

# Accela User Instruction

## Accela Citizen Access, Public Services (Engineering), Site Improvements

### Step 1: Location & People

- **Address:** Enter Project Address then enter search. If there is no address, you can use the parcel number.
- **Parcel:** It is automatically populated if it is a valid address. If not, you get a message indicating that “No Records Found”.
- **Owner:** Enter owner’s name and address. Owner’s information will be automatically populated using Volusia County Property Appraiser’s most current information.

**At this point, you can either “Save and Resume Later” or “Continue Application”**

Once you click on Continue Application, you see the following message for Contact Information.

“Add Contact Information for you or your organization here. You may use your account's contact information or register new contact information. If your organization has already registered, you can look them up with the "Lookup Up" Button.”

**At this point, you can either “Save and Resume Later” or “Continue Application”**

The screenshot shows a web form titled "Step 1: Location & People > Location Information". The form is divided into three main sections: Address, Parcel, and Owner. Each section has search and clear buttons. At the bottom, there are "Continue Application" and "Save and resume later" buttons.

**Address Section:**

- \*Street No.: 1101
- Direction: S
- \*Street Name: AMELIA
- Street Type: AV
- City: DELAND
- State: FL
- Zip: 32724

**Parcel Section:**

- \*Parcel Number: 702100000170

**Owner Section:**

- Owner Name: City of Deland
- Address Line 1: 120 South Florida Avenue
- City: Deland
- State: Florida
- Zip: 32720

Buttons: Show Map, Search, Clear, Continue Application, Save and resume later

## Step 2: Site Improvements

- **Infrastructure:** Enter all site improvements which apply to your project including potable water, reclaimed water, sanitary sewer, lift station, paving, sidewalk, storm water, and landscaping. Does the site improvements include offsite improvements? And if they are, are they within City, County or FDOT right-of-way? If it does not apply to your project, then use N/A.

Schedule Start Date and Estimated Completion Date needs to be included in the application.

- **Bond Information:** Enter Bond information as it relates to your project. If the applicant desires to record the Final Plat for a residential subdivision prior to completing the roadway with its infrastructure, then the cost of the remaining infrastructure (110% of the value) need to be provided as a performance bond. Cost of constructing the sidewalks for each lot (110% of the value) needs to be provided as a performance bond as well. The same applies to the second lift of asphalt if applicable. Once the City takes over the ownership of a public right-of-way, a maintenance bond for the 10% of the total construction value (The roadway and all the infrastructure which will be maintained by the City) needs to be submitted to the City.

Enter Additional Parcel information if it applies to your project.

**At this point, you can either “Save and Resume Later” or “Continue Application”**

1 Location & People    2 Site Improvements    3 Documents    4 Review    5 Pay Fees    6

**Step 2: Site Improvements > Project Info** \* indicates a required field

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**INFRASTRUCTURE**

\* Includes Water:     Water Construction Cost:

\* Includes Reclaimed Water:     \* Includes Sewer:

Sewer Construction Amount:     \* Lift Station:

\* Includes Paving:     \* Includes Sidewalk:

\* Includes Storm Water:     \* Includes City Landscaping:  Yes  No

Other Construction Amount:     Other Construction Description:

Development Order Issued On:      Development Order Information:

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**PROJECT DATES**

\* Schedule Start Date:

\* Estimated Completion Date:

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**BOND INFORMATION**

Showing 0-0 of 0

Bond Type	Amount	Posting Date	Status	Expiration Date	Date Released	Bond ID/Name	Notes	Type	Amount Remaining	Company
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### Step 3: Documents

- **Attachment:** Attach/upload files in PDF format. For As-Built plans, both PDF and DWG files are required. Once attached, specify what type of files is uploaded. If it is not within the list provided, provide a description. Make sure to save the documents prior to going to the next step. **At this point, you can either “Save and Resume Later” or “Continue Application”**

Home Building Fire Safety Code Enforcement Planning **Public Services** Business Tax Receipts and Temporary Permits

Create a Public Services Application Search Public Services Applications Schedule an Inspection

Site Improvements

1 Location & People 2 Site Improvements **3 Documents** 4 Review 5 Pay Fees 6

**Step 3: Documents > Attached Documents**

Please upload any Other Agency Permits and Contracts

\* indicates a required field

**Attachment**

The maximum file size allowed is 100 MB.  
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\* Type:  Remove

