

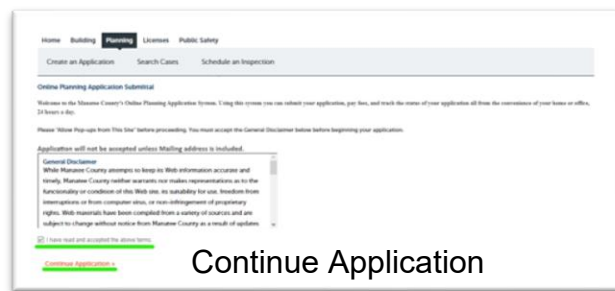
ACA Bond Application Process

This Guide will outline the process of applying for an A28 – Surety Bond Application (Parent Bond) from Accela Citizen Access.

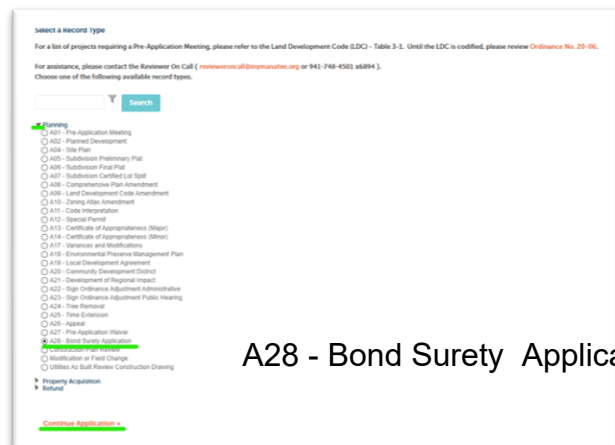
1. Users will need to login to the Manatee County [Online Services Portal](#).
2. Once logged in user will navigate to the Planning Application section via the “New” tab of the header bar:



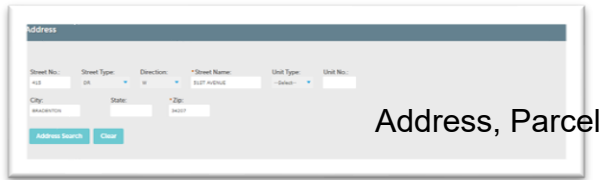
3. User will need to read and agree to the General Disclaimer and then press Continue Application:



4. Users will select the A28 - Bond Surety Application from the Planning dropdown, and then press Continue Application.



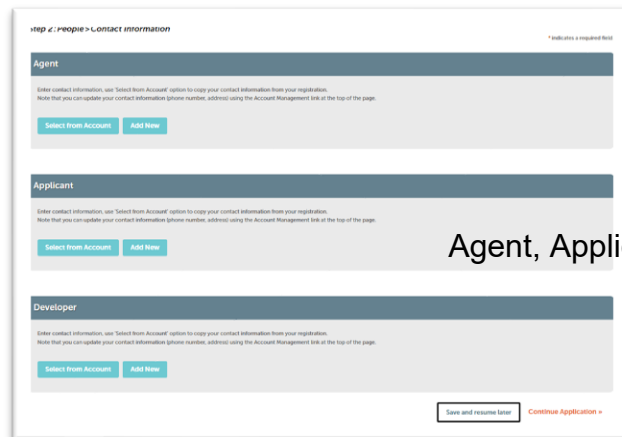
5. Users will enter the appropriate Address, Parcel, Owner Information, please note that by entering the Address or Parcel the associated information will be automated and does not require entering information individually. Once done, users will press Continue Application.



The screenshot shows a form titled "Address" with fields for Street No., Street Type, Direction, Street Name, Unit Type, and Unit No. Below these are fields for City, State, and Zip. There are "Address Search" and "Clear" buttons at the bottom.

Address, Parcel

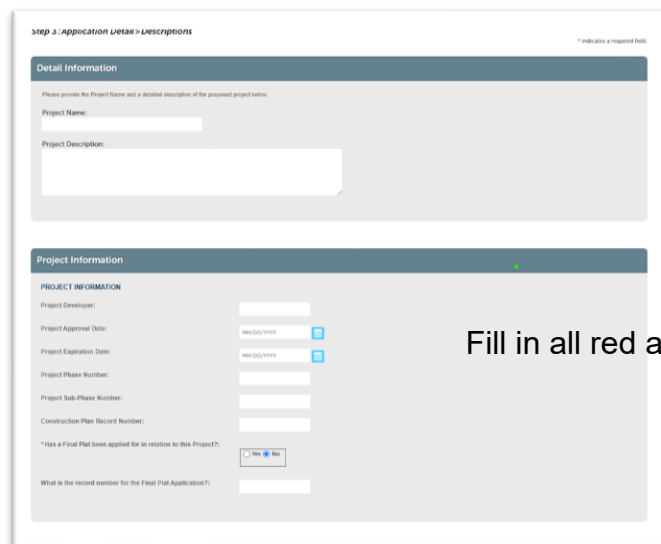
6. User will then enter the appropriate Contact Information, the A28 - Bond Surety Application will require an Agent, Applicant, and Developer Contact. Users can utilize the Select from Account button to add themselves as a contact.



The screenshot shows a form titled "step 2: people > Contact Information". It has three sections: "Agent", "Applicant", and "Developer". Each section has a "Select from Account" button and an "Add New" button. At the bottom, there are "Save and resume later" and "Continue Application" buttons.

Agent, Applicant and Developer Contact information

7. Users will then need to provide Application Specific Information, Fields marked with a red Asterisk * are required, once all fields are filled, users will press Continue Application:



The screenshot shows a form titled "step 3: Application Detail > Descriptions". It has two sections: "Detail Information" and "Project Information". The "Detail Information" section has fields for Project Name and Project Description. The "Project Information" section has fields for Project Developer, Project Approval Date, Project Expiration Date, Project Phase Number, Project Sub-Phase Number, Construction Plan Record Number, and a checkbox for "Has a Final Plat been applied for in relation to this Project?". There are "Yes" and "No" buttons for the checkbox. At the bottom, there is a field for "What is the record number for the Final Plat Application?".

Fill in all red asterisk fields

8. Users will then upload documents as needed for the specific project, once completed, users will press Continue Application:

Attachment

This application type requires you to submit the following documents. Subject to the collected information you may be required to submit additional documents prior to approval.

The maximum file size allowed is 1000 MB.
 7z,zip,docx,apk,bak,bak.bun,crx,com,com.cpt,emsc,exe,hta,htm,html,ini,log,jar,jis,js,lib,mdk,mdb,mdb.mdb,msi,msi.msi,msi.pkg,php,pdf,ppt,rtcr,scr,scr,shb,swf,sys,sys.tar,sys.vbs,vsd,vsw,wsc,wsc.wsf,wsl,zip are disallowed for types to upload.

Name	Type	Virtual Folder	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.								

Add


Continue

Save and resume later

Continue Application »

Continue Application

9. User will be brought to the Application Review Screen, once users have completed review of their submittal and confirmed all information is correct, they will press Continue Application, this will submit the application:

 Your application has been successfully submitted.