Building: Flood Plain Determination Letter Instructions

Before you begin:

1. No documents are required to be electronically submitted at the time of application.
2. Gather the owners name, property address, mailing address, phone number, email address and any documents you may want to upload (you are not required to upload any documents).
3. The fee is required at the time of application submission and must be paid for an application to be accepted. Online payment may be by credit card or eCheck.

Steps to submit application:

(Please see the ACA user guide for instructions including screen shots or view the eLearning/YouTube videos)

A. If you have not already done so, register an account with Manatee County Government Accela Citizen’s Access.

B. Log on to Manatee County Government Accela Citizen’s Access: https://aca3.accela.com/manatee/

C. Select Building. Acknowledge the disclaimer by checking the box, and click the Continue Application button.

D. Select Floodplain Review, then Floodplain Review again, from the list of application options and click the Continue Application button.

E. Complete the Floodplain Review application steps:

   1. **Step 1:** Location & People > Location Information: This is the location/address of the property in question. All of the information about the property is retrieved from Manatee County Geographic Information System (GIS).
      a. To retrieve the Address, Parcel and Owner information of the property, input the parcel number. You may also search with the parcel address by inputting the address information such as Street No, Street Name, etc.
      b. Click the Search button and all the parcel, address and owner information will be retrieved.
      c. Click to Continue Application button to move to the Location & People > Contact Information section.
      d. Applicant- This information can be auto filled by clicking the Select from Account button and choosing from the information saved in your account. Otherwise, click the Add New button, and input the name, mailing address, phone number and email address.
2. **Step 2: Application Documents > Attachments**
   a. No Documents are required. If you choose to attach documents, click the Add button and follow the instructions (similar to the attachment process for an email). (For a detail tutorial, please see the ACA user guide for instructions including screen shots or view the eLearning/YouTube videos). If not, click the Continue Application button, go to Step 3.
   b. If you upload a document, click the Save button. All documents will be attached to your application. Then, click the Continue Application button.

3. **Step 3: Review**
   Review the data for your application and click the box at the bottom of the page signifying “By checking this box, I agree to the above certification.” And, click the Continue Application button.

4. **Step 4: Pay Fees**
   a. Review your fees and click the Check Out button.
   b. Pay Fees > Step 1: Select item to pay
      If you are ready to pay, click the Check Out button. If you need to submit another application before paying fees, click the Continue Shopping button (this button will take you back to the home screen).
   c. Pay Fees > Step 2: Payment information
      Choose your desired payment method (credit card or Bank account/eCheck) and input the required data. When all data has been input, click the Submit Payment button.

5. Once the payment has been electronically processed, the completion will show on your screen with the Record number related to your application. This is the number you will use to find, review and update (if needed) your application.

6. In our review, you will be notified if we have any questions or more information is required.

7. When we are done, we will notify you via email that your request has been answered. You will be able to access and print any information we have added.

**Thank you** for using Manatee County Government Accela Citizen’s Access to submit your application.