



ACCELA CITIZEN ACCESS USER GUIDE



Home / Growth and Development / Planning and Development / Historic District / Application for Certificate of Appropriateness

Application for Certificate of Appropriateness

[Application for Certificate of Appropriateness](#)

A Certificate of Appropriateness (COA) must be obtained prior to work commencing on the exterior of a resource within a local historic district. A COA is a document issued by the Historic District Commission (HDC), that indicates the Commission has approved of the proposed work on a resource or property within a local historic district. Work includes any exterior alterations, restoration, new construction, moving or demolition. Landscaping and other site work may require a Certificate of Appropriateness.

HDC staff should be consulted before any exterior work (including tree removal and site work) is begun to determine if a Certificate of Appropriateness is needed. Normal repair and maintenance such as re-roofing with in-kind materials or planting flowers generally does not require approval, please contact HDC staff prior to starting any exterior work to confirm.

The City of Charlotte HDC requires electronic applications for a Certificate of Appropriateness (COA). Applications are processed via Accela to streamline plan submission, review, tracking and approval. Project updates and review comments are communicated via email. At the conclusion of the review, an electronic Certificate of Appropriateness will be issued which will remain part of the electronic record. **Only complete applications will be passed through Accela. Incomplete applications will no longer be accepted to hold a space on the HDC meeting agenda. Incomplete applications will receive an email stating what is needed in order for the application to be considered complete.**

Commission Staff

Ms. Kristi Harpst
Program Manager



Kristina.Harpst@charlottenc.gov

or

Ms. Jenny Shugart
Project Coordinator



Jenny.Shugart@charlottenc.gov

Ms. Candice Leite
Planner



Candice.Leite@charlottenc.gov

Ms. Marilyn Drath
Associate Planner



Marijyn.Drath@charlottenc.gov

Welcome!

This user guide will help you navigate the Accela Citizen Access (Accela) application process used by the City of Charlotte Planning Department.

This guide is specifically intended to help you complete an online application for a **Certificate of Appropriateness (COA)**. COAs are documents you need to have issued prior to conducting any work in one of the City of Charlotte's local historic districts.

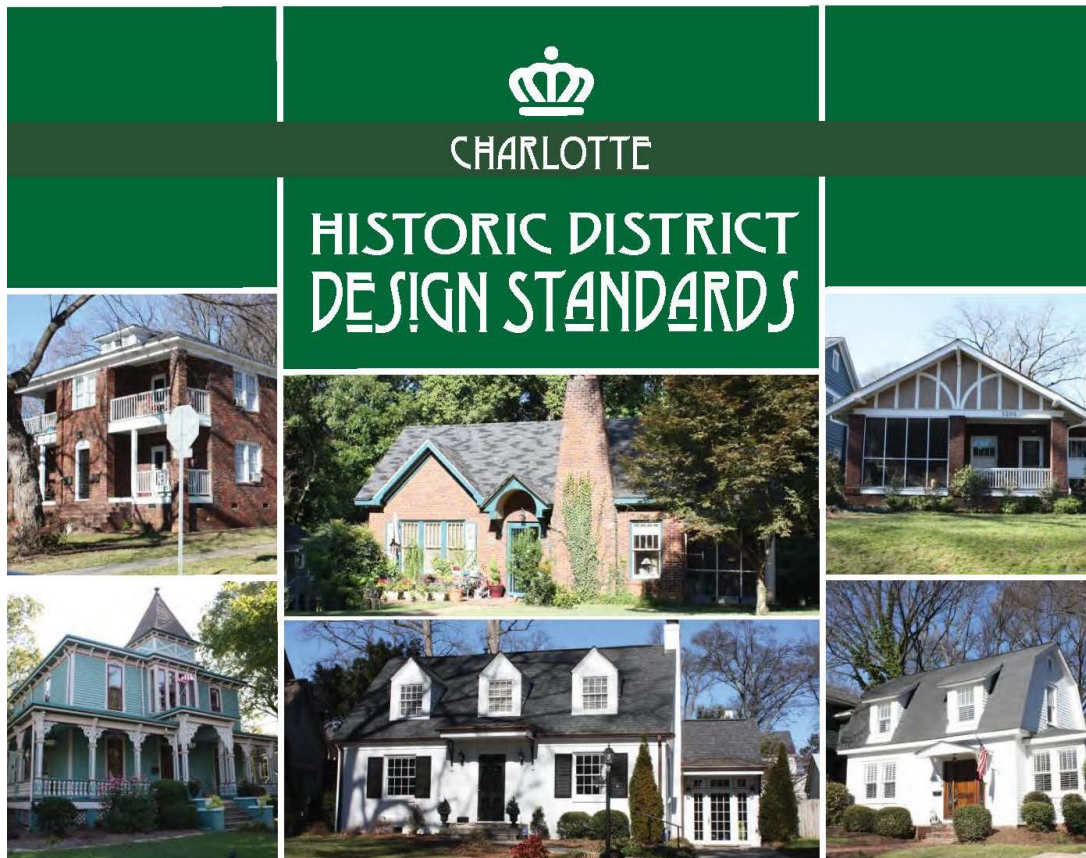
Consult the [Historic District Design Standards](#) for more information on when to apply for a COA and the regulations that apply to properties within the districts.

The starting page on the left can be found here:

<https://www.charlottenc.gov/Growth-and-Development/Planning-and-Development/Historic-District/Application-for-Certificate-of-Appropriateness>



ACCELA CITIZEN ACCESS USER GUIDE



Click on the above image of our Design Standards, or [here](#), to access an online version.

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Gathering Your Information

One of the first steps that makes applying for a COA in Accela easier is to gather all your necessary information and documents before starting.

Things you'll want to have ready-to-go include:

- **Applicant and/or Contact Information**
 - *Applicants* are often the contractor, designer, or property owner
 - *Contacts* are optional but can include any of the above not listed as the applicant or other members of the project team who want to stay informed about the application's progress
- **Property Information**
 - More on how to find some of this out from the Mecklenburg County Property Record Card is on the next few slides
- **Project Information**
 - Signed Minor or Major Works Checklist ([available here](#)). *See an example on the right.*
 - Plans, photographs, elevations, examples of similar projects in the district, material specifications, and others depending on your specific project

The following slides will walk you through filling out the COA application, highlighting where the above information should go and a few tricks to help you submit these items.

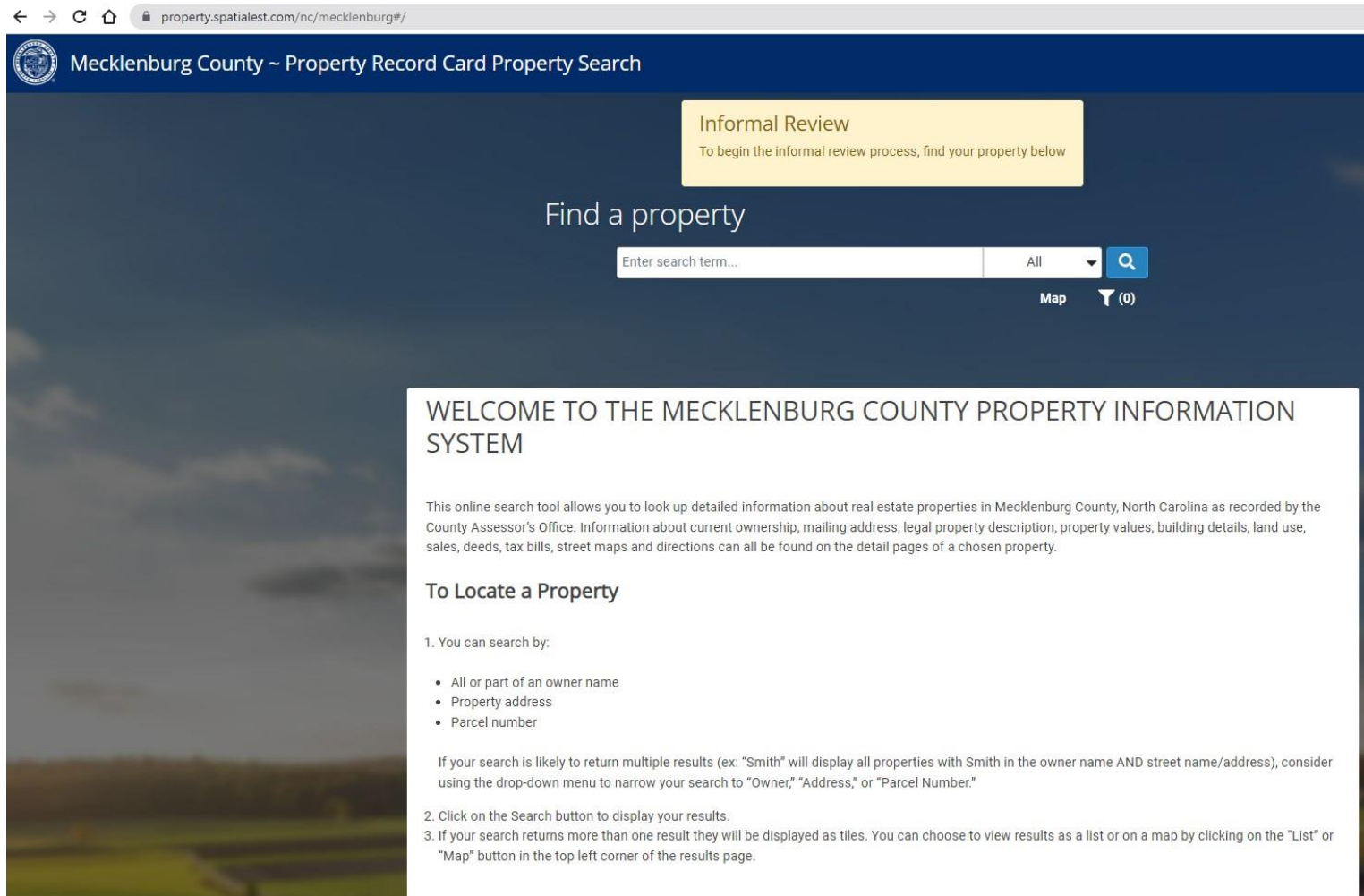
MINOR PROJECTS - REQUIRED SUBMISSION CHECKLIST				
<p>Projects eligible for Administrative Review include but are not limited to: fencing, driveways, accessory buildings (shed, garage), etc. Minor Additions that are: 1) no taller or wider than the existing building, 2) less than a 50% increase in square footage, and 3) not visible from the street.</p> <p>Minor Work that requires Full Commission review, primarily include: Additions that are taller or wider than the existing building but less than a 50% increase in square footage; garages on corner lots. Note: At staff's discretion any project may be sent to the Full Commission for review.</p>				
TO BE COMPLETED BY APPLICANT				HDC STAFF USE ONLY
<p>Project eligible for Administrative review: No deadline and no fee.</p>				
<p>Minor Work that requires Full Commission Review: Application Deadline: 1st Wednesday of each month, one month prior to regularly scheduled HDC meeting (Example: February 5, 2020 is the deadline for the March 11, 2020 Meeting).</p>				
Yes	N/A	Yes	No	N/A
<p>Minor Project Fee (Commission Review): See EPLAN Review Application Instructions</p>				
<p>Written Description. Describe clearly and in detail the project scope of 1 work including floor dimensions, total height (as measured from grade to ridge), etc.</p>				
<p>2 Materials. (Photos + Description: wood, metal, fiber cement, etc.)</p>				
<p>Photos of Existing Conditions. Clear digital photos, 300 dpi or better, of:</p> <ul style="list-style-type: none"> All sides of the building(s) Front yard Rear yard Trees to be removed Significant site features 				
<p>Drawings or Photos of proposed work, such as:</p> <ul style="list-style-type: none"> Fence design Trees to be removed (note size and species) Retaining walls Porch rails Decks (incl. underpinning, rails, footprint + height, etc.) 				
<p>Site Plans - Existing + Proposed. (Property survey, or scaled drawing accepted)</p> <ul style="list-style-type: none"> Lot Dimensions Setback dimensions [side, rear, front (porch + thermal wall)] Fence location(s) Drives, walks + alleys Tree protection and/or tree removal + replanting HVAC location Accessory building location (garages, sheds, gazebos, etc.) Easements/public rights of way % of Rear Yard Coverage Grading plan, if site slopes affect project + height. 				
<p>For Additions and Accessory Buildings the following information is also required:</p>				
<p>Elevation Drawings - Existing + Proposed. All drawings should include dimensions (incl. height as measured from grade-to-ridge), materials, foundation height, topography. For additions, the existing structure and proposed addition must be clearly shown. The plans must clearly identify the building elements to be demolished.</p>				
<p>6 Front Rear Left Right</p>				
<p>Architectural Details:</p> <ul style="list-style-type: none"> Porch section (showing the column/beam alignment) Railing detail Roof detail (soffit, fascia) Window detail (material, design, dimensions, trim) Wall section 				
<p>8 Floor plans. As needed (usually optional).</p>				
<p>I understand that all required information for Minor Work projects applications must be submitted for staff to review the project; otherwise review will be delayed until the information is received.</p>				
<p>If a project submitted as Minor Work, requires review by the Charlotte Historic District Commission then all information must be submitted by the application deadline; otherwise, consideration will be delayed until the following meeting. An incomplete application will not be accepted.</p>				
<p>Property Address: _____ Parcel ID# _____</p>				
<p>Owner Signature: _____ Date: _____</p>				
<p>Applicant Signature: _____ Date: _____</p>				
<p>Date Received by HDC Staff: _____ Staff Initial: _____</p>				
<p>Date Verified Complete by HDC Staff: _____ Staff Initial: _____</p>				

02/2021

Page 1 of 2

Forgetting to upload a signed Major or Minor Works Checklist is one of the most common reasons COA applications get held up in the system.

