

## HOW TO APPLY FOR A ZONING CLEARANCE PERMIT

- Go to <https://accela1.cabarruscounty.us/CitizenAccess/>
- **NEW USERS:** Register for an Account then **LOG IN**. **EXISTING USERS:** Login to your account
- Click **CONCORD PLANNING** to get started
- Click **CONCORD PLANNING** in the blue box below (Beside Search) to create a new record
- Click the box to accept the above terms and click **CONTINUE APPLICATION**
- **Enter Work Location:**
  - Put the street NUMBER in the **FROM** box
  - Skip the **TO** box
  - Put only the first 3 letters of the street name in the **STREET NAME** box (Example: 65 Church St. will be entered as 65 CHU)
- Click **SEARCH**
- **SELECT** the correct address to continue
- Click **OTHER** at the bottom of the list under **SELECT SERVICES**
- Select **CONCORD ZONING CLEARANCE PERMIT (PRIOR TO RESIDENTIAL OR ACCESSORY)**
- Click **CONTINUE APPLICATION**
- Property Information is provided; verify for accuracy, scroll to the bottom and click **CONTINUE APPLICATION**
- **Applicant:**
  - **SELECT FROM ACCOUNT** (existing account contact info) or **ADD NEW**
  - **ADDITIONAL CONTACT** is not required
  - Make sure ALL of the starred items are filled in and click **CONTINUE APPLICATION**
- Complete **DETAIL INFORMATION** about the work being done, fill in ALL starred items
- Click **CONTINUE APPLICATION**
- **Contractor details** (not required):
  - **SELECT FROM ACCOUNT** or **ADD NEW**
  - **CONTINUE APPLICATION**
- Accept the **PLOT PLAN ACKNOWLEDGEMENT**
- A plot plan showing the proposed work is required prior to approval
- Review information. If it is not correct, click EDIT to make changes.
- Click **CONTINUE APPLICATION** when complete
- At this point your application has been submitted, but not complete. Upload the plot plan by clicking on **PLANS AND DOCUMENTS**
- **COMPLETE DESCRIPTION (PLOT PLAN)**
- **CONTINUE**

- **ATTACH OR DRAG AND DROP** files to the Digital Plan Room
- Click **UPLOAD AND VALIDATE**
  
- After the file has **PROCESSED**, click **CONTINUE**
  
- Label each plan with a title and sheet number
- Click **CONTINUE**
  
- Review the information to ensure you have uploaded all plans for review
- Click **FINISH**
  
- Planning will review your application and plot plan; once **APPROVED**, you will receive an email with a **LINK FOR PAYMENT**
- Pay Permit Fees (Under **RECORD DETAILS**, click **PAYMENTS, FEES**, then **PAY FEES** to pay)
  
- **AFTER PAYMENT OF FEES**, a copy of your permit will be emailed to you within 24 hours