

## HOW TO: CONCEPT REVIEW COMMITTEE ACA APPLICATION

1. Customer logs into ACA portal: [https://aca-prod.accela.com/ATLANTA\\_GA/Default.aspx](https://aca-prod.accela.com/ATLANTA_GA/Default.aspx). Accounts are required to submit applications. Please be sure to include your email address when setting up your contact information.
2. At the top banner, hover over **Create**.
3. Select **Create Planning Application**
4. Accepts Terms and Conditions of Disclaimer
5. Expand **Select CRC Record Type**
6. Select **Concept Review Committee**
7. Click **Continue Application**
8. **Step 1 – Map address**
  - a. Enter Address and Search. If no known address, contact [crc@atlantaga.gov](mailto:crc@atlantaga.gov)
  - b. Enter Agent Information. The customer can either Select from Account to auto-populate the contact created by the login or Add New. Email address is required.
  - c. Upload Documents in PDF format only. Multiple documents can be added at a time
9. Click **Continue Application**
10. **Step 2 – Custom fields**
  - a. Enter all fields with project information
11. Click **Continue Application**
12. **Step 3 – Review**. Ensure all information entered is correct.
13. Click **Continue Application**
14. **Step 4 – Record Issuance**

**RESULT:** A record (CRC-####-#####) has been created with the address/parcel information, contact, documents for review and application requested. **This does not constitute a complete submittal.** The CRC coordinator will reach out to discuss next steps.

Any questions:  
contact [CRC@atlantaga.gov](mailto:CRC@atlantaga.gov)  
404-546-1990

