



## 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.

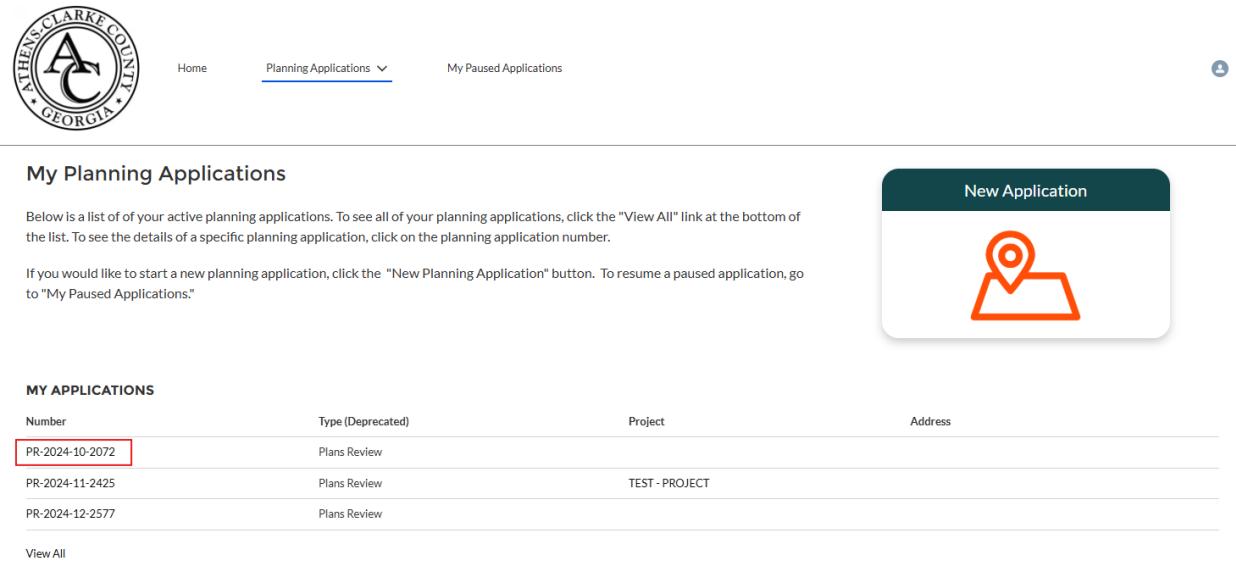
1. Log in to your [ACC Community Portal](#) account or register for an account. For more information on how to register for an account, please review the [ACC Portal Tutorial – How to Create an Account](#).
2. Navigate to your list of applications by clicking on Planning Applications in the header bar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

A screenshot of the Athens-Clarke County Unified Government's online portal. The top navigation bar includes 'Home', 'Planning Applications' (which is the active tab, indicated by a red box and a dropdown menu showing 'My Planning Applications', 'New Planning Application', and 'Planning Information'), 'My Paused Applications', and a user icon. The main header features the text 'Athens-Clarke County Unified Government' over an image of a clock tower. Below the header, a banner reads 'Athens-Clarke County Unified Government's online portal for Plans Review Applications!'. To the right, a 'Balance' table lists three applications with their details and fees:

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

At the bottom, there are several blue buttons: 'Start Application', 'Code of Ordinances', 'Planning and Zoning GIS Viewer', 'Development Services', 'Help/Portal Tutorial', and 'Contact Support'.

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



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."

