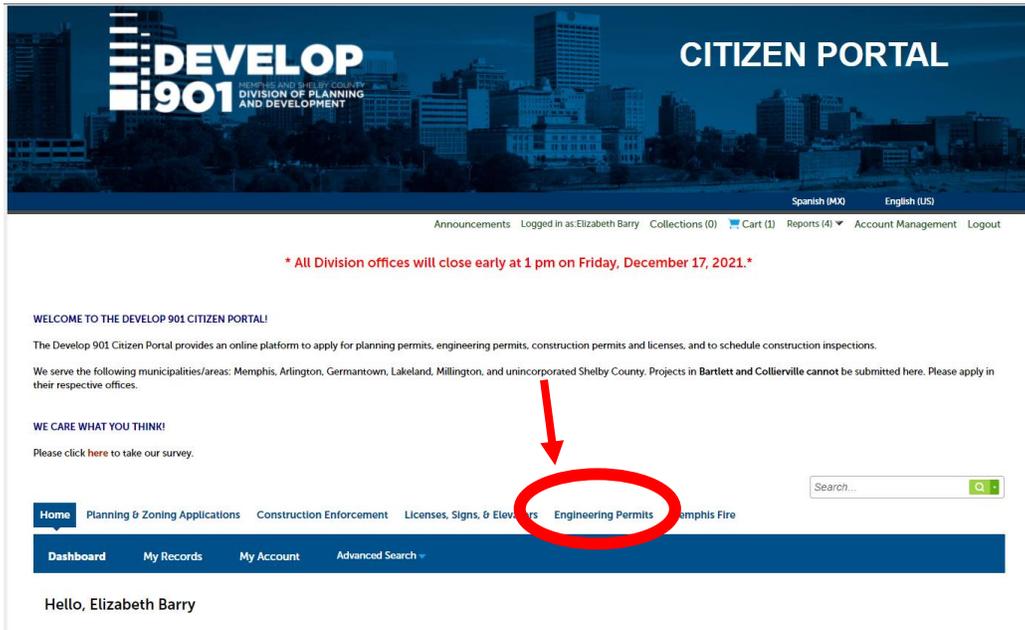


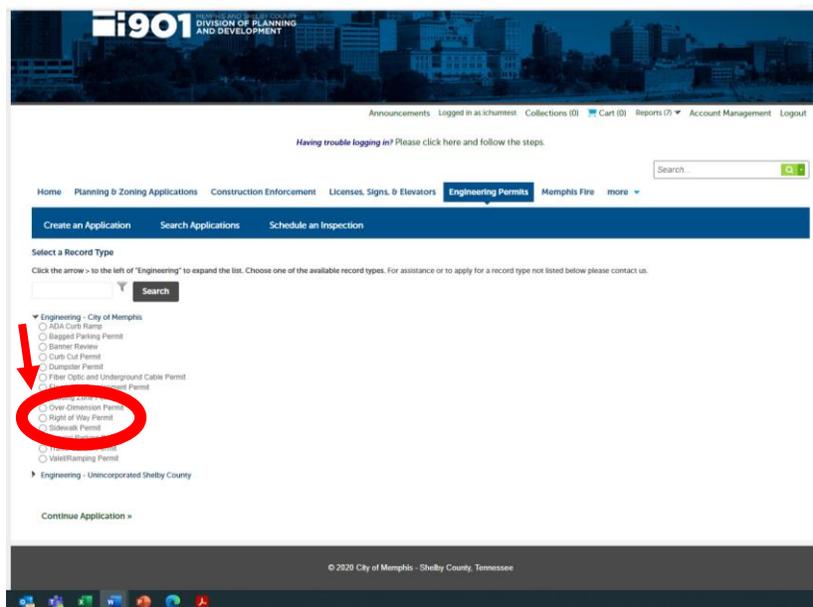
How To: Request a Permit Thru Accela

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

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



- 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.



- Select “Right of Way Permit” and the “Continue Application”

Home Planning & Zoning Applications Construction Enforcement Licenses, Signs, & Elevators **Engineering Permits** Memphis Fire

Create an Application

Select a Record Type

Click the arrow > to the left of "Engineering" to expand the list. Choose one of the available record types. For assistance or to apply for a record type not listed below please contact us.

▼ Engineering

- A A Curb Ramp
- B B A Parking Permit
- B B A Review
- Curb Cut Permit
- Dumpster Permit
- Fiber Optic and Underground Cable Permit
- Floodplain Development Permit
- Loading Zone Permit
- Over-Dimension Permit
- Sidewalk Permit
- Special Priority Permit
- Street Cut Permit/Contract**
- Traffic Control Permit
- Valve/Relamping Permit

- 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 **“Procedures for Right-Of-Way Permit”**. 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

Right of Way Permit

1 Instructions	2 Application Information	3 Contact Information	4 Support Documentation	5 Review	6	7
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Step 2: Application Information > Project Information

In this page, fill in detailed information for your proposed work. The information in this page needs to be complete in order for the agency's staff to review your application. City of Memphis Engineering will not begin a review until there is a MOC or Building Permit Application submittal confirmation (not applicable for sewer tap and easements).

