

VIRTUAL UDC MEETINGS

INFORMATION CHANGES FREQUENTLY: PLEASE CHECK ATLANTAGA.GOV FOR UPDATES AND CURRENT ADVISORIES

IMPORTANT DATES

The Atlanta Urban Design Commission will begin holding public hearings virtually starting July 2020. The hearings will begin with a regular scheduled meeting held on July 22nd, 2020 and two Special Called meetings held on July 29th, 2020 and August 5th, 2020.

Please note:

- The July 22nd meeting will not hear any applications and will be to adopt all virtual meeting procedures.
- The July 29th meeting is currently at capacity with projects submitted prior to the closure of City Hall.
- The deadline for the August 5th, 2020 public hearing will be **Tuesday July 14, 2020 at 5:00 PM**. It will be limited to 25 applications and applications will be accepted via DCP's new digital permitting process.
- The meeting schedule will resume as planned for the remaining 2020 hearings beginning with the August 12th hearing date and associated application and posting deadlines. [Reference the published scheduled here.](#)

APPLICATION PROCESS:

1. Applicant will create applications using the Accela Citizen Access (ACA) portal:

https://aca-prod.accela.com/ATLANTA_GA. ACA step-by-step instructions follow in the reference information.

- Accounts are required for submittals.
- *Digital Submissions - Online Applications* are listed under the Planning tab.
- All fields will need to be entered in the online application for intake and UDC review.
- All applications, plans and supporting materials should be in PDF format, to a noted scale, and using the DCP naming convention provided in the following reference materials.
- Applicants can select Historic Preservation as their chosen application type.
- An Accela record with the prefix PLN-online will be created. This does not constitute a complete application as staff will conduct a completeness check.
- Applications received after 5:00pm will be considered as the date of the next day's submission.

2. Historic Preservation Studio staff will conduct a review of the PLN record for completeness.

- If sufficient, they will accept the information uploaded and create the corresponding Accela record. This record will show up in the Applicant's list of projects within ACA for tracking, payment, and response purposes.
- If insufficient, staff will communicate additional requirements. Items can be uploaded directly to the record using the ACA portal.

3. Where fees apply, invoices are available for payment using the ACA portal, *Pay Fees* option.

4. Applications are considered complete when all fees and required documents are received.

5. Historic Preservation Studio staff will schedule the project for the next available meeting agenda and contact the applicant with further details on postings and virtual meeting procedures.

VIRTUAL MEETING DETAILS

Meetings will be held using the **Zoom virtual meeting platform**. Instructions to join, agendas and other pertinent details will be posted and available to view on the [Urban Design Commission website](#) prior to the scheduled hearing.

For more information, contact the Historic Preservation Studio at historicpreservation@atlantaga.gov.



FILE STANDARDS

All files to be in **PDF format**

Drawings should be **drawn to scale** and scale noted clearly on each page

Separate your drawing set by discipline or review type and **upload individually**

Any emailed documents must be **less than 25mb**

NAMING CONVENTION

Format for saving files: PLAN REVIEW TYPE_ADDRESS_DESCRIPTOR (IF APPLICABLE)

Plan Review type = Historic Preservation - HPR

Example 1: HPR_19IPEACHTREEST_FLOOR8

Example 2: HPR_19IPEACHTREESTNE_PHASE3

Example 3: HPR_19IPEACHTREEST_NEWRESIDENCE

ACA PORTAL INSTRUCTIONS

[Click here](#) for a video tutorial!

1. Applicant logs into portal: https://aca-prod.accela.com/ATLANTA_GA.
2. Navigate to desired submittal tab (Planning)
3. Select **Create Application**
4. Move through disclaimer by accepting terms and conditions
5. Expand **Digital Submissions**
6. Select **Online Application**
7. Click **Continue Application**
8. Step 1- Enter Information
 - a. Enter either the **Address or Parcel Number** and Search: Parcel and Owner will populate based on GIS data.
 - b. Enter **Contact information**. Options to 'Select from Account' to auto-populate Accela user details or 'Add New'. Email address is required.
 - c. **Upload documents** using DCP naming convention. Multiple files can be added at a time. A copy of the application is required.
 - d. **Enter document details**
 - e. Select Historic Preservation from dropdown **permit type** menu
 - f. Option to add in other permit numbers.
9. Click **Continue Application**
10. Step 2 - **Review** for all entered information.
11. If correct, click **Continue Application**
12. Step 3 - Record Issuance. An Accela record (PLN-online-##-#####) has been created. This does not constitute a complete submittal and Historic Preservation Studio staff will be alerted of a new application to process.

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