How to Apply for Plans via the Citizen Self Service Portal

Make sure you have a registered account in the Citizen Self Service Portal (CSS). If you are not registered, please refer to the tutorial document "CSS Registration Tutorial"

1. Once registered, login to your account. You will arrive on the "Home" page. Click the link to the Planning Department Applications on the banner, or click the "Find Your Planning Application" button.

2. This will open the "ACC Planning Department Application Forms – Submittal Requirements and Fees" page in a new tab.
    a. You can click The Alphabetical list of applications for descriptions and links for each form.
    b. Choose an application by type and it will scroll directly to that group of applications.

3. Click on Application Type to open pdf application.

Athens-Clarke County
UNIFIED GOVERNMENT

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CONSTRUCTION / DEVELOPMENT

Document	Fee	Application Copies Required	Plan Copies Required	Electronic Plans Required?
Changes to Approved Permit Plans	$50	1	Building: 2 Site: 4	Yes
Concept Review	$50	1	Building: 3 Site: 5	Yes
Demolition & Relocation Review - Non-exempt	$85	1	1	Yes
Demolition & Relocation Review - Exempt	$20	1	1	Yes
Environmental Areas Permit	$20	1	1	Recommended
Planning Department Re-Inspection (for all Certificate of Occupancy and Certificate of Completion inspections after the second inspection)	$50	n/a	n/a	n/a
Plans Review Application Plans Review Handbook	Plans Review Fee Calculator	1	Building: 3 Site: 5	Yes
Revision Submittal Form	$20	1	Building: 2 Site: 4	Yes
Timber Harvesting Notification	$0	1	1	No
Tree Management Plan Application	$50	1	2	Yes
Telecommunications Facility Registration	$30	1	1	Yes
Temporary Telecommunication Facility Permit	$100	1	1	No
Zoning Permit - New Single-Family Construction & Additions over 50%	$75	1	1 (3 upon approval)	Recommended
Zoning Permit - All Other Items	$20	1	1	Recommended

4. Print and complete the application. Scan the completed application or use your phone's camera to capture a digital copy.
*Note: Any fees associated with plan applications will be added to your case once your application is processed and payment by check will be required before approval. Staff will contact with payment details once your application is accepted.

5. Return to the CSS Portal tab. To apply:
   a. Click "Apply" on the top banner. Go to "PLANS" and click "General Planning Dept Application" for new submittals or "Revisions for Planning Dept Applications" for any revisions or changes to approved plans. Or…
   b. Click the "Apply" button. Click the apply button next to the appropriate application type.

6. Location: Click Add Location. This is the location where the work will take place. Use the search field under Address Information to find the location address.   Type in the full address and click the 🔍 button. Results will show below, click the add button to select the location address.
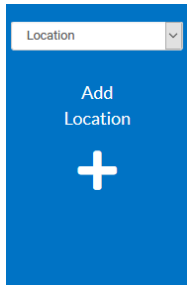
7. Clicking Add takes you back to the location page. Here you can add other locations if there are multiple addresses in your project. If not, click Next.

8. Type: For all applications the Plan Type for online submittals will be "General Planning Dept Application". In the description field, state the application you are submitting for. If you haven't filled out the application, there are links on this page to all Planning-related pdf applications. Once the description information is filled in, click Next.

Locations	Type	Contacts	More Info	Attachments	Signature	Review and Submit
✓	2	3	4	5	6	7
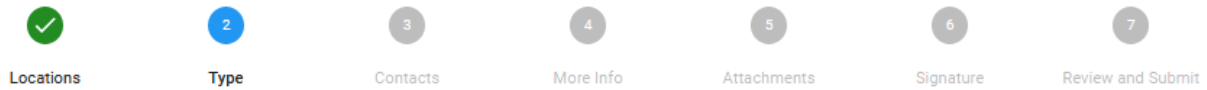
PLAN DETAILS

The Plan Type is going to be "General Planning Application". In the Description Field, state the application that you are submitting for (see below). All applications can be found here or you can click on a specific application type below.

Administrative Permits:
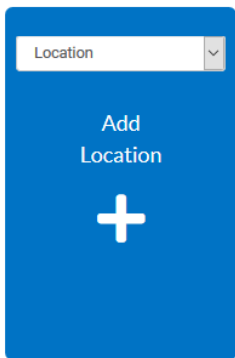
- Construction Plans Review
- Zoning Permit (including construction of new single family homes)
- Home Occupation Permit
- Sign Review
- Demolition or Relocation Review
- Environmental Areas Permit
- Timber Harvest Notification
- Tree Management Plan
- Preliminary Plat Review
- Subdivision Site Review
- Final Plat (specify minor [4 or less lots] or major [more than 4 lots])
- Historic Preservation Tax Free Application
- Temporary Telecommunication Facility
- Administrative Action Application

Applications for Planning Commission:

- Planned Development Application
- Rezone Application (specify Type I or Type II)
- Special Use Application (specific Type I or Type II)
- Planning Commission Variance Application
- Alternative Compliance Application (Type III)
- Planning Commission Conceptual Review Application (Type III)

Applications for Hearings Board:

- Variance (specify if for Community Tree Management, Flood Protection, Floodplain & Riparian Buffers, Signs, Zoning and Development Standards, Stormwater Management Standards, or Forest Management Activity)

Applications for Historic Preservation Commission:

- Certificate of Appropriateness (for activity in a local historic district)
- Historic Conceptual Preliminary Design Review

* Plan Type   General Planning Dept Application

* Description   Zoning Permit for a new back yard fence.

← 8

Back   Create Template   Save Draft   Next ← 8

9. Contacts: You are automatically added as the Applicant. You can add more contacts if appropriate.* Use the dropdown above Add Contact to specify the type of contact. Click Next.

