



ACCELA CITIZEN ACCESS - ACA 8.0 REFERENCE GUIDE

Updated 08-26-2021
City of Charlotte, Planning Department

For help resetting an existing user account, please contact Melvin Mattocks at melvin.mattocks@charlottenc.gov

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Accela Citizen Access Citizen Portal to Information - (ACA)

Welcome to Accela Citizen Access – For the review of general information on a project.

- ✓ Check on due dates
- ✓ Check on project status
- ✓ Submit an application
- ✓ Resume a saved application
- ✓ Upload plans for review

CITY OF CHARLOTTE
Development Services

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[Announcements](#) [Register for an Account](#) [Login](#)

[Help](#)

Search...

Welcome to Citizen Access!

This portal will allow you to view an Application/Project's Review Status, Due Date, Site Inspections, General Site Info and any Violations associated with the project. From this website you can also submit your plans/plats/sketches for review or register for Charlotte-Mecklenburg Certified Site Inspector (CMCSI) certification class.

First time users

Login is NOT required for searching any project/application information.
Registration account is required to submit plans for approval or to register for CMCSI.
If you already have an account, please use your existing login information.

Contact Us

For Planning – Administrative Amendment, please contact Planning Department at 704-336-2205.
For other projects, please contact Land Development Customer Service at 704-336-6692.

Login


User Name or E-mail:

Password:

Login »


☐ Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

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URL - Accela Citizen Access: <https://aca.accela.com/charlotte/>

How to search for a project? Select “Search” and choose a category to find your project.



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Welcome to Citizen Access!

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Contact Us

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For other projects, please contact Land Development Customer Service at 704-336-6692.

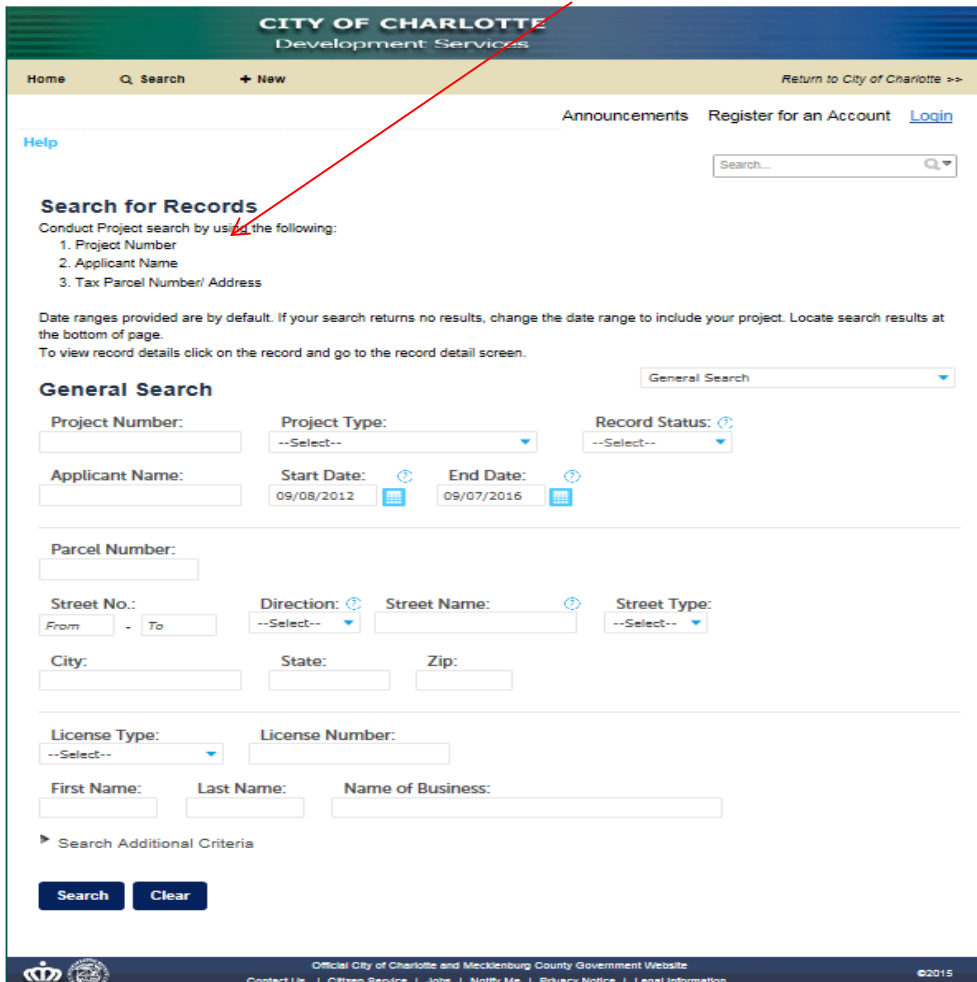
Login

User Name or E-mail:
Password:
Login »

☐ Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

Enter the project number, applicant name or parcel number to conduct a general search.



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Search for Records

Conduct Project search by using the following:

1. Project Number
2. Applicant Name
3. Tax Parcel Number/ Address

Date ranges provided are by default. If your search returns no results, change the date range to include your project. Locate search results at the bottom of page.
To view record details click on the record and go to the record detail screen.

General Search

General Search

Project Number: Project Type: Record Status:

Applicant Name: Start Date: End Date:

Parcel Number:

Street No.: Direction: Street Name: Street Type:

City: State: Zip:

License Type: License Number:

First Name: Last Name: Name of Business:

► Search Additional Criteria

Search **Clear**

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You do not have to be a registered user to search for a project.

How to check search results for information and status of project.

1. Searching by project type will generate a list of the same project types or you may search by entering a specific project. Click on Project to view project details.

