



## ACC PORTAL TUTORIAL

### How to Submit a Plans Review Application

1. Log in to your [ACC Community Portal](#) account or register for an account. For more information on how to register for an account, please review the [ACC Portal Tutorial – How to Create an Account](#).
2. To start a new application, you may click on any of the three Application buttons as shown below in red.

A screenshot of the Athens-Clarke County Unified Government's online portal. The top navigation bar includes a logo, 'Home' (highlighted in blue), 'Planning Applications' (highlighted in red), 'My Paused Applications', and a user icon. The main header reads 'Athens-Clarke County Unified Government'. Below the header is a banner with the text 'Athens-Clarke County Unified Government's online portal for Plans Review Applications!'. To the right of the banner is a 'Balance' section with a 'Pay Now' button. At the bottom of the page are several blue buttons: 'Start Application' (highlighted in red), 'Code of Ordinances', 'Planning and Zoning GIS Viewer', 'Development Services', 'Help/Portal Tutorial', and 'Contact Support'.



## ACC PORTAL TUTORIAL

### How to Access and Export Comments

All review comments are accessible in the portal. A corrective actions report will no longer be sent to applicants, because applicants are now able to access all review comments directly through the portal and export the comments themselves.

1. Log in to your [ACC Community Portal](#) account or register for an account. For more information on how to register for an account, please review the [ACC Portal Tutorial – How to Create an Account](#).
2. Navigate to your list of applications by clicking on Planning Applications in the header bar and then clicking on My Planning Applications.



Athens-Clarke County Planning Department | 120 W Dougherty Street | Athens, Georgia 30601 | 706-613-3515  
[www.acgov.com/developmentservices](http://www.acgov.com/developmentservices) | ACC Portal Tutorial – How to Access and Export Comments | Dec 2024  
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3. On the New Planning Application page, click the **Start New Application** button. On the next page, select Plans Review under Planning Applications as shown below.

- At any time, you may click the **Pause** button to suspend your Planning Application and finish at a later date. To access your paused applications, go to "My Paused Applications" in the header bar. For more information, please review the [ACC Portal Tutorial – How to Pause an Application](#).

**Planning Applications**

**Page Navigation Instruction:**  
To ensure the integrity and preservation of your entered information, it is essential to save your data before proceeding to the next page. Please follow the instructions below to save your progress effectively:

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[Code of Ordinance](#) [Planning and Zoning GIS Viewer](#) [Development Services](#) [Help/Portal Tutorial](#) [Contact Support](#)

**New Planning Application**

**Planning Applications:** To create a new Planning Application with the county, select Planning Applications. More applications will be available at a later date.

Planning Applications  Plans Review

[Pause](#) [Previous](#) [Next](#)

At any time, you may click the "Pause" button to suspend your Planning Application and finish at a later date. To access your paused applications, go to "My Paused Applications."

#### 4. Applicant Details page

- The Applicant's contact information will autofill. Double check to ensure all information is accurate and edit if needed.

#### 5. Job Location page

- This is where the address and parcel number are selected for your project. Enter in the full or partial address add then click **Search GIS**. If no results appear, please locate the parcel/address on the [ACC GIS Viewer](#) and enter it exactly as it appears in GIS. No results will appear if punctuation or misspellings occur.

## Planning Applications

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**New Plans Review Application**

Job Location

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 punctuations. 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

Parcel Number / Address

Enter a unit number (address search only)

Unit Number (Address search only)

Search GIS

Pause Next

At any time, you may click the "Pause" button to suspend your Planning Application and finish at a later date. To access your paused applications, go to "My Paused Applications."

- Once the correct address/parcel has been located, click the **Select** button for the appropriate row under the Action column.
  - If the project involves multiple addresses or parcels, select all applicable addresses/parcels. An additional search may be needed if your desired location does not initially appear (e.g., if the parcels are on different streets). All of the selected addresses/parcels will appear under the Selected Results tab under the green checkmark on this page. On the Selected Results page, 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.

