

# 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.

Due to increased concerns with customer interactions, The Building Inspection Department and The Planning Department will NOT be open to the general public for customer walk-in traffic through Friday, April 3rd. During this time, Staff will be available during business hours to assist customers by email and phone.

To complete online applications, you must download and fill out PDF applications. Building Inspection Department applications can be found [here](#). Planning Department applications can be found [here](#).

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## Welcome to Athens-Clarke County Self Service Portal



### Find Your Building Application

You must have the appropriate PDF application filled out to complete the process. Click here for Building Inspection Applications.



### Find Your Planning Application

You must have the appropriate PDF application filled out to complete the process. Click here for Planning Applications.



### Apply

This tool can be used to apply for a Building Inspection Department permit or a Planning Department permit.



### My Account

Click here to access your account information.



### Search Public Records

This tool can be used to search for existing permits, plans, and inspections.



### Map

Explore the map to see the activity occurring in your neighborhood.

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.

The screenshot shows the Athens-Clarke County website. The header includes the logo for Athens-Clarke County Unified Government, social media icons for Facebook, Twitter, YouTube, and a search bar with the text "I'm Searching For...". The navigation menu includes "ABOUT US", "DEPARTMENTS", "SERVICES", and "GET INVOLVED". The left sidebar contains icons for Alerts, Jobs, Payments, Notify Me®, and Report a Problem. The main content area shows the breadcrumb "Home > Departments > Departments & Offices I - Z > Planning Department > Applications & Fees" and the title "Planning Department Application Forms - Submittal Requirements & Fees". Below the title is a paragraph explaining that the page lists application forms reviewed by the Planning Department for various construction and business-related activities within Athens-Clarke County. A green arrow labeled "2a" points to the "More information:" section, which includes links for "Alphabetical list of applications", "Reference Materials", and "Electronic Plan Information". A second green arrow labeled "2b" points to the "Choose an application type to scroll directly to that section:" section, which lists various application types such as "General / Business", "Construction / Development", "Plats / Subdivisions", "Prints, Copies & Maps", "Hearings Board / Variances", "Historic Preservation / COA", "Planning Commission / Rezones", and "Staff Research".



3. Click on Application Type to open pdf application.

ABOUT US    DEPARTMENTS    SERVICES    GET INVOLVED

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Alerts

Jobs

Payments

Notify Me<sup>®</sup>

Report a Problem

**CONSTRUCTION / DEVELOPMENT**

Document	Fee	Application Copies Required	Plan Copies Required	Electronic Plans Required?
<a href="#">Changes to Approved Permit Plans</a>	\$50	1	Building: 2 Site: 4	Yes
<a href="#">Concept Review</a>	\$50	1	Building: 3 Site: 5	Yes
<a href="#">Demolition &amp; Relocation Review - Non-exempt</a>	\$85	1	1	Yes
<a href="#">Demolition &amp; Relocation Review - Exempt</a>	\$20	1	1	Yes
<a href="#">Environmental Areas Permit</a>	\$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
<a href="#">Plans Review Application</a> <a href="#">Plans Review Handbook</a>	<a href="#">Plans Review Fee Calculator</a>	1	Building: 3 Site: 5	Yes
<a href="#">Revision Submittal Form</a>	\$20	1	Building: 2 Site: 4	Yes
<a href="#">Timber Harvesting Notification</a>	\$0	1	1	No
<a href="#">Tree Management Plan Application</a>	\$50	1	2	Yes
Telecommunications Facility Registration	\$30	1	1	Yes
<a href="#">Temporary Telecommunication Facility Permit</a>	\$100	1	1	No
<a href="#">Zoning Permit - New Single-Family Construction &amp; Additions over 50%</a>	\$75	1	1 (3 upon approval)	Recommended
<a href="#">Zoning Permit - All Other Items</a>	\$20	1	1	Recommended

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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.

Dashboard Home **Apply** Search Help

**PERMITS**

- > General Building Inspection Application
- > All (1)

**PLANS**

- > General Planning Dept Application
- > Revisions for Planning Department Applications
- > All (2)

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**Find Your Planning Application**

You must have the appropriate PDF application filled out to complete the process. Click here for Planning Applications.

**Apply**

This tool can be used to apply for a Building Inspection Department permit or a Planning Department permit.

**My Account**

Click here to access your account information.

**Search Public Records**

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**Map**

Explore the map to see the activity occurring in your neighborhood.

Dashboard Home **Apply** View Map Search Help

### Application Assistant

Search for application names and keywords

All
Trending
My History
PERMITS
PLANS

> Show Categories Show My Templates

**General Planning Dept Application** Apply


Category Name: General      Description: This is a general Planning Department Application for all submittals to the ACC Planning Department.

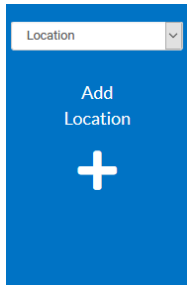
**General Building Inspection Application** Apply

Category Name: General      Description: This is a general Building Inspection Application for all submittals to the ACC Building Inspection Department.

**Revisions for Planning Department Applications** Apply

Category Name: General      Description: Revisions for Planning Department Applications

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.



