



How to view Staff Comments on ACA (Accela Citizen Access) for Special Permits and Variances (Non-DPR records)

1. Click the Link in email notification.

RZ-2021-BR-00093 for a Rezoning Submittal Deficiency Report
DG DEV Fairfax County Government <plusdev@fairfaxcounty.gov> 1:30 PM</plusdev@fairfaxcounty.gov>
To: Creed, Daniel S.
Please click here for submittal deficiency information for the Rezoning submittal.
Project Information: RZ-2021-BR-00093
Please login to our Citizen Portal at any time to upload requested documents. If you have any questions, please call the Department of Planning and Development at <u>(703) 324-1290</u> between the hours of 8:00 a.m. to 4:30 p.m. EST <u>Monday</u> - Friday with the exception of all County observed holidays. If you prefer, you can email us at <u>dpdzed@fairfaxcounty.gov</u> .
Thank you, Fairfax County Department of Planning and Development
This is an automatically generated email. Please do not reply.

2. The system will prompt you to log-in. Log-in using your PLUS user ID and password.





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New Users													
f you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.													

3. Once logged in the deficiency report or staff comments will automatically download. Depending on your browser or PDF setting the comments may open automatically. The default file location is your computer/browser's download folder

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4. Alternatively, you may view your comments at anytime by logging into the system. Navigate to 'My Records', expand the Zoning Tab, and click the hyper linked application number

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5. Once in the application, click the 'Record Info' drop down and click 'Attachments'



6. In the attachments, locate the documents type 'Deficiency Letter and Comments' Documents can be sorted by various categories along the top dark blue row. For example, click the latest update button to arrange by most recent. There may be multiple pages of documents. To download any document, click the hyper linked document name. Downloads default to your computer/browsers download folder.





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