For both types, the applicant and property owner must sign the document (often the same person).



The main starting search page for the Mecklenburg County – Property Record Card Property Search (above). You can search using the parcel identification number, street address, or owner.

Locating Property Information

Using the [Mecklenburg County – Property Record Card Property Search](#) is a great way to find out information about the subject property.

You can locate information such as:

- Parcel Identification Number
- Legal Owners
- Year Built
- Number of Stories
- Square Footage
- Exterior Materials
- Number of Buildings on the Property
- Land Use Type (Single Family, Multi-Family, Commercial, Office, Institutional)
- Recent Sales Transactions

TIP! When entering in addresses, here and in the Accela application, you'll have the best luck if you leave out any punctuation and keep the streets abbreviated. For example, "601 W Dodger Ln" instead of "601 W. Dodger Lane"

Mecklenburg County ~ Property Record Card Property Search

Results

600 e 4th

All

0

Print

PARCEL ID: 12502601

600 E 4TH ST CHARLOTTE NC

CITY OF CHARLOTTE,C/O REAL ESTATE DIVISION
600 E 4TH ST
CHARLOTTE NC 28202-2816

Total Appraised Value
\$87,383,600

Land

Building

Features

Value Changes

More

Tax Bill

Comper

NBH

Pictometry

Community

More

File an Informal Review

KEY INFORMATION

Land Use Code	0400	Neighborhood	OF01
Land Use Desc	OFFICE	Land	116130 SQUARE FEET
Exemption / Deferment	CITY	Municipality	CHARLOTTE
Last Sale Date	-	Fire District	CITY OF CHARLOTTE
Last Sale Price	-	Special District	DOWNTOWN DISTRICT 2

ASSESSMENT DETAILS

2023 Real Estate Assessed Value	
Land Value	\$16,200,100
Building Value	\$71,183,500
Features	\$0
Total	\$87,383,600

PARCEL ID: 12502601

600 E 4TH ST CHARLOTTE NC

CITY OF CHARLOTTE,C/O REAL ESTATE DIVISION
600 E 4TH ST
CHARLOTTE NC 28202-2816

Land

Building

Features

Value Changes

More

Tax Bill

Comper

NBH

Pic

▼ BUILDING (1)

Finished Area	386,012
Year Built	1986
Built Use / Style	MUNICIPAL
Grade	GOOD
Story	>=4.0 STORY
Heat	FORCED AIR - DUCTED
Fuel	GAS
Foundation	HIGH RISE
External Wall	PRECAST PANEL
Fireplace(s)	0
Full Bath(s)	0
Half Bath(s)	0
Bedroom(s)	0
Total (SqFt)	389,849

After typing the address in the [Mecklenburg County – Property Record Card Property Search](#) this is what you’ll see.

The image on the left shows the top of the search results page, including a photograph of the property, an aerial view of the parcel, “key information,” and “assessment details” about the property’s value. The image on the right is what is visible after scrolling down on the page. Much of this “Building” information is needed for the Accela application.

Sections in orange boxes highlight information that is useful to note for the Accela application.

Starting the Accela Application

Now that you've gathered your information and have your documents ready to upload, it's time to start the official application.

To get to the page on the right, navigate here:
<https://aca-prod.accela.com/CHARLOTTE/Default.aspx>

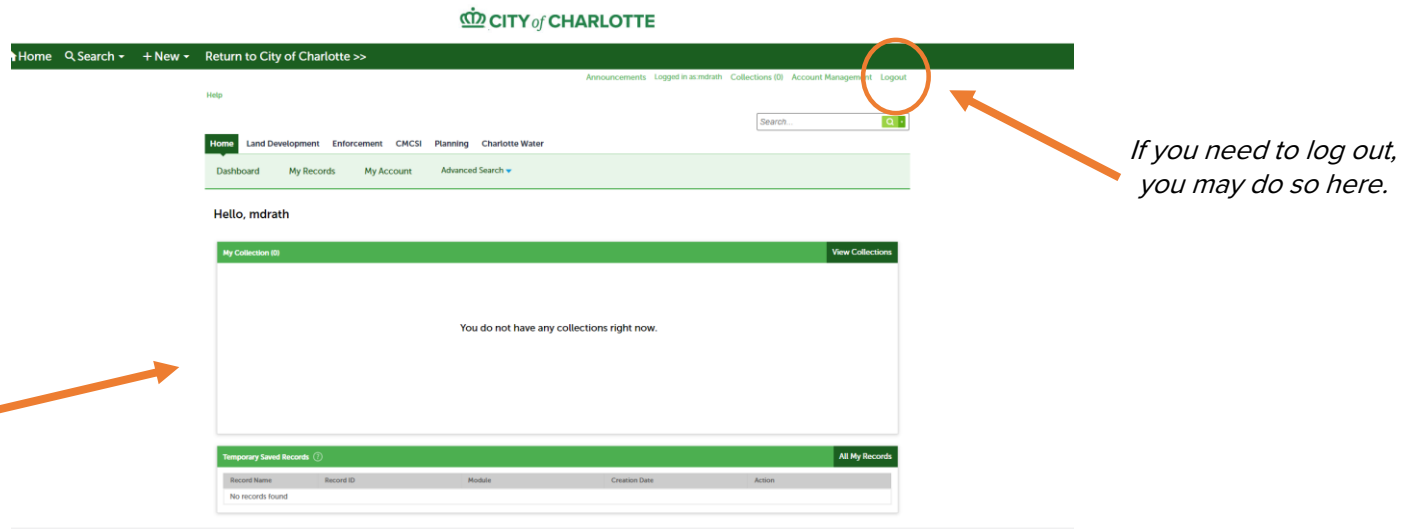
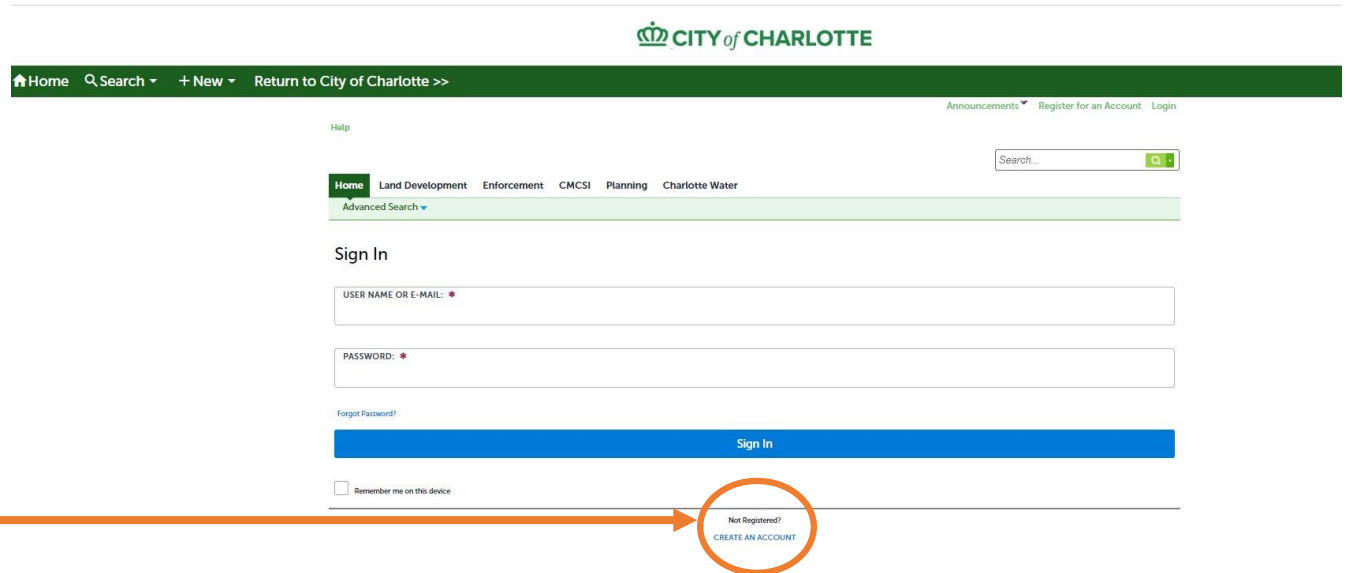
The first step is creating an account. **Click this.**

Use an email address you check regularly and set up a password.

Once you set up an account, you'll be redirected to the same page.

You'll log in to Accela with your new username/email address and password you've just created.

When you log-in from now on, this will be the screen you see.

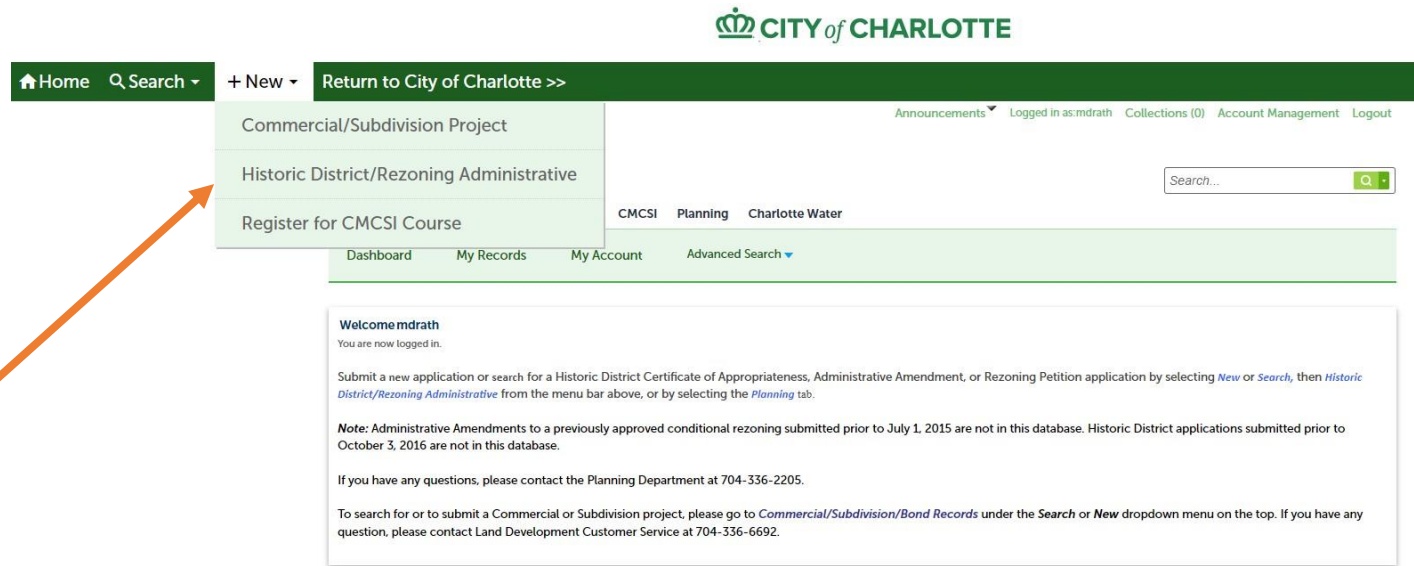


Next Steps

After you've logged in, navigate to the dark green bar at the top of the page and hover over "+New."

While hovering over that, a dropdown will appear with three options.

