



ACC PORTAL TUTORIAL

2. How to pause an application

The Pause application feature has been enabled to allow an applicant to save their submittal at any point during the application submittal process. You may click the "Pause" button to suspend your Planning Application and finish at a later date.

The screenshot shows the 'New Planning Application' page in the ACC Portal. The page header includes the Athens-Clarke County logo, navigation links (Home, Planning Applications, My Paused Applications), a search bar, and notification icons. Below the header, there's a 'Planning Applications' section with a 'Page Navigation Instruction' and a list of steps. A row of blue buttons includes 'Code of Ordinance', 'Planning and Zoning GIS Viewer', 'Development Services', 'Help/Portal Tutorial', and 'Contact Support'. The main content area is titled 'New Planning Application' and contains a 'Planning Applications' section with a 'Plans Review' link. A red box highlights the 'Pause' button in the bottom left corner of the 'Plans Review' section. To the right of the 'Pause' button are 'Previous' and 'Next' buttons.

To access your paused applications, go to "My Paused Applications."

The screenshot shows the 'My Paused Applications' page in the ACC Portal. The page header is identical to the previous screenshot, but the 'My Paused Applications' link in the navigation bar is highlighted with a red box. The main content area is titled 'New Planning Application' and contains a 'Planning Applications' section with a 'Plans Review' link. A red box highlights the 'Pause' button in the bottom left corner of the 'Plans Review' section. To the right of the 'Pause' button are 'Previous' and 'Next' buttons.

Once a paused application is resumed, the applicant may continue their submittal. Do **NOT** click the X at the top of the screen as this will delete the application in its entirety and all progress (including previously paused sections) to be deleted.

← ↻ 🔍 https://accgov.my.site.com/s/my-paused-applications

CLARKE COUNTY

AVO Planning Application Intake

New Plans Review Application

✓ Job Location Project Information Development Details All Submittals Confirmation

Search GIS Selected Results

Information

- To select a parcel or address, select either the Parcel or Address button under "Search By".
- Enter in full or partial address information and click "Search GIS".
- Do not enter punctuation. Typos will result in address not being located.
- In the results that display, click "Select" under the Action column, for the desired address(es)/parcel(s).
- Select the associated parcel/address(es).
- To see or manage the selected parcel(s)/address(es), click Selected Results at the top.
- The first parcel/address selected will contain "Yes" in the column "Is Primary". Only one parcel can be primary and to update, click "No" in the column "Is Primary" to designate another parcel as primary.
- If you are having trouble finding an address, click [HERE](#), to access ACC's GIS Viewer. Address must be entered exactly shown on GIS map. ACC's GIS Address layer updates periodically, which may result in address search field being temporarily unavailable. If you're still having trouble, notify Athens-Clarke County's Planning Department at planning@accgov.com

Search By

Address Parcel

Enter a parcel / address

Enter a unit number (address search only)

Search GIS

Please click Save before clicking Next

Pause Previous Next

Paused applications are not considered submitted to meet submittal deadlines, nor can staff see it until processed a PR reference number created and documents uploaded.