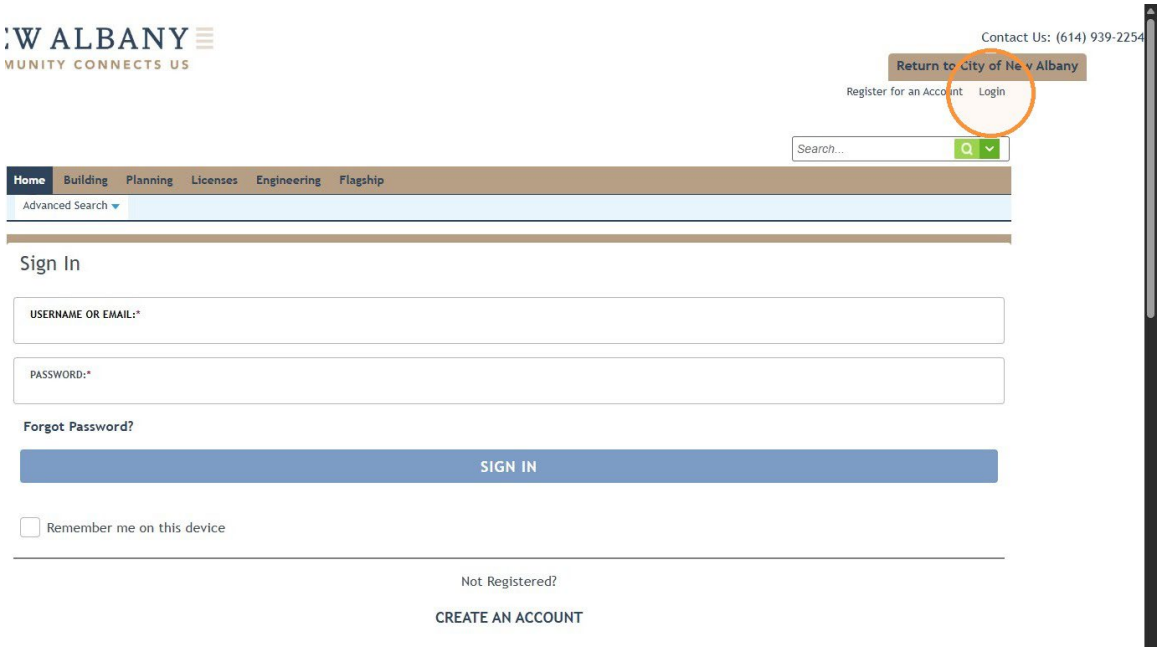
Engineering Plan & Document Submission Guide

City of New Albany Engineering Department

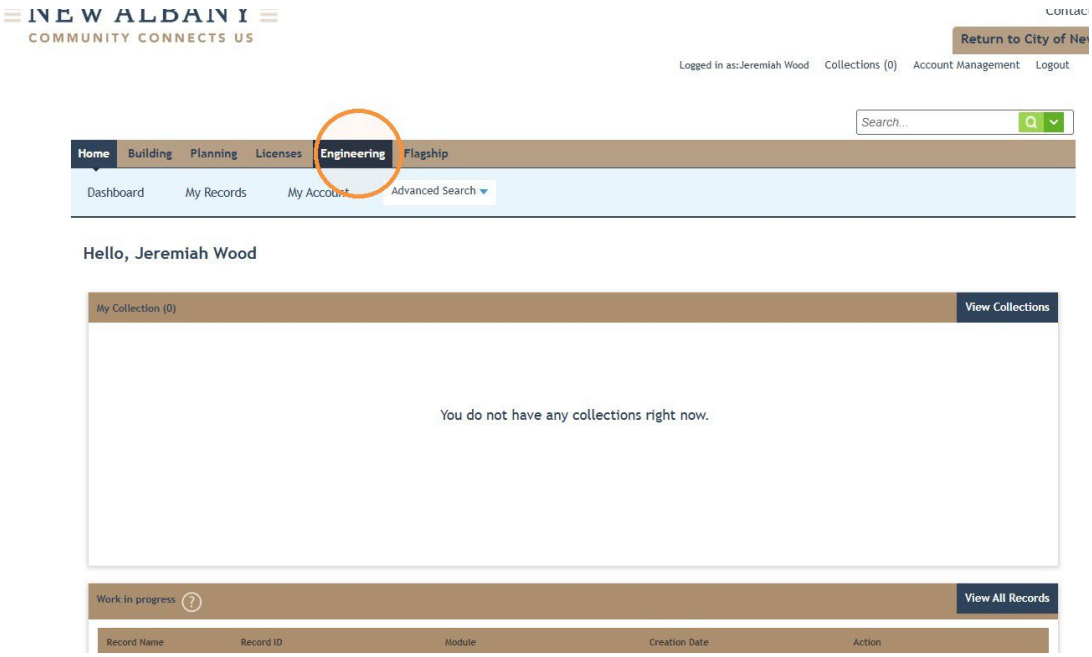
This manual provides step-by-step instructions for submitting engineering applications, plans, and supporting documents through the Citizen Access Portal. Follow these steps to correctly upload and validate your required plans and documentation for project submission.