To apply for a COA in the historic districts, click on **"Historic District/Rezoning Administrative."**

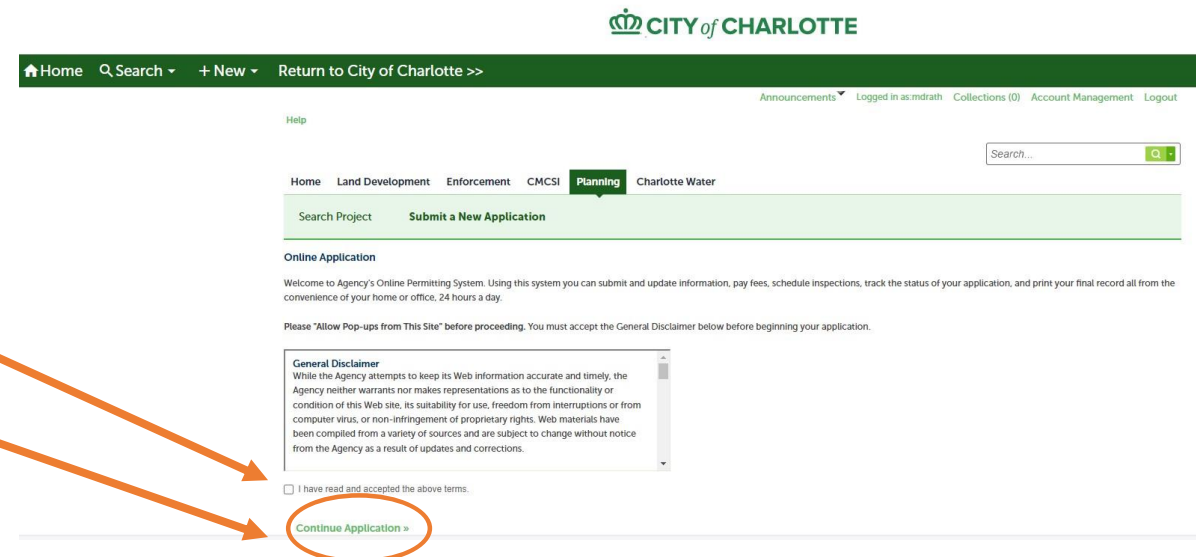


The next screen that appears will be this.

It will have information about the online application and provide you with a General Disclaimer you may read.

Once read, **click the box** that says "I have read and accepted the above terms."

Next hit **"Continue Application"** at the bottom of the page.



Selecting an Application Type

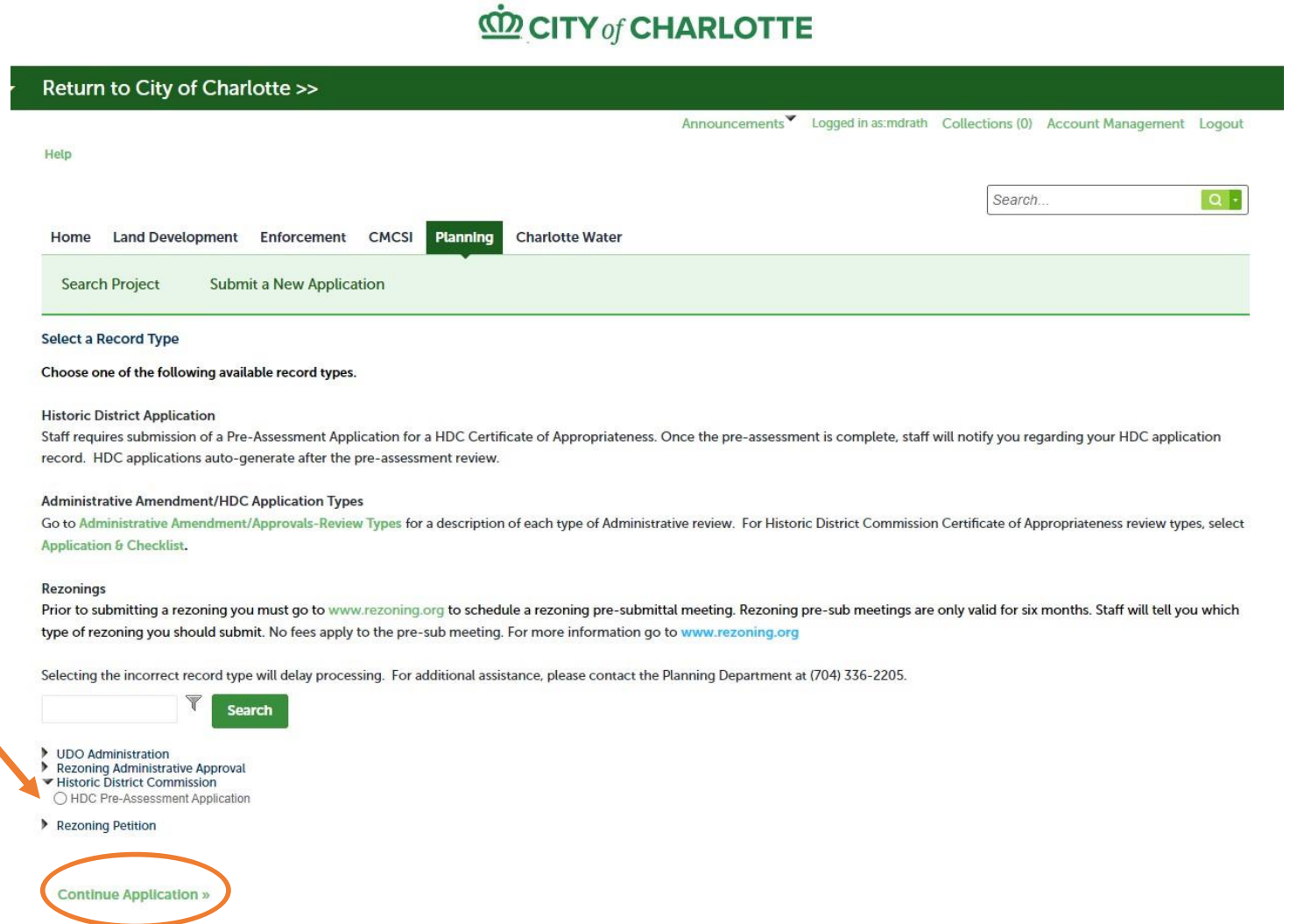
This will be the next screen you encounter.

Near the bottom, click the small triangle next to **“Historic District Commission”** to get the dropdown to appear.

Select the circle for **“HDC Pre-Assessment Application.”**

Then, hit **“Continue Application.”**

Once you do that, you’ll be starting an application for a COA for work in the historic districts.



Return to City of Charlotte >>

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

Help

Search...

Home Land Development Enforcement CMCSI **Planning** Charlotte Water

Search Project Submit a New Application

Select a Record Type

Choose one of the following available record types.

Historic District Application
Staff requires submission of a Pre-Assessment Application for a HDC Certificate of Appropriateness. Once the pre-assessment is complete, staff will notify you regarding your HDC application record. HDC applications auto-generate after the pre-assessment review.

Administrative Amendment/HDC Application Types
Go to [Administrative Amendment/Approvals-Review Types](#) for a description of each type of Administrative review. For Historic District Commission Certificate of Appropriateness review types, select [Application & Checklist](#).

Rezoning
Prior to submitting a rezoning you must go to www.rezoning.org to schedule a rezoning pre-submittal meeting. Rezoning pre-sub meetings are only valid for six months. Staff will tell you which type of rezoning you should submit. No fees apply to the pre-sub meeting. For more information go to www.rezoning.org

Selecting the incorrect record type will delay processing. For additional assistance, please contact the Planning Department at (704) 336-2205.

Search

- ▶ UDO Administration
- ▶ Rezoning Administrative Approval
- ▼ **Historic District Commission**
 - ☒ HDC Pre-Assessment Application
- ▶ Rezoning Petition

Continue Application >



lotte >>

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

Help

Search...

Home Land Development Enforcement CMCSI **Planning** Charlotte Water

Search Project Submit a New Application

HDC Pre-Assessment Application

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

Step 1: Application > Application

Complete this assessment in order for staff to assist you in determining the appropriate Historic District review type. For the applicable rehabilitation, renovation, and construction standards, please see the [Historic District Design Standards](#).

Fees are required for the following Historic District Commission (HDC) submittals:

1. Demolition and/or new construction of principal structures
2. Additions that are more than 50% of the existing principal structure, additions that are taller or wider than the existing structure or painting previously unpainted masonry
3. For some site features or certain additions and accessory structures visible from the public right-of-way or on corner lots.

For a list of required documents and fees to submit with your application, please visit the [HDC Application for Certificate of Appropriateness](#) page.

Show Map

* indicates a required field.

Project

Application Name:

- Enter the property address when completing a [Historic District Application \(HDC\)](#)
- Enter the name of the petitioner when completing an [Administrative Application](#)
- Enter one the following (Site address, Petitioner Name or Project Name) when completing a [Rezoning Petition](#)

* Application Name

* Project Description

spell check

The COA Application

This will be the next screen you see.

There's a helpful bar near the top that lets you know how far you are in the six (6) steps of the "HDC Pre-Assessment Application" (COA Application).

For example, this first step, "1. Application" is highlighted in yellow on this page.

The next few slides will walk you through the six steps required to complete the COA application.

TIP! This is a great time to get all that information you gathered earlier in one place. Have your applicant/contact information, property information, and project description and documents ready to go for the next steps to streamline the process.

Step 1: Application

In this first section, you'll enter in some basic project information.

The **application name** should be the property address where the work is being done.

For example, "600 E Fourth St."

This is the application's initial name until HDC Staff have processed your application and either assigned it to a Staff member for review or put it in line for a Commission agenda.

The **project description** should be informative but concise.

Longer project descriptions outlining the full scope of work can be uploaded with other application materials in a Word document or another form.

Step 1: Application > Application

Complete this assessment in order for staff to assist you in determining the appropriate Historic District review type. For the applicable rehabilitation, renovation, and construction standards, please see the [Historic District Design Standards](#).

Fees are required for the following Historic District Commission (HDC) submittals:

1. Demolition and/or new construction of principal structures
2. Additions that are more than 50% of the existing principal structure, additions that are taller or wider than the existing structure or painting previously unpainted masonry
3. For some site features or certain additions and accessory structures visible from the public right-of-way or on corner lots.

For a list of required documents and fees to submit with your application, please visit the HDC [Application for Certificate of Appropriateness](#) page.

Show Map

* indicates a required field.

Project

Application Name:

- Enter the property address when completing a [Historic District Application \(HDC\)](#)
- Enter the name of the petitioner when completing an [Administrative Application](#)
- Enter one the following (Site address, Petitioner Name or Project Name) when completing a [Rezoning Petition](#)

* Application Name

600 E Fourth Av

* Project Description

Replace windows and doors on front facade. Install EV chargers. Build garage.

spell check

TIP! For interior-only projects that require an application to be put in the system, but not necessarily undergo the same level of Staff or Commission review as a project with exterior impacts, type "interior work only/no exterior impacts" or something similar in the project description so Staff can process your application accordingly. Knowing this upfront can save time later!

Parcel

If you have multiple parcel numbers, please enter remaining parcel numbers in the "Additional Parcel Numbers" box on the next page.

Select Search to populate address/owner information. If more than one record displays in search result, please select the correct address/owner information.

The map may be used to locate a parcel by clicking on the global icon. Once you have found the parcel, use the arrow icon on the left to select the property. From the "Action" icon you can select "Use Property Information" and the parcel, address and the owner information will populate.

* Parcel Number (Do not add hyphen between numbers. Ex. 01501010):

Search

Clear

Parcel Address

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

City: State: Zip:

Search

Clear

Property Owner

Owner Name:

Address Line 1:

City: State: Zip:

Search

Clear

Save and resume later

Continue Application »

Step 1: Application

As you scroll down, you'll encounter these additional sections in Step 1. **More info on these sections is on the next few slides.**

Type in your **parcel number** (you can access that information in the Mecklenburg County Property Record Card – Property Search as shown on pages 3 & 4). It will be 8 digits.

Type in your **parcel (property) address**. You'll need to break down the address and use the dropdowns to avoid getting an error message like the one below.

- *Direction* would be things like: N, S, E, W, SE, NW, SW, and NE
- *Street Type* would be: St, Rd, Av, Bv, Pl, Wy, and Ln

Type in the **property owner's information**. The property owner may not always reside at the address where the work is being done.

With all three sections, you're able to use the green "Search" button to auto-populate the information. The information is tied to Accela and the county property records. It is not always up to date.



1 error(s) occurred on current page.

Please click the specific error item below to navigate to the failed field and correct your input.

1.Parcel Number (Do not add hyphen between numbers. Ex. 01501010): Required

Parcel

If you have multiple parcel numbers, please enter remaining parcel numbers in the "Additional Parcel Numbers" box on the next page.

Select Search to populate address/owner information. If more than one record displays in search result, please select the correct address/owner information.