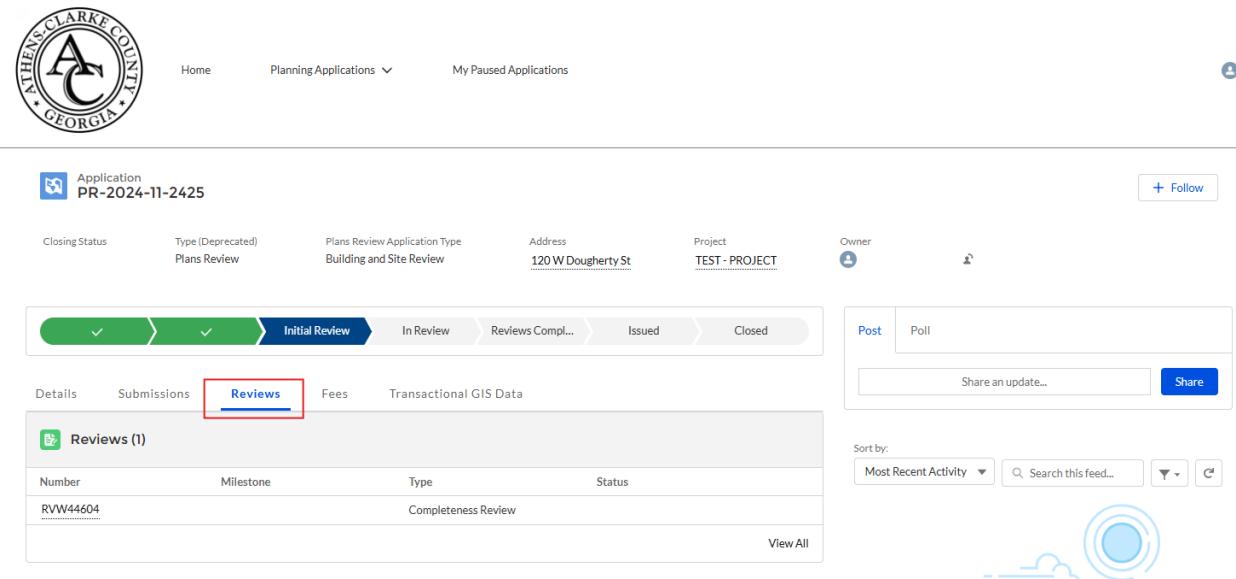
**MY APPLICATIONS**

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.



Application PR-2024-11-2425

Closing Status	Type (Deprecated)	Plans Review Application Type	Address	Project	Owner
	Plans Review	Building and Site Review	120 W Dougherty St	TEST - PROJECT	

Initial Review > In Review > Reviews Compl... > Issued > Closed

Details Submissions **Reviews (1)** Fees Transactional GIS Data

Number	Milestone	Type	Status
RVW44604		Completeness Review	

View All

[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](#)

<a href="#">Post</a>	<a href="#">Poll</a>
<input type="text" value="Share an update..."/>	
<a href="#">Share</a>	

Sort by:

Most Recent Activity ▾



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](#)

<a href="#">Post</a>	<a href="#">Poll</a>
<input type="text" value="Share an update..."/>	
<a href="#">Share</a>	

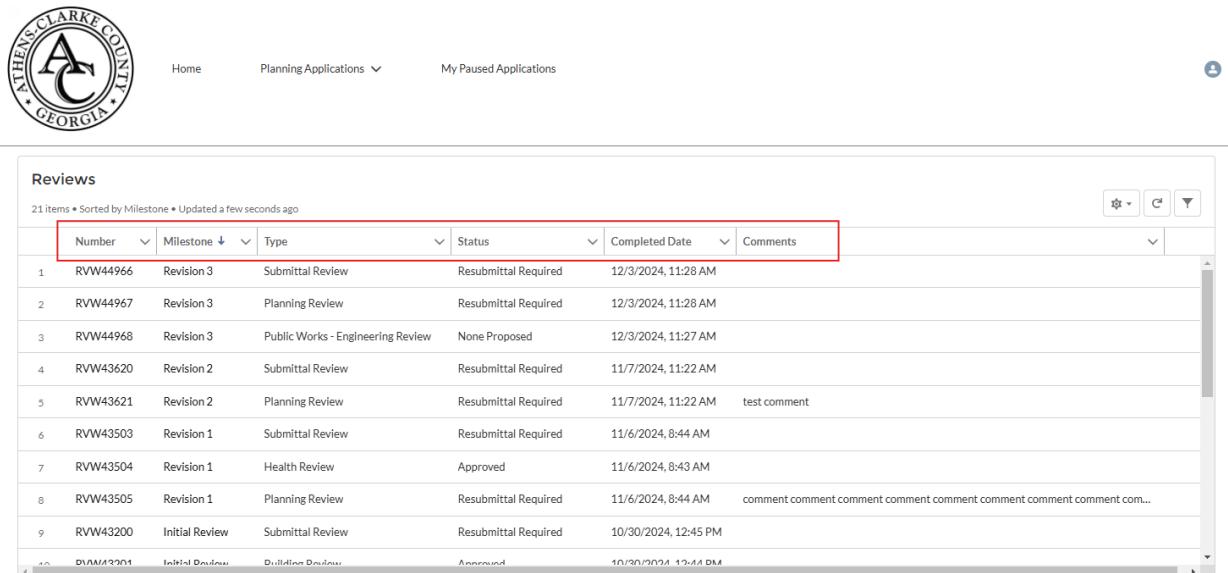
Sort by:

Most Recent Activity ▾



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 autogenerated 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.