Application Setup

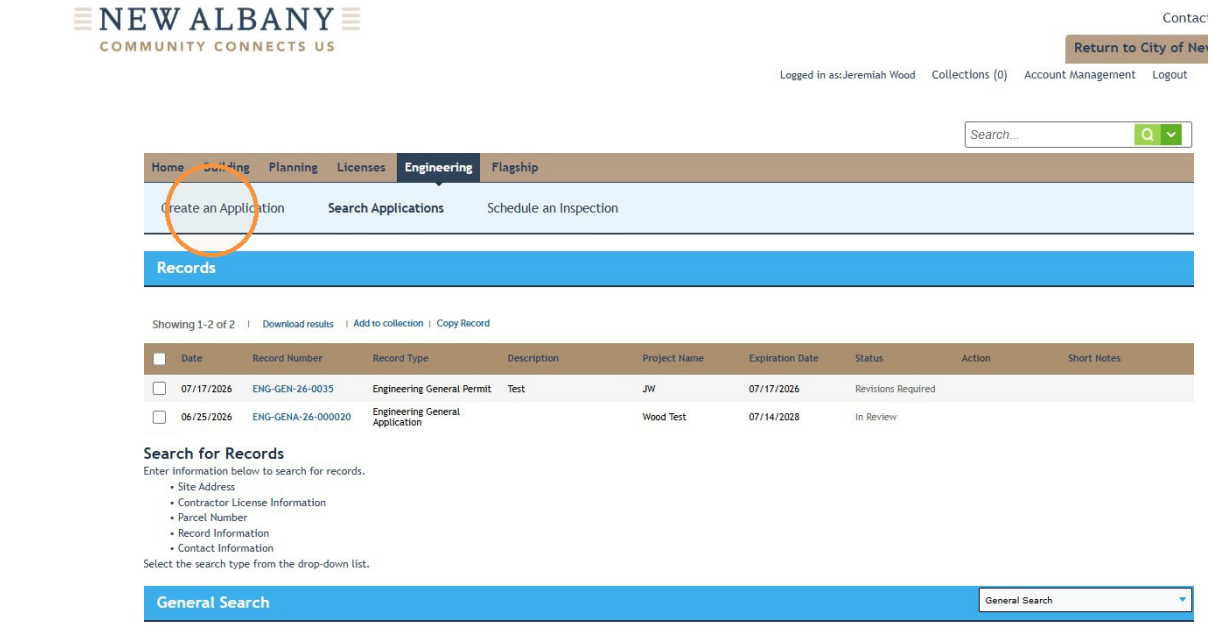
1. Navigate to https://aca-prod.accela.com/ALBANYOH/Default.aspx
   Click **"Login."** If you do not have an account, click **"Register for an Account"** and complete the registration process.

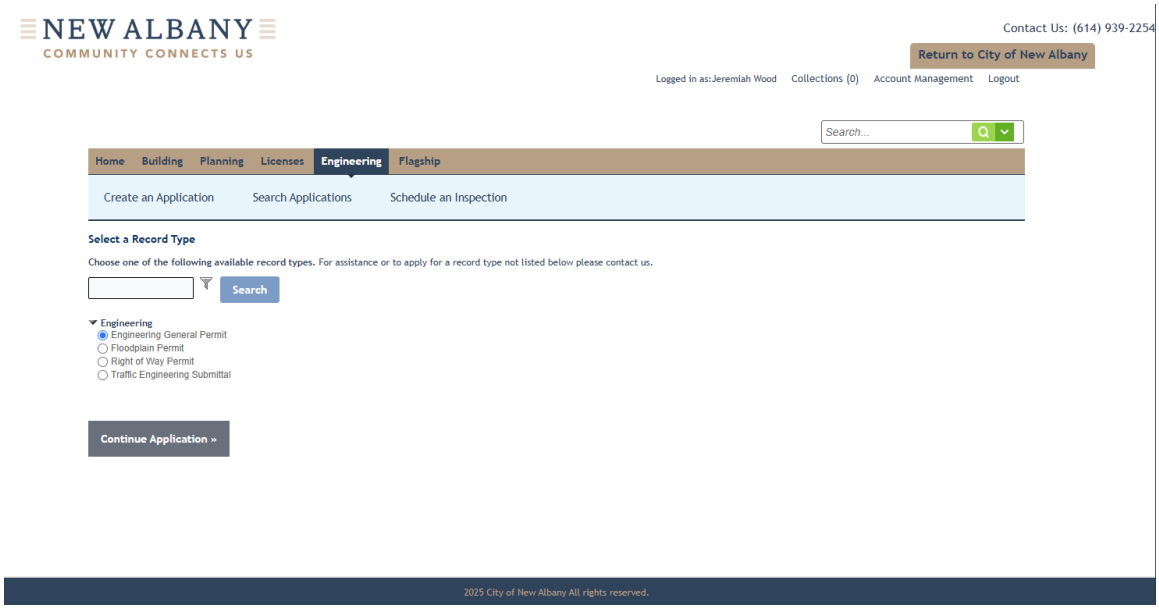


2. Click the "**Engineering**" Tab



3. Click "Create an Application" and choose which record type you are applying for.
    - Engineering General Permit
    - Floodplain Permit
    - Right of Way Permit
    - Traffic Engineering Submittal

