



DIVISION OF PLANNING ACCELA CITIZENS' ACCESS PORTAL USER GUIDE

Introduction

Paperless. Convenient. Trackable.

As of December 9, 2019, all planning and permit applications will be processed online using the citizens' access portal instead of paper applications.

The City of Dublin is launching a new program to improve the permit and plan application process. The program utilizes the Accela and ePlan/ProjectDox platforms, which makes it easy for businesses, contractors, and citizens to submit applications online and track their progress. This replaces the time-consuming mail-in or walk-in process for submitting applications.

To access the new Accela Citizens' Access Portal program please visit: <https://aca3.accela.com/dublinoh/default.aspx>

To access the new ePlan/ProjectDox program please visit: <https://dublin-oh-us.avolvecloud.com/ProjectDox/>

Below is a quick guide to show you how to register an account through the Accela Citizens' Access Portal and how to apply for various applications through the Planning Division. For additional help please contact the Planning Division at 614-410-4600.

Table of Contents

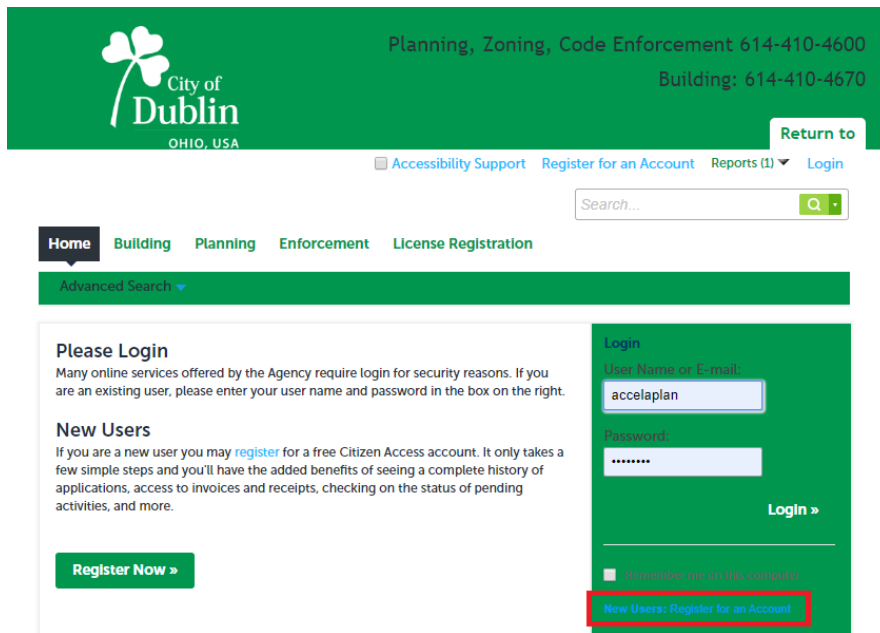
Title Page, Introduction, & Table of Contents.....	1
Registering for an Account.....	2-4
Apply for a Planning Application.....	5-12