* If the same person performs multiple roles, be sure to add a separate contact with each role specified. For example, the applicant may also be the owner. In that case there would be 2 contacts, both with the same name, but one listed as applicant and the other listed as owner.

Apply for Plan - General Planning Dept Application   ***REQUIRED**

✓	✓	3	4	5	6	7
Locations	Type	Contacts	More Info	Attachments	Signature	Review and Submit
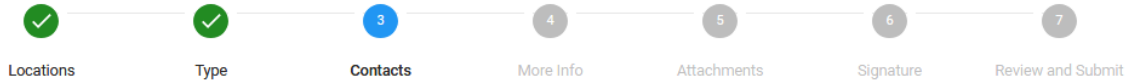
CONTACTS

You are added by default as the applicant. You can add yourself or other contacts multiple times for all the contact types associated with your project. You do not need to add a contact for each contact type listed below.

When adding additional contacts, pick the contact type first before adding the contact to the contact card.

Applicant

Your Name
(You)

120 Dougherty, Athens, GA , 30601

Applicant ˅

Applicant
Architect
Authorized Agent
Contractor
Engineer
Landscape Architect
Owner
Surveyor

9
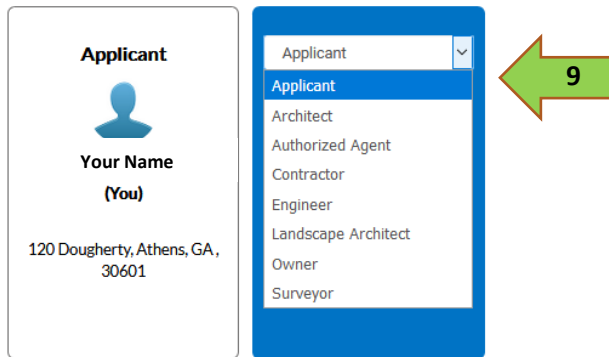
Back   Create Template   Save Draft   Next

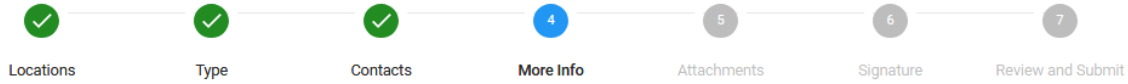10. More Info: Find the application type you are applying for and add detailed description of the work. Be as specifc as you can. The more information you can add, the better it will be for staff to process your application.

Apply for Plan - General Planning Dept Application *REQUIRED

✓ Locations — ✓ Type — ✓ Contacts — 4 More Info — 5 Attachments — 6 Signature — 7 Review and Submit

MORE INFO

Below, find the application type that you are applying for and provide a longer narrative on the scope of work and/or what you want to do.

Please be as specific as you can be. This helps staff understand your application request and reduce follow-up correspondances. There is not character or word limit.

|Top |Main Menu

Plans Review Description

Zoning Permit Description   5' wooden fence at rear yard   ⬅ **10**

Home Occupation Description

11. Attachments: Here you will attach the application that was filled out and scanned. (Refer to steps 2-4) **The application attachment is required.** Additional documents may be required depending on the application type that you are submitting. You will use the Add Attachment button, indicating the type of attachment in the drop down menu.

Filled out application
- applications
Add Attachment
+
Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dwf, dwfx
REQUIRED

Elevations ▼   ⬅ **11**
Elevations
Fee Calculator (Plans Review)
Filled out application - applications available on accgov.com website
Other documents
Owner's Permission (if not home own for Home Occupaiton Permit)
Site Plan
Statement of Special Inspection (Plans Review)
Stormwater/Hydrology Report (Plans Review)
Survey (Final Plats)

Back   Create Template   Save Draft   Next

12. Signature: Type your name as consent to electronically sign the application. Click Enable Type Signature and type your full name in the box. Click next.

13. On the Review and Submit page make sure all of the information is correct. If it is, click submit. This may take a few minutes depending on the size of the attached files. When it's finished, you'll see a message that your plan was successfully created. Click on Dashboard to see the status of your application.
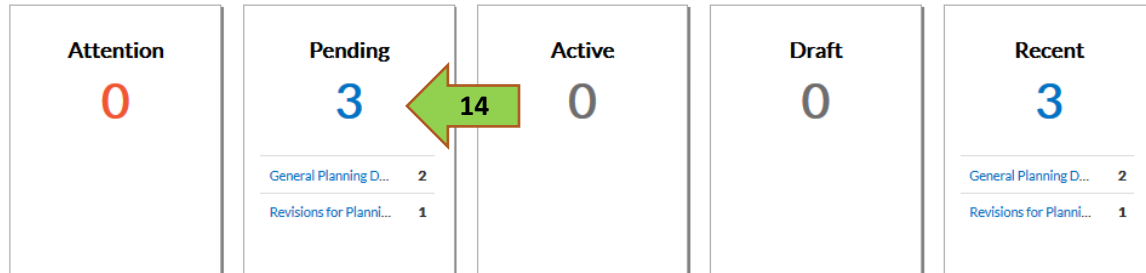
14. The case will automatically show up under "Pending." Staff will review the application for completeness. If Planning requires more information, you'll be notified by email and the case will move from "Pending" to "Attention" on the dashboard. Once your application is complete and accepted by Staff, your case will move from "Pending" or "Attention" to "Recent" as this completes your online submission. A new case with a new Planning case number will appear in "Pending", or "Attention" if fees are due.

My Plans

Attention	Pending	Active	Draft	Recent
0	3 ← 14	0	0	3
	General Planning D... 2			General Planning D... 2
	Revisions for Planni... 1			Revisions for Planni... 1

▸ View My Plans

For any questions regarding use of Citizen Self Service Portal, please email cssportal@accgov.com.