How To: Request a Permit Thru Accela

Website: <u>http://aca-prod.accela.com/shelbyco</u>

- Visit the above website address and create an account for Accela. Once you have created an account log in
- Select "Engineering Permits"

DEVELOP 901 DIVISION OF PLANNING 901 DIVISION OF PLANNING	PORTAL
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* All Division offices will close early at 1 pm on Friday, December 17, 2021.*	
WELCOME TO THE DEVELOP 901 CITIZEN PORTALI	
The Develop 901 Citizen Portal provides an online platform to apply for planning permits, engineering permits, construction permits and licenses, and to schedule construct	ion inspections.
We sarve the following municipalities/areas: Memphis, Arlington, Germantown, Lakeland, Millington, and unincorporated Shelby County. Projects in Bartlett and Collienville their respective offices.	cannot be submitted here. Please apply in
WE CARE WHAT YOU THINK!	
Please click here to take our survey.	
	Search Q •
Home Planning & Zoning Applications Construction Enforcement Licenses, Signs, & Eleviers Engineering Permits emphis Fire	
Dashboard My Records My Account Advanced Search -	
Hello, Elizabeth Barry	

- Read the general disclaimer and accept the terms in order to move forward. After doing this, click "Continue application"
- Click the drop down arrow next to "Engineering City of Memphis" in order to see a list of different types of permits you can apply for.

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		© 2020	City of Memphis - She	by County, Tennessee			

• Select "Right of Way Permit" and the "Continue Application"

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Click the Entrope A A Ba Ba Cut Dum Filou Filou Side Side Side Side Side Vale	arrow > to the left of "Engineeria with a second s	ng" to expand the list. C	hoose one of the availabl	le record types. For assistance o	r to apply for a record type n	ot listed below please contact us.
Conti	nue Application »					

• You will be taken to a page to create an application for your Right of Way permit. You can only request 1 permit at a time.

Step 1 – Instructions

- First, you will need to read the City of Memphis Procedures for Street/Utility Cut Permit document. This can be found under our City of Memphis Website in LAND DEVELOPMENT as <u>"Procedures for Right-Of-Way Permit"</u>. Please make sure to read these through and to familiarize yourself with them if you are not already familiar with this document. You will need to download the application and keep it handy- you will not need this part yet, but
- After familiarizing yourself with the General Procedures, click "Continue Application"
- *Note- at any point you can save your progress, close out of it, and resume the application later.

Step 2 – Application Information

Instructions	2 Application Information	3 Contact Information	4 Support Documentation	5 Review	6	7
ep 2:Application Info this page, fill in detail ty of Memphis Engine	ormation>Project Information ed information for your proposed v ering <u>will not</u> begin a review until t	work. The information in this here is a MOC or Building Pel	page needs to be complete in ord rmit Application submittal confirn	er for the agency's staff to revi nation (not applicable for sewer	ew your applicat r tap and easeme	tion. ents)
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- Sewer availability- I don't know what they are requiring for Accelerate Memphis (AM), but you can contact Qaladize, Faraedoon <u>Faraedoon.Qaladize@memphistn.gov</u> for sewer availability. This is a preliminary step, but AM might have sewer waivers.
- I am not too familiar with the AM submittal requirements in terms of getting an Administrative Site Plan Review or the Memorandum of Conformance, but in my understanding since these are special projects they do not need one. I would mark No at first and Greg Patterson can request these later too. Greg did mention to include ACCELERATE MEMPHIS in the title, so this might be the reason why.

Step 3- Contact list

1 Instructions		2 Application Information	3 Contact Information	4 Support Documentation	5 Review	6	7
Step 3:Contact	Information	>Contact Information					
n this page, fill in	information	for all contacts related to	this application. Make sure th	e contact information is complete	e and current.		
Applicant: This in mportant that yo	formation pe ou carefully a	rtains to the person apply nd accurately communica	ring for approval. In this section the thin the section that information.	on, you will supply the legal name	of the applicant as it will be	shown on your permit	t. It is
An Authorized Ag	ent may sub	mit this application on be	half of the Applicant. Please a	dd contact information of the auth	norized agent in such case.		
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• Insert contact information. This will be the applicants that appear in the permit record. If there are more people you need on the emailing chains click ADD NEW.

Step 4 – Support Documentation

- Please attach your engineering drawings here:
- Click "Add"

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• The following window will pop up. Click "Add" again and you will be taken to your files to select one.



- You can select multiple documents at a time to upload. Then click "Continue"
- Now, you will need to go in and label what each of these documents are

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Step 5 – Review

- Review all of the information to ensure that everything is correct. You have the opportunity at this time to go back and fix any mistakes.
- If everything looks good, click "Continue Application"

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At this time, your application will be submitted to Accela/City of Memphis for review and the assessment of fees.

Step 6- Pay Fees

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				© 2020 City of Mem	ohis - Shelb	y County, Tennessee				

The fees in the system are for the initial review fee. For the Accelerate Memphis project I am not sure if they are waiving it or what happens with that, but it didn't let me progress with the application without paying review fees:

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