File:  
BASIN.pdf  
100%

Description of Document:  
Basin Map

Save Select from Account Add Remove All

Continue Application > Save and resume later

## Step 4: Review

- **Review:** Please review all information in the application. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. Please read the following and click the box underneath: "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." **At this point, you can either "Save and Resume Later" or "Continue Application"**

**INFRASTRUCTURE** Edit

Includes Water: Private Infrastructure  
Includes Reclaimed Water: Not Applicable  
Sewer Construction Amount: 65000  
Includes Paving: Not Applicable  
Includes Storm Water: Not Applicable  
Other Construction Amount: 0  
Development Order Issued On: 07/01/2019

Water Construction Cost: 55000  
Includes Sewer: Private Infrastructure  
Lift Station: Not Applicable  
Includes Sidewalk: Not Applicable  
Includes City Landscaping: No  
Other Construction Description:  
Development Order Information:

**PROJECT DATES** Edit

Schedule Start Date: 07/15/2019  
Estimated Completion Date: 08/16/2019

**Infrastructure**

**BOND INFORMATION** Edit  
No Custom Lists data for the sub group above.

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

**Attachment** Edit

The maximum file size allowed is 100 MB.  
html,htm,mhtml,html are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
BASIN.pdf	Drainage Report	592.62 KB	07/02/2019	Actions ▼

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.

By checking this box, I agree to the above certification. Date: 07/02/2019

**Continue Application »** Save and resume later

## Step 5: Pay Fees

## Accela Citizen Access, Public Services (Engineering), ROW Permit

### Step 1: Location & People, Work Description

#### ROW Use Information

- *Type of Use*: You can select either Driveway (when you request to add a residential or commercial driveway within City ROW) or Utility (When you are proposing new utilities within City ROW)
- *Enter detailed description of the right of way use location*: Provide a detailed description of what you are planning to do within City ROW
- *Primary Street of Work Location*: Provide the name of roadway where work will take place
- *Enter the Closest Street Intersection; ex. New York and Boston*: Provide the closest intersection where work will take place
- *Total Length of Project Area*: Provide the number of linear feet of pipe, cable, etc. which will be constructed within the City ROW
- *Number of Calendar Days*: Provide the number of calendar days which it will take for work to be completed
- *Total or Partial Closure*: Will the work require closing the travel lane (Partial) or closing the entire roadway (Total)
- *Traffic Plan Provided*: Provide a MOT (TTC) plan which can refer to FDOT Standard Plans for partial closure. A more detailed / custom MOT plan is required for total road closure.

#### Project Dates

- *Schedule Start Date*: Provide when the work will begin
- *Estimated Completion Date*: Provide the date when the work will be completed. This date should correlate with the Number of Calendar Days indicated earlier in the application and it is automatically populated based on that information.

**At this point, you can either “Save and Resume Later” or “Continue Application”**

Right of Way Permit

1 Location & People 2 Documents 3 Review 4 Record Issuance

Step 1: Location & People > Work Description

\* indicates a required field.

ROW USE INFORMATION

\* Type of Use: Utility

\* Enter detailed description of the right of way use location : Installing new cable

Primary Street of Work Location: 1102 S. Garfield Avenue

Enter the Closest Street Intersection; ex. New York and Boston: rfield and New Hampshire

Total Length of Project Area: 100 Linear Ft

\* Number of Calendar Days: 2

\* Total or Partial Closure: Partial

\* Traffic Plan Provided:  Yes  No

PROJECT DATES

\* Schedule Start Date: 07/15/2019

\* Estimated Completion Date: 07/17/2019

Continue Application »

Save and resume later

Step 2: Documents

- **Attachment:** Attach/upload files in PDF format. For As-Built plans, both PDF and DWG files are required. Once attached, specify what type of files is uploaded. If it is not within the list provided, provide a description. Make sure to save the documents prior to going to the next step. **At this point, you can either “Save and Resume Later” or “Continue Application”**

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Right of Way Permit

1 Location & People 2 Documents 3 Review 4 Record Issuance

**Step 2: Documents > Attached Documents**

\* indicates a required field.

