



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 Unified Government's online portal for Plans Review Applications!


To the right, you can find your total fees due. Using the tabs above, you can:

1. Start a **new application** or continue a paused application
2. Review all of your submitted applications
3. Review your invoices and receipts and submit payment
4. Access Plans Review comments and project status
5. Manage employees for Business Accounts.


Balance		Pay Now
PR-2024-10-2072		\$2,141.00
PR-2024-11-2425	120 W DOUGHERTY ST	\$15,837.00
PR-2024-12-2577	120 W DOUGHERTY ST	\$5,010.00
		\$22,988.00

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

3. Click on the Application Number to view the application details page.



[Home](#) [Planning Applications](#) [My Paused Applications](#)




My Planning Applications

Below is a list of your active planning applications. To see all of your planning applications, click the "View All" link at the bottom of the list. To see the details of a specific planning application, click on the planning application number.

If you would like to start a new planning application, click the "New Planning Application" button. To resume a paused application, go to "My Paused Applications."

New Application




MY APPLICATIONS


Number	Type (Deprecated)	Project	Address
PR-2024-10-2072	Plans Review		
PR-2024-11-2425	Plans Review	TEST - PROJECT	
PR-2024-12-2577	Plans Review		

View All

4. Within each application, click on the Reviews tab to get a preview of the reviews. Initially, the Reviews page will only show a Completeness Review. Staff will verify that the submittal is complete and add it to the next available Plans Review Agenda. Staff will approve the Completeness Review on the day the reviews begin, according to the [ACC Plans Review Schedule](#). The approval of the Completeness Review creates all applicable departmental reviews, at which point the applicant will be able to view all reviews as shown in the second screenshot below.



[Home](#) [Planning Applications](#) [My Paused Applications](#)



Application
PR-2024-11-2425

+ Follow

Closing Status

Type (Deprecated)
Plans Review

Plans Review Application Type
Building and Site Review

Address
120 W Dougherty St

Project
TEST - PROJECT

Owner

✓

✓

Initial Review

In Review

Reviews Compl...

Issued

Closed

Details

Submissions

Reviews

Fees

Transactional GIS Data

Reviews (1)

Number	Milestone	Type	Status
RVW44604		Completeness Review	

View All

Post

Poll

Share an update...

Share

Sort by:

Most Recent Activity

Search this feed...

[Home](#)[Planning Applications](#)[My Paused Applications](#)Application
PR-2024-10-2072[+ Follow](#)

Closing Status

Type (Deprecated)
Plans ReviewPlans Review Application Type
Site Review OnlyAddress
120 W Dougherty St

Project

Owner

[Details](#) [Submissions](#) [Reviews](#) [Fees](#) [Transactional GIS Data](#)

Reviews (6+)

Number	Milestone	Type	Status
RVW44966	Revision 3	Submittal Review	Resubmittal Required
RVW44967	Revision 3	Planning Review	Resubmittal Required
RVW44968	Revision 3	Public Works - Engineering Review	None Proposed
RVW43620	Revision 2	Submittal Review	Resubmittal Required
RVW43621	Revision 2	Planning Review	Resubmittal Required
RVW43503	Revision 1	Submittal Review	Resubmittal Required

[View All](#)

Post

Poll

Share an update...

[Share](#)

Sort by:

Most Recent Activity

Search this feed...



5. In order to see the full list of reviews and comments, click the “View All” or “Reviews (+)” button.

[Home](#)[Planning Applications](#)[My Paused Applications](#)Application
PR-2024-10-2072[+ Follow](#)

Closing Status

Type (Deprecated)
Plans ReviewPlans Review Application Type
Site Review OnlyAddress
120 W Dougherty St

Project

Owner

[Details](#) [Submissions](#) [Reviews](#) [Fees](#) [Transactional GIS Data](#)

Reviews (6+)

Number	Milestone	Type	Status
RVW44966	Revision 3	Submittal Review	Resubmittal Required
RVW44967	Revision 3	Planning Review	Resubmittal Required
RVW44968	Revision 3	Public Works - Engineering Review	None Proposed
RVW43620	Revision 2	Submittal Review	Resubmittal Required
RVW43621	Revision 2	Planning Review	Resubmittal Required
RVW43503	Revision 1	Submittal Review	Resubmittal Required

[View All](#)

Post

Poll

Share an update...