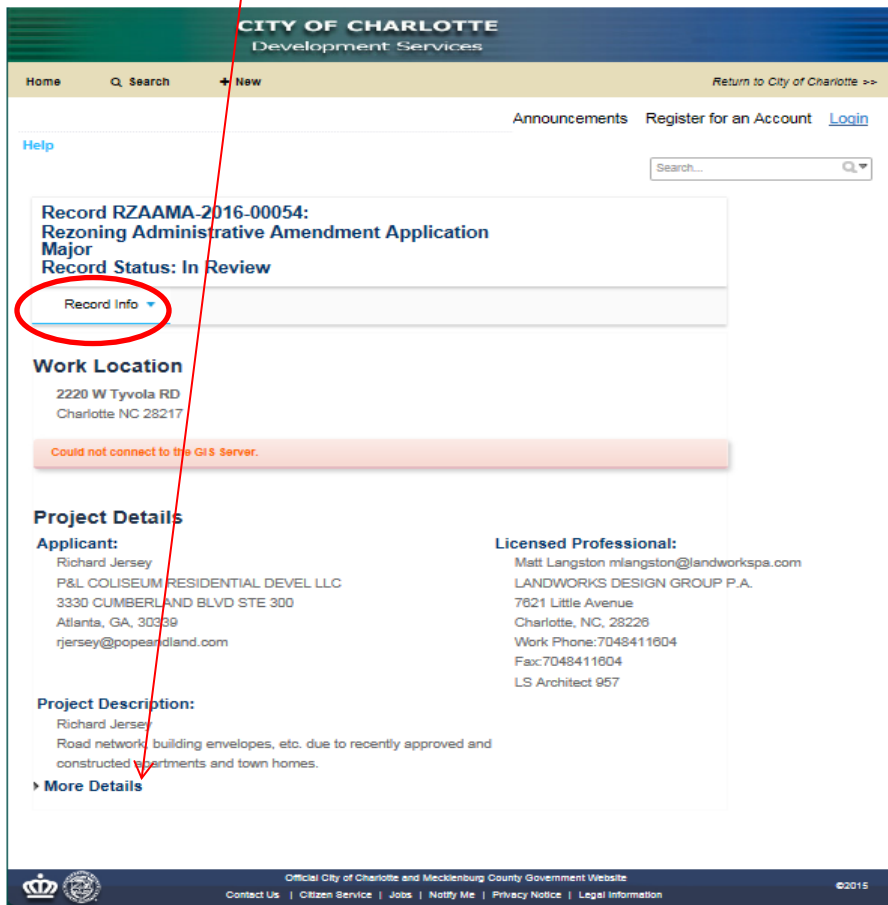
99 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 99 | [Download results](#)

<input type="checkbox"/>	OpenDate	Record Number	Applicant Name	Status	Record Type	Action	Created By	Short Notes
<input type="checkbox"/>	08/26/2016	RZAAMA-2016-00054	Richard Jersey	In Review	Rezoning Administrative Amendment Application Major		wilson878	2007-082
<input type="checkbox"/>	08/19/2016	RZAANF-2016-00052	Matthew Grigsby	In Progress	Rezoning Administrative Amendment Application No Fee		mdg0001	
<input type="checkbox"/>	08/16/2016	RZAAMA-2016-00051	Helverson Development	In Review	Rezoning Administrative Amendment Application Major		suzie@npe.us.com	2013-094
<input type="checkbox"/>	08/15/2016	RZAANF-2016-00050	Primrose Schools	In Progress	Rezoning Administrative Amendment Application No Fee		brandonsimpson	

2. Example: Search on a Administrative project “RZAAMA-2016-00054, displays applicant information, project description and licensed professional information. To view additional information on a project click on “Record Info” and or “More details”.



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Help Search...

Record RZAAMA-2016-00054:
Rezoning Administrative Amendment Application
Major
Record Status: In Review

Record Info

Work Location
2220 W Tyvola RD
Charlotte NC 28217

Could not connect to the GIS Server.

Project Details

Applicant:
Richard Jersey
P&L COLISEUM RESIDENTIAL DEVEL LLC
3330 CUMBERLAND BLVD STE 300
Atlanta, GA, 30339
rjersey@popeandland.com

Licensed Professional:
Matt Langston mlangston@landworksps.com
LANDWORKS DESIGN GROUP P.A.
7621 Little Avenue
Charlotte, NC, 28226
Work Phone: 7048411604
Fax: 7048411604
LS Architect 957

Project Description:
Richard Jersey
Road network, building envelopes, etc. due to recently approved and constructed apartments and town homes.

[More Details](#)

Record Info includes:

- ☐ Work location, the applicant, licensed professional, and project description, related records and attachments

More Details includes:

- ☐ Application/General information – i.e., additional parcel information, zoning district, etc.

Fee Estimation includes:

- ☐ Total Fees

Parcel Info includes:

- ☐ Parcel Number

How to register for an account.

To submit a project for review and approval, you must be a registered user.

Step 1: From the Welcome screen select “Register for an Account”

Register for an Account [Login](#)

Search... 

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

Once you are registered, if you forget your password, click on “I’ve forgotten my password” to receive a notice to reset.


Begin your registration by reading and accepting the general disclaimer.

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Search... 

ACCOUNT REGISTRATION

ATTENTION: You DO NOT HAVE TO register a login to search for projects or view record status. You are required to create a login account if you are a new user and plan to submit commercial projects or to register for CMCSL.

You will be asked to provide the following information to create an account:

1. Choose a user name and password
2. Your contact information

Please review and accept the terms below to proceed.

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☒ I have read and accepted the above terms.

☐ I have read and accepted the

Complete registration information.

Add contact information by selecting the “Add New” button.

When completing contact info, you must select “Contact Type” i.e., Agent, Applicant, Applicant – Key Contact, Designer, Professional, etc.

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Help

Search...

**Account Registration Step 2:
Enter/Confirm Your Account Information**

* Indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

This section is required. Please add one record.

[Add New](#)

[Continue Registration »](#)

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**Account Registration Step 2:
Enter/Confirm Your Account Information**

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

This section is required. Please add one record.