## Planning Applications

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Code of Ordinance      Planning and Zoning GIS Viewer      Development Services      Help/Portal Tutorial      Contact Support

New Plans Review Application

Job Location

Project Information      Development Details      All Submittals      Confirmation

Search GIS      Selected Results

Parcels

Address	Description	Owner	Remove	Is Primary
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Addresses

Parcel	Building No.	Address	DegreeX	DegreeY	Remove	Is Primary
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Please click Save before clicking Next

Pause      Previous      Next

At any time, you may click the "Pause" button to suspend your Planning Application and finish at a later date. To access your paused applications, go to "My Paused Applications."

## 6. Project Information page

- Depending on which Plans Review Application Type is selected, the relevant submittal questions will appear and fees will be added accordingly.
- Choosing "Site" or "Site and Building" will automatically add Transportation and Public Works Plans Review Fee. Itemized fees are shown after an application is completed and a Plans Review number is generated. Please reference this number (PR-\_\_\_\_-\_\_\_\_-\_\_\_\_) if calling or emailing Staff about submittal.
- In the Work Type picklist, select the appropriate work type(s) from the "Available" column and click the right arrow (shown below) to move them into the "Chosen" column.

New Plans Review Application

Project Information      Development Details      All Submittals      Confirmation

Project Information

Plans Review Application Type:  None

Work Type

Available	Chosen
Building Addition	<input type="button" value="&gt;"/>
Interior Renovation	<input type="button" value="&gt;"/>
Other	<input type="button" value="&gt;"/>
Site Improvement	<input type="button" value="&gt;"/>

Description of Other Work Type:

Square Footage of site work area:

Square Footage of new building:

Square Footage of addition:

Square Footage of renovation area:

Previous      Next

- “Description of Other Work Type” is a required field. If “Other” Work Type is selected, please describe. If none, you may enter none or n/a.
- If no square footage is proposed for a particular work type, enter 0 (zero).
- The 3 building related square footage questions (shown below) are tied to the creation of the Building and Trades Plan Review Fee and the Fire Marshal Plan Review Fee, which will be calculated once submittal is completed. Please verify these numbers are accurate as discrepancies will result in incorrect fees calculated.

## 7. Development Details page

- In the Project Type picklist, select the appropriate project type(s) in the “Available” column as shown on the project information page detail and click the arrow to move them into the “Chosen” column.
- In the Additional Contact Information field, enter additional relevant contact information, such as owner, contractor or additional design professional, as this is the **ONLY** location in the application to do so.

## 8. Submittal Questions

- All projects require answering the “All Submittals” questions and all questions are required. For additional information on questions, please select the ⓘ button.
- These questions are verified as part of a Completeness review to determine that a complete Plans Review submission has been submitted.

## 9. All Submittal Questions

- The Total number of pages in plans set and Base Plan Submittal Fee Determination questions are linked to fees based on the values input or selected.
- If “Building Only” or “Site and Building” is selected on the Project Information page, applicant will be required to complete the Building Plan Submittal Questions.
- The Base Plan Submittal Fee Determination chose will determine the appropriate base fee for the submittal.

## 10. Building Plan Submittal Questions

- The Occupancy Classification and Type of Construction questions are both have pull down options and are part of the Building Trades valuation equation that will auto-create review fees due based on the information input. Additionally, please ensure that the Occupancy and Type of Construction are clearly stated on the Plan Set cover sheet, as failure to include will be an automatic resubmittal.
- **The Estimated Project Construction Cost and Gross Sq Ft of Building Construction as auto-filled fields. The fields are non-fillable, however if a value can be entered, please leave at 0. These fields auto calculate once the application is submitted and a Plans Review case number is created. Once the Plans Review case number is created, values will be updated in the project summary. Values entered in these fields will create incorrect fees.**

New Plans Review Application

Building Plan Submittals

Occupancy Classification?

Type of Construction?