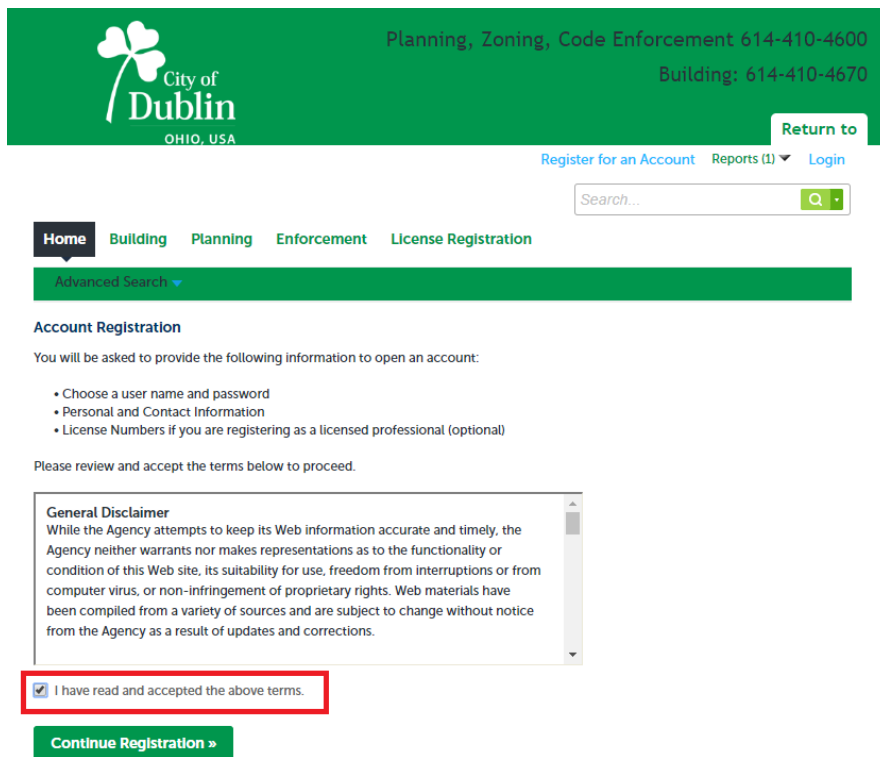
Registering for an Account

To register for an account please navigate to: <https://aca3.accela.com/dublinoh/default.aspx>

Step 1: Click on 'New Users: Register for an Account,' below the Login section of the page.



Step 2: Read the General Disclaimer and check the box, 'I have read and accepted the above terms,' then click 'Continue Registration.'



Step 3: Fill in the 'Login Information,' section with a username, email address, password, and security question.

Search...

Home Building Planning Enforcement License Registration

Advanced Search

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:


* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

Add New

☐ I'm not a robot 

Continue Registration »

Step 4: Click 'Add New,' in the 'Contact Information,' section. For individual/organization at the top of the page select 'Mailing,' then fill in the required fields. Once you've finished completing the 'Contact Information,' section click 'Add Additional Contact Address,' and fill in the required fields. Click 'Continue,' when you've filled in all required fields.

Login Information

Contact Information

* Individual/Organization:

* First: Middle: Last:

Home Phone: Work Phone: Mobile Phone:

* E-mail:

Name of Business:


Add Additional Contact Address

To edit a contact address, click the address link.

✔ Contact address added successfully.

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status
Actions	Mailing	5800 Shier Rings Road		Active

☐ I'm not a robot 




Step 5: Click and check the 'I'm not a robot' CAPTCHA box at the bottom of the page and click 'Continue Registration.' You have now created an Accela Citizens' Access Portal account. Please click 'Login Now,' at the bottom of the page to login using your username/email and password.

Search...

Home Building Planning Enforcement License Registration

Advanced Search



Your account has been created successfully. You can login immediately using your User Name and Password

Your account has been successfully created. Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name: dublinaccelaPlanning

E-mail: dublinaccelaPlanning@gmail.com

Password: *****

Security Question: Dublin Planning Division Address?

Contact Information

Dublin Accela Planning

dublinaccelaPlanning@gmail.com

Home Phone:

Work Phone: 6144104600

Mobile Phone:

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Action	Address Type	Address	Re
	Mailing	5800 Shier Rings Road	


Login Now



Applying for a Planning Application

To apply for a Planning Application please first navigate to: <https://aca3.accela.com/dublinoh/default.aspx> and login.

Step 1: Navigate to the 'Planning,' tab at the top of the page. Next, click 'Create an Application,' read the General Disclaimer and check the related box. Finally click 'Continue Application.'



City of
Dublin
OHIO, USA

Planning, Zoning, Code Enforcement 614-410-4600
Building: 614-410-4670

Return to

Logged in as: Accela Plan Collections (0) Reports (1) Account Management Logout

Search...

Home Building **Planning** Enforcement License Registration

Create an Application Search Cases

Online Planning Application Submittal

Welcome to the Online Planning Application System. Using this system you can submit your application, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer


While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☒ I have read and accepted the above terms.