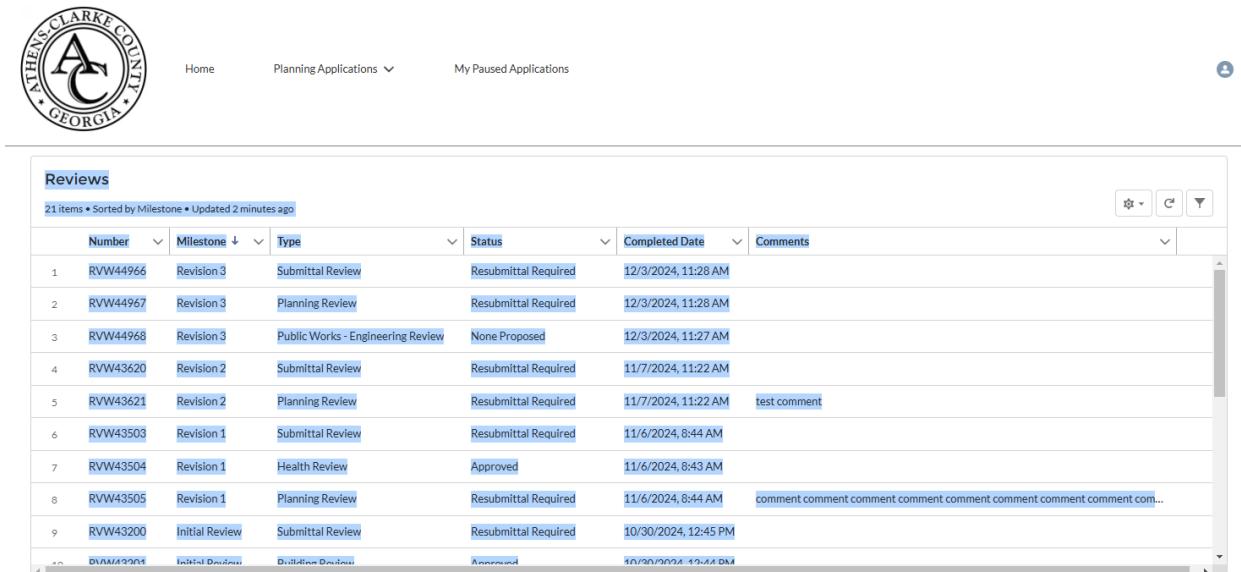
Reviews						
21 items • Sorted by Milestone • Updated a few seconds ago						
Number	Milestone	Type	Status	Completed Date	Comments	
1	RVW44966	Revision 3	Submittal Review	Resubmittal Required	12/3/2024, 11:28 AM	
2	RVW44967	Revision 3	Planning Review	Resubmittal Required	12/3/2024, 11:28 AM	
3	RVW44968	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	Building Review	Approved	10/30/2024, 12:44 PM	

7. If a reviewer's comments have "..." at the end, click on the Review Number associated with the Review Type to see the full comment.

8. Within an individual review, you will additionally be able to see the review due date, the full comments, and the reviewer's ("Owner") information.

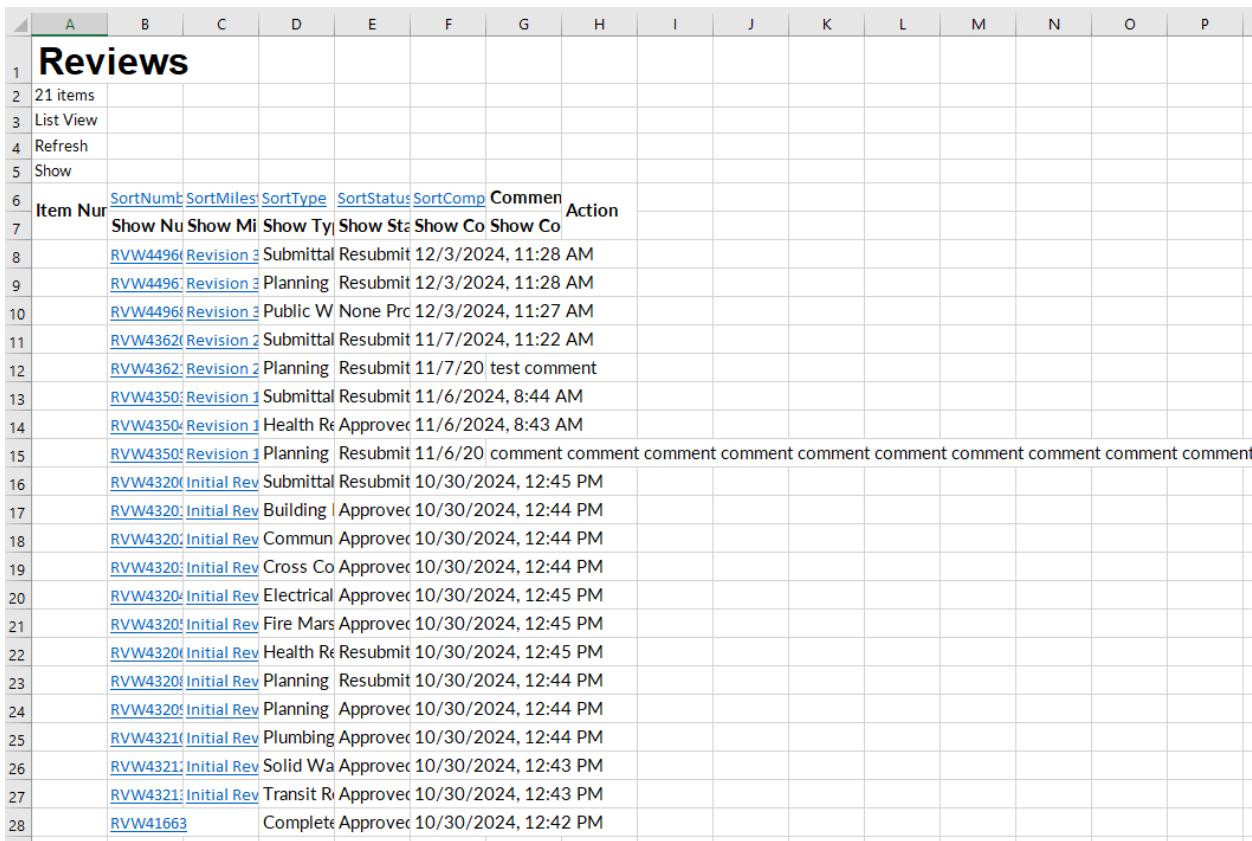
## 9. How to export all review comments into a PDF report directly from the portal

