

## 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**

 DEV Fairfax County Government <plusdev@fairfaxcounty.gov>   
1:30 PM

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 (703) 324-1290 between the hours of 8:00 a.m. to 4:30 p.m. EST Monday - Friday with the exception of all County observed holidays. If you prefer, you can email us at [dpdzed@fairfaxcounty.gov](mailto:dpdzed@fairfaxcounty.gov).

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.

Search...

**Home** Building Enforcement Environmental Health Fire Planning Site Zoning

Advanced Search External Links

Notice: This feature requires registration and/or login, please login to continue.

Email:  Password:  [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

### Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

### New Users

If 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.

[Register Now »](#)

- 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

- 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

Logged in as: daniel.creed@fairfaxcount... Collections (0) Cart (2) [Account Management](#) [Logout](#)

Search...

**Home** Building Enforcement Environmental Health Fire Planning Site Zoning

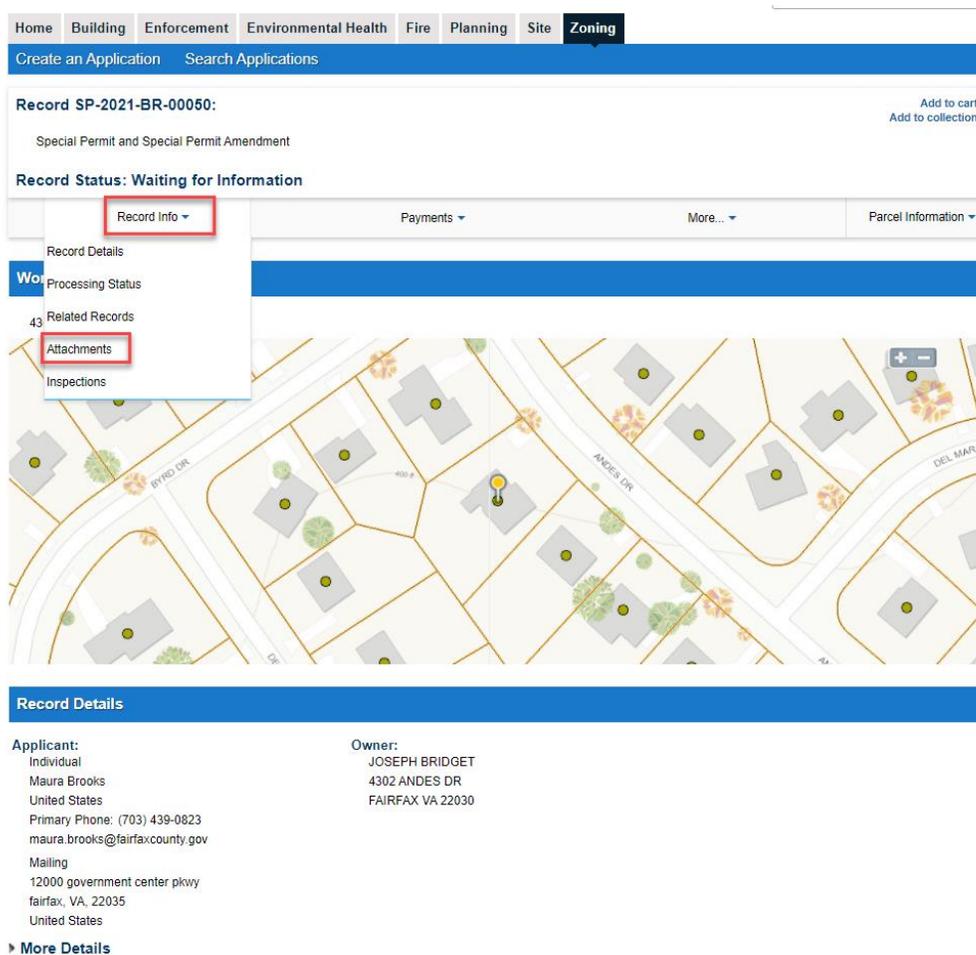
Dashboard **My Records** My Account Advanced Search External Links

**Zoning**

Showing 1-10 of 100+ | [Add to collection](#) | [Add to cart](#)

Submitted	Record Number	Record Type	Status	Description	Project Name	Address	Action	Short Notes
<input type="checkbox"/> 07/13/2021	<a href="#">SP-2021-BR-00050</a>	Special Permit and Special Permit Amendment	Waiting for Information			4302 ANDES DR FAIRFAX, VA 22030 • United States	Pay Fees Due	

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



The screenshot shows the 'Zoning' application interface. At the top, there is a navigation bar with tabs for Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, and Zoning. Below the navigation bar, there are buttons for 'Create an Application' and 'Search Applications'. The main content area displays 'Record SP-2021-BR-00050: Special Permit and Special Permit Amendment' with an 'Add to cart' and 'Add to collection' button. The record status is 'Waiting for Information'. A dropdown menu for 'Record Info' is open, showing options: Record Details, Processing Status, 43 Related Records, Attachments (highlighted with a red box), and Inspections. Below the dropdown is a map showing a residential street grid with a yellow pin on 'ANDES DR'. At the bottom, the 'Record Details' section provides contact information for the Applicant (Maura Brooks) and Owner (JOSEPH BRIDGET).

**Record SP-2021-BR-00050:**  
 Special Permit and Special Permit Amendment

Record Status: Waiting for Information

Record Info ▾  
 Record Details  
 Processing Status  
 43 Related Records  
 Attachments  
 Inspections

**Record Details**

**Applicant:**  
 Individual  
 Maura Brooks  
 United States  
 Primary Phone: (703) 439-0823  
 maura.brooks@fairfaxcounty.gov  
 Mailing  
 12000 government center pkwy  
 fairfax, VA, 22035  
 United States

**Owner:**  
 JOSEPH BRIDGET  
 4302 ANDES DR  
 FAIRFAX VA 22030

▶ More Details

- 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.

SEARCH... 

Home Building Enforcement Environmental Health Fire Planning Site **Zoning**

Create an Application Search Applications

Record SP-2021-BR-00050:

Add to cart  
Add to collection

Special Permit and Special Permit Amendment

Record Status: Waiting for Information

Record Info ▾

Payments ▾

More... ▾

Parcel Information ▾

Attachments

The maximum file size allowed is 1000 MB.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Maura test document 9.docx	SP-2021-BR-00050	Special Permit and Special Permit