[Share](#)

Sort by:

Most Recent Activity

Search this feed...



6. After clicking the “View All” or “Reviews (+)” button, you will see a comprehensive list of all reviews as shown below.
 - a. **Number** column: Click on an individual Review Number to see more detailed information about that specific review and to see the full comments.
 - b. **Milestone** column: Milestones are used to organize and track submittals within an application (e.g., Initial Review, Revision 1, etc.). If your project has multiple submissions, make sure you are viewing the correct and most recent Milestone. To reorder the reviews list chronologically, toggle the arrow next to Milestone.
 - c. **Type** column: The departmental review type. A Submittal Review is created for each Milestone, is an overall summation of all departmental reviews within the Milestone, and autogenerates when all reviews within a Milestone are complete.
 - d. **Status** column: This shows the status of each review type.
 - i. Approved: Approved and no revisions required.
 - ii. Approved with Conditions: Approved and no revisions required. Conditions of approval, and when conditions need to be resolved, are listed in the Comments column.
 - iii. None Proposed: The scope of work does not involve this review type.
 - iv. Resubmittal Required: Revision submittal is required. Comments column shows review comments that need to be addressed.
 - v. Resubmittal for Review: In rare circumstances, a resubmittal may be required before a departmental review can be conducted.
 - vi. Denied: Project is unable to be reviewed/approved.
 - e. **Completed Date** column: The date that a review type was completed.
 - f. **Comments** column: The review comments that need to be addressed, either as a revision or a condition of approval. This screen is only a preview of the comments. Instructions on how to view the full comments and export all the review comments can be found in the sections below.



Home

Planning Applications ▾

My Paused Applications



Reviews

21 items • Sorted by Milestone • Updated a few seconds ago



	Number ▾	Milestone ▾	Type ▾	Status ▾	Completed Date ▾	Comments ▾
1	RVW44966	Revision 3	Submittal Review	Resubmittal Required	12/3/2024, 11:28 AM	
2	RVW44967	Revision 3	Planning Review	Resubmittal Required	12/3/2024, 11:28 AM	
3	RVW44968	Revision 3	Public Works - Engineering Review	None Proposed	12/3/2024, 11:27 AM	
4	RVW43620	Revision 2	Submittal Review	Resubmittal Required	11/7/2024, 11:22 AM	
5	RVW43621	Revision 2	Planning Review	Resubmittal Required	11/7/2024, 11:22 AM	test comment
6	RVW43503	Revision 1	Submittal Review	Resubmittal Required	11/6/2024, 8:44 AM	
7	RVW43504	Revision 1	Health Review	Approved	11/6/2024, 8:43 AM	
8	RVW43505	Revision 1	Planning Review	Resubmittal Required	11/6/2024, 8:44 AM	comment comment comment comment comment comment comment comment com...
9	RVW43200	Initial Review	Submittal Review	Resubmittal Required	10/30/2024, 12:45 PM	
10	RVW43201	Initial Review	Submittal Review	Approved	10/30/2024, 12:44 PM	

- 



Page 5 of 7

9. How to export all review comments into a PDF report directly from the portal

Click and drag your cursor over the entire Reviews list table to highlight all the rows and columns. Copy and paste it all into an excel spreadsheet and it will retain the format in the appropriate columns/rows with the full comments as well. You may then edit as needed and export as PDF.