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.



The screenshot shows a web-based application interface for managing reviews. At the top, there is a logo for "ATHENS-CLARKE COUNTY, GEORGIA" and navigation links for "Home", "Planning Applications", and "My Paused Applications". The main content area is titled "Reviews" and displays a table with 21 items. The table has columns for "Number", "Milestone", "Type", "Status", "Completed Date", and "Comments". The "Comments" column for the 8th row contains a large amount of text, indicating multiple comments have been copied into the cell. The table is styled with a light blue header and white rows.

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 com...
9	RVW43200	Initial Review	Submittal Review	Resubmittal Required	10/30/2024, 12:45 PM
10	RVW43201	Initial Review	Building Review	Approved	10/30/2024, 12:44 PM



The screenshot shows the same "Reviews" data from the portal pasted into a Microsoft Excel spreadsheet. The data is arranged in a grid with columns labeled A through P. The columns correspond to the portal's "Number", "Milestone", "Type", "Status", "Completed Date", and "Comments" columns. The comments from the 8th row of the portal are copied into the P column of the Excel sheet, showing multiple lines of text. The Excel interface includes a ribbon at the top and a grid of cells below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>Reviews</b>														
2	21 items														
3	List View														
4	Refresh														
5	Show														
6	Item Num	SortNum	SortMiles	SortType	SortStatus	SortComp	Comments	Action							
7	Show Nu	Show Mi	Show Ty	Show Sta	Show Co	Show Co	Action								
8	RVW44961	Revision 3	Submittal	Resubmit	12/3/2024, 11:28 AM										
9	RVW44961	Revision 3	Planning	Resubmit	12/3/2024, 11:28 AM										
10	RVW44961	Revision 3	Public W	None Prc	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 test comment										
13	RVW43503	Revision 1	Submittal	Resubmit	11/6/2024, 8:44 AM										
14	RVW43504	Revision 1	Health R	Approved	11/6/2024, 8:43 AM										
15	RVW43505	Revision 1	Planning	Resubmit	11/6/2024 comment comment comment comment comment comment comment comment comment										
16	RVW43200	Initial Rev	Submittal	Resubmit	10/30/2024, 12:45 PM										
17	RVW43201	Initial Rev	Building	Approved	10/30/2024, 12:44 PM										
18	RVW43201	Initial Rev	Commun	Approved	10/30/2024, 12:44 PM										
19	RVW43201	Initial Rev	Cross Co	Approved	10/30/2024, 12:44 PM										
20	RVW43201	Initial Rev	Electrical	Approved	10/30/2024, 12:45 PM										
21	RVW43201	Initial Rev	Fire Mars	Approved	10/30/2024, 12:45 PM										
22	RVW43201	Initial Rev	Health R	Resubmit	10/30/2024, 12:45 PM										
23	RVW43201	Initial Rev	Planning	Resubmit	10/30/2024, 12:44 PM										
24	RVW43201	Initial Rev	Planning	Approved	10/30/2024, 12:44 PM										
25	RVW43211	Initial Rev	Plumbing	Approved	10/30/2024, 12:44 PM										
26	RVW43211	Initial Rev	Solid Wa	Approved	10/30/2024, 12:43 PM										
27	RVW43211	Initial Rev	Transit R	Approved	10/30/2024, 12:43 PM										
28	RVW41663		Complete	Approved	10/30/2024, 12:42 PM										

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](#).