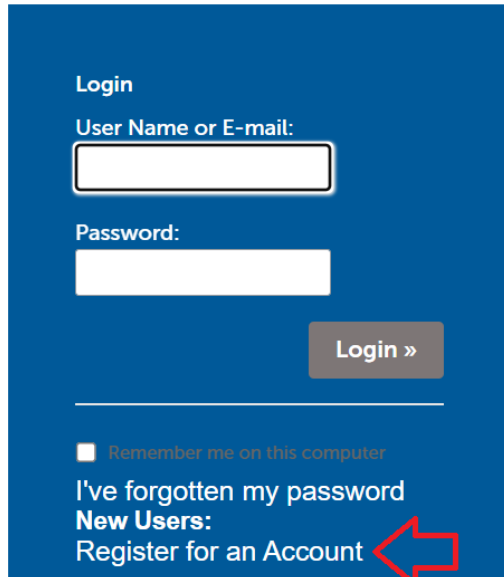


How to submit Traffic Control Plans through Accela Citizen Access

1) Login to ACA

If you do not have a login register for a login using the “Register for an Account”

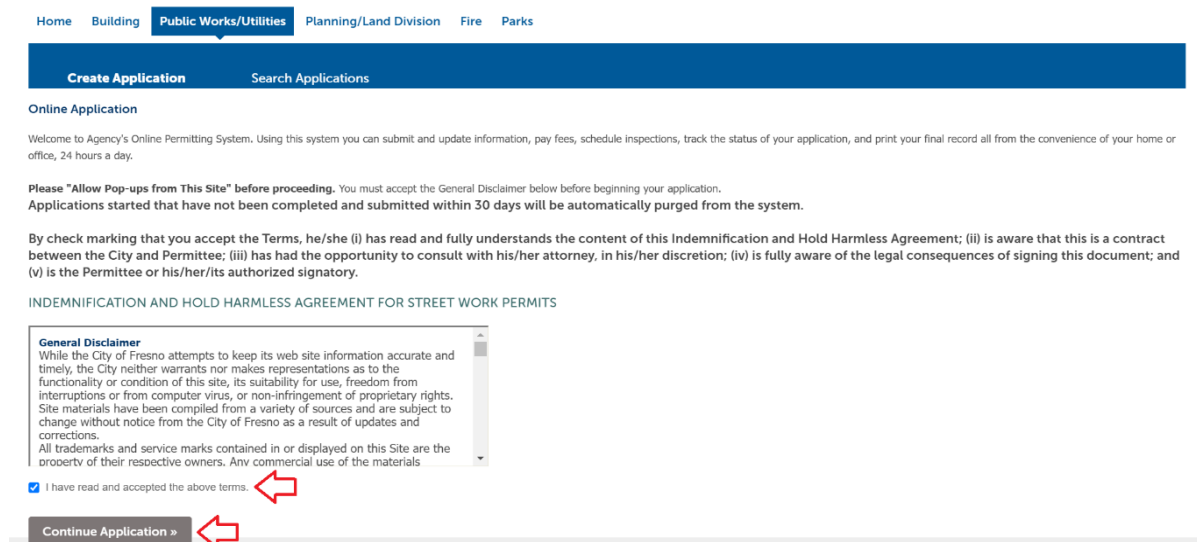
Link: <https://lmsaca.fresno.gov/CitizenAccess/>



2) Click on “Public Works / Utilities” then click “Create Application”



3) Check the check box agreeing to the terms then click “Continue Application”



- 4) Select “Traffic Control Plan” then click “Continue Application”


Home Building **Public Works/Utilities** Planning/Land Division Enforcement Cannabis Fire Parks

Create Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Please Note: Applications started that have not been completed and submitted within 30 days will be automatically purged from the system.

 Search

▶ DPUDPW

- ☐ Deeds
- ☐ Easement Encroachment
- ☐ Landscaping
- ☐ Street Work Permits
- ☒ Traffic Control Plan
- ☐ Vacations
- ☐ Water and Sewer

Continue Application »

- 5) Enter the street number and street name only then click search. The search feature works best if you only enter the street number and street name and you do not fill out any additional fields. Once the address is found then click “Continue Application”.

Address

ENTER ONLY STREET NUMBER AND STREET NAME, THEN CLICK THE **SEARCH** BUTTON

*Street No.: 2600 Direction: --Select-- *Street Name: FRESNO Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: *Zip:

Search Clear

Continue Application »

- 6) Click the “Select from Account” button and it should populate your contact information then click “Continue Application”.

Step 1: Location & People > Contact Information

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Continue Application »

- 7) You must fill out the required fields that have a red asterisk next to them then click “Continue Application”.

Step 2: Application Detail > Description

If work will start within 30 days then a USA number is required

Custom Fields

DPW_TRAFFICCONTROLPLANS

* Cross Street (East/West):

* Cross Street (North/South):

* COF Permit Number/Capital Project Number:

* Start Date: MM/DD/YYYY

* End Date: MM/DD/YYYY

* Flash Request: ☐ Yes ☐ No

* Road Closure Agreement/Addendum Required: ☐ Yes ☐ No

* Contractor Name:

Continue Application »

- 8) Submit all necessary documents that pertain to traffic control, add them here by clicking the “Add” button.

Step 2: Application Detail > Attached Documents

Attachment

The maximum file size allowed is 200 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;plf;sct;shb;sys;vb;vbe;

Name	Type	Size	Latest Update
No records found.			

Add

Continue Application »



- 9) On the review page verify all the information is correct then click the check mark indicating that you agree to the above certification then click “Continue Application”.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☒ By checking this box, I agree to the above certification.


Continue Application »



- 10) The final page will confirm that your application was submitted and will provide you with the record number for the application. Make sure you retain this record number so you can check on the status of your permit through this website

Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

2600 FRESNO ST, FRESNO CA 93721

DPWTCP_25-15