[Back to Application](#)

### Add Location

Address Parcel

Add Address As Location

Search Enter Manually

#### Address Information

Search 120 W Dougherty St  

Address	Action
120 W Dougherty St, Athens, GA	<a href="#">Add</a>

Results per page 10 1 - 1 of 1 << < 1 > >>

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.

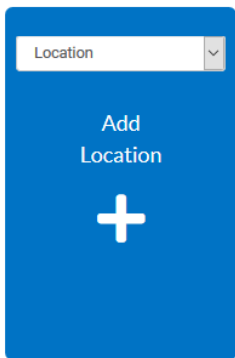
**Type: Location**  
120 W Dougherty St, Athens, GA


Main Address

Parcel Number  
171A2 G004

Main Parcel

[Remove](#)

A blue rectangular button with a white plus sign in the center. Above the plus sign, the text "Add Location" is written in white.



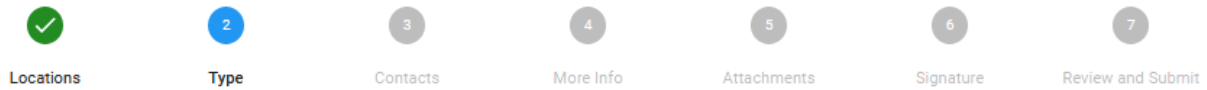
[Create Template](#)

[Save Draft](#)

[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.



**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

\* Description

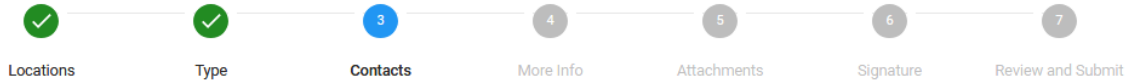


9. Contacts: You are automatically added as the Applicant. You can add more contacts if appropriate.\* Use the dropdown above Add Contact to specify the type of contact. Click Next.

**\* 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**

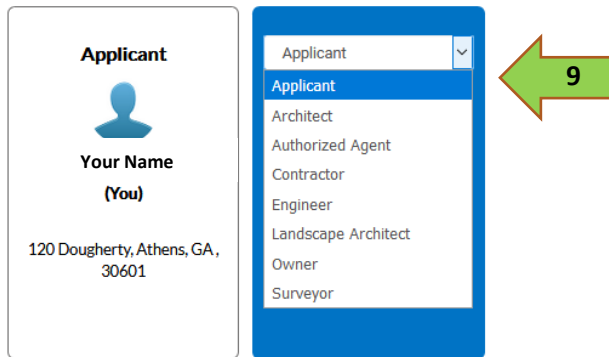
**\*REQUIRED**



**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.



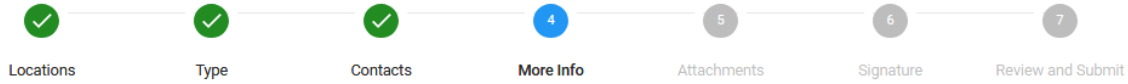
[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)

10. More Info: Find the application type you are applying for and add detailed description of the work. Be as specific 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**



**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**



**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

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.

Dashboard Home Apply View Map Search Help

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

Locations Type Contacts More Info Attachments **Signature** Review and Submit

#### SIGNATURE

I hereby certify the information provided in this application is true and correct and represents the current and proposed status of the subject property; that the plans submitted with this application are complete and in compliance with the development standards set forth in the Athens-Clarke County Code of Ordinances; and that the plans and submittals include the required information detailed on the submitted application's checklist. I also understand that failure to provide the required information will result in the delay or rejection of my application.

I understand that the Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.

\* Please type your name as consent to electronically sign this application.

"Your Name" **12**

**12** Enable Type Signature  "Your Name"

"Your Name"

X "Your Name"

Back Create Template Save Draft 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.

Dashboard Home Apply View Map Search Help

**✔ Your plan was successfully created!**

Your application has been successfully submitted to the Athens-Clarke County Planning Department for a completeness check. Fees are not calculated until an application has been reviewed by ACC Staff.

Continue to plan

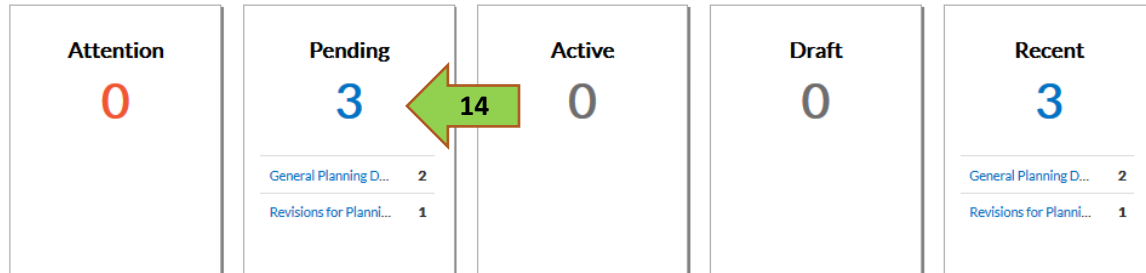
Fees

**\$0.00**

View Details Add to Cart

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



[View My Plans](#)

For any questions regarding use of Citizen Self Service Portal, please email [cssportal@accgov.com](mailto:cssportal@accgov.com).