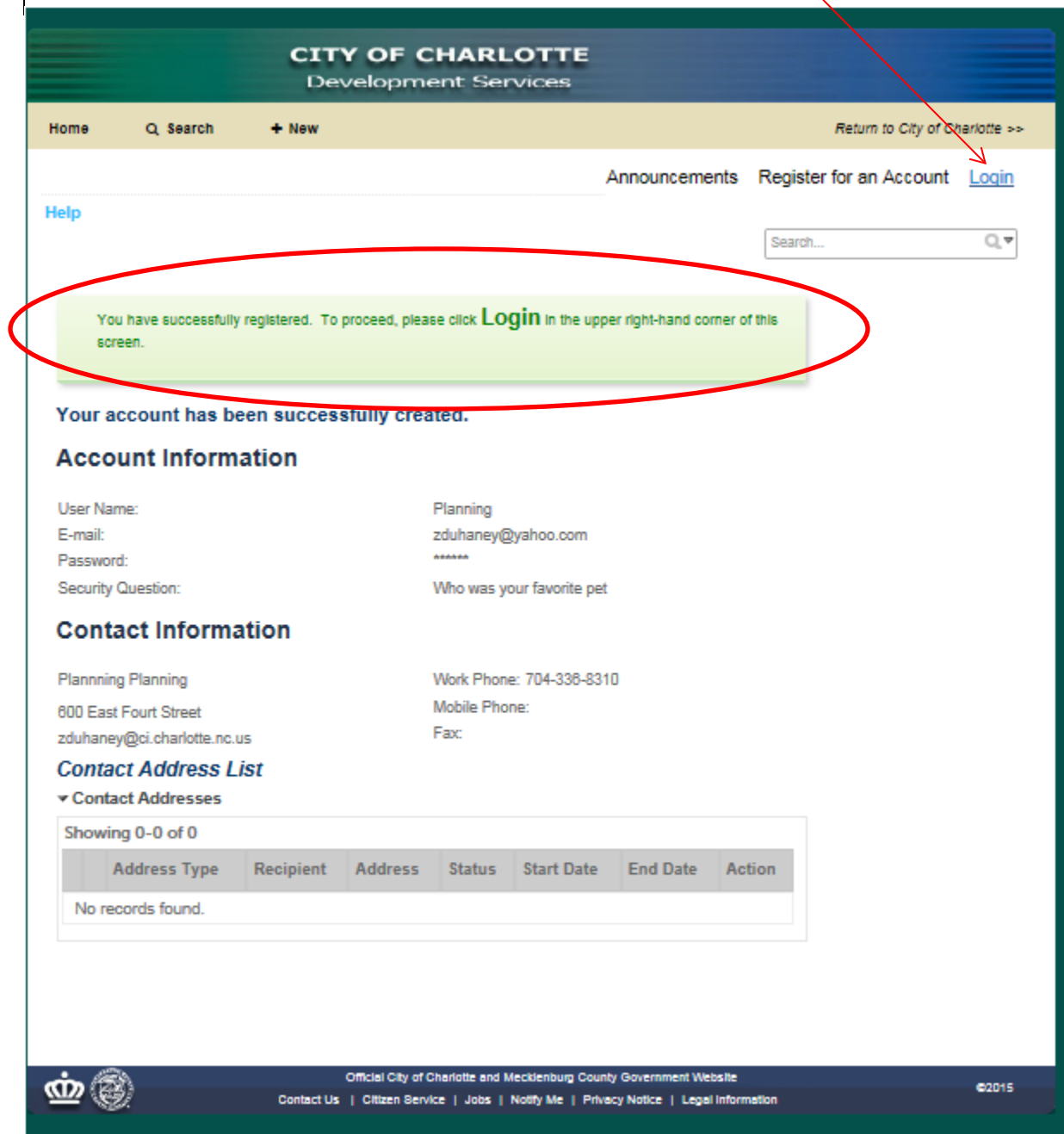
[Add New](#)

[Continue Registration »](#)

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Continue – Complete Registration Information

After completing all required application information, a notice will display noting that you are a registered user. You may then login to ACA to complete your application and upload required documents for review.



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Help

Search...

You have successfully registered. To proceed, please click [Login](#) in the upper right-hand corner of this screen.

Your account has been successfully created.

Account Information

User Name: Planning
E-mail: zduhaney@yahoo.com
Password: *****
Security Question: Who was your favorite pet

Contact Information

Planning Planning Work Phone: 704-336-8310
600 East Fourth Street Mobile Phone:
zduhaney@ci.charlotte.nc.us Fax:

Contact Address List

▼ Contact Addresses

Showing 0-0 of 0

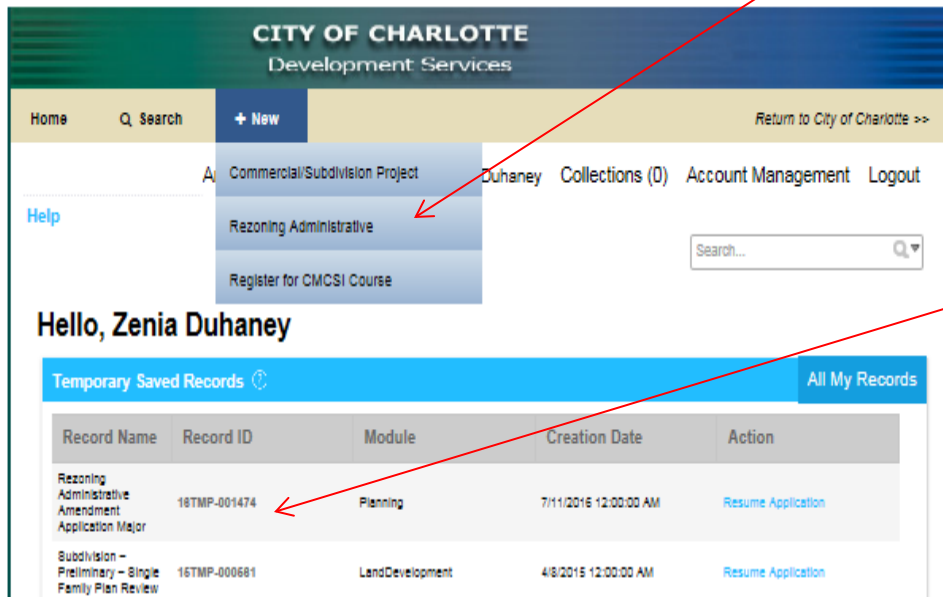
Address Type	Recipient	Address	Status	Start Date	End Date	Action
No records found.						

