

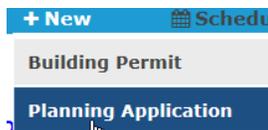


City of Tampa  
Planning and Development  
Accela Citizen Access  
Submitting Applications to the Historic Preservation Division

All applications shall be completed in Accela, the City of Tampa's Online Permitting System. The Accela Citizen Access Portal (ACA) is located at [aca.tampagov.net](http://aca.tampagov.net). ACA allows clients to submit new applications, upload documents, pay fees, and check the status of projects. To create an application, you must log in as a registered user. If you do not have an account, click on the link to “Register for a New Account”.

### Creating a Historic Preservation Application:

1. From the top menu, select New | Planning Application.



2. Next agree to the Conditions & Use for Online Services.
3. Select Historic Preservation from the record type drop-down.

#### Select a Record Type

Notice: Please check the F construction. The City of T covenants during permit r with the zoning codes of t **NOT** insure compliance w



4. Select the appropriate board (Architecture Review Commission or Barrio Latino Commission).

- Architectural Review Commission - Certificate of Appropriateness
- Barrio Latino Commission - Certificate of Appropriateness

5. Complete the required fields and those that are relevant to your application. Submit the application.
6. Once submitted, go to the Reports menu at the top right-hand of the screen to print your application form and the Affidavit to Authorize Agent form. These documents must be signed and notarized.



#### Reports (3):

- App - ARCBLcnoVariance
- App - ARCwithVariance
- App - BLCwithVariance

7. Attach the notarized application form, Affidavit to Authorize Agent form, applicable drawings, and any other Exhibits in the Attachments section of the record. Click on the record to access the Attachments section.



8. Application fees will be applied after staff has reviewed all of the provided information and determined that the application is complete.