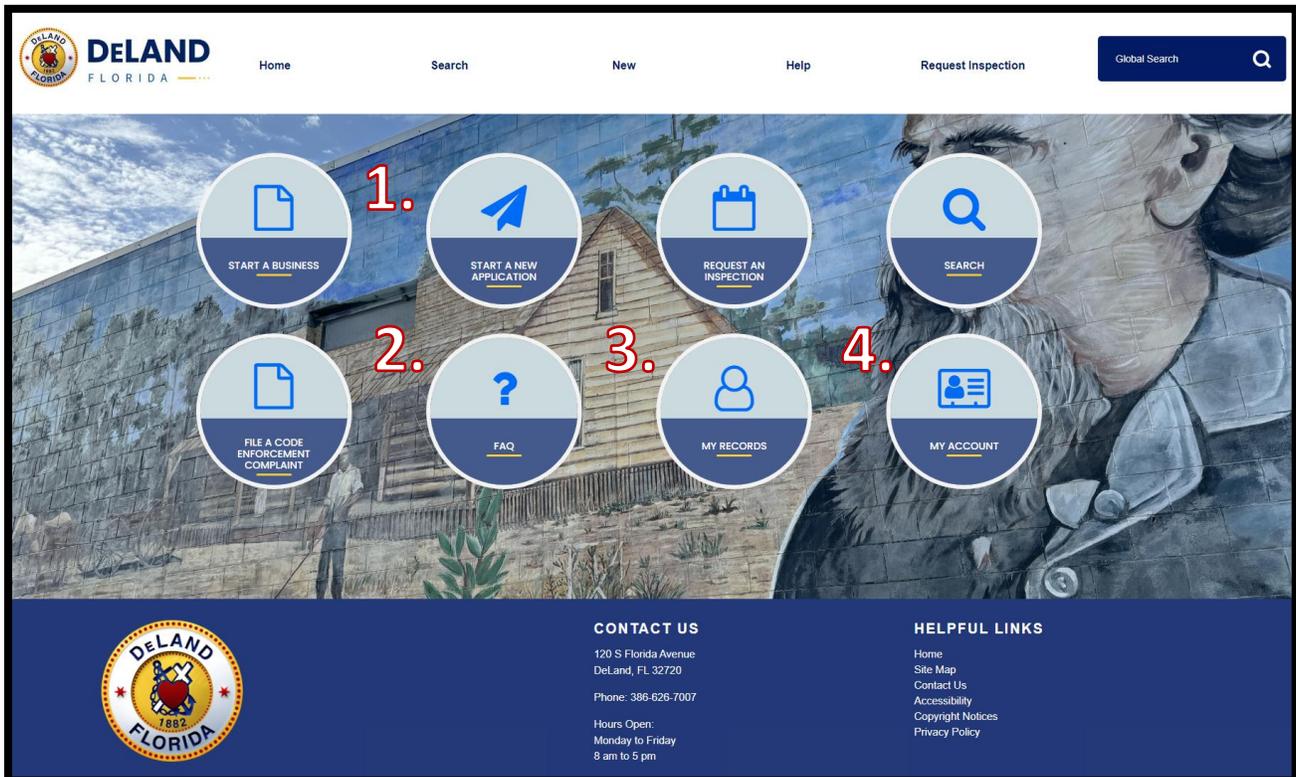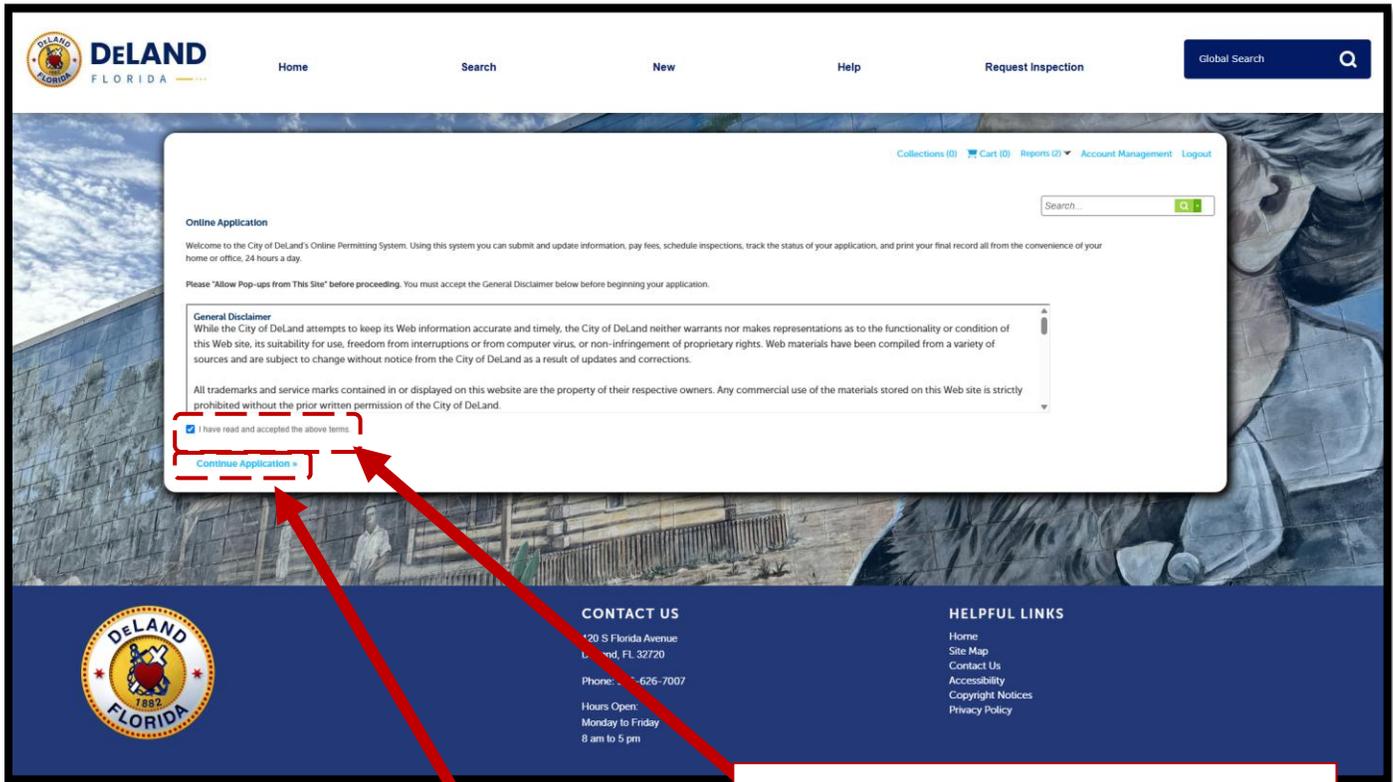# Historic Preservation Review – Accela Instructions