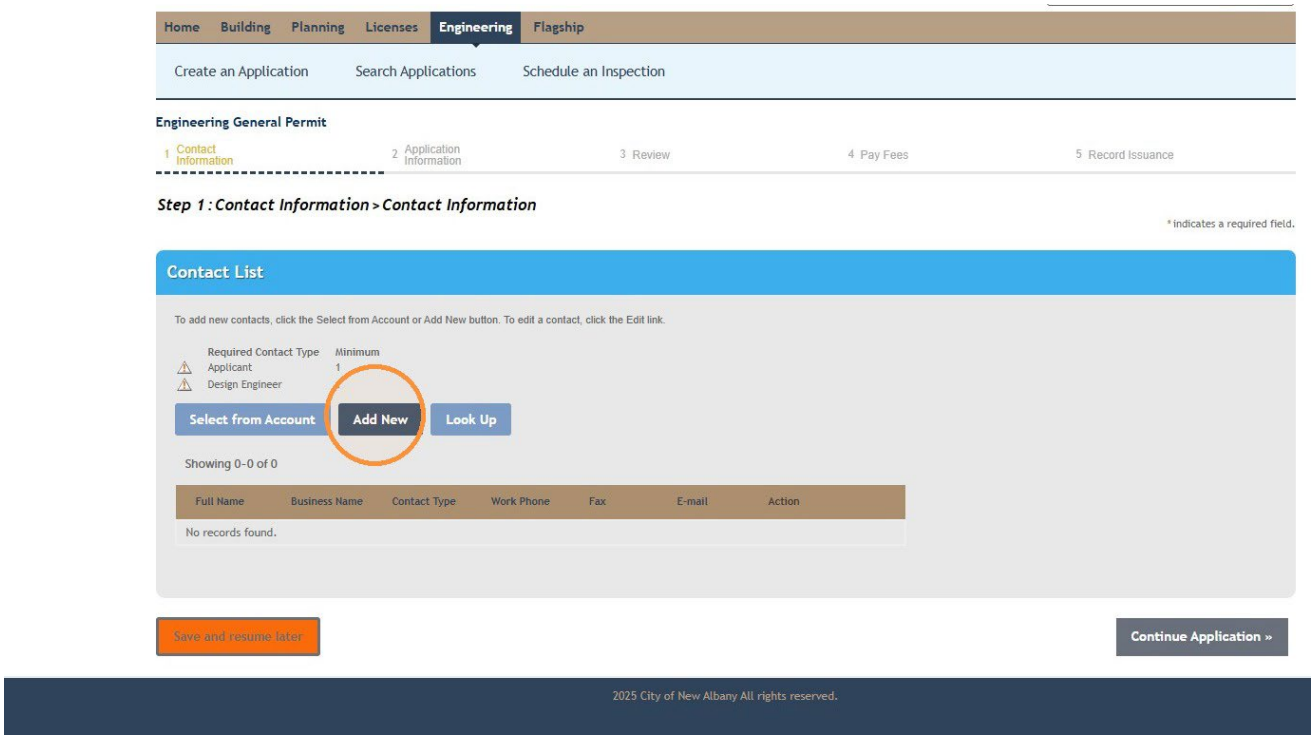




4. Click "Add New" and enter the required contact information.
   Required contacts for all record types:
   - Applicant
   - Design Engineer