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How to submit a new project/application.

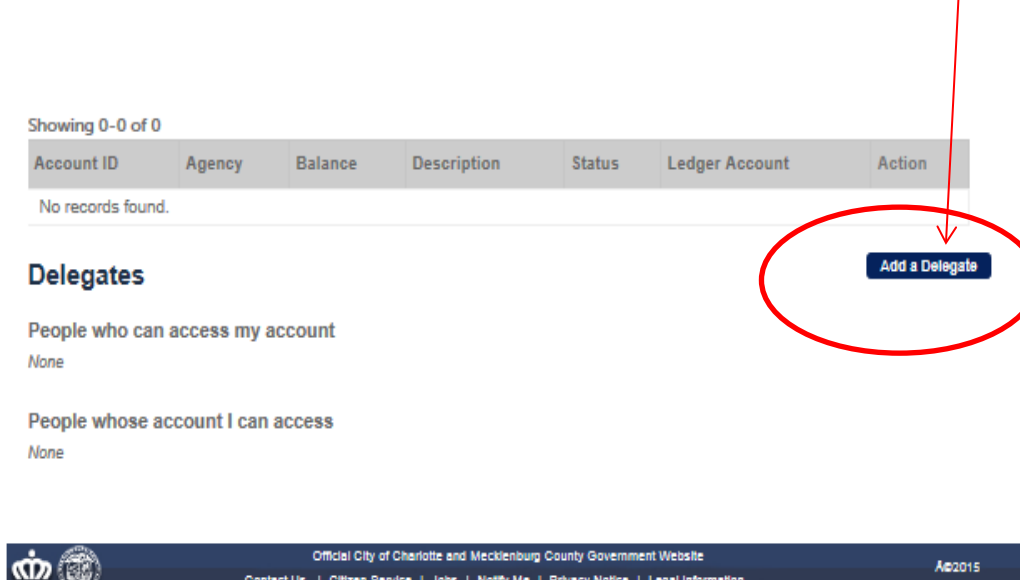
1. Log in to your ACA account.
2. From the "Welcome" page, click on **+New** on the menu bar and select type of application.



Applications which have not been submitted will have a temporary record ID and will remain in the queue as temporary records until either the customer submits or the record is deleted.

3. Read and Accept the General Disclaimer and click continue.

Note: An account holder can manage their account. This includes adding delegates.



Delegates are people who may access your account. Go to the **Account Management** link to add/remove delegates.

Application submittal continue:

4. Choose the type of application you would like to submit and click continue application

The screenshot shows the 'CITY OF CHARLOTTE Development Services' portal. The user is logged in as 'Zenia Duhaney'. The 'Select a Record Type' section is active, displaying instructions and a list of record types. The 'Historic District Commission' option is circled in red. A red arrow points from the instruction 'Choose the type of application you would like to submit' to this option.

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Announcements Logged in as: Zenia Duhaney Collections (0) Account Management Logout

Help

Select a Record Type

Choose one of the following available record types.

Prior to submitting a Rezoning Administrative Amendment for review and approval, staff requires the submittal of a Pre-Administrative Amendment Assessment application. Please select AAA - Rezoning Pre-Administrative Assessment below to submit an application for review.

Once the review of your application is complete, staff will notify you regarding which administrative record type to submit. Go to [Administrative Amendment Record Types](#) for a description of each type of Administrative review. Selecting the incorrect record type will delay the processing of your submittal.

For additional assistance, please contact Planning Department at (704)336-2205.

Search

- ▶ Rezoning Administrative Approval
- ▼ **Historic District Commission**
- ▶ Pre-Administrative Assessment Application

Continue Application »

The Historic District team will determine what type of application you will submit after completing a pre-assessment of your submission.

11

Step1: Continue Application

Parcel Address


Street No.:	Street Name:	Direction:	Street Type:
<input type="text"/>	<input type="text"/>	--Select-- ▾	--Select-- ▾
City:	State:	Zip:	
<input type="text"/>	--Select-- ▾	<input type="text"/>	

Use map to select work loca

Search

Clear

Property Owner

Owner Name: 		
<input type="text"/>		
Address Line 1:		
<input type="text"/>		
City:	State:	Zip:
<input type="text"/>	--Select-- ▾	<input type="text"/>
* Phone:		
<input type="text"/>		
* E-mail:		
<input type="text"/>		

Search

Clear

Continue Application »

Save and resume

Click on Continue Application or Save and resume.

