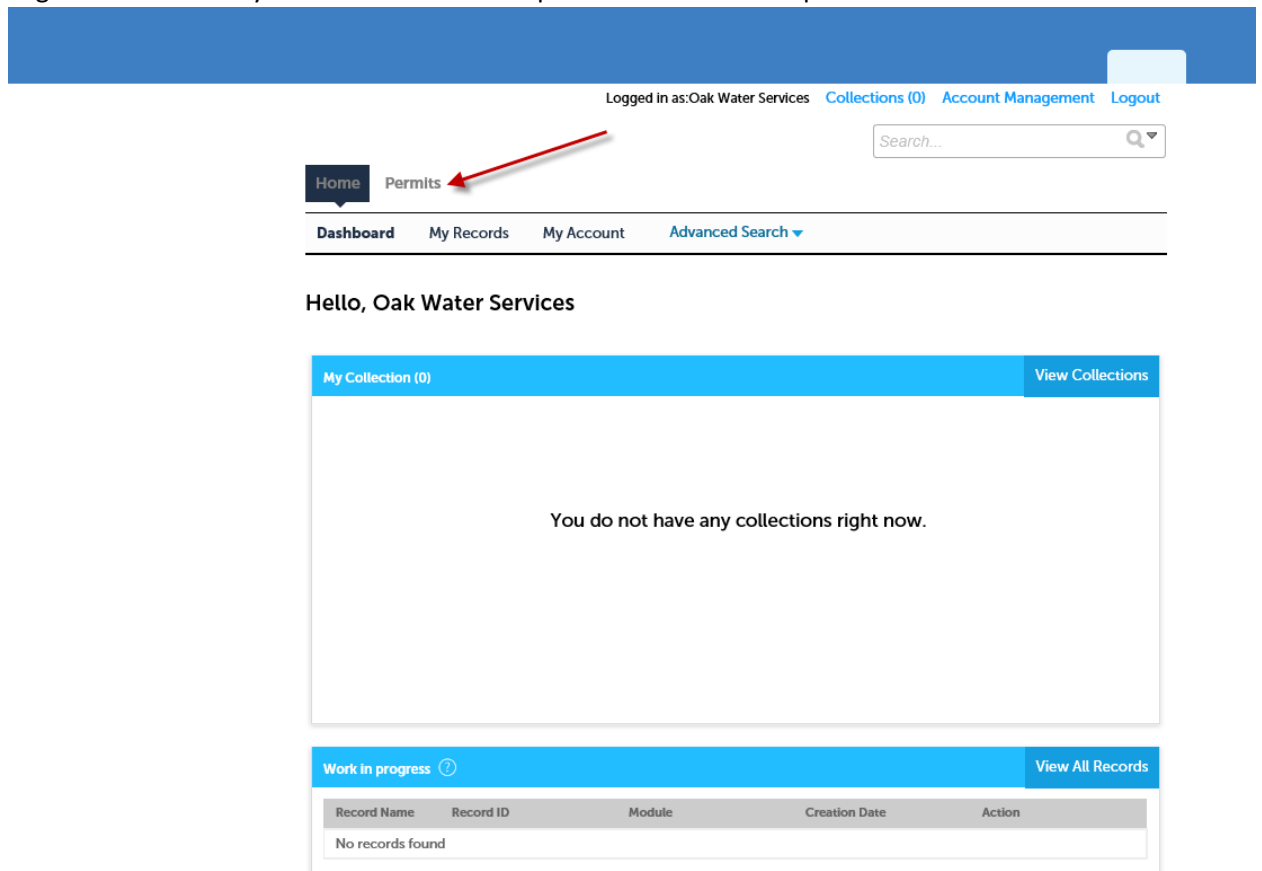


Plan Comments Retrieval For Applicant.docx

Oak Lodge Accela

1. Purpose: this document is for an applicant / customer / citizen. It illustrates the steps used to retrieve documents after the applicant / customer has received a notification that the application is “incomplete” and there are either plan comments or a checksheet or other document to download from Accela. In these reviews, Oak Lodge does not email the applicant the documents, they are uploaded to the “permit record”, such as UP2020-999 or ECSL2020-999.

Login to the Accela system and click on the “permits” tab on the top left of the screen.



Plan Comments Retrieval For Applicant.docx

Oak Lodge Accela

- Click on the subject permit.

Logged in as: Oak Water Services
Collections (0)
Reports (1) ▼
Account Management
Logout

Search...

Home
Permits

Create an Application
Obtain a Fee Estimate
Search Applications
Schedule an Inspection

Records

Show on Map

Showing 1-8 of 8 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	02/10/2020	UP2020-011	Utility Placement	Test for inspection	14611 SE river Rd, milwaukie OR 97267 United States	Final Approved	Pay Fees
<input type="checkbox"/>	12/31/2019	ECSL2019-132	Erosion Control Small Lot	test for inspection routing	14611 SE RIVER RD, MILWAUKIE 97267	Review Note	Pay Fees
<input type="checkbox"/>	11/25/2019	UP2019-128	Utility Placement	Test for Post-submittal Update	14611 SE RIVER Rd, MILWAUKIE 97267	In Review	Edit
<input type="checkbox"/>	10/28/2019	UP2019-114	Utility Placement	test for water service	14611 SE RIVER RD, MILWAUKIE 97267	Final Approved	Pay Fees
<input type="checkbox"/>	08/23/2019	ECSL2019-096	Erosion Control Small Lot	Erosion Control LOT 3	4175 SE Jennings Ave, Milwaukie OR 33172 United States	Issued	Pay Fees
<input type="checkbox"/>	08/13/2019	ECSL2019-092	Erosion Control Small Lot	Test ECSL Pay Pat	14611 SE RIVER Rd, MILWAUKIE 97267	Inspection Note	Pay Fees
<input type="checkbox"/>	08/06/2019	ECSL2019-081	Erosion Control Small Lot	Test for email	14611 SE RIVER Rd, MILWAUKIE 97267	Closed	
<input type="checkbox"/>	07/30/2019	UP2019-074	Utility Placement	14611 SE River RD	14611 SE RIVER Rd, MILWAUKIE 97267	Fees Owed	Pay Fees