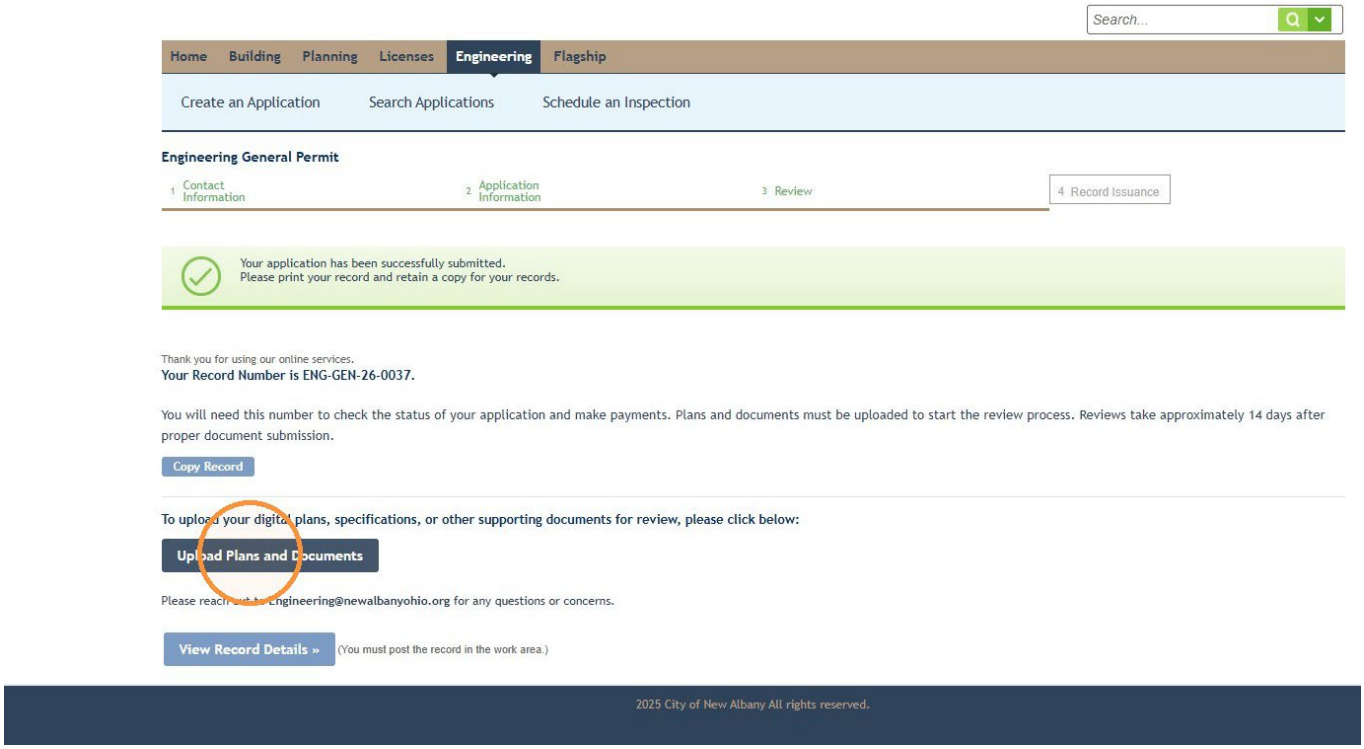
   Additional required contact for Right of Way Permit applications:
   - Utility Owner

Input all project details/information in the **Application Information** step and review ensuring that all information is accurate before submitting.