Estimated Project Construction Cost?  VALUES MUST BE LEFT A ZERO. FIELDS AUTO-POPULATE WHEN APPLICATION IS SUBMITTED. CHANGING VALUE WILL CREATE INCORRECT FEES.

Gross Sq Ft of Building Construction?

Floor Plan?

Change to/addition of partition walls?

Plumbing plan?

Gas plan?

Foundation plan?

Dr. a

## 11. Civil/Site Plan Submittal Questions

- The TMP, Utility, Stormwater Conference Date, Number of disturbed acres, TIA, and new road or access points proposed questions are all linked to the associated fees and added dependent upon the applicant's answers.
- If "yes" is required to either Is project disturbing more than 1 Acre? or Total new/replaced impervious area >5000; applicant is required to enter the date of their Stormwater Conference for project. If required and conference has not been held, application will be returned to applicant.

New Plans Review Application

Civil / Site Plan Submittals

Is a TMP included? --None-- Is Hydrology study included? --None--

Is Utility Plan Included? --None-- Is grading involved? --None--

Mod/addition to public sanitary sewer? --None-- Project located within 200 ft of water? --None--

Change to public water system? --None-- Any land disturbance in FEMA floodplain? --None--

Is project disturbing more than 1 Acre? --None-- Number of disturbed acres?

Total new/replaced impervious area >5000? --None-- Is any work taking place in ACC ROW? --None--

Stormwater Conference Date?

Does Project require a TIA? --None-- Are new roads or access points proposed?

## 12. Application Summary page

- Once all appropriate sections of the Plans Review Application have been filled out, applicant will be prompted to a summary page. Please review for any errors or blank questions. If any of the information is incorrect, use the "Previous" button at the bottom of the page to navigate to the appropriate section and update the incorrect information.
- Once summary has been reviewed and applicant verifies information is correct, select the **Submit** button.

## 13. Acknowledgement Page

- Applicant must check the box on the acknowledgement page which is the equivalent of a manual/handwritten signature.

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## New Plans Review Application

### Acknowledgement

As the property owner or an authorized agent of the property owner, I have verified that the information contained within this document and associated applications and plans is true and accurate, and describes a use, a building, or a work that complies with all relevant provisions of the Code of Athens-Clarke County, Georgia and all relevant provisions of the Official Code of Georgia Annotated. I acknowledge that responsibility for compliance rests with the owner and the owner's employees, agents, and contractors.

Deviation from approved plans during the construction process is subject to enforcement in accordance with Section 9-22-8 of the Code of Athens-Clarke County, Georgia. Plans may be amended by submitting Changes to Approved Plans or Field-Change request prior to any construction activity that differs from the approved plans or may be subject to a new Plans Review submittal.

Unless requested by ACCGov staff, documents shall not be altered by applicant once submitted. If documents are found to be deleted or edited after submittal, plans will not be placed on or removed from the current agenda.

Fees are assessed in accordance with the schedule of fees provided for in Section 2-6-2 of the Code of Athens-Clarke County and costs are dependent upon applicant's input values and scope of proposed work in creating application record. Staff will review fees and additional fees may be required. If staff determines that an overpayment has been made, a refund will be issued in accordance with ACCGov's refund policies and procedures.

Plans Review submittals are not complete until payment has been processed. Once payment has been processed and submitted documents verified, complete submittals will be added to the next available Plans Review agenda. The Unified Government of Athens-Clarke County is a public entity that is subject to the Georgia Open Records Act (the "Act"). All submitted applications and associated plans and documents are subject to public disclosure under the Act unless an applicable exemption of the Act applies.

Checkbox text: By checking this box, I \_\_\_\_\_ accept the terms of the above acknowledgement statement and recognize that this serves as my digital signature.

