



## Public Works: Right of Way Permit Instructions

### Before you begin:

1. If you have not already done so, register an account with Manatee County Government Accela Citizen's Access and log in to our Online Services. <https://aca3.accela.com/manatee/>
2. Collect the following documents electronically. You will be required to attach them to your submission.
  - a. Plans
3. Gather the name, mailing address, phone number and email address for all professionals. You will be required to enter this information for applicant, agent, engineer, landscape architect, contract(s) or subcontractor(s) during the application process.
4. When applicable be prepared to pay the fees indicated in the Manatee County Fees schedules. Online payment may be by credit card or e-Check.

### Steps to submit application:

1. Select Building, Acknowledge the disclaimer by checking the box and click the Continue Application button.
2. Select Public Works > Right of Way Permit and click the **Continue Application** button.
3. Location & People > Location Information:
  - a. This is the location/address where the work will be done.
  - b. To retrieve the address, Parcel and Owner information of the property, input the parcel number or address information and click search. Once the information is populated, click **Continue Application**.
4. Location & People > Contact Information:
  - a. Applicant: This information can be auto filled by clicking onlook up Contact and choosing from the information saved in your account. Click **Continue Application**
5. Permit Detail>Work Description
  - a. Enter the Job Site Owner's Name and the Scope of Work and click **Continue Application**
6. Permit Detail > Detail Information:



- a. Complete all the application details in this section. Any items noted with a red asterisk are required to be completed in the application before being submitted.
  - b. Click **Continue Application** button.
7. Documents > Attach Documents. You must attach all the required documents before you are able to continue the application
  - a. To attach documents, click the **Add** button and follow the instructions.
  - b. Once the documents are uploaded, you will need to select the document Type from the dropdown menu.
  - c. Do not upload one file with all documents or upload separate files for each individual sheet.
  - d. Click the Save button and all documents will be attached to your application
  - e. Click **Continue Application**
8. Review
  - a. Review your application and click the box at the bottom of the page and click **Continue Application** button.
9. Pay Fees
  - a. Fees may be assed at later date by County Staff.
10. Submitted Application
  - a. Once application is completed it will show on your screen with the Record number related to your application.
  - b. Your application will be received by County Staff