The map may be used to locate a parcel by clicking on the global icon. Once you have found the parcel, use the arrow icon on the left to select the property. From the "Action" icon you can select "Use Property Information" and the parcel, address and the owner information will populate.

*Parcel Number (Do not add hyphen between numbers. Ex. 01501010):

12502601

Search

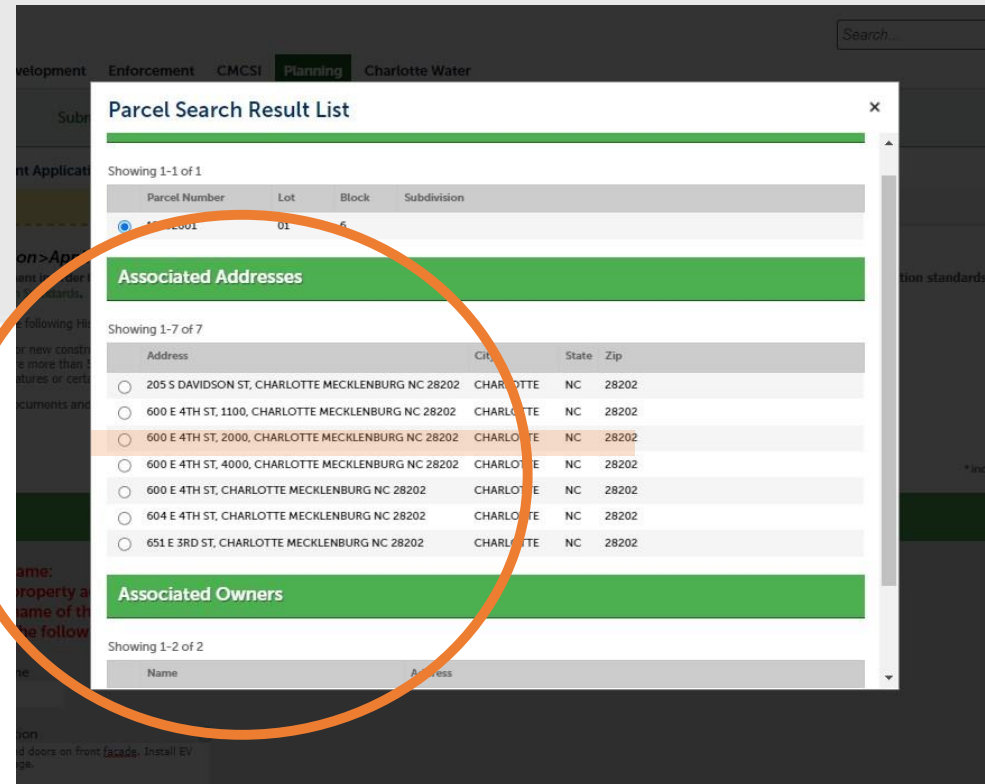
Clear

Parcel Number

After typing in the parcel identification number, you have the option to hit "search."

This isn't necessary, but it can auto-populate more information for later sections.

If you hit search, the pop-up on the right appears. It will list associated addresses and associated owners attached to that parcel number. You may select the correct addresses and owners if presented as an option (see, for example, the orange box on the right).



Parcel Search Result List

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
12502601	01	6	

Associated Addresses

Showing 1-7 of 7

Address	City	State	Zip
<input type="radio"/> 205 S DAVIDSON ST, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input type="radio"/> 600 E 4TH ST, 1100, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input checked="" type="radio"/> 600 E 4TH ST, 2000, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input type="radio"/> 600 E 4TH ST, 4000, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input type="radio"/> 600 E 4TH ST, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input type="radio"/> 604 E 4TH ST, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202
<input type="radio"/> 651 E 3RD ST, CHARLOTTE MECKLENBURG NC 28202	CHARLOTTE	NC	28202

Associated Owners

Showing 1-2 of 2

Name	Address

Parcel Address & Property Owner

Just like with entering in the Parcel Number, you have the option to manually enter or search for Parcel Address and Property Owner.

Parcel Address

Street No.:
600

Street Name:
Fourth

Direction:
E

Street Type:
ST

City:
Charlotte

State:
NC

Zip:
28202

Search

Clear

TIP 1! Be sure to “break down” the address for the Parcel Address section into each of the different dropdown categories. For example, if you try to enter it all in “Street Name,” you’ll receive an error message.

TIP 2! Some property owners can own buildings or land under multiple addresses. When using the search tool to locate property owners in this section, be sure to select the correct property for that owner.

Property Owner

Owner Name:
City of Charlotte

Address Line 1:

City:

State:
--Select--

Zip:

Search

Clear

100+ search results returned matching your owner.
Click any of the results below to view more details.
Showing 1-10 of 100+

Name	Address
%CITY OF CHARLOTTE	600 E FOURTH ST Charlotte 28202
C/O CITY OF CHARLOTTE HOUSING	PO BOX 36795 CHARLOTTE NC 28236
CITY OF CHARLOTTE	101 EASTWAY DRIVE CHARLOTTE NC 28213
CITY OF CHARLOTTE	1301 SOUTH BV CHARLOTTE NC 28236
CITY OF CHARLOTTE	30 SOUTH MCDOWALL ST #408 CHARLOTTE NC 28204
CITY OF CHARLOTTE	301 S MCDOWELL ST #408 CHARLOTTE NC 28204
CITY OF CHARLOTTE	5200 BROOKSHIRE BV CHARLOTTE NC 28216
CITY OF CHARLOTTE	5200 BROOKSHIRE BV FRANKLIN WATER TREATMENT PLANT CHARLOTTE NC 28216
CITY OF CHARLOTTE	5301 CLOSEBURN RD SUGAR CREEK WASTEWATER TRET CHARLOTTE NC 28210
CITY OF CHARLOTTE	600 4TH ST CHARLOTTE NC 28202

< Prev

1

2

3

4

5

6

7

8

9

10

...

Next >

Save and resume later

Continue Application »

Parcel

If you have multiple parcel numbers, please enter remaining parcel numbers in the "Additional Parcel Numbers" box on the next page.

Select Search to populate address/owner information. If more than one record displays in search result, please select the correct address/owner information.

The map may be used to locate a parcel by clicking on the global icon. Once you have found the parcel, use the arrow icon on the left to select the property. From the "Action" icon you can select "Use Property Information" and the parcel, address and the owner information will populate.

* Parcel Number (Do not add hyphen between numbers. Ex. 01501010):

12502601

Search

Clear

Parcel Address

Street No.: 600 Street Name: Fourth Direction: E Street Type: ST

City: Charlotte State: NC Zip: 28202

Search

Clear

Property Owner

Owner Name: CITY OF CHARLOTTE

Address Line 1: 600 4TH ST

City: CHARLOTTE State: NC Zip: 28202

Search

Clear

Save and resume later

Continue Application »

Wrapping Up Step 1: Application

Confirm that you've entered in the correct information for the following three sections:

- Parcel Identification Number
- Parcel Address
- Property Owner

Once that's entered correctly, hit "Continue Application."

Now you'll move on to Step 2!

If a red error message like the one shown below appears at any point, you'll need to correct the information or formatting in order to move forward.



1 error(s) occurred on current page.

Please click the specific error item below to navigate to the failed field and correct your input.

1.Parcel Number (Do not add hyphen between numbers. Ex. 01501010): Required

Step 2: Detailed Information

In Step 2, you'll enter in information about the property. This is also where the Mecklenburg County Property Card (pages 3 & 4) can come in useful.

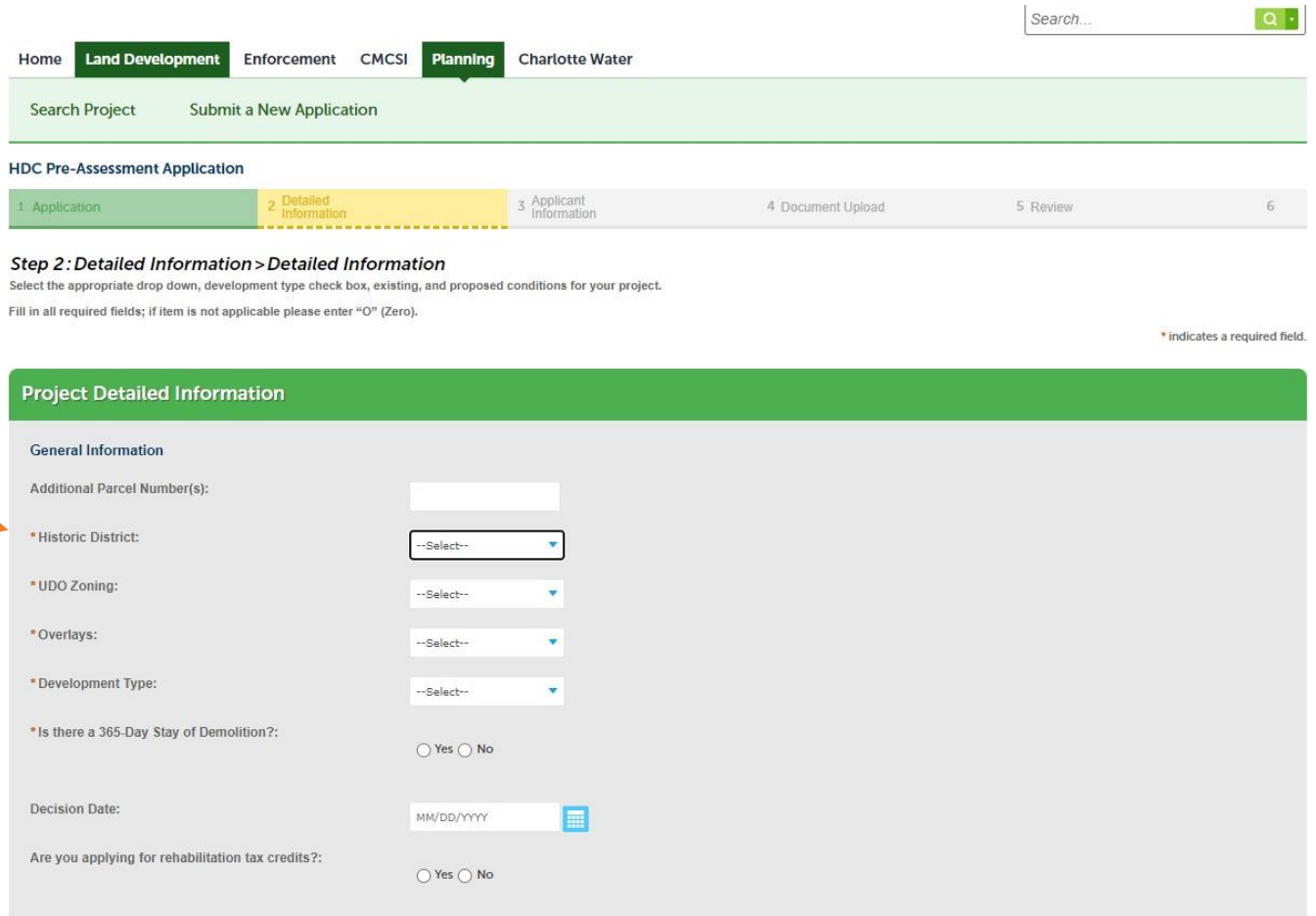
The following slides will show you the sections you'll encounter in this step when scrolling down the page.

One of the first pieces of information you'll enter is the historic district where the project is located. Currently, the City of Charlotte has 8 local historic districts.

- Dilworth
- Fourth Ward
- Hermitage Court
- McCrorey Heights
- Oaklawn Park
- Plaza Midwood
- Wesley Heights
- Wilmore

If you're not sure which district your property is located in, consult the [handy interactive map available](#) here or on our website.

To learn more about the districts and their histories, see Chapter 3 in the [Design Standards](#) or the Historic District Commission's website.



The screenshot shows the 'Step 2: Detailed Information' page. At the top, there's a navigation bar with links: Home, Land Development, Enforcement, CMCSI, Planning (selected), and Charlotte Water. Below this is a search bar and a 'Submit a New Application' button. A progress bar indicates the current step is '2 Detailed Information' out of 6 steps. The main heading is 'Project Detailed Information' under the 'General Information' section. Fields include: 'Additional Parcel Number(s):' (text input), '* Historic District:' (dropdown menu), '* UDO Zoning:' (dropdown menu), '* Overlays:' (dropdown menu), '* Development Type:' (dropdown menu), '* Is there a 365-Day Stay of Demolition?:' (radio buttons for Yes/No), 'Decision Date:' (calendar picker), and 'Are you applying for rehabilitation tax credits?:' (radio buttons for Yes/No). A note at the bottom right states '* indicates a required field.'