* Indicates a required field

Detail Information

Application Name:
TEST DO NOT RUN

General Description:
IBRANDH CHUM

Project Details - Part 1

General Information

* Has a sewer availability request/approval been submitted/approved?:
 Yes No

* Has an MOC (Memorandum of Conformance) been issued by the Division of Planning and Development (DPD):
 Yes No

* Has a building permit application been submitted to Code Enforcement?:
 Yes No

Custom Lists

SANITARY SEWER

Showing 0-0 of 0

Item	Quantity (Linear Feet)
No records found.	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application >](#)

- Sewer availability- I don't know what they are requiring for Accelerate Memphis (AM), but you can contact Qaladize, Faraedoon Faraedoon.Qaladize@memphistn.gov 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

Right of Way Permit

1 Instructions 2 Application Information 3 Contact Information 4 Support Documentation 5 Review 6 7

Step 3: Contact Information > Contact Information

In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and current.

Applicant: This information pertains to the person applying for approval. In this section, you will supply the legal name of the applicant as it will be shown on your permit. It is important that you carefully and accurately communicate that information.

An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authorized agent in such case.

Licensed Professional: Depending on the scope of your project, a licensed professional may be required to perform the work. In this section, you will supply information of all licensed professionals who will do the proposed work, including subcontractors. If a licensed professional is the applicant, he/she needs to communicate their license information in this section as well.

For all licensed professionals listed here, please make sure that their licenses are not expired. *Indicates a required field

Address

Please enter street number, select Search, and pick your address from the list. Select the parcel to add it to the record. Only type an address in directly if it is not in the list.

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

Unit Type: Unit No.:

City: State: Zip:

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type: Applicant

Showing 0 - 0 of 0

Full Name	Business Name	Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application >

- 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”

DEVELOP 901 MEMPHIS AND SHELBY COUNTY DIVISION OF PLANNING AND DEVELOPMENT

CITIZEN PORTAL

Announcements Logged in as:ichumtest Collections (0) Cart (0) Reports (7) Account Management Logout

Having trouble logging in? Please click here and follow the steps.

Search ...

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Create an Application Search Applications Schedule an Inspection

Right of Way Permit

1	2 Application Information	3 Contact Information	4 Support Documentation	5 Review	6 Pay Fees	7
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Step 4: Support Documentation > Support Documentation

In this page, upload documents to support your application.

* indicates a required field.

Attachment

The following document is required to be uploaded:
- Site Plan
Additional documents may be required prior to approval.

The maximum file size allowed is 1000 MB.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Site Plan - ENC

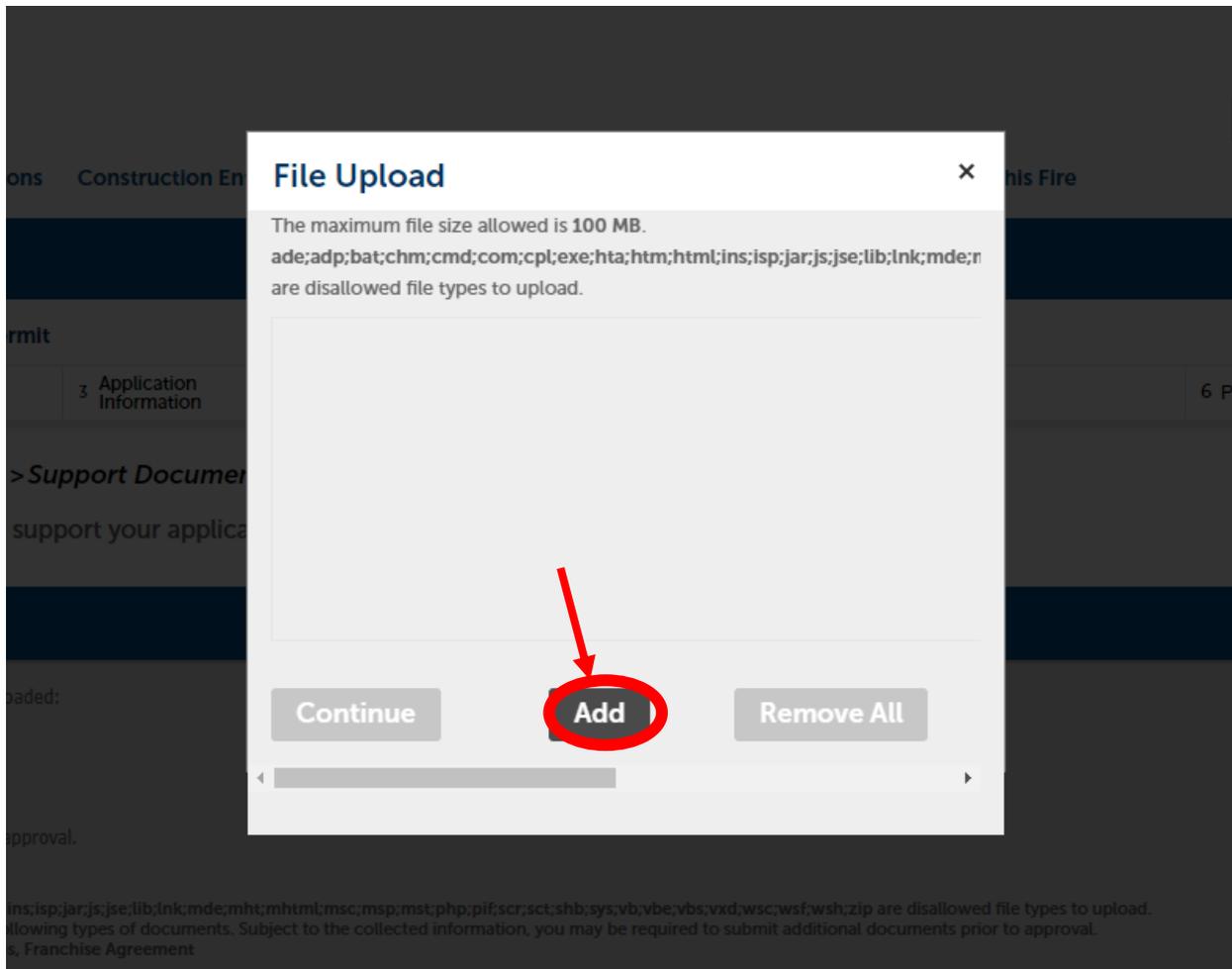
Name	Type	Size	Latest Update	Action
No records found.				