Continue Application »



Step 2: Select the 'Record Type,' or application type you would like to apply for. The applications are sorted under their associated Boards and Commissions. If you cannot find your application type you can search for it in the search bar highlighted below. Once you've selected the 'Record Type,' or application type you would like to apply for, click 'Continue Application.'



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Return to

Logged in as: Accela Plan Collections (0) Reports (1) Account Management Logout


Search...

Home Building **Planning** Enforcement License Registration

Create an Application Search Cases

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



▶ Administrative Applications

▶ Architectural Review Board (ARB)

▶ Administrative Review Team (ART)

▶ Board of Zoning Appeals (BZA)

▼ Planning & Zoning Commission (PZC)

☐ Administrative Departure

☐ Administrative Review - Code Amendment

☐ Administrative Review - Other

☐ Amended Final Development Plan

☐ Amended Final Development Plan/Conditional Use

☐ Concept Plan

☐ Conditional Use

☐ Final Development Plan

☐ Final Development Plan/Conditional Use

☒ Informal Review

☐ Master Sign Plan

☐ Parking Plan

☐ Preliminary Development Plan

☐ Rezoning with Preliminary Development Plan

☐ Rezoning with Preliminary Development Plan/Preliminary Plat

☐ Site Plan Review WID

☐ Standard District Rezoning

☐ Waiver

☐ Wireless Communications Facility

▶ City Council (CC)



Step 3: Fill in the address associated with the application you are applying for. If there are multiple address associated with your application only fill in the information for one, you will be asked to fill in the other addresses at a later step. If the property associated with your project does not have an address please enter the parcel ID number. Once you've entered either the address or parcel ID number you can click 'Search,' to autofill the remaining information.

[Home](#) [Building](#) **[Planning](#)** [Enforcement](#) [License Registration](#)

[Create an Application](#) [Search Cases](#)

Informal Review

1 **Property Information** 2 Application Detail 3 Review 4 Record Issuance

Step 1: Property Information > Property Information

* indicates a required field.

Address

*Street No.: Direction: *Street Name: Street Type:

Unit Type: Unit No.:

City: State: *Zip:

[Search](#)

[Clear](#)

Parcel

* Parcel Number:

[Search](#)

[Clear](#)

Owner

Owner Name:

Address Line 1:



Step 4: Once you've used the 'Search,' autofill feature please ensure that the 'Owners,' section has autofilled. If the owner listed is a previous owner or incorrect, please update that information now. Once you've completed the page click 'Continue Application.'

[Home](#) [Building](#) [Planning](#) [Enforcement](#) [License Registration](#)

Create an Application Search Cases

Informal Review

1 Property Information

2 Application Detail

3 Review

4 Record Issuance

Step 1: Property Information > Property Information

* Indicates a required field.

Address

* Street No.:5800

Direction:--Select--

* Street Name:SHIER RINGS

Street Type:Rd

Unit Type:--Select--

Unit No.:

City:DUBLIN

State:OH

* Zip:43016

SearchClear

Parcel

* Parcel Number:273001585

SearchClear

Owner

Owner Name:CITY OF DUBLIN

Address Line 1:5800 SHIER RINGS RD

Address Line 2:OH

City:

State:

Zip:

Country:--Select--


SearchClear

Continue Application »

Save and resume later



Step 5: Please select an applicant for the associated application. **Please be aware, the applicant will be the only person with upload right in ePlan/ProjectDox.** If you are the applicant, please click 'Select from Account,' and choose your related information. If you are submitting the application for someone else who will act as the applicant please click 'Add New,' and enter their contact information. Once you've completed the page click 'Continue Application.'



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Building: 614-410-4670

Return to

Logged in as: Accela Plan Collections (0) Reports (1) Account Management Logout

Search...

Home Building **Planning** Enforcement License Registration

Create an Application Search Cases

Informal Review

1 Property Information

2 Application Detail

3 Review

4 Record Issuance

Step 1 : Property Information > Contact Information

* indicates a required field.

Applicant

Please be aware: The Applicant will be the only person with upload rights in Electronic Plan Review.