13

Continue - Step 2: Detail Information

TERTIARY DEVELOPMENT TYPE

Addition:	<input type="checkbox"/>
Accessory Buildings:	<input type="checkbox"/>
Architectural Features:	<input type="checkbox"/>
Demolition:	<input type="checkbox"/>
Driveway/Parking:	<input type="checkbox"/>
Fences:	<input type="checkbox"/>
Landscape/Site Features:	<input type="checkbox"/>
Mechanical/Electrical:	<input type="checkbox"/>
New Construction:	<input type="checkbox"/>
Repair Maintenance:	<input type="checkbox"/>
Restoration:	<input type="checkbox"/>
Signage:	<input type="checkbox"/>
Tree Removal:	<input type="checkbox"/>
Window/Door:	<input type="checkbox"/>
Replacement Roof:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

EXISTING EXTERIOR MATERIALS

Asbestos:	<input type="checkbox"/>
Brick:	<input type="checkbox"/>
Cementitious:	<input type="checkbox"/>
Concrete:	<input type="checkbox"/>
Metal:	<input type="checkbox"/>
Stone:	<input type="checkbox"/>
Stucco:	<input type="checkbox"/>
Vinyl:	<input type="checkbox"/>
Wood:	<input type="checkbox"/>
Wood Beneath Siding:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

PROPOSED EXTERIOR MATERIALS

Brick:	<input type="checkbox"/>
Cementitious:	<input type="checkbox"/>
Concrete:	<input type="checkbox"/>
Metal:	<input type="checkbox"/>
Stone:	<input type="checkbox"/>
Stucco:	<input type="checkbox"/>
Wood:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

EXISTING CONDITIONS

* Number of Buildings:	<input type="text"/>
Number of Lots:	<input type="text"/>
Number of Parcels:	<input type="text"/>
Number of Trees:	<input type="text"/>
Number of Units:	<input type="text"/>
Rezoning Petition Number:	<input type="text"/>

PROPOSED CONDITIONS

* Number of Buildings:	<input type="text"/>
Number of Lots:	<input type="text"/>
Number of Parcels:	<input type="text"/>
* Number of Units:	<input type="text"/>
Number of Trees to Remove:	<input type="text"/>
Number of Trees to Add:	<input type="text"/>

Continue Step 2: Detail Information

Click on Add Row to add items

EXISTING BUILDING CONDITION

Showing 0-0 of 0

Building Number	Number of Stories	Year Built
-----------------	-------------------	------------

No records found.

Add a Row



Edit Selected

Delete Selected

Click on Add Row to add items

PROPOSED BUILDING CONDITION

Showing 0-0 of 0

Building Number	Number of Stories
-----------------	-------------------

No records found.

Add a Row



Edit Selected

Delete Selected

Continue Application »

Save and resume



Click continue to go to the next step or you may save and resume at a later date.

Step 3: Applicant Information:

*Applicant and agent information are required.

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Announcements Logged in as: Zenia Duhaney Collections (0) Account Management Logout

Help Search...

HDC Pre-Assement Application

1 Application	2 Detailed Information	3 Applicant Information	4 Document Upload	5 Review
---------------	------------------------	-------------------------	-------------------	----------

Step 3: Applicant Information > Applicant Information

If the applicant is not the property owner of record, documentation must be submitted granting the appointed representative the authority to act as the authorized agent. All Historic District applications must include the owner and/or authorized agent's signature.

* indicates a require

Applicant

*Applicant/Agent information is required
You may use **Select from Account** to auto-fill contact information. Please update information as needed.

Select from Account **Add New** **Look Up**

Contact

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

Select from Account **Add New** **Look Up**

Continue Application » **Save and resume**

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Select from Account – includes all your associated contact(s)

Add New – you may add new contact information by clicking on the **Add New** button.

Note: Contact information will be saved in database for future use.

Look Up – search existing contact records from the database.

Select from Account:

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input type="radio"/> Associated Contact	Individual	Zenia Duhaney
<input type="radio"/> Associated Owner		JKL MARKETING LLC

Continue **Discard Changes**

Select Contact from Account allows fields to be auto filled based on either the associated contact or the associated owner.

Step 3: Continue Applicant Information

ADD NEW CONTACT INFO

Contact Information

First:

Peter

Middle:

Last:

Williams

Name of Business:

Peter Williams

Address Line 1:

600 East Fourth Street

City:

Charlotte

State:

NC

Zip:

28262-

Work Phone:

704-336-8310

Mobile Phone:

Fax:

E-mail:

zduhaney@ci.charlotte.nc.us

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address
--------------	-----------	---------

Look Up Contact

Look Up Contact

First:

Middle:

Last:

Name of Business:

Address Line 1:

City:

State:

Zip:

Work Phone:

Mobile Phone:

Fax:

E-mail:

Look Up

Clear

Cancel

Step 4: Document Upload

Submit all plans/files during Step 4 Document Upload process.

- Submit all site plans as PDF files
- Files may not exceed a file size of 100 MB (Megabytes)

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Announcements Logged in as: Zenia Duhaney Collections (0) Account Management Logout

Help Search...

Rezonning Administrative Amendment Application Major

1 2 Detail Information 3 Applicant Information 4 Document Upload 5 Review 6 Application Confirmation

Step 4: Document Upload > Document Upload

Attachment

EPLAN REQUIREMENTS:

- Site plan must be uploaded and saved as a PDF file.
- Site plan must be drawn to scale at a maximum size of 24"X 36", and scanned at a resolution of 150 dpi.
- Do not submit separated PDFs for each sheet of the site plan set. **Combine multiple PDF sheets in Acrobat**, using the "Smaller file size" setting, which compresses image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

Signature Page: Please attach the Administrative Amendment Signature page below. You may download a copy of the signature page at [EPlan Required Documents](#).

Fees: Make checks payable to the City of Charlotte and deliver to the Planning Department at 600 East Fourth Street, Charlotte, NC 28202 – 8th Floor have three (3) days to submit payments for applications submitted electronically.

No fees apply to the pre-assessment of an application.

Please DO NOT include any apostrophe (') in your document file name.
Please click on **Save** button after you finish file attachment.

Please Note: Maximum file size allowed is 50 MB.
Please Note: html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add New **Continue Application** **Save and resume**

To attach a document to your application click the "Add New" button

Select from the File Upload box click "Add New"

File Upload X

Please Note: Maximum file size allowed is 50 MB.

Please Note: html,htm,mht,mhtml are disallowed file types to upload.