TIP! For the other required questions on this page --- including UDO Zoning and Overlays --- consult this UDO Transition Map. You'll want to use the "Post UDO" information. [The searchable map can be found here.](#)

Other questions and sections you'll need to complete in Step 2 include:

Development Type (Use)

- Commercial
- Single Family
- Multi-Family

Whether there is a 365-Day Stay of Demolition

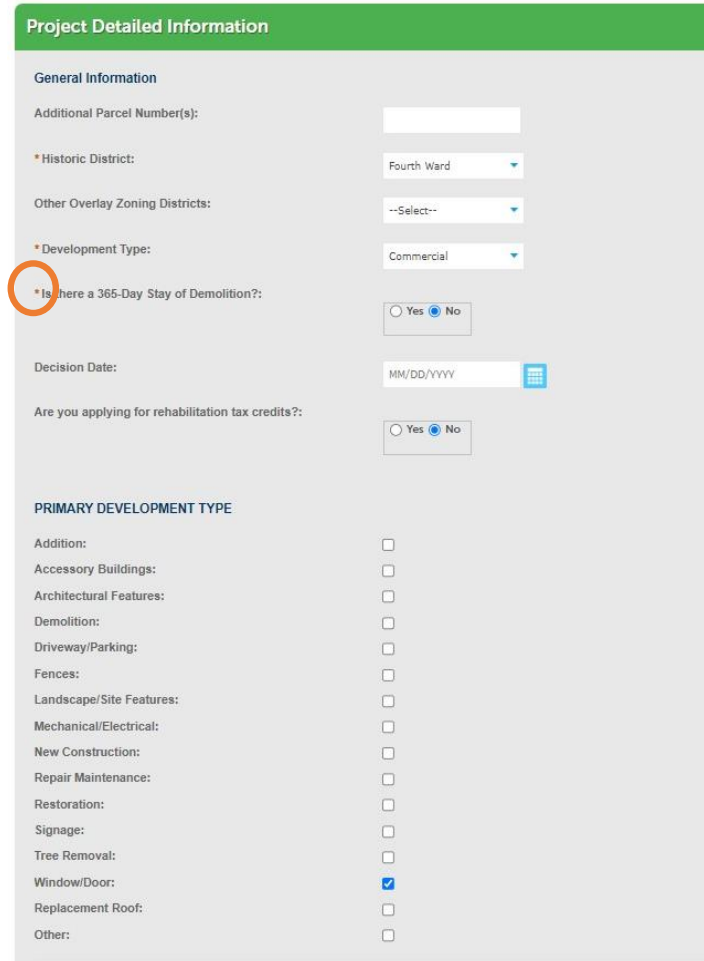
- In most cases, no. If the answer is yes, you likely have already submitted a COA application for a demolition.

Whether you're using federal historic rehabilitation tax credits

- In most cases, no. If the answer is yes, then you're likely already aware of the program.

Primary, Secondary, & Tertiary Development Type

- This is asking for the types of work your proposing.
- For example, if you're proposing major window changes, the installation of an EV charger, and some minor changes to a rear yard accessory building, you could put the windows as primary, mechanical/electrical as secondary, and accessory building as tertiary.



Project Detailed Information

General Information

Additional Parcel Number(s):

* Historic District:

Other Overlay Zoning Districts:

* Development Type:

* Is there a 365-Day Stay of Demolition?: ☐ Yes ☒ No

Decision Date:

Are you applying for rehabilitation tax credits?: ☐ Yes ☒ No

PRIMARY DEVELOPMENT TYPE

Addition: ☐

Accessory Buildings: ☐

Architectural Features: ☐

Demolition: ☐

Driveway/Parking: ☐

Fences: ☐

Landscape/Site Features: ☐

Mechanical/Electrical: ☐

New Construction: ☐

Repair Maintenance: ☐

Restoration: ☐

Signage: ☐

Tree Removal: ☐

Window/Door: ☒

Replacement Roof: ☐

Other: ☐

SECONDARY DEVELOPMENT TYPE

Addition: ☐

Accessory Buildings: ☐

Architectural Features: ☐

Demolition: ☐

Driveway/Parking: ☐

Fences: ☐

Landscape/Site Features: ☐

Mechanical/Electrical: ☒

New Construction: ☐

Repair Maintenance: ☐

Restoration: ☐

Signage: ☐

Tree Removal: ☐

Window/Door: ☐

Replacement Roof: ☐

Other: ☐

TERTIARY DEVELOPMENT TYPE

Addition: ☐

Accessory Buildings: ☒

Architectural Features: ☐

Demolition: ☐

Driveway/Parking: ☐

Fences: ☐

Landscape/Site Features: ☐

Mechanical/Electrical: ☐

New Construction: ☐

Repair Maintenance: ☐

Restoration: ☐

Signage: ☐

Tree Removal: ☐

Window/Door: ☐

Replacement Roof: ☐

Other: ☐

TIP! Keep in mind you only need to fill out questions and sections with **red *** next to them (see circle above) in order to move to the next section. Accela is used for a variety of land development applications, so not all questions are needed for COAs.

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" value="1"/>
Number of Lots:	<input type="text"/>
Number of Parcels:	<input type="text"/>
* Number of Stories:	<input type="text" value="14"/>
Number of Trees:	<input type="text"/>
Number of Units:	<input type="text"/>
Rezoning Petition Number:	<input type="text"/>
Year Built:	<input type="text"/>

PROPOSED CONDITIONS

* Number of Buildings:	<input type="text" value="2"/>
Number of Lots:	<input type="text"/>
Number of Parcels:	<input type="text"/>
Number of Stories:	<input type="text"/>
* Number of Units:	<input type="text" value="1"/>
Number of Trees to Remove:	<input type="text"/>
Number of Trees to Add:	<input type="text"/>

As you keep scrolling in Step 2, you'll encounter these other sections.

Existing & Proposed Exterior Materials

- Existing = current exterior materials
- Proposed will only change if you're asking to swap materials, or if you're building an accessory structure or constructing an addition.
 - In this case, put the new proposed structure or addition's exterior materials.

Existing Conditions:

- Red * questions are all you need to add
- This includes buildings, stories, units, and parcels
- This is where that Mecklenburg County Property Card can be especially useful (see pages 3 & 4)

Hit **"Continue Application"** when done to move on to Step 3.

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](#)

[Save and resume later](#)

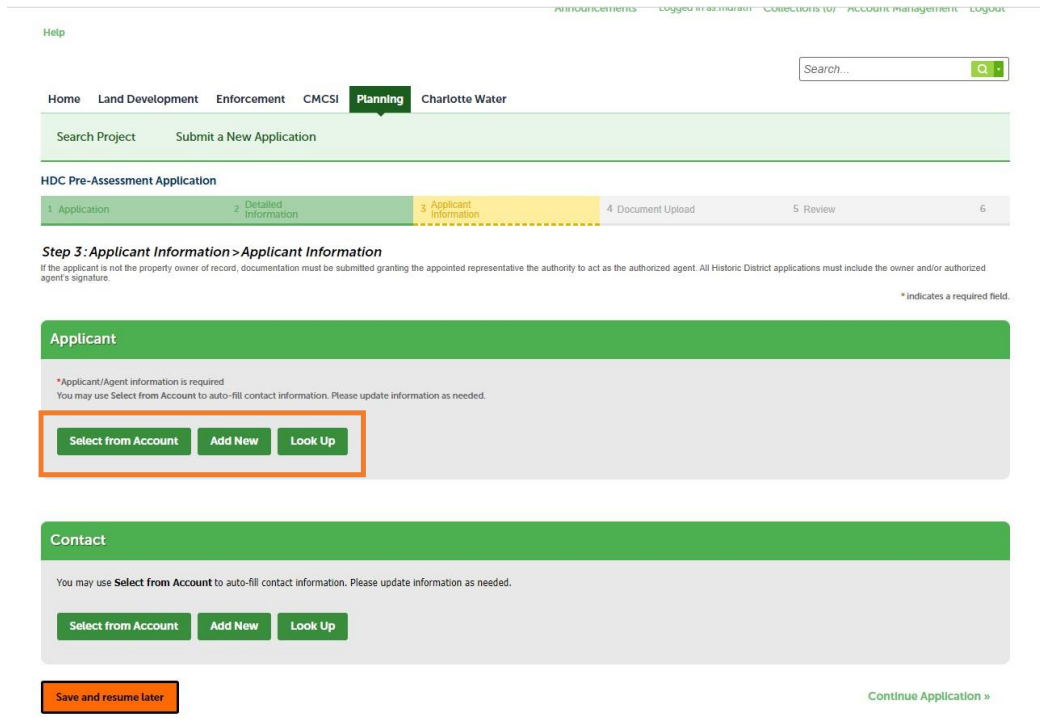
[Continue Application »](#)

TIP! You only need to complete this bottom section if there are multiple buildings on the parcel or you're applying for work on an existing accessory building on the property. The Mecklenburg County Property Record will often list buildings as "Building 1" and "Building 2" when these conditions are present.

Step 3: Applicant Information

In Step 3, you'll add basic contact information for you (as the Applicant) and any other additional contacts you'd like Staff to keep updated about the application's progress.

Only one Applicant is required.



Help

Home Land Development Enforcement CMCSI **Planning** Charlotte Water

Search Project Submit a New Application

HDC Pre-Assessment Application

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

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 required field.

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

Save and resume later Continue Application >

For both the Applicant and any optional contacts, you can input information in **three ways**:

- **Select from Account** (linked from county property record information or previous applications)
- **Add New** (you would just enter in all your information)
- **Look Up** (this allows you to search for names associated with the property as owners or previous applicants)

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 1-3 of 3

Category	Type	Name
<input type="radio"/>	Associated Contact	Applicant
<input type="radio"/>	Associated Owner	CITY OF CHARLOTTE
<input type="radio"/>	Associated Owner	C/O REAL ESTATE DIVISION

Continue Discard Changes

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

Contact Information

*First: Middle: *Last:

Name of Business:

*Address Line 1:

*City: *State: *Zip:

*Home Phone: Mobile Phone: Fax:

*E-mail:

TIP! Accela is especially sensitive in this section to how information is put in. For example, when inputting numbers for zip codes or phone numbers, click the leftmost part of that box and start typing. Similarly, for phone numbers, leave out any () or – (parentheses or hyphens).

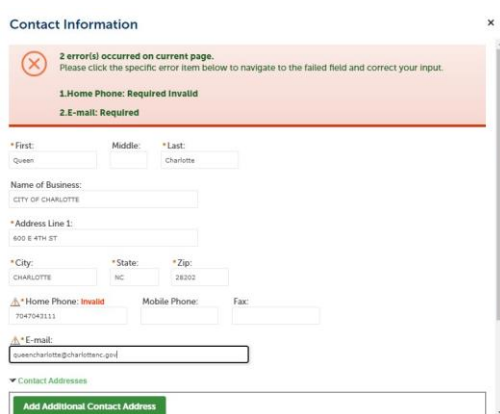
Confirming Applicants & Contact Information

The last part of Step 3 asks you to review the applicant and contact information you've entered.

Make sure the **email address** is correct. This is how we correspond with you about your application's progress, if we have any questions, or just need to get in touch.

You can always go back later to add additional contact information if you want to add someone else from your project team, a contractor, designer, arborist, neighbor, or anyone else.

When everything looks good, hit **"Continue Application"** to get to Step 4.



Contact Information

2 error(s) occurred on current page.
Please click the specific error item below to navigate to the failed field and correct your input.

- 1.Home Phone: Required Invalid
- 2.E-mail: Required

*First: Queen *Middle: *Last: Charlotte

Name of Business: CITY OF CHARLOTTE

*Address Line 1: 600 E 4TH ST

*City: CHARLOTTE *State: NC *Zip: 28202

*Home Phone: Invalid Mobile Phone: Fax:

*E-mail: queencharlotte@charlottenc.gov

▼ Contact Addresses

Add Additional Contact Address

If you entered any contact information incorrectly, this is the type of error message Accela will display.

HDC Pre-Assessment Application



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

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 required field.

Applicant

*Applicant/Agent information is required

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

✓ Contact added successfully.

Queen Charlotte
CITY OF CHARLOTTE
queencharlotte@charlottenc.gov
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Contact

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


Select from Account

Add New

Look Up

Save and resume later

Continue Application »



Home
Land Development
Enforcement
CMCSI
Planning
Charlotte Water

Search Project
Submit a New Application

HDC Pre-Assessment Application

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

Step 4: Document Upload > Document Upload

HDC EPLAN REQUIREMENTS:
 For a complete list of HDC document requirements visit the [Application for Certificate of Appropriateness 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 Standards 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 Standards 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 [Application for Certificate of Appropriateness page](#).