Dashboard Overview

1. Start a new application either using a wizard or by selecting from a list.
2. A page containing Frequently Asked Questions.
3. Navigate directly to your applications and permits.
4. Manage your account information.

Read and review the terms, then click the checkbox for "I have read and accepted the above terms."

- Once the checkbox is selected
- Click "Continue Application"

SELECTING APPLICATION/RECORD TYPE

Check the "Historic Preservation Review"

Once the checkbox is selected Click "Continue Application"

APPLICATION ADDRESS

Search for the property:
- Either by address or parcel identification

Address:
- Type in the street number and street name
- Click search

Parcel identification number:
- Type in the parcel number
- Click search

Once the correct address is selected, the remaining information will automatically populate

Click "Continue Application"

SELECTING AN APPLICANT FOR THE APPLICATION

Select a person from your account to be the applicant or;
Add a new person to this application to be the applicant.

Once the applicant is selected
Click "Continue Application"

Historic Preservation Review

| 1 Location & People | 2 Application Detail | 3 Review | 4 Pay Fees | 5 Record Issuance |

Step 2 : Application Detail > Description

*indicates a required field.

Detail Information

Project Name:

*Project Description:
Please provide project details

spell check

- Create a project name for the application
- Provide a detailed project description/scope of work

Certificate of Appropriateness

Appropriateness

New Construction: ☐
Alteration: ☐
Tax Abatement: ☐
Local Register/Historic Marker: ☐
Demolition: ☐

Select the application type you're applying for

Demolition and Location Info

DEMOLITION - COA

Description of Property Condition:

spell check

Demolitions require property condition information.
Provide as much detail as possible – interior and exterior pictures are highly recommended.

LOCATION INFORMATION

*Reason for Request:

spell check

*Size of Land:

*Unit of Land Measurement: --Select--

Site Description:

spell check

Zoning:

Provide a detailed reason for the request and;
Size of the property and;
Description of the property

Save and resume later

Continue Application »

Once this page is complete
Click "Continue Application"

PLAN ROOM ACKNOWLEDGEMENT

Collections (0)   Cart (0)   Reports (2) ▾   Account Management   Logout

Search...

Historic Preservation Review

| 1 Location & People | 2 Application Detail | 3 Review | 4 Pay Fees | 5 Record Issuance |

Step 2: Application Detail > Attached Documents

* indicates a required field.

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

* I acknowledge that I will upload plans, supporting documentation, and attachments after paying for my application.:

Save and resume later

Continue Application »

Review the plan room acknowledgement and check the checkbox

Click "Continue Application"

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REVIEW APPLICATION INFORMATION

Historic Preservation Review

| 1 Location & People | 2 Application Detail | 3 Review | 4 Pay Fees | 5 Record Issuance |

Step 3: Review

Save and resume later

Continue Application »

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

Historic Preservation Review

Address   Edit

120 S FLORIDA AV
DELAND FL 32720

Review all the provided information and make edits as necessary

Parcel   Edit

Parcel Number: 701652000020

Additional Parcels

ADDITIONAL PARCELS   Edit
No Custom Lists data for the sub group above.

Owner   Edit

CITY OF DELAND
120 S FLORIDA AVE
DELAND FL 32720

Applicant   Edit

Detail Information   Edit

Project Description: d

Certificate of Appropriateness

Appropriateness   Edit
New Construction: No
Alteration: Yes
Tax Abatement: No
Local Register/Historic Marker: No
Demolition: No

Demolition and Location Info

DEMOLITION - COA   Edit
Description of Property Condition:

LOCATION INFORMATION   Edit
Reason for Request: d
Size of Land: 6
Unit of Land Measurement: Acres
Site Description:
Zoning:

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT   Edit
I acknowledge that I will upload plans, supporting documentation, and attachments after paying for   Yes
my application.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

Check the "Plan Acknowledgement" checkbox again

Click "Continue Application"

☐ By checking this box, I agree to the above certification.   Date:

Save and resume later   Continue Application »

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UPLOAD PLANS

Upload all project documents such as:
- Project narrative
- Photos
- Survey
- Proposed elevations
- Site Plan
- Sign Rendering
- Proposed color palate
- Etc.

- City Staff will do an initial review of the application and reach out with any questions or concerns
- Once an initial review is complete, staff will send a formal application fee invoice and may request additional information, if necessary.