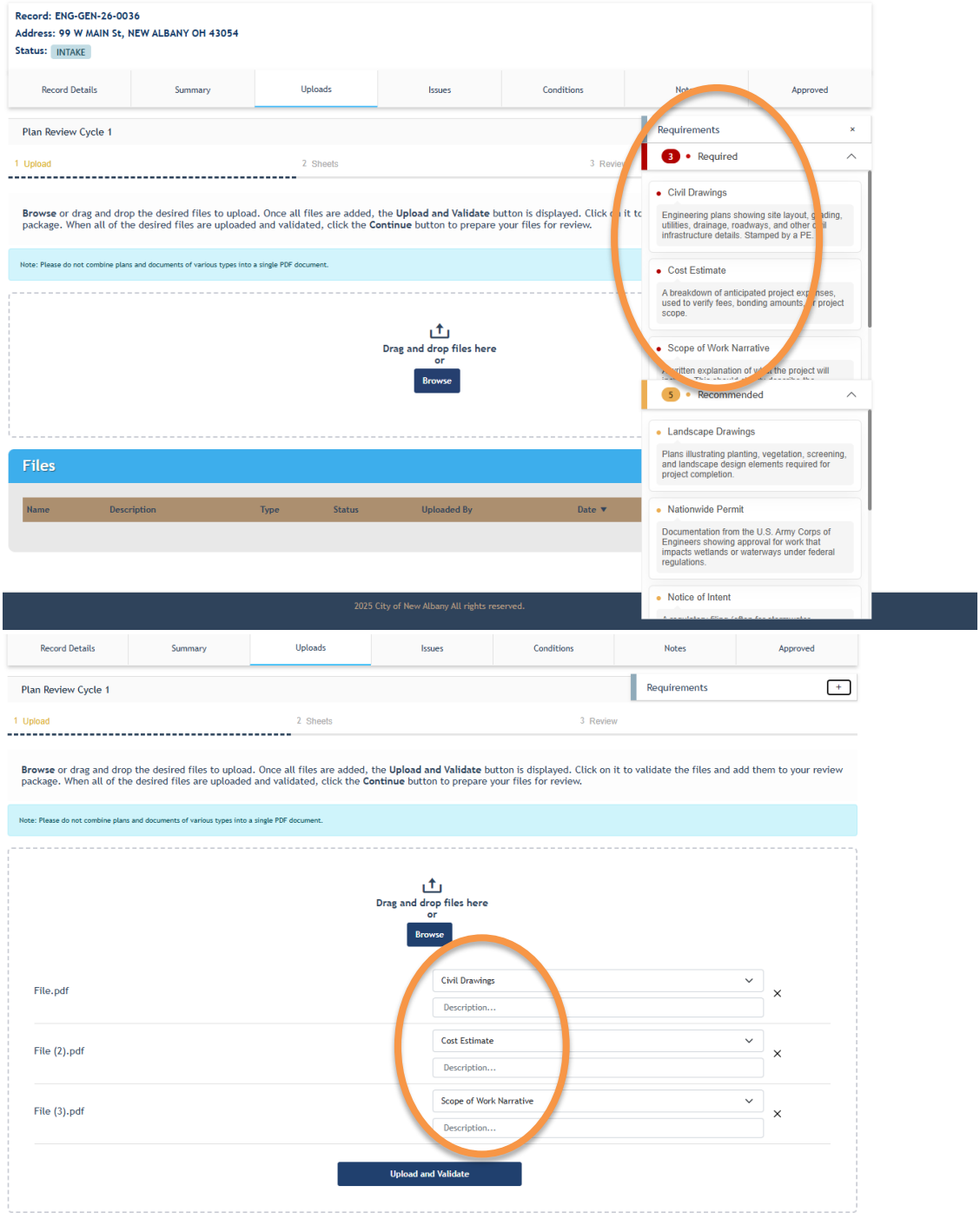


Document Upload

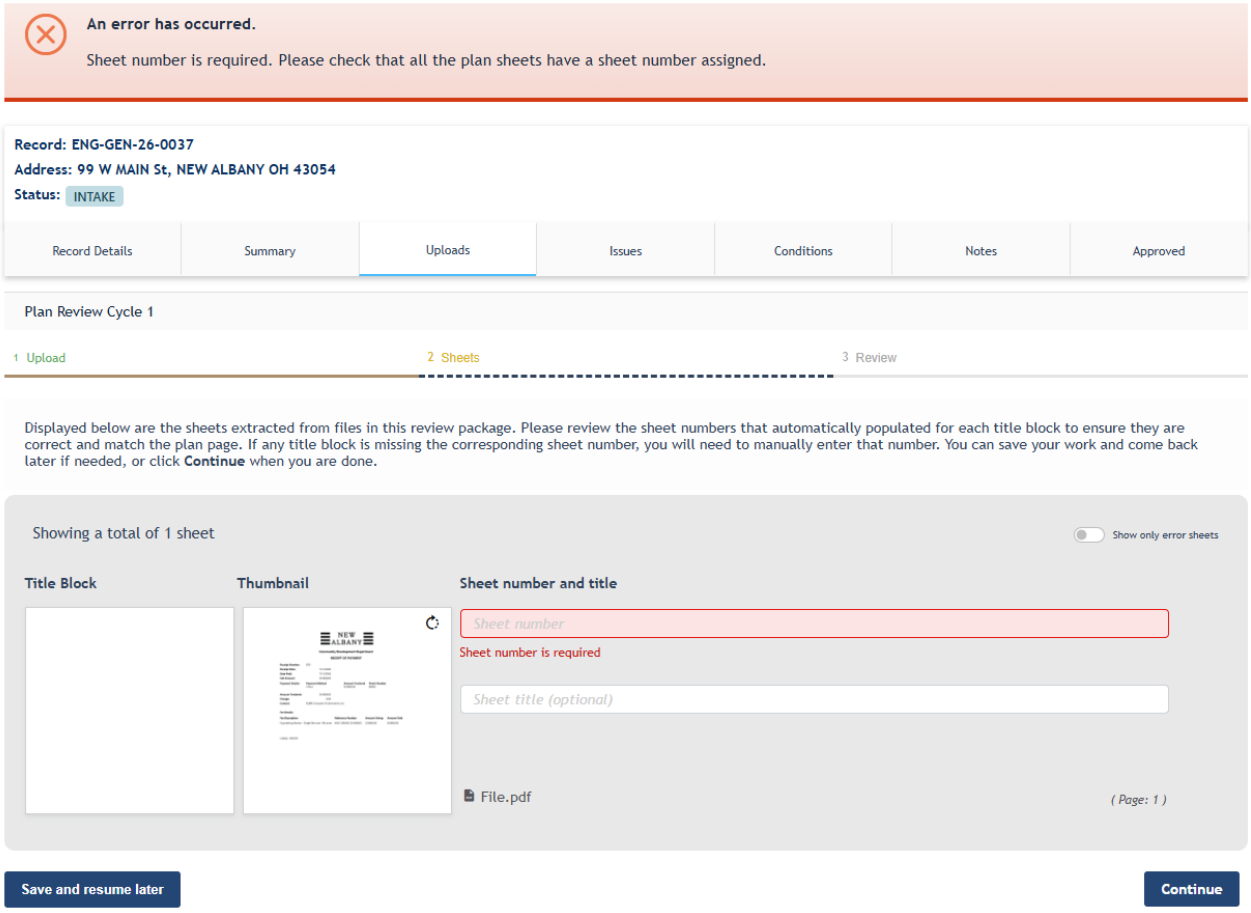
5. After reviewing and officially submitting the application, Click "**Upload Plans and Documents**" to upload files for your review package.