* indicates a required field.

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 the image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

 For Rezoning Petition Requirements go to www.rezoning.org.

 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 (' or ") in your document file name.
 Click the **Save** button after you attached the file.

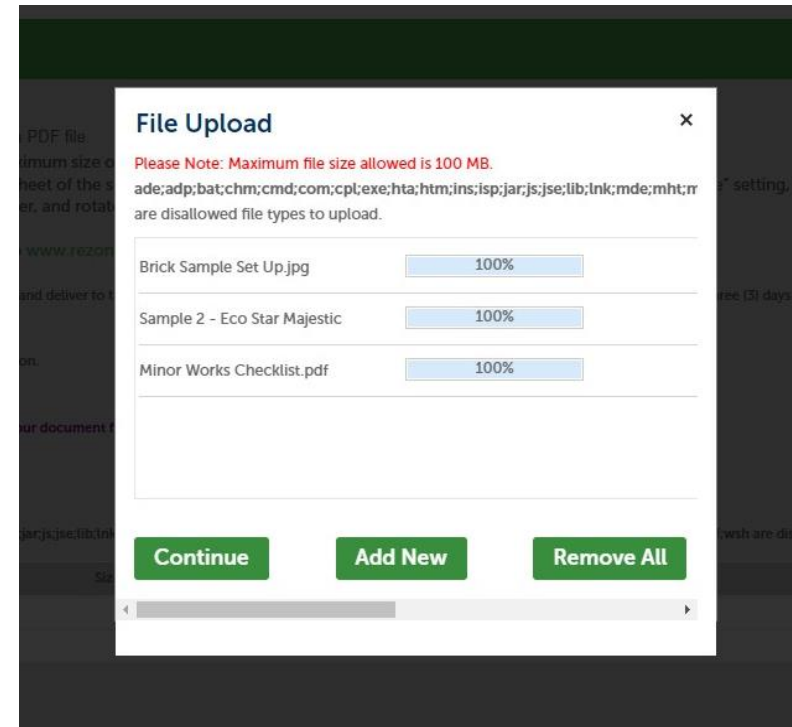
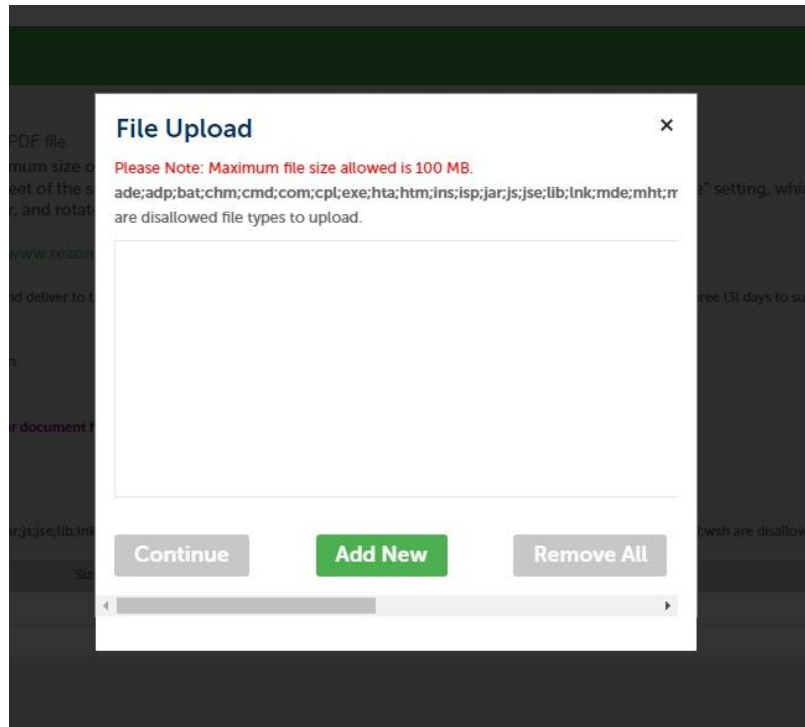
Step 4: Document Upload

In Step 4, you will upload all the necessary documentation for Staff to review your application.

In some cases, you will be asked to upload additional information, material specifications, or photographs when a Staff member begins reviewing your application or your project gets ready to be heard before the Commission at a monthly meeting. (More on how to upload items after the initial submission can be found on pages 27 & 28.)

Information you'll want to upload includes:

- Signed Minor or Major Works Checklist ([available here](#)).
- Site plans and elevations showing the proposed work
- Photographs of existing conditions (what it looks like now)
- Examples of similar projects in the district you think help make the case for why your project should be approved
- Material and product specifications (for things like windows, siding, or HVAC units)



When you start uploading files, this first pop-up (above) will appear. It tells you the maximum file size allowed and the types of accepted files.

Click “Add New” and it will open a file folder so you can locate your files. Navigate to your appropriate folder, USB, or desktop item and add it. You’ll add each item individually.

As your documents upload, you’ll see the progress in the pop-up like in the picture above.

Please be sure to label your documents in a way that Staff processing your application knows what they contain. This helps speed up the process so your application can get processed in a smoother manner.

Checking Your Documents

When you're finished uploading the necessary documents, you'll encounter the screen to the right.

This will ask you to select the document “**type**” from a dropdown menu. Examples include: plan, HDC Required Checklist, and photos. You may also add in a brief description of each uploaded item.

After hitting the green “**Save**” button, the screen below will appear. Check that the documents are labeled correctly, then hit “**Continue Application**” to move to the next step.

Remove

File:
Brick Sample Set Up.jpg
100%

*Type:
1st Submittal Photos

Description:
Brick replacement sample.

spell check

Remove

File:
Sample 2 - Eco Star Majestic Slate.jpg
100%

*Type:
1st Submittal Photos

Description:
Siding replacement sample.

spell check

Remove

File:
Minor Works Checklist.pdf
100%

*Type:
HDC Gateway Checklist

Description:
Signed Minor Works Checklist.

spell check

Save

Add New

Remove All

Save and resume later

Continue Application »

Attachment

EXPLAN 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 the image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

For Rezoning Petition Requirements go to www.rezoning.org.

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 (' or ') in your document file name.
Click the **Save** button after you attached the file.

Please Note: Maximum file size allowed is 100 MB.
ade,adp,atch,cmd,com,cpl,exe,hta,htm,ins,isp,jar,jse,lib,lnk,mde,mht,mhtml,msc,msp,mst,php,pif,pleaseno:html,scr,scrt,shb,sys,vb,vbs,vbs,vnd,wsc,wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Brick Sample Set Up.jpg	1st Submittal Photos	3.56 MB	05/24/2023	Actions ▼
Sample 2 - Eco Star Majestic Site.jpg	1st Submittal Photos	1.38 MB	05/24/2023	Actions ▼
Minor Works Checklist.pdf	HDC Gateway Checklist	296.60 KB	05/24/2023	Actions ▼

Add New

Save and resume later

Continue Application >

HDC Pre-Assessment Application

1

2 Detailed Information

3 Applicant Information

4 Document Upload

5 Review

6 Application Confirmation

Step 5: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

HDC Pre-Assessment Application

Project

Edit

Application Name:

• Enter the property address when completing a Historic District Application (HDC)

• Enter the name of the petitioner when completing an Administrative Application

• Enter one the following (Site address, Petitioner Name or Project Name) when completing a Rezoning Petition

Application Name600 E Fourth Av

Project DescriptionReplace windows and doors on front facade. Install EV chargers. Build garage.

Parcel

Edit

Parcel Number (Do not add hyphen between numbers. Ex. 01501010):12502601

Parcel Address

Edit

600 E Fourth ST
Charlotte NC 28202

Property Owner

Edit

CITY OF CHARLOTTE
600 4TH ST
CHARLOTTE NC 28202

Project Detailed Information

Edit

General Information

Additional Parcel Number(s):

Step 5: Review

In Step 5, you'll want to review all the information you entered, looked up, and uploaded to make sure everything looks good.

If you need to make any edits, please click the green "Edit" box on each tab. Make sure to save your changes after any edits.

If everything looks good, hit "Continue Application."

TIP! If you ever need to pause during the application process, click the "Save and Resume Later" button (bright orange box) located on the left side of each application page. Then, when you're ready, you may log-in again and pick up where you left off without losing any work!

Step 6: Application Confirmation

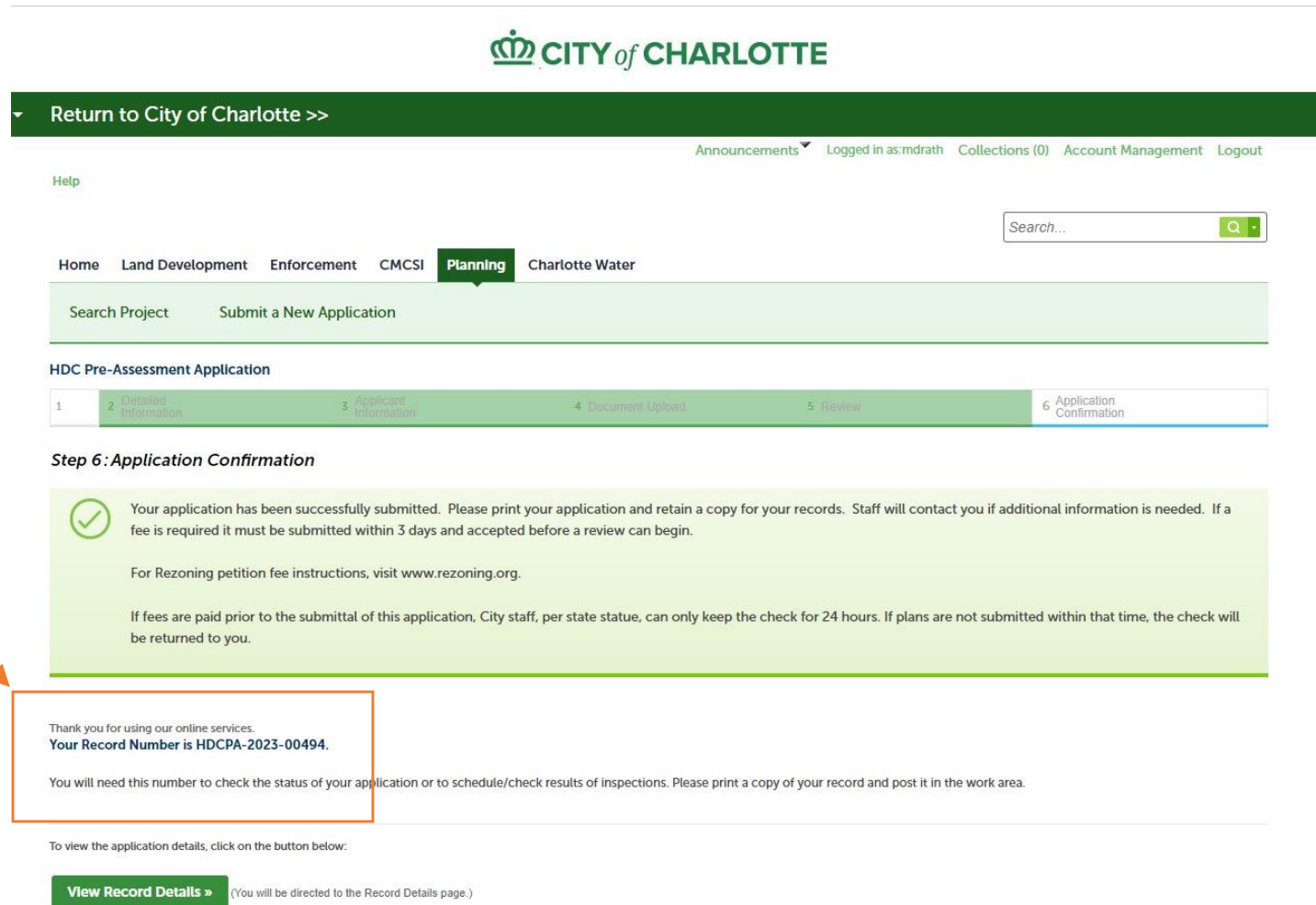
Congratulations! You made it all the way through the COA application process in Accela!


In Step 6, you'll receive confirmation that your pre-assessment application for a COA has been successfully submitted to Accela.

You'll receive an auto-generated message from Accela notifying you of the successful submission. **Keep this email for your records.**

Step 6 also provides you with a **record number** that acts as confirmation that your application has been submitted. **This record number is one your application will have until it is assigned to a Staff member or placed on the path for Commission review.** At that point, your project will acquire a new record number depending on its type and level of review.

Until you receive a new record number, please use this **"pre-assessment" (starting with HDCPA) record number in all correspondence with staff.** This is how we track your application's progress.