Home

Planning Applications

My Paused Applications



Reviews						
21 items • Sorted by Milestone • Updated 2 minutes ago						
Number	Milestone	Type	Status	Completed Date	Comments	
1	RVW44966	Revision 3	Submittal Review	Resubmittal Required	12/3/2024, 11:28 AM	
2	RVW44967	Revision 3	Planning Review	Resubmittal Required	12/3/2024, 11:28 AM	
3	RVW44968	Revision 3	Public Works - Engineering Review	None Proposed	12/3/2024, 11:27 AM	
4	RVW43620	Revision 2	Submittal Review	Resubmittal Required	11/7/2024, 11:22 AM	
5	RVW43621	Revision 2	Planning Review	Resubmittal Required	11/7/2024, 11:22 AM	test comment
6	RVW43503	Revision 1	Submittal Review	Resubmittal Required	11/6/2024, 8:44 AM	
7	RVW43504	Revision 1	Health Review	Approved	11/6/2024, 8:43 AM	
8	RVW43505	Revision 1	Planning Review	Resubmittal Required	11/6/2024, 8:44 AM	comment comment comment comment comment comment comment comment comment...
9	RVW43200	Initial Review	Submittal Review	Resubmittal Required	10/30/2024, 12:45 PM	
10	RVW41663	Initial Review	Complete	Approved	10/30/2024, 12:42 PM	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Reviews															
2	21 items															
3	List View															
4	Refresh															
5	Show															
6	Item Number	Sort Number	Sort Milestone	Sort Type	Sort Status	Sort Completed Date	Comments	Action								
7		Show Number	Show Milestone	Show Type	Show Status	Show Completed Date	Show Comments									
8		RVW44966	Revision 3	Submittal	Resubmit	12/3/2024, 11:28 AM										
9		RVW44967	Revision 3	Planning	Resubmit	12/3/2024, 11:28 AM										
10		RVW44968	Revision 3	Public Works - Engineering Review	None Proposed	12/3/2024, 11:27 AM										
11		RVW43620	Revision 2	Submittal	Resubmit	11/7/2024, 11:22 AM										
12		RVW43621	Revision 2	Planning	Resubmit	11/7/2024, 11:22 AM	test comment									
13		RVW43503	Revision 1	Submittal	Resubmit	11/6/2024, 8:44 AM										
14		RVW43504	Revision 1	Health Review	Approved	11/6/2024, 8:43 AM										
15		RVW43505	Revision 1	Planning	Resubmit	11/6/2024, 8:44 AM	comment comment comment comment comment comment comment comment comment...									
16		RVW43200	Initial Review	Submittal	Resubmit	10/30/2024, 12:45 PM										
17		RVW43201	Initial Review	Building	Approved	10/30/2024, 12:44 PM										
18		RVW43202	Initial Review	Community	Approved	10/30/2024, 12:44 PM										
19		RVW43203	Initial Review	Cross County	Approved	10/30/2024, 12:44 PM										
20		RVW43204	Initial Review	Electrical	Approved	10/30/2024, 12:45 PM										
21		RVW43205	Initial Review	Fire Marshal	Approved	10/30/2024, 12:45 PM										
22		RVW43206	Initial Review	Health Review	Resubmit	10/30/2024, 12:45 PM										
23		RVW43207	Initial Review	Planning	Resubmit	10/30/2024, 12:44 PM										
24		RVW43208	Initial Review	Planning	Approved	10/30/2024, 12:44 PM										
25		RVW43210	Initial Review	Plumbing	Approved	10/30/2024, 12:44 PM										
26		RVW43211	Initial Review	Solid Waste	Approved	10/30/2024, 12:43 PM										
27		RVW43212	Initial Review	Transit Review	Approved	10/30/2024, 12:43 PM										
28		RVW41663	Initial Review	Complete	Approved	10/30/2024, 12:42 PM										

[illegible]

If any reviewer has a review status of Resubmittal Required, the applicant is required to resubmit a full Revision Submittal. When you are ready to resubmit, navigate to the Submissions tab within your application and upload the revision documents into the appropriately labeled Revision submission folders. For detailed information on how to submit a revision in the portal, please review the [ACC Portal Tutorial – How to Submit a Revision](#).