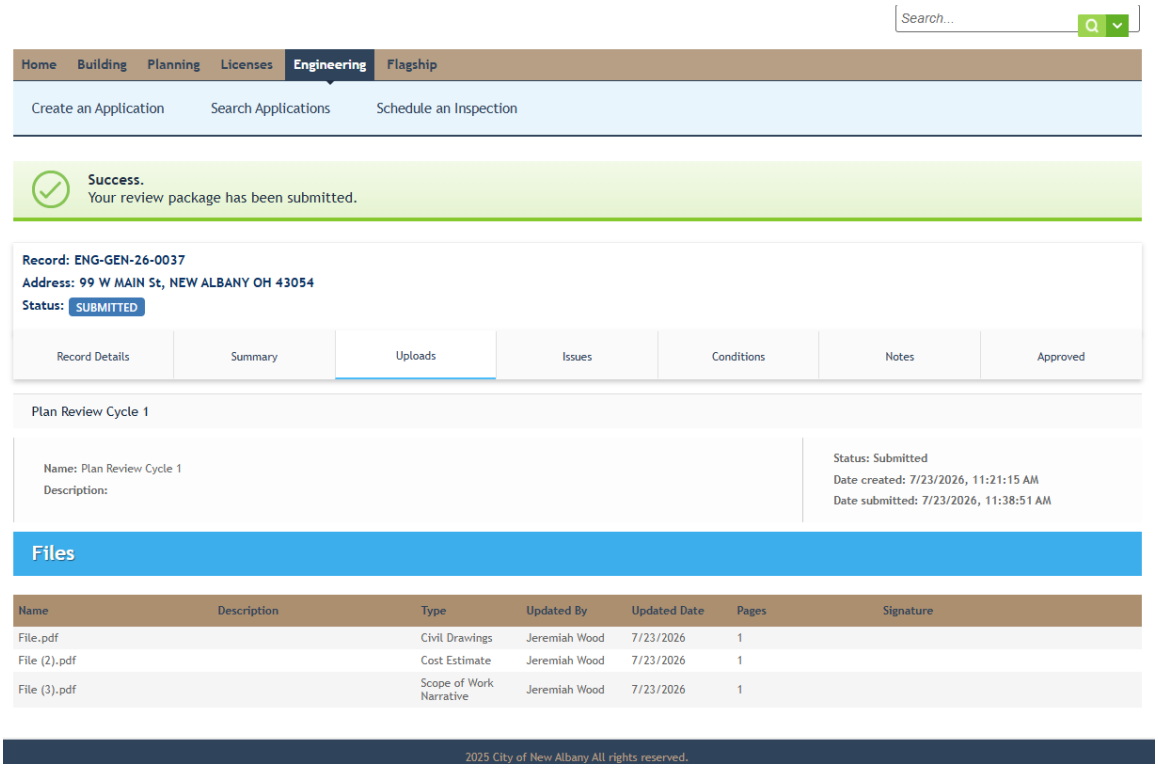
6. When uploading plans, the document type checklist will display the **Required** and **Recommended** documents to be included in your review package submittal. All **Required** document types must be included in your review package. The **Recommended** document types are not required on initial submittal, but may be requested later in the review process, prior to issuing approval. After selecting your files and assigning the appropriate document type to each file, click **"Upload and Validate."** The files must be successfully validated to ensure they can be reviewed in the Digital Plan Room. All uploaded files must be in **PDF** format.



7. Verify that the Digital Plan Room has correctly extracted the sheet number for each sheet in the civil drawing set. If a sheet number is missing or used twice, an error message will prevent you from proceeding until the issue has been corrected.

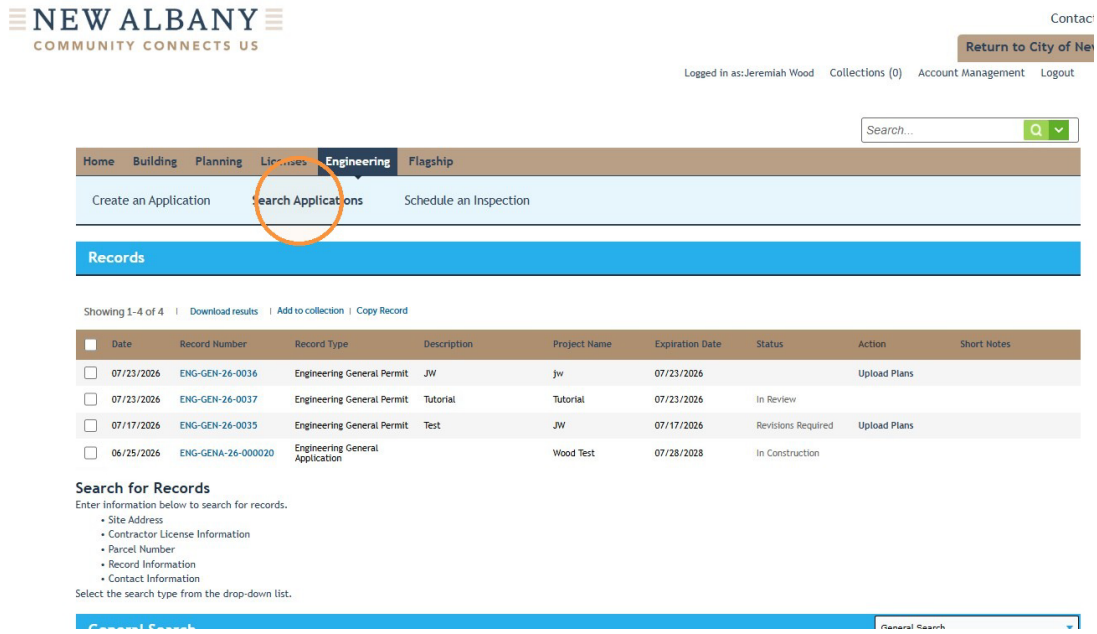


8. Review the uploaded package and make any necessary corrections before uploading it to the Digital Plan Room. When everything is complete and accurate, click **"Finish."** A confirmation screen will appear, and you will receive an email confirming that your plans and documents have been received. You can track the status of your plan review in the **My Records** section of the Citizens Access Portal.



