

HOW TO APPLY FOR A ZONING VERIFICATION LETTER

- 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 VERIFICATION LETTER**
- Click **CONTINUE APPLICATION**
- Property Information is provided; verify for accuracy, scroll to the bottom and click **CONTINUE APPLICATION**
- **Applicant:**
 - **ADD NEW** (Applicant information is different)
 - Make sure ALL of the starred items are filled in and click **CONTINUE**
 - Confirm Applicant Info. If it is not correct, click **EDIT** to change. **CONTINUE APPLICATION** when complete
 - OR**
 - **SELECT FROM ACCOUNT** (to add existing Application information)
 - Confirm Applicant Info. If it is not correct, click **EDIT** to change. **CONTINUE APPLICATION** when complete
- Enter **DETAIL INFORMATION**
- Click **CONTINUE APPLICATION**
- **ADDITIONAL DOCUMENTS** are optional
- Click **CONTINUE APPLICATION**
- Verify **PROPERTY DETAILS AND ADDITIONAL INFORMATION** you have previously entered to ensure it is correct. Click **EDIT** to change. Click **CONTINUE APPLICATION** when complete
- **ADD AND PAY FEES:**
 - Enter a "1" in the quantity box beside **CONCORD – ZONING VERIFICATION LETTER/ABC LETTER**
 - Enter a "1" in the quantity box beside **CONCORD – TECHNOLOGY FEE**
 - Click **RECALCULATE** (this will show **TOTAL FEES: \$52.50**)
- **CONTINUE APPLICATION** to the Payment Screen

- Enter MasterCard or Visa debit/credit card information
- **SUBMIT PAYMENT**

- **RECORD ISSUANCE**
 - You have successfully submitted your **Zoning Verification Letter** request

- Once your letter is ready, you will receive an email notification

- **TO ACCESS YOUR LETTER:**
- Log in to your account, go to **MY RECORDS**
- Click the arrow by **CONCORD PLANNING**
- Select the **RECORD NUMBER** link (CN-ZVL-2022-XXXXX)

- Click **RECORD INFO**
- Select **ATTACHMENTS**
- Under **VIEW PEOPLE ATTACHMENTS**, click on the name of the link **ZONING VERIFICATION LETTER** (all documents provided to the applicant will be available in this section)