Select from AccountAdd New

Continue Application »

Save and resume later



Step 6: Fill in the 'Detail Information,' and 'Property Information,' sections shown below. In the 'Detail Information,' section please give your project a name and provide a brief description of what your proposal is, please be aware staff may change these later. In the 'Property Information,' section list any additional addresses or parcel ID numbers related to your application. Fill in the remaining required fields, for help click on the blue question marks located to the left of each field. This will give you a brief explanation on what type of information is needed. Once you've completed the page click 'Continue Application.'

[Home](#) [Building](#) **[Planning](#)** [Enforcement](#) [License Registration](#)

[Create an Application](#) [Search Cases](#)

Informal Review

1 Property Information	2 Application Detail	3 Review	4 Record Issuance
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Step 2: Application Detail > Application Detail

* indicates a required field.

Detail Information

Project Name:

Planning Division - Informal Review

Project Description:

This is a request for informal review and feedback for a development application in regards to the Development Building.

[spell check](#)

Property Information

Property Information

List Additional Addresses:

? None

* Parcel Size: (\$)

? 2.43 Acres

* Existing Land Use:

? Flex Office/Research & Dv

* Proposed Land Use:

? Flex Office/Research & Dv

* Existing Zoning District:

? TF, Technology Flex Distr

* Proposed Zoning District:

TF, Technology Flex Distr

[Continue Application »](#)

[Save and resume later](#)



Step 7: Please review the page to ensure all the information provided is correct. If something is wrong click 'Edit,' to go back and correct the related information. Once all the information is correct click 'By checking this box, I agree to the above certification,' and then click 'Continue Application.'

[Home](#) [Building](#) [Planning](#) [Enforcement](#) [License Registration](#)

Create an Application Search Cases

Informal Review

1 Property Information

2 Application Detail

3 Review

4 Record Issuance

Step 3: Review

Continue Application » Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Informal Review

Address Edit

5800 SHIER RINGS Rd
DUBLIN OH 43016

Parcel Edit

Parcel Number: 273001585

Owner Edit

CITY OF DUBLIN
5800 SHIER RINGS RD
OH

Applicant Edit

Individual
Accela Plan Home Phone: 6144104650
E-mail: accetaplan@gmail.com

Detail Information Edit

Project Name: Planning Division - Informal Review
Project: This is a request for informal review and feedback for a development application in regards to the Development
Description: Building.

Property Information

Property Information Edit

List Additional Addresses: None

Parcel Size: 2.43

Existing Land Use: Flex Office/Research & Development

Proposed Land Use: Flex Office/Research & Development

Existing Zoning District: TF, Technology Flex District

Proposed Zoning District: TF, Technology Flex District

I am the property owner, or have been authorized by the property owner to act as the representative in all matters pertaining to the processing and approval of this application, including modification to the application. I agree to be bound by all representations and agreements made by the designated representative.

I have read and understand the contents of this application and verify the information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct to best of my knowledge and belief.

☒ By checking this box, I agree to the above certification. Date: 12/09/2019


Continue Application » Save and resume later



Step 8: You have now submitted your Planning Application. Please see the below boxes to view your Record Number. In this example, the record number is 19-079INF.

After submitting the Planning Application, the applicant listed on your application will receive an email from ePlan/ProjectDox to upload your materials and drawings to ePlan/ProjectDox. **For information on the ePlan/ProjectDox process please see the 'ePlan Quick Guide.'**

If there is a fee associated with your application your Accela Citizens' Access Portal account will be invoiced for the fee amount associated with your application type. This fee is viewable and payable under the 'My Records,' tab. You should receive an email when your account is invoiced, if not please actively check your account as review will not begin until the fee is paid.



Planning, Zoning, Code Enforcement 614-410-4600
Building: 614-410-4670

Return to

Logged in as: Accela Plan Collections (0) Reports (1) Account Management Logout

Search...


Home Building **Planning** Enforcement License Registration

Create an Application Search Cases

Informal Review

1 Property Information	2 Application Detail	3 Review	4 Record Issuance
------------------------	----------------------	----------	-------------------

Step 4 : Record Issuance

 Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is 19-079INF.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

View Record Details » (You must post the record in the work area.)

