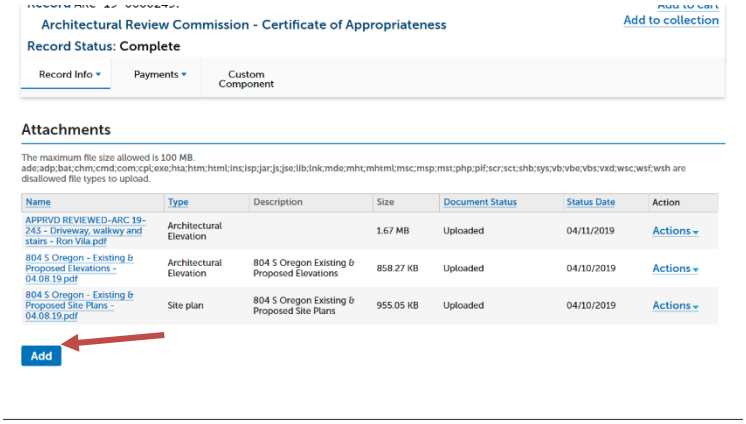



- Complete the required fields that are relevant to your application and submit.
- Go back into your case and select Reports - click on App-ARCBLCnoVariance to open and print your application form and the Affidavit to Authorize Agent form. These documents must be completed in its entirety, be signed, notarized and uploaded (You may use NOC or owner signed contract for Admin Approval).




- Attach your notarized application form, Affidavit to Authorize Agent form, applicable drawings, and any other exhibits.
  - ➢ Select Record Info and Attachments in open ARC or BLC record.. scroll to bottom and select Add




- Application fees will be applied after staff has reviewed all provided information and determined that your application is complete.