 CITY of CHARLOTTE

[Return to City of Charlotte >>](#)

[Announcements](#) [Logged in as: mdrath](#) [Collections \(0\)](#) [Account Management](#) [Logout](#)

[Help](#)




[Home](#) [Land Development](#) [Enforcement](#) [CMCSI](#) **[Planning](#)** [Charlotte Water](#)

[Search Project](#) [Submit a New Application](#)

HDC Pre-Assessment Application

1 **2** 3 4 5 6

Step 6: Application Confirmation

 Your application has been successfully submitted. Please print your application and retain a copy for your records. Staff will contact you if additional information is needed. If a fee is required it must be submitted within 3 days and accepted before a review can begin.

For Rezoning petition fee instructions, visit www.rezoning.org.

If fees are paid prior to the submittal of this application, City staff, per state statute, can only keep the check for 24 hours. If plans are not submitted within that time, the check will be returned to you.

Thank you for using our online services.
Your Record Number is HDCPA-2023-00494.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

To view the application details, click on the button below:

[View Record Details >](#) (You will be directed to the Record Details page.)

Checking Your Application Status

Now that your application is complete, and you've received a confirmation number of your pre-assessment application being successfully submitted, you can check the status of your project by navigating back to the main page that appears after you log-in.

Your pre-assessment application number, status, project details, and a map of the work location can all be found here. →

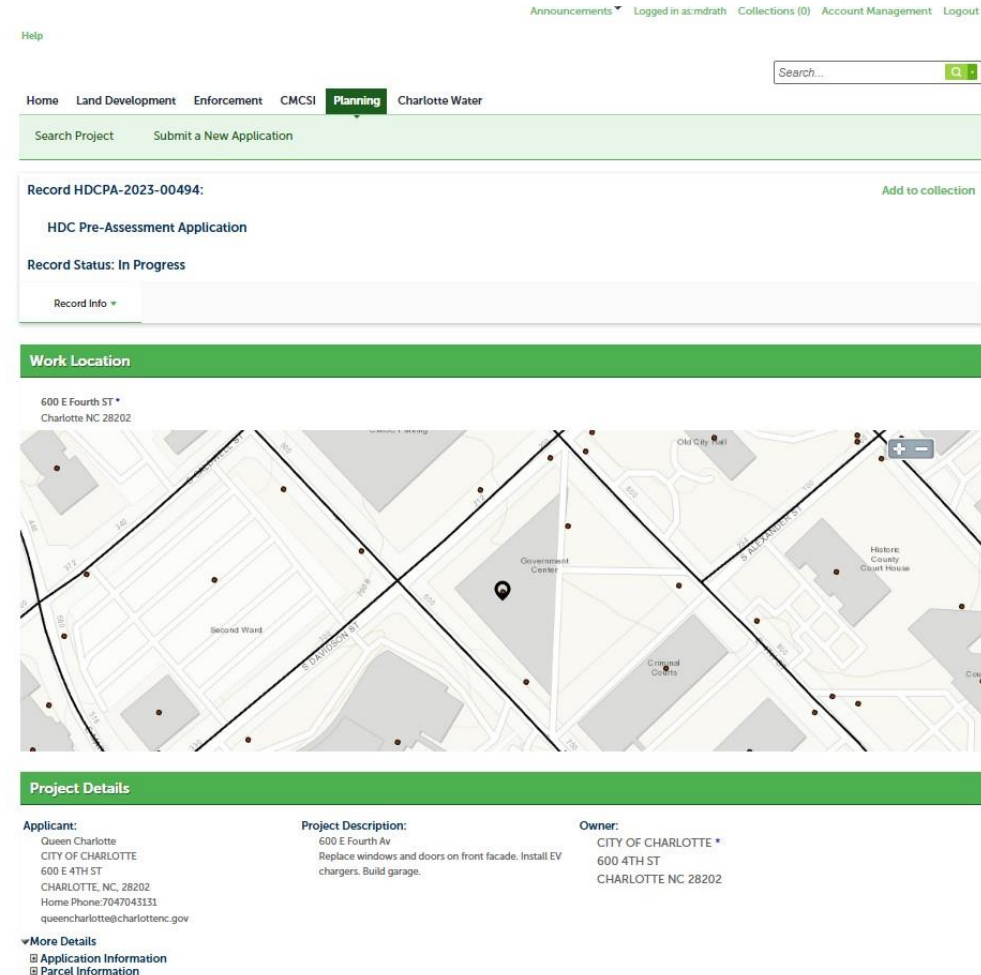
Next Steps

After your pre-assessment application has been submitted, Staff will receive a notification.

Typically, you'll receive a message either directly from a Staff member or from Accela (with an email of No.Reply@Accela.com) within 5 business days. How quickly you receive a message depends on the type of project, the level of review it will need to undergo, and the current volume of cases submitted to the HDC.

To check in or ask any questions, feel free to email:
charlottehdc@charlottenc.gov

See the next four pages for information on adding contacts or delegates, or uploading new documentation, after the initial submission.



The screenshot displays the 'Planning' section of the Accela Citizen Access web application. At the top, there is a navigation bar with links for Home, Land Development, Enforcement, CMCS, Planning (highlighted), and Charlotte Water. A search bar is located in the top right corner. Below the navigation bar, there is a section for 'Record HDCPA-2023-00494' with a status of 'HDC Pre-Assessment Application' and 'Record Status: In Progress'. A map titled 'Work Location' shows the project site at 600 E Fourth ST, Charlotte NC 28202. Below the map, the 'Project Details' section provides information about the applicant (Queen Charlotte, CITY OF CHARLOTTE), the project description (Replace windows and doors on front facade, install EV chargers, Build garage), and the owner (CITY OF CHARLOTTE, 600 4TH ST, CHARLOTTE NC 28202). There are also links for 'More Details', 'Application Information', and 'Parcel Information'.

*** Thank You for Applying for a *
Certificate of Appropriateness!**

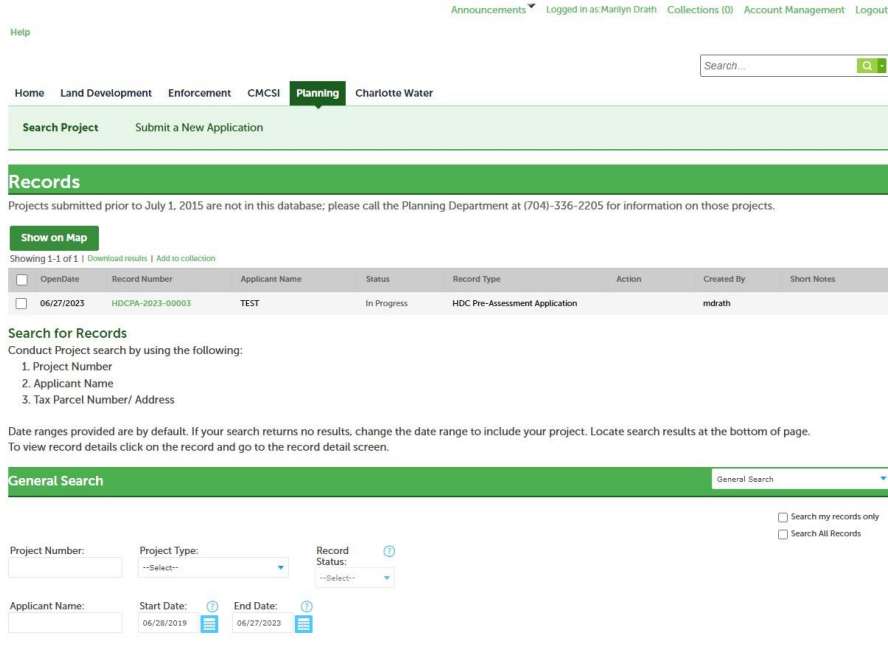
Adding Delegates & Additional Contacts

After your application is submitted, you may need to add a “delegate” or additional contacts to your application.

Delegates and additional contacts will be notified via email when actions are taken on the application. Typical delegates and additional contacts are contractors, designers, and property owners. Delegates can also take actions on behalf of the applicant.

The following images will show you the steps to add a delegate or contact to your submitted application.

Step #1: Locate your submitted record



Help

Announcements Logged in as Marilyn Drath Collections (0) Account Management Logout

Home Land Development Enforcement CMCSI **Planning** Charlotte Water

Search Project Submit a New Application

Records

Projects submitted prior to July 1, 2015 are not in this database; please call the Planning Department at (704)-336-2205 for information on those projects.

Show on Map

Showing 1-1 of 1 | Download results | Add to collection

<input type="checkbox"/>	OpenDate	Record Number	Applicant Name	Status	Record Type	Action	Created By	Short Notes
<input type="checkbox"/>	06/27/2023	HDCPA-2023-00003	TEST	In Progress	HDC Pre-Assessment Application		mdrath	

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.

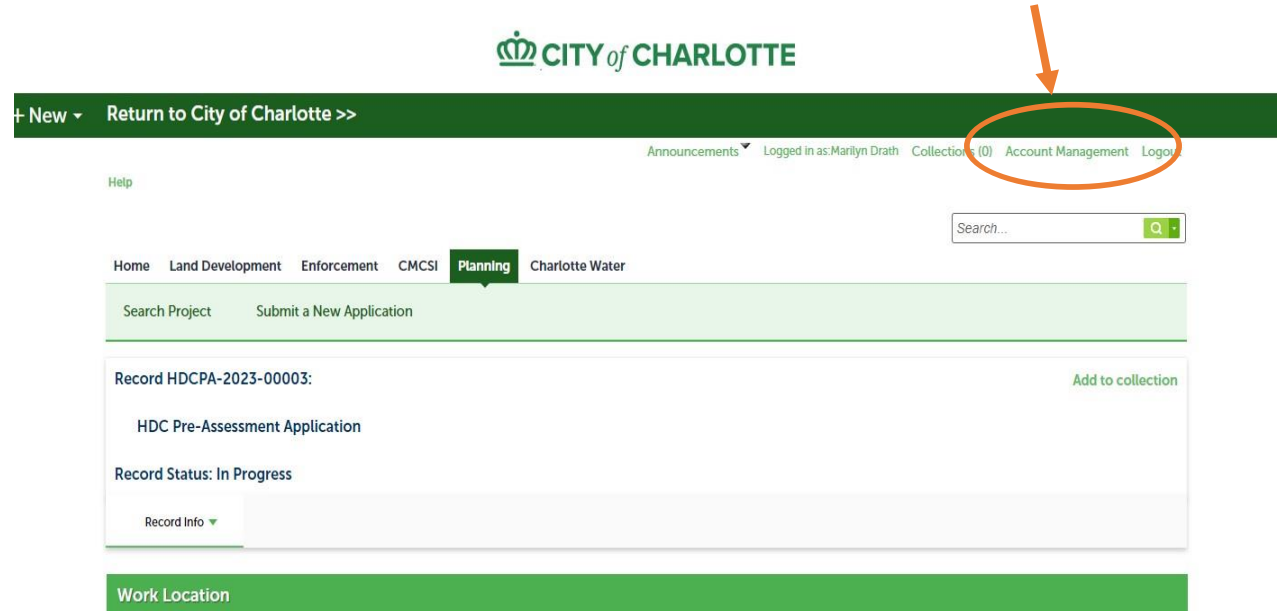
General Search

☐ Search my records only
☐ Search All Records

Project Number:
Project Type:
Record Status:

Applicant Name:
Start Date: End Date:

Step #2: Click “Account Management” in the upper right corner



Help

Announcements Logged in as Marilyn Drath Collections (0) **Account Management** Logout

+ New Return to City of Charlotte >>

Home Land Development Enforcement CMCSI **Planning** Charlotte Water

Search Project Submit a New Application

Record HDCPA-2023-00003: [Add to collection](#)