Continue Add New Remove All Cancel

Choose File to Upload

Desktop

Organize New folder

Name	Size	Item type
CNET	1 KB	Internet Shortcut
AccelaGuide-ACA.docx	1,805 KB	Microsoft Word D...
Map Drives	2 KB	Shortcut
REVISED SITE PLANS AND COMMENT SUBMITTALS.docx	15 KB	Microsoft Word D...
AccelaPermitTypes.pdf	66 KB	Adobe Acrobat D...
PermitTypeList.rpt	56 KB	Adobe Acrobat D...
SINGLE.docx	42 KB	Microsoft Excel W...
SF2011-2016.docx	21 KB	Microsoft Excel W...
SF_Apprv_08-2011-08-15-2016_2.pdf	74 KB	Adobe Acrobat D...
SF_Apprv_08-2011-08-15-2016_2.docx	34 KB	Microsoft Word D...
SF_Apprv_08-2011-08-15-2016.docx	81 KB	Microsoft Word D...
SF_Apprv_08-2011-08-15-2016.pdf	79 KB	Microsoft Word D...
SF2011-2016.docx	46 KB	Microsoft Word D...

File name: All Files (*.*)

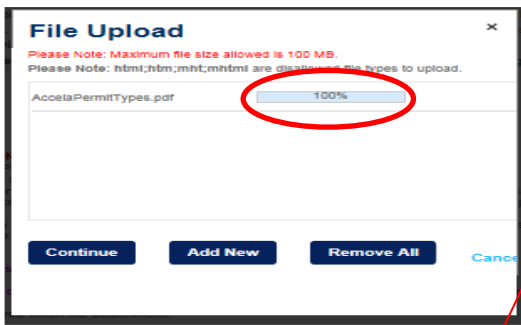
Open Cancel

Choose file to upload

Click open

*You may upload one or more files at the same time.

Step 4: Continue Document Upload



*Ensure file has uploaded at a 100% and click continue –

Step 4: Document Upload > Document Upload

HDC EPLAN REQUIREMENTS:

For a complete list of HDC document requirements visit [HDC Required Documents Page](#)

- Photographs – Clear photographs of project site and all elevations of the existing structure(s)
- Detail on drawings of all materials used and their dimensional and property characteristics. Relate information to the Guidelines as much as possible.
- Identify on drawings where any existing materials and architectural features will be removed or replaced.
- Provide drawings, literature, specifications, photographs, or similar for all major new elements. Items include, but are not limited to, windows, doors, siding, trim, louvers, shutters, and roofing. Relate information to the Guidelines as much as possible. If materials, sizes, and appearance of new elements do not match, the existing conditions provide rationale for changes.

Signature Page: Please attach the Historic District Signature page below. You may download a copy of the signature page from the [Historic District Required Documents page](#).

* indicates a required field

Attachment

E-PLAN GENERAL REQUIREMENTS:

- Site Plans must be uploaded as PDFs
- Site Plan must be drawn to scale at a maximum of 24"X 36", and scanned at a resolution of 150 dpi.
- Do not submit separate PDFs for each sheet of the site plan set. Combine multiple PDF sheets in Acrobat, using the "smaller file size" setting, which compresses the image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

Fees: If fees applied, please make checks payable to the City of Charlotte and deliver to the Planning Department at 600 East Fourth Street, Charlotte, NC 28202 – 6th Floor. You have three (3) days to submit payments for applications submitted electronically.

Please **DO NOT** include any apostrophe (') in your document file name.

DO NOT include any AutoCAD notation/text into PDF file Comment. Please verify it before uploading the PDF file.

Please click on **Save** button after you finish file attachment.

Please Note: Maximum file size allowed is 100 MB.
Please Note: html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

File:
AccelaPermitTypes.pdf
100%

* **Type:**
--Select--

Description:

spell check

Save **Add New** **Remove All**

Continue Application » **Save and resume later**

Step 4 Continue Document upload

Please click on **Save** button after you finish file attachment.

Please Note: maximum individual file size allowed is 100 MB.
Please Note: htm,html,mht,mhtml. are disallowed file types to upload.

Name	Type	Size	Latest Update	Document Status	Action
No records found.					

File: PermitTypeList.rpt
100%

Type: 4th Submittal - Plans

Additional Notes: This is a 4th submittal plan.

spell check

Remove

File: AccelaPermitTypes.pdf
100%

Type: Subdivision Signature Statement

Additional Notes: Attached is a signature page

spell check

Remove

Save Add Remove All

Continue Application »

Save and resume later

After document(s) loads, specify the type of document submittal from drop down list and add a description as needed.

Click Remove to delete any uploaded file

Make sure you click on the save button to confirm all uploads. If you do not click save you will see an error message.

An error has occurred.
Your documents are not yet saved. To continue, you may choose to save or remove all your documents.

Once you save documents uploaded will display

Please click on **Save** button after you finish file attachment.

Please Note: maximum individual file size allowed is 100 MB.
Please Note: htm,html,mht,mhtml. are disallowed file types to upload.

Name	Type	Size	Latest Update	Document Status	Action
PermitTypeList.rpt	4th Submittal - Plans	55.50 KB	09/08/2016	Uploaded	Actions
AccelaPermitTypes.pdf	Subdivision Signature Statement	55.32 KB	09/08/2016	Uploaded	Actions

Click on Actions to view document details

Document Details

File Name: AccelaPermitTypes.pdf File Size: 55.32 KB

Entity: Subdivision - Revision - Approved Single Family Plan - 1STMP-000089 Entity Type: Record

Document Status: Uploaded Status Date: 09/08/2016

Record Number: 1STMP-000089 Record Type: Subdivision - Revision - Approved Single Family Plan

Upload Date: 09/08/2016 Last Updated: 09/08/2016

Document Type: Subdivision Signature Statement

Virtual Folders:

Description: Attached is a signature page

Click the continue application button or click the save and resume button to save

ACCELA CITIZEN ACCESS - ACA GUIDE

Step 5: Review

This is your last step: Please review your application. Click the Edit buttons to make any changes to section(s) as needed. If you are ready to submit, click on the “Continue Application button”. Click on Save and resume button to save application without submitting.