Resubmissions and Revisions

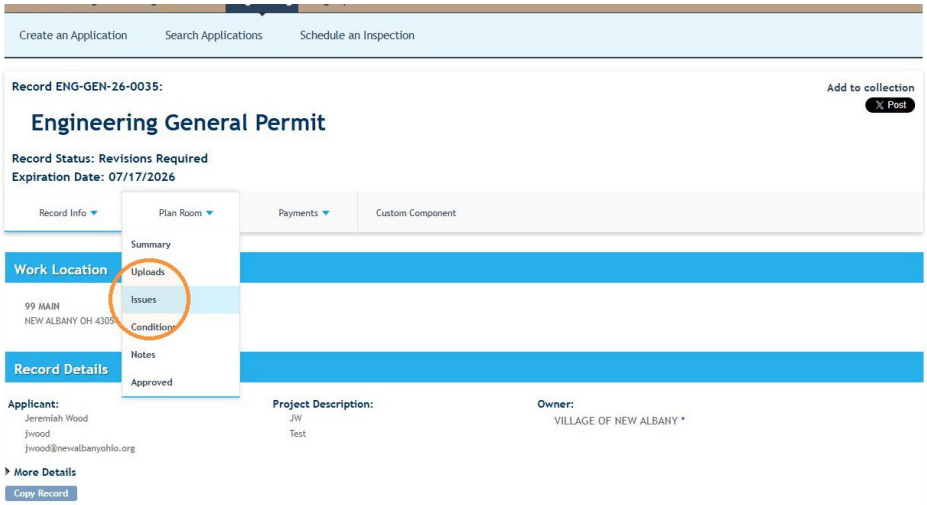
To view the issues from a review cycle, navigate to the **Engineering** tab and select **Search Applications** and open the appropriate permit record.

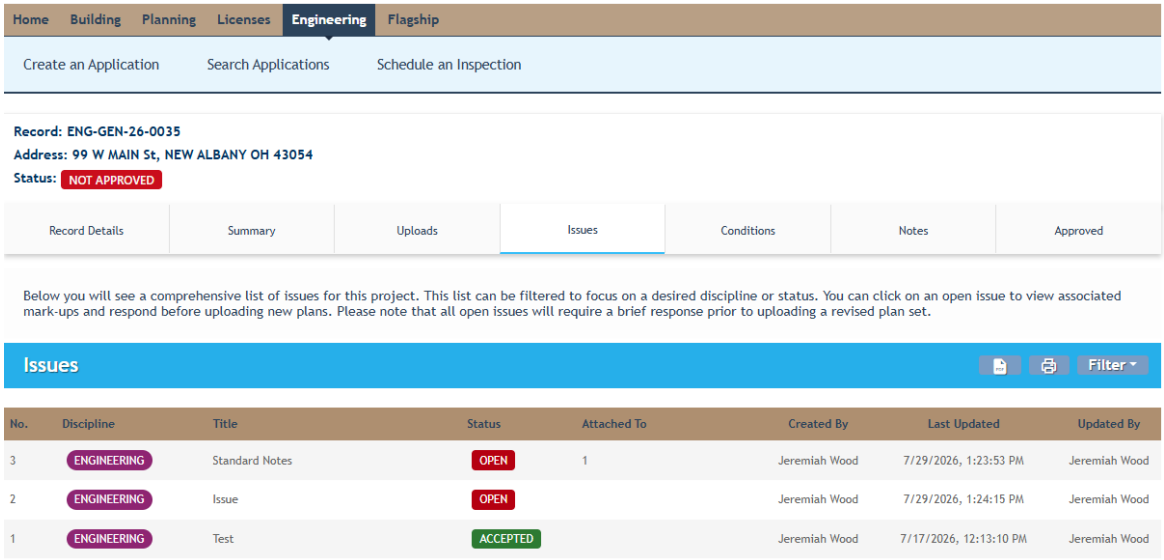


Once the permit record is open, select the **Plan Room** drop-down menu and click **Issues.** This page displays all issues from each discipline that reviewed the submittal.