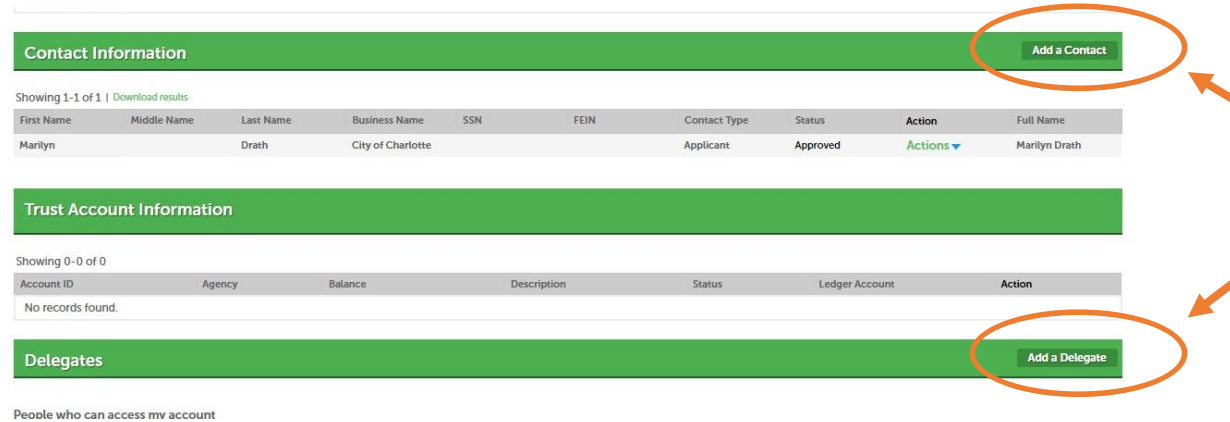
HDC Pre-Assessment Application

Record Status: In Progress

Record Info

Work Location

Adding Delegates & Additional Contacts – Continued



Contact Information Add a Contact

Showing 1-1 of 1 | Download results

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status	Action	Full Name
Marilyn		Drath	City of Charlotte			Applicant	Approved	Actions ▼	Marilyn Drath

Trust Account Information

Showing 0-0 of 0

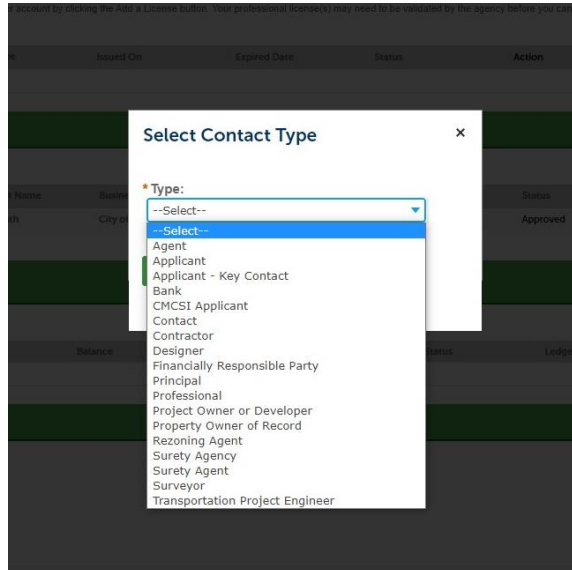
Account ID	Agency	Balance	Description	Status	Ledger Account	Action
No records found.						

Delegates Add a Delegate

People who can access mv account

Step #3: This is the next screen that appears. On the right-hand side, you have the option to “Add a Contact” or “Add a Delegate”

Adding a Contact:
The pop-up will ask you to select which type of contact you’re adding. It will then prompt you to enter in contact information such as name, email, phone, and address.

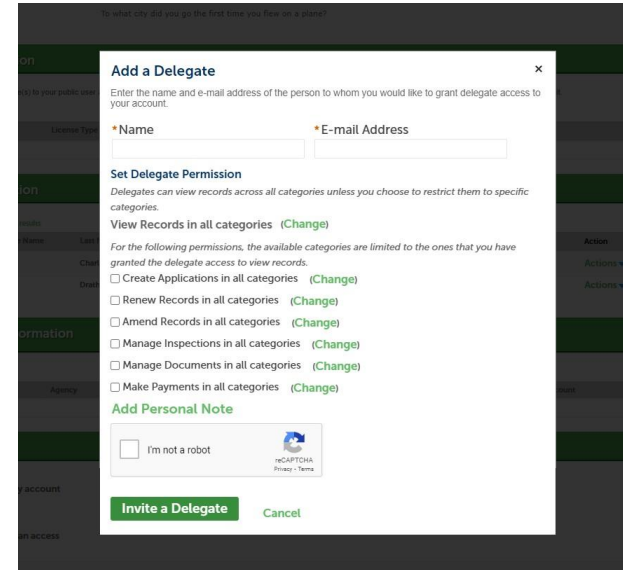


Select Contact Type

* Type:

- Select--
- Agent
- Applicant
- Applicant - Key Contact
- Bank
- CMCSI Applicant
- Contact
- Contractor
- Designer
- Financially Responsible Party
- Principal
- Professional
- Project Owner or Developer
- Property Owner of Record
- Rezoning Agent
- Surety Agency
- Surety Agent
- Surveyor
- Transportation Project Engineer

Adding a Delegate:
This pop-up appears if you select “Add a Delegate.” Type in the name and email address of your chosen delegate and select the appropriate permissions you’d like the delegate to have over your application.



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

☐ I'm not a robot 

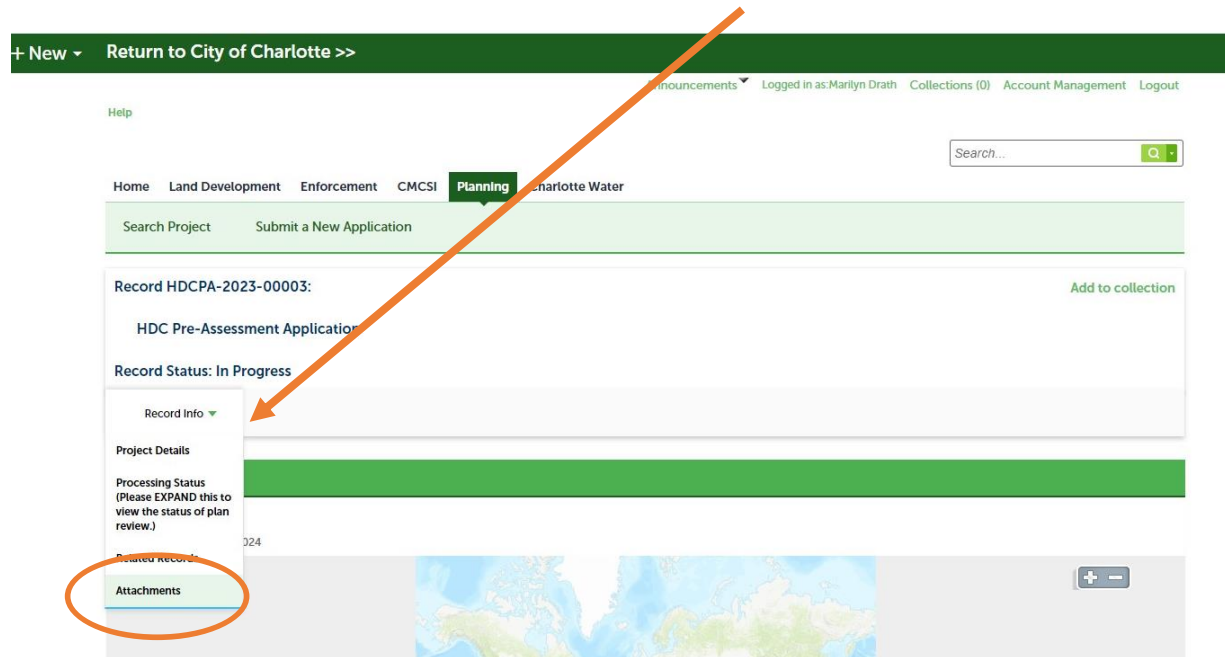
Invite a Delegate Cancel

Uploading New Documents

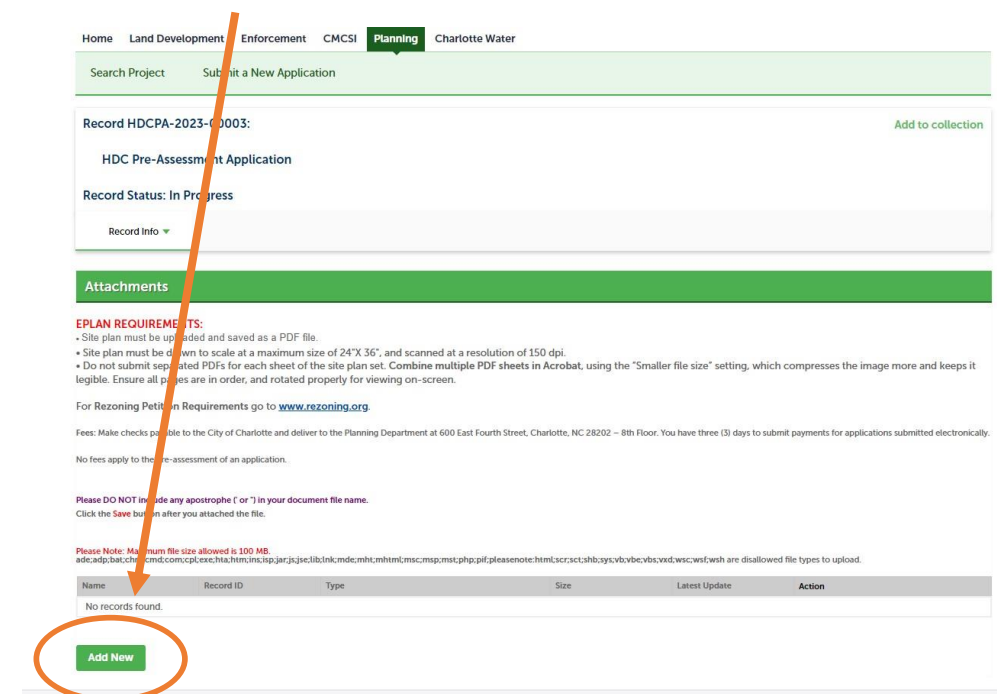
In addition to adding delegates and contacts to a submitted application, you might also need to upload additional documents periodically during the COA review process.

Typical additional documents could include items such as: photographs, arborist reports, contractor reports, window or door details, material specifications, or revised plans. Steps for uploading new documents are on this and the following pages.

Step #1: Navigate to the main record page. Click “Attachments” under the “Record Info” dropdown.

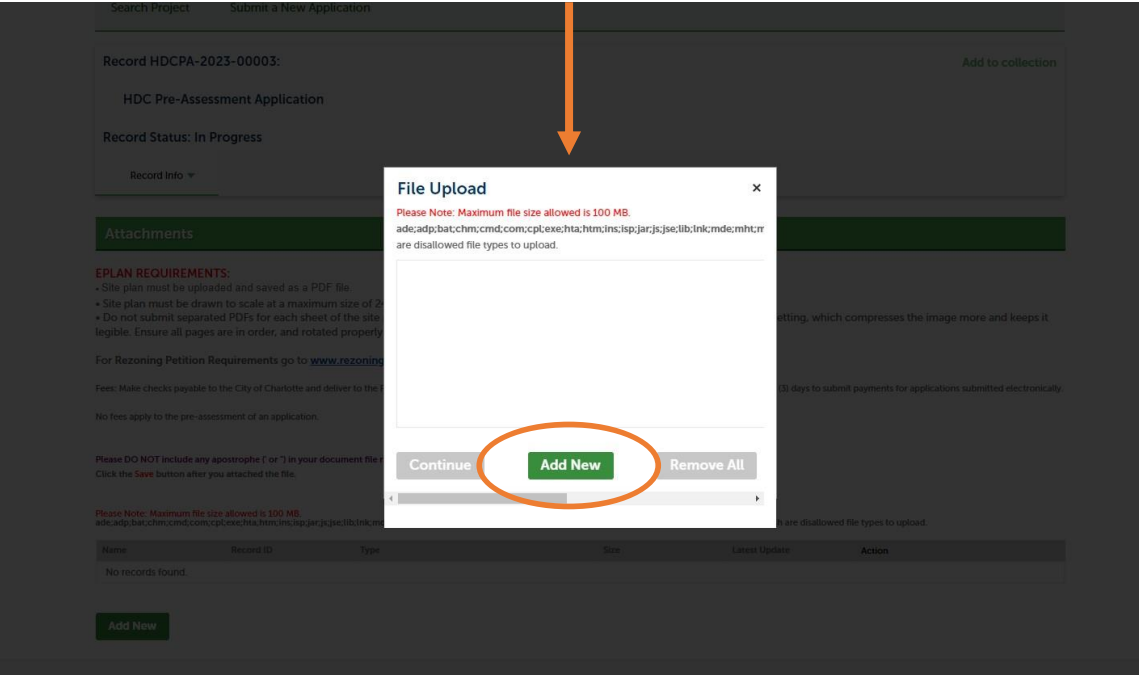


Step #2: An “Attachments” screen will appear. Click “Add New” to upload additional documentation.



Uploading New Documents – Continued

Step #3: This “File Upload” pop-up will appear. Click “Add New” and then locate your file and follow the prompts, providing the name and file type.



Step #4: Once you’ve uploaded your file, you’ll receive this message that the upload was successful. It will also appear as an attachment at the bottom of the page.