Attachment

The maximum file size allowed is 100 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Utility Contact Letter.pdf	Site Plan	206.39 KB	07/03/2019	Actions ▼

Select from Account

Add

Continue Application »

Save and resume later

**Step 3: Review**

- **Review:** Please review all information in the application. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. Please read the following and click the box underneath: "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." **At this point, you can either "Save and Resume Later" or "Continue Application"**

## Right of Way Information

### ROW USE INFORMATION

Type of Use: Utility

Enter detailed description of the right of way use location : Installing new cable

Primary Street of Work Location: 1102 S. Garfield Avenue

Enter the Closest Street Intersection; ex. New York and Boston: Garfield and New Hampshire

Total Length of Project Area: 100

Number of Calendar Days: 2

Total or Partial Closure: Partial

Traffic Plan Provided: Yes

Edit

### PROJECT DATES

Schedule Start Date: 07/15/2019

Estimated Completion Date: 07/17/2019

Edit

## Attachment

Edit

The maximum file size allowed is 100 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Utility Contact Letter.pdf	Site Plan	206.39 KB	07/03/2019	Actions ▼

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.

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

Date: 07/03/2019

Continue Application >

Save and resume later

## Step 4: Pay Fees

## Accela Civic Platform, Public Services (Engineering)

### Workflow

- *Engineering Review, Task Details - Application Submittal:* Once application is submitted in Accela Citizen Access, Engineering Department initiates the review. Use the drop-down menu for “New Status” to pick the appropriate review status. They are: *Accepted* (You have received all the Information like construction plans and reports needed to initiate the review), *Corrections Received* (Once you do an initial review and require additional information like updated plans and reports), *Note* (Once you complete your review, you add a note to describe the status of review), *Returned to Applicant* (This is when you have not received all the information needed to review) and *Void* (It can apply when the project is cancelled). Engineering Department requires a copy of the geotechnical report (which includes soil boring information where new stormwater management pond is located plus pavement recommendation), a copy of the drainage report including the storm sewer design, utility report which includes water and wastewater demand calculations plus hydraulic water modeling, lift station report and construction plans. All of the above mentioned reports may or may not apply to each project.  
“Status Date” needs to be entered.  
“Action by Department”: Engineering is picked.  
“Action by Current User”: Pick the name who will do the review.  
No Standard Comments are found under engineering since comments vary from project to project.
- *Permit Issuance:* Once all the comments from all reviewers are addressed by the applicant, the development order gets issued. Development order instructs the applicant to call Engineering Department to schedule a pre-construction meeting. Pre-construction meeting cannot be scheduled until a copy of all the permits including but not limited to SJRWMD, Volusia County Use Permit, Volusia County Health Department (for Water), Florida Department of Environmental Protection (FDEP) for sanitary sewer, Florida Department of Transportation (FDOT) Driveway and Drainage connection permits, Florida Fish and Wildlife, and NPDES (It is usually applied by the contractor prior to construction. It is not required for developments less than one acre in area). Please note that not all of the above mentioned permits are required for each project. In order to receive Infrastructure (Site Improvements) Permit from the City of DeLand, the contractor is required to install the silt and tree protection fences. Once inspected and approved by the City, the applicant can pay the appropriate fees and get the permit.
- *Inspection:* Engineering inspection is required through various stages of site development. For residential subdivisions, three engineering inspections are required. 1) Driveway and sidewalk inspection 2) Backflow and water meter inspection 3) Final inspection which includes everything including the drainage. In residential subdivisions, engineering inspector does inspections throughout the difference phases of the development. Prior to final acceptance of the roadway with its infrastructure by the City, a final walk-through is scheduled. City of DeLand Engineering, Utilities and Public Works department attend the final walk-through with the contractor and engineer-of-record and provide comments to the contractor. Once all of the punch list items are addressed by the contractor, the City will issue a letter of acceptance for the roadway with its infrastructure. Potable and reclaimed water pressure tests are observed by an engineering inspector. Sanitary sewer lamping is performed once sanitary sewer system is complete. Paving operation is also observed by an engineering inspector. A copy of the density report is required to be submitted to the City. An engineering inspector make regular site visits to make sure the development is constructed per approved construction plans.
- *Final Acceptance:* Prior to issuance of the Certificate of Occupancy (CO) by the City of DeLand

Building Department, Engineering Department shall receive a copy of the as-built plans. One electronically signed and stamped copy of the as-built plan (or one hard copy of signed and stamped plans) plus PDF and DWG files. All water and sanitary sewer lines shall be cleared by FDEP and VCHD prior to CO.