HomeQ SearchNewAnnouncementsLogged in as: Zaria DuhaneyCollections (0)Account ManagementLogout

Subdivision - Revision - Approved Single Family Plan

12345678910111213141516171819202122232425262728293031323334353637383940414243444546474849505152535455565758596061626364656667686970717273747576777879808182838485868788899091929394959697989910010110210310410510610710810911011111211311411511611711811912012112212312412512612712812913013113213313413513613713813914014114214314414514614714814915015115215315415515615715815916016116216316416516616716816917017117217317417517617717817918018118218318418518618718818919019119219319419519619719819920020120220320420520620720820921021121221321421521621721821922022122222322422522622722822923023123223323423523623723823924024124224324424524624724824925025125225325425525625725825926026126226326426526626726826927027127227327427527627727827928028128228328428528628728828929029129229329429529629729829930030130230330430530630730830931031131231331431531631731831932032132232332432532632732832933033133233333433533633733833934034134234334434534634734834935035135235335435535635735835936036136236336436536636736836937037137237337437537637737837938038138238338438538638738838939039139239339439539639739839940040140240340440540640740840941041141241341441541641741841942042142242342442542642742842943043143243343443543643743843944044144244344444544644744844945045145245345445545645745845946046146246346446546646746846947047147247347447547647747847948048148248348448548648748848949049149249349449549649749849950050150250350450550650750850951051151251351451551651751851952052152252352452552652752852953053153253353453553653753853954054154254354454554654754854955055155255355455555655755855956056156256356456556656756856957057157257357457557657757857958058158258358458558658758858959059159259359459559659759859960060160260360460560660760860961061161261361461561661761861962062162262362462562662762862963063163263363463563663763863964064164264364464564664764864965065165265365465565665765865966066166266366466566666766866967067167267367467567667767867968068168268368468568668768868969069169269369469569669769869970070170270370470570670770870971071171271371471571671771871972072172272372472572672772872973073173273373473573673773873974074174274374474574674774874975075175275375475575675775875976076176276376476576676776876977077177277377477577677777877978078178278378478578678778878979079179279379479579679779879980080180280380480580680780880981081181281381481581681781881982082182282382482582682782882983083183283383483583683783883984084184284384484584684784884985085185285385485585685785885986086186286386486586686786886987087187287387487587687787887988088188288388488588688788888989089189289389489589689789889990090190290390490590690790890991091191291391491591691791891992092192292392492592692792892993093193293393493593693793893994094194294394494594694794894995095195295395495595695795895996096196296396496596696796896997097197297397497597697797897998098198298398498598698798898999099199299399499599699799899910001001100210031004100510061007100810091010101110121013101410151016101710181019102010211022102310241025102610271028102910301031103210331034103510361037103810391040104110421043104410451046104710481049105010511052105310541055105610571058105910601061106210631064106510661067106810691070107110721073107410751076107710781079108010811082108310841085108610871088108910901091109210931094109510961097109810991100110111021103110411051106110711081109111011111112111311141115111611171118111911201121112211231124112511261127112811291130113111321133113411351136113711381139114011411142114311441145114611471148114911501151115211531154115511561157115811591160116111621163116411651166116711681169117011711172117311741175117611771178117911801181118211831184118511861187118811891190119111921193119411951196119711981199120012011202120312041205120612071208120912101211121212131214121512161217121812191220122112221223122412251226122712281229123012311232123312341235123612371238123912401241124212431244124512461247124812491250125112521253125412551256125712581259126012611262126312641265126612671268126912701271127212731274127512761277127812791280128112821283128412851286128712881289129012911292129312941295129612971298129913001301130213031304130513061307130813091310131113121313131413151316131713181319132013211322132313241325132613271328132913301331133213331334133513361337133813391340134113421343134413451346134713481349135013511352135313541355135613571358135913601361136213631364136513661367136813691370137113721373137413751376137713781379138013811382138313841385138613871388138913901391139213931394139513961397139813991400140114021403140414051406140714081409141014111412141314141415141614171418141914201421142214231424142514261427142814291430143114321433143414351436143714381439144014411442144314441445144614471448144914501451145214531454145514561457145814591460146114621463146414651466146714681469147014711472147314741475147614771478147914801481148214831484148514861487148814891490149114921493149414951496149714981499150015011502150315041505150615071508150915101511151215131514151515161517151815191520152115221523152415251526152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<input type="checkbox"/>	OpenDate	Record Number	Record Type	Project Name	Status	Action	Created By	Short Notes
<input type="checkbox"/>	04/08/2015	15TMP-000561	Subdivision – Preliminary – Single Family Plan Review	Zenia		Resume Application	zduhaney	

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<input type="checkbox"/>	OpenDate	Record Number	Record Type	Project Name	Status	Action	Created By	Short Notes
<input type="checkbox"/>	04/08/2015	15TMP-000561	Subdivision – Preliminary – Single Family Plan Review	Zenia		Resume Application	zduhaney	

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<input type="checkbox"/>	OpenDate	Record Number	Applicant Name	Status	Record Type	Action	Created By	Short Notes
<input type="checkbox"/>	07/21/2016	HDCRMI-2016-00004	405 E. Park Avenue	Mailed Placard	HDC Residential Minor Review	Pay Fees Due	Zenia Duhaney	
<input type="checkbox"/>	07/21/2016	HDCADMRM-2016-00002	405 E. Park Avenue	In Progress	HDC Administrative Residential Minor Review		Zenia Duhaney	
<input type="checkbox"/>	07/21/2016	HDCADMC-2016-00003	405 E. Park Avenue	In Progress	HDC Administrative Commercial-Non Residential Review		Zenia Duhaney	
<input type="checkbox"/>	07/20/2016	HDCPA-2016-00001	405 E. Park Avenue	Approved	HDC Pre-Assement Application		zduhaney	
<input type="checkbox"/>					Rezoning Administrative			

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HDC Residential Minor Review
Record Status: Mailed Placard
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Work Location
 405 E PARK AV
 CHARLOTTE NC 28203

Could not connect to the GIS Server.