Select from Account Add

Save and resume later Continue Application »

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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

Step 6- Pay Fees

CITIZEN PORTAL

Announcements | Logged in as schumtest | Collections (0) | Cart (0) | Reports (7) | Account Management | Logout

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Home | Planning & Zoning Applications | Construction Enforcement | Licenses, Signs, & Elevators | **Engineering Permits** | Memphis Fire | more ▾

Create an Application | Search Applications | Schedule an Inspection

Right of Way Permit

1 | 2 | 3 Contact Information | 4 Support Documentation | 5 Review | **6 Pay Fees** | 7 Record Issuance

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Fees	Qty.	Amount
Plan Review Fee	1	\$525.00
Credit Card Use Fee	1	\$13.65
Sewer Tap Fee	<input type="text" value="0"/>	\$0.00
Sewer Tap with Traffic Control Fee	<input type="text" value="0"/>	\$0.00
Easement/Street and Alley Closure/Encroachment Fee	<input type="text" value="0"/>	\$0.00
Final Plat Re-record Fee	<input type="text" value="0"/>	\$0.00

TOTAL FEES: \$538.65
Note: This does not include additional inspection fees which may be assessed later.

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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:

The screenshot displays the 'DEVELOP 901 CITIZEN PORTAL' interface. At the top, the logo for 'DEVELOP 901' is visible, along with the text 'DIVISION OF PLANNING AND DEVELOPMENT'. The main header area includes navigation links such as 'Announcements', 'Logged in as: kshumst', 'Collections (0)', 'Cart (1)', 'Reports (7)', 'Account Management', and 'Logout'. Below the header, a welcome message states: 'WELCOME TO THE DEVELOP 901 CITIZEN PORTAL! The Develop 901 Citizen Portal provides an online platform to apply for planning & zoning approvals, engineering permits, construction permits, sign permits, licenses, fire permits, and to schedule construction inspections. We serve the following municipalities/areas: Memphis, Arlington, Germantown, Lakeland, Millington, and unincorporated Shelby County. Projects in Bartlett and Collierville cannot be submitted here. Please apply in their respective offices.' A search bar is present with a 'Search...' input and a 'GO' button. A navigation menu includes 'Home', 'Planning & Zoning Applications', 'Construction Enforcement', 'Licenses, Signs, & Elevators', 'Engineering Permits', and 'Memphis Fire'. Below this, a secondary menu shows 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The 'Cart' section shows a single item: '1. Select item to pay', with sub-items for 'Payment information' and 'Receipt/Record Insurance'. A 'PAY NOW' button is prominently displayed. Below the button, the 'My Address' is listed as '1 Development 17020-03'. A table shows the item 'Rights of Way Permit Z17020-000003' with a 'Total due: \$538.65'. A summary section states 'Total amount to be paid: \$538.65' and includes a note: 'Note: This does not include additional inspection fees which may be assessed later.' At the bottom of the cart area, there are buttons for 'Checkout', 'Edit Cart', and 'Continue Shopping'. The footer of the page reads '© 2020 City of Memphis - Shelby County, Tennessee'.