Search for Records

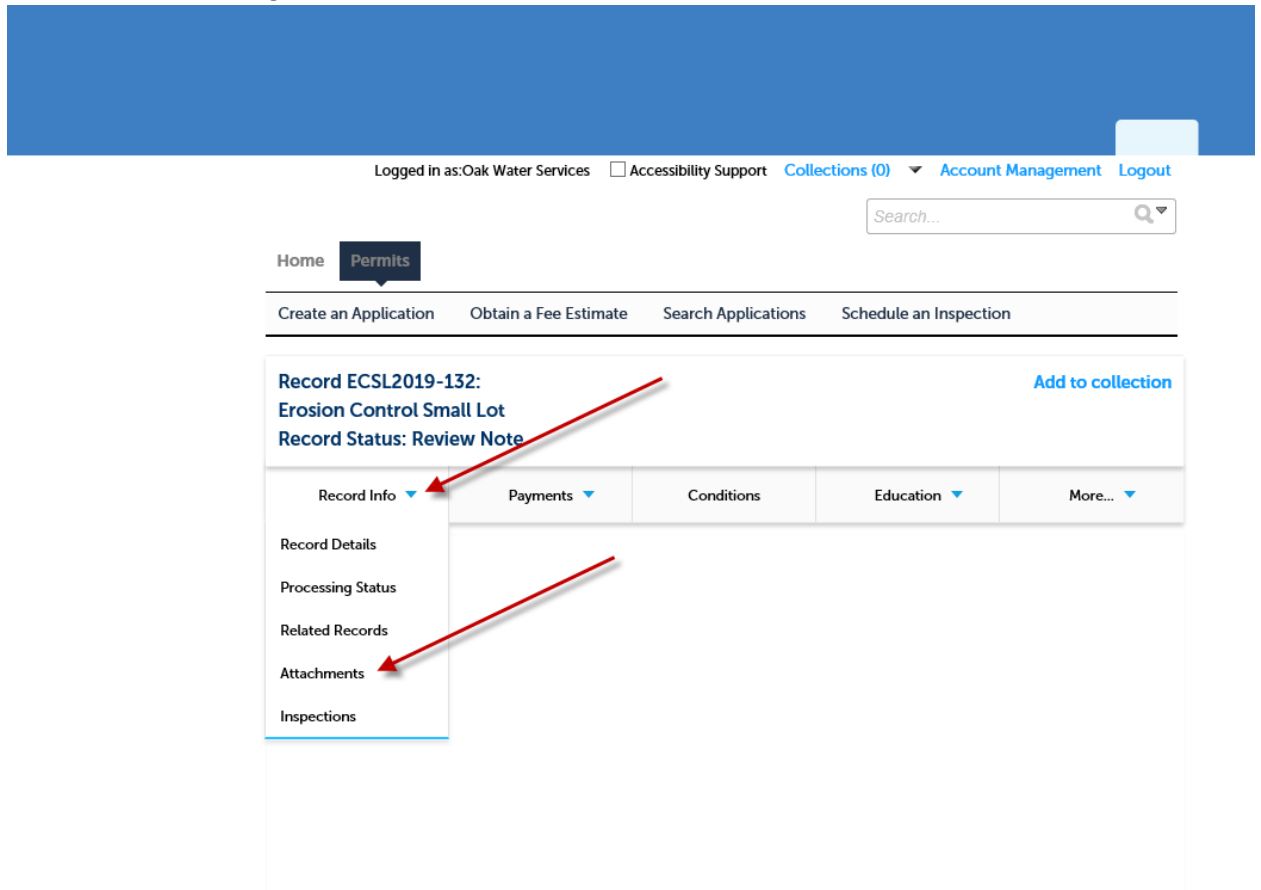
Enter information below to search for records.

- Site Address

Plan Comments Retrieval For Applicant.docx

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3. Click on the blue triangle next to the tab labeled "record info".



Logged in as: Oak Water Services Accessibility Support Collections (0) Account Management Logout

Search...

Home **Permits**

Create an Application Obtain a Fee Estimate Search Applications Schedule an Inspection

Record ECSL2019-132: [Add to collection](#)
Erosion Control Small Lot
Record Status: Review Note

Record Info Payments Conditions Education More...

Record Details
Processing Status
Related Records
Attachments
Inspections

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- Click on the document desired. Typically, this will be a “checksheet xxx” or “plans comments XXX” Download the document and review.

Home
Permits

Create an Application
Obtain a Fee Estimate
Search Applications
Schedule an Inspection

Record ECSL2019-081:
Erosion Control Small Lot
Record Status: Closed

[Add to collection](#)
[Tweet](#)

Record Info ▾
Payments ▾
Education ▾
Custom Component

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh
are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type
plat covenants- rev1 mar 11, 2011.doc	ECSL2019-081	Record	Document	88.50 KB	08/06/2019	Actions ▾	Erosion Control S Lot

Add

End of Actions