Project Details

Applicant:
 Zenia Duhaney
 600 East Fourth Street
 Charlotte, NC, 28202
 Work Phone: 7043368310
 Fax: 7043365964
 zduhaney@ci.charlotte.nc.us

Project Description:
 405 E. Park Avenue

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HDC Residential Minor Review
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Project Details

Processing Status
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Related Records

Attachments

Project Details

Applicant:
 Zenia Duhaney
 600 East Fourth Street
 Charlotte, NC, 28202
 Work Phone: 7043368310
 Fax: 7043365964
 zduhaney@ci.charlotte.nc.us

Project Description:
 405 E. Park Avenue

Additional documents for review

2. All redlined documents will be named as 1st Sub Review Comment_****.pdf or 2nd Review Comment_****.pdf, etc.
3. Click on file name to Open/Save the file for downloading.
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Record HDCPA-2016-00001:
HDC Pre-Assessment Application
Record Status: Approved

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- Site plan must be uploaded and saved as a PDF file.
- Site plan must be drawn to scale at a maximum size of 24"X 36", and scanned at a resolution of 150 dpi.
- Do not submit separated PDFs for each sheet of the site plan set. **Combine multiple PDF sheets in Acrobat**, using the "Smaller file size" setting, which compresses the image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

Signature Page: Please attach the Administrative Amendment Signature page below. You may download a copy of the signature page at [EPlan Required Documents](#).

Fees: Make checks payable to the City of Charlotte and deliver to the Planning Department at 600 East Fourth Street, Charlotte, NC 28202 – 8th Floor. You have three (3) days to submit payments for applications submitted electronically.

No fees apply to the pre-assessment of an application.

Please DO NOT include any apostrophe (') in your document file name.
 Please click on **Save** button after you finish file attachment.

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 Please Note: .html, .htm, .mht, .mhtml are disallowed file types to upload.

Name	Record ID	Type	Size	Latest Update	Action
FlatFeeSchedule.pdf	HDCPA-2016-00001	1st Submittal Plan	33.99 KB	07/20/2016	Actions ▾
Incomplete Application for HDCPA-1469108968292.eml	HDCPA-2016-00001	-External	1.14 KB	07/21/2016	Actions ▾
Incomplete Application for HDCPA-1469108737328.eml	HDCPA-2016-00001	-External	1.18 KB	07/21/2016	Actions ▾
Incomplete Application for HDCPA-1469108955132.eml	HDCPA-2016-00001	-External	1.17 KB	07/21/2016	Actions ▾
No Application Needed for HDCPA-146910896307.eml	HDCPA-2016-00001	-External	1.26 KB	07/21/2016	Actions ▾

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Account Type

Citizen Account

Login Information

User Name:zduhaney

E-mail:zduhaney@ci.charlotte.nc.us

Password:*****

Security Question:Where is your birth place?

Edit

License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

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State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

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First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status	Action	Full Name
Zenia		Duhaney					Approved	Actions	Zenia Duhaney

Add a Contact

Trust Account Information

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Account ID	Agency	Balance	Description	Status	Ledger Account	Action
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Add a Delegate

Delegates

People who can access my account

None

People whose account I can access

None

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In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal may be limited pending approval.**

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Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

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- ☐ Amend Records in all categories [\(Change\)](#)
- ☐ Manage Inspections in all categories [\(Change\)](#)
- ☐ Manage Documents in all categories [\(Change\)](#)
- ☐ Make Payments in all categories [\(Change\)](#)

Add Personal Note

Enter the words below

Invite a Delegate [Cancel](#)

Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

* Name * E-mail Address

Set Delegate Permission

Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories [\(Change\)](#)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

- ☐ Create Applications in all categories [\(Change\)](#)
- ☐ Renew Records in all categories [\(Change\)](#)
- ☐ Amend Records in all categories [\(Change\)](#)
- ☐ Manage Inspections in all categories [\(Change\)](#)
- ☐ Manage Documents in all categories [\(Change\)](#)
- ☐ Make Payments in all categories [\(Change\)](#)

Add Personal Note

Enter the words below

incorrect

Invite a Delegate [Cancel](#)

Permission Types:

- Create Application in all categories
- Renew Records in all categories
- Amend Records in all categories
- Manage Documents in all categories
- Make Payments in all categories

Announcements

Periodically, we may post information such as any changes in the process, fees, etc. for all ACA users. Those messages will be available through Announcements.

CITY OF CHARLOTTE

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Announcements

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Date	Title	Content	Action
07/19/2016	HDC Application Generated for 100 Hermitage Road	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/19/2016	HDC Application Generated for 100 Hermitage Road	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/12/2016	HDC Application Generated for 100 HERMITAGE ROAD	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/12/2016	HDC Application Generated for 100 HERMITAGE ROAD	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/12/2016	HDC Application Generated for 100 Hermitage Road	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
07/11/2016	HDC Application Generated for 100 Hermitage Road	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
06/23/2016	HDC Application Generated for 121 Hermitage	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
06/22/2016	HDC Application Generated for 624 E. Kingston Avenue	The assessment of your pre-assessment application is complete. For your convenience a Historic District application has been created. You may complete the application process by uploading required doc... more	Delete
05/01/2015	Google Chrome Upload Document Problem	If you are using Google Chrome version 4.2 or later for submitting application here and you have not done following, please go to the web site below to enable NPAPI plugin. Please copy/paste entire te... more	Delete
03/10/2014	Supported Browsers for ACA	Following are currently supported browsers and Operation system for ACA (As of December, 2014): - Internet Explorer 10 and 11, - Firefox 32, - Chrome 37, - Safari 6 - Opera 24. Windows 7 and 8 or... more	Delete