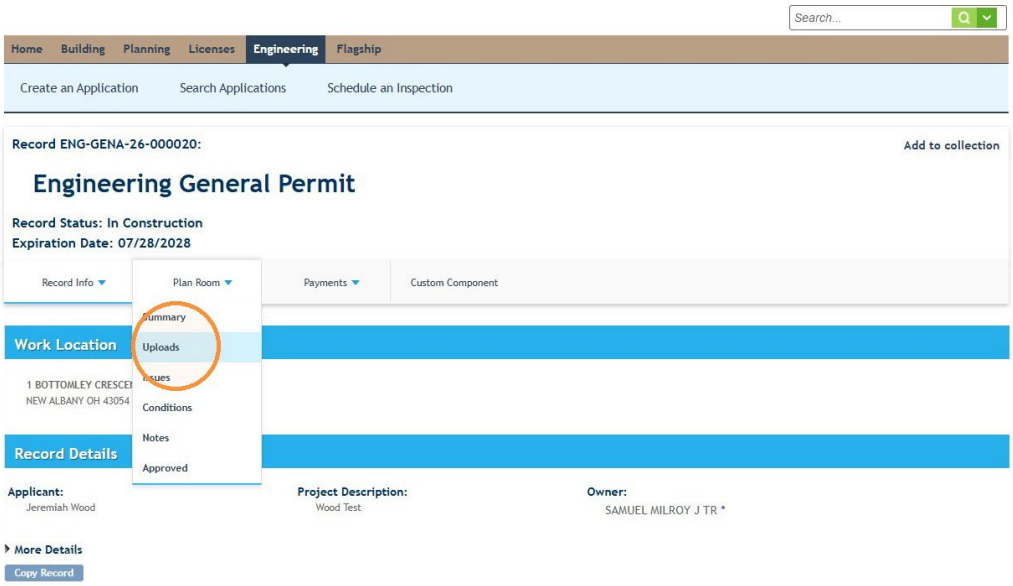
- **Open** issues indicate issues that still need to be addressed.
- **Accepted** issues indicate issues that have already been resolved.

From there click the issue and you will be required to write a response and resubmit to address the issues.

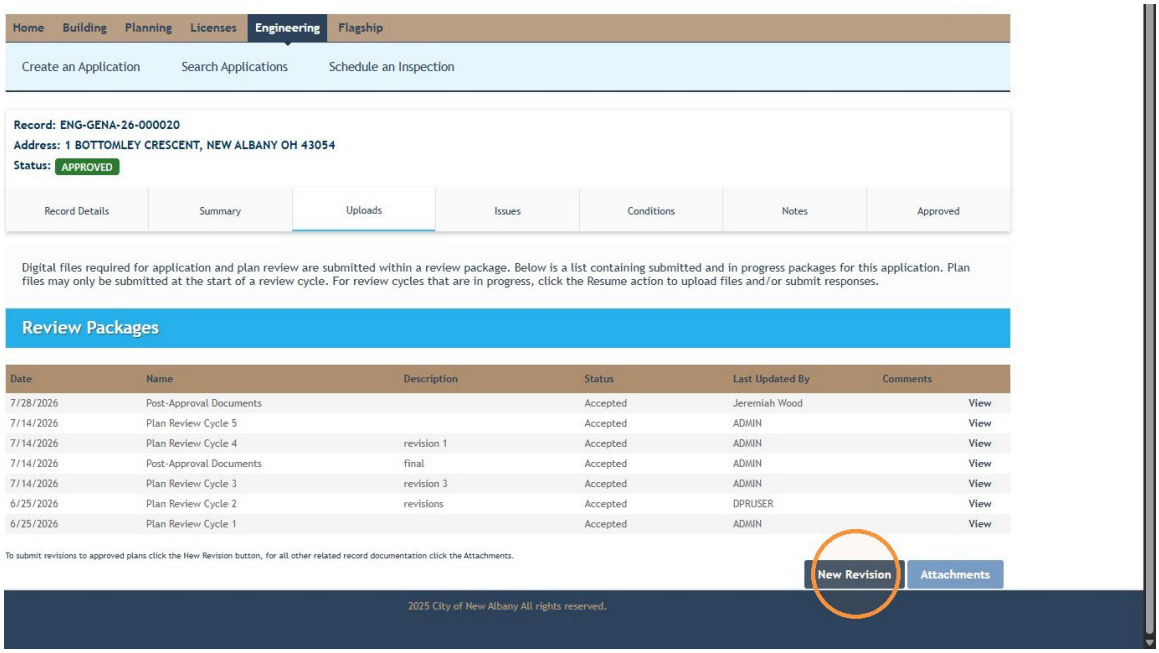




When plans have already been approved and you need to submit a revision, navigate to the permit record, select the **Plan Room** drop-down menu, and click **Uploads.**



At the bottom of the page, click the **New Revision** button. This will take you back to the upload page, where you can upload your revised plan package and complete the revision submittal.



Recommendations for Civil Plans Uploading

To ensure efficient review in the Digital Plan Room:

- Submit plans as a compiled PDF (one combined file).
- Use consistent file names across all submissions (avoid “v2” or revision labels). – Accela will automatically add V2 if file names are the same.
- Include bookmarks when exporting plans, ideally beginning each bookmark with the sheet number (e.g., “01-TitleSheet”).
- Make sure the sheet numbers from original submittal match the sheet numbers in the resubmission/revision.
- When adding new pages during resubmissions/revisions, insert the page in sequence:
    - Example: to insert a new page after page 12, name it 12A or 12-1 so page 13 still aligns with its original version.

Please review the **Video Tutorial: Submitting Plans and Supporting Documents** for step by step information on completing your submission. If you need additional information, please contact us at engineering@newalbanyohio.org for assistance.