I, Rachel Gomez, hereby do attest that I completed the Plans Review. My email is: rachelsg22@gmail.com

[Previous](#)[Next](#)

## 14. Success page

- At this point you will be given your Plans Review (PR) reference number. Please use this number in the subject line of any email communication with Planning staff.
- Your submittal is not complete at this point in the application process until all required documents and payment are submitted through the following pages.**

[Home](#)[Planning Applications](#)[My Paused Applications](#)[Code of Ordinances](#)[Planning and Zoning GIS Viewer](#)[Development Services](#)[Help/Portal Tutorial](#)[Contact Support](#)

## New Plans Review Application

### Success

Your Plans Review Application has been submitted. Your reference number is PR-2024-12-2668. Please use this number in all correspondence with staff regarding this submittal. Your application is not complete at this point. To complete your application required document must be submitted and payment made. Please click the submit documents button below to continue.

Before your application can be reviewed, please upload your required documentation as indicated below. You can submit your documentation by clicking **Submit Documents** below.

#### Submissions

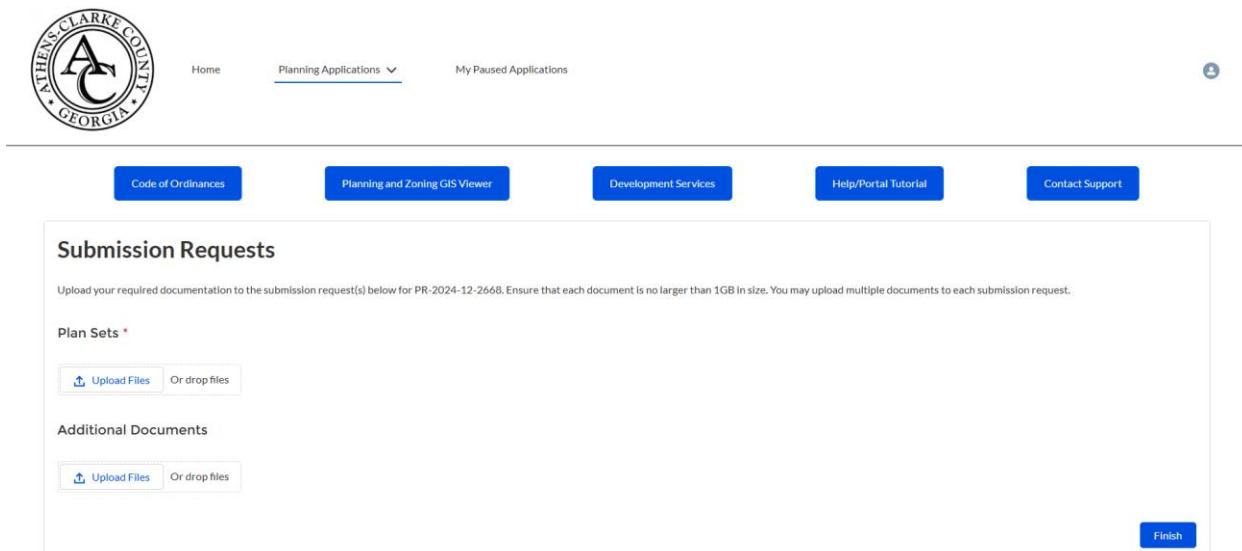
Name	Required
Plan Sets	✓
Additional Documents	

[Submit Documents](#)

## 15. Submission Requests page

- There are two folders to upload submittal documents. In the "Plan Sets" folder, only upload the plans. All other supporting documents, if applicable, should be uploaded into the "Additional Documents" submission folder. Examples of additional documents are as follows: Hydrology Study/Stormwater Management Report, Statement of Special Inspections, COMChecks, Traffic Impact Analysis (TIA), etc.

- Application will not be considered a complete submittal if files are not uploaded into the correctly named submission folders.
- Fee Calculator may be submitted for reference in Additional Documents, but it is not required.
- Click the **Finish** button to navigate to the payment page.



ATHENS-CLARKE COUNTY, GEORGIA

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### Submission Requests

Upload your required documentation to the submission request(s) below for PR-2024-12-2668. Ensure that each document is no larger than 1GB in size. You may upload multiple documents to each submission request.

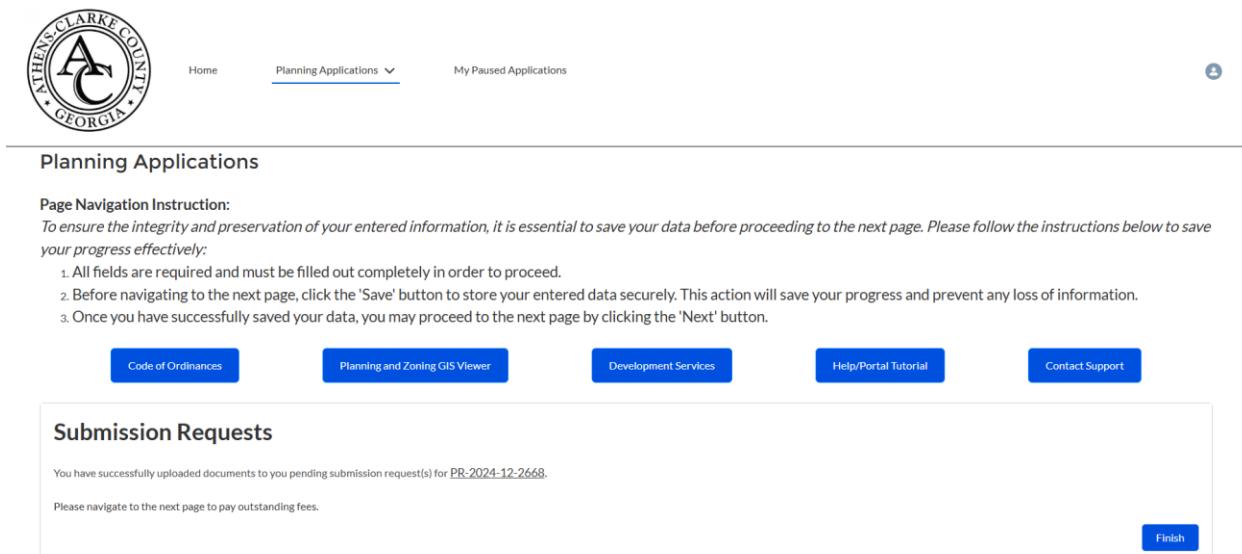
Plan Sets \*

Or drop files

Additional Documents

Or drop files

**Finish**



ATHENS-CLARKE COUNTY, GEORGIA

Home Planning Applications My Paused Applications

### Planning Applications

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Code of Ordinances Planning and Zoning GIS Viewer Development Services Help/Portal Tutorial Contact Support

### Submission Requests

You have successfully uploaded documents to you pending submission request(s) for PR-2024-12-2668.

Please navigate to the next page to pay outstanding fees.

**Finish**

## 16. Payment page

- Before your application can be reviewed, pay for any fees owing as indicated on the itemized fees list. You may pay these fees by clicking the **Pay Now** button.
- If you have questions about fees, please contact ACC Planning Staff at 706-613-3515.

- You may also pay fees by clicking on the Home button or the ACC logo in the header bar and clicking the **Pay Now** button.
- For more information, please review the ACC Portal Tutorial – How to Pay Fees.

ATHENS-CLARKE COUNTY, GEORGIA

Home Planning Applications My Paused Applications

3. Once you have successfully saved your data, you may proceed to the next page by clicking the 'Next' button.

Code of Ordinances Planning and Zoning GIS Viewer Development Services Help/Portal Tutorial Contact Support

**New Plans Review Application**

**Success**

Before your application can be reviewed, pay for any fees owing as indicated below. You may pay these fees by clicking **Pay Now** below.

**Fees**

Type	Total
Fire Marshal Plan Review Submittal Fee	\$150.00
Base Plan Submittal Fee - \$10,000 and under	\$375.00
Building and Sub-Trades Plans Review Fee	\$102.00

**Pay Now**

**\*Note, Plans Review submittals that have outstanding fees or are missing required submittal documents will not be recognized as complete submittals and will not be placed on the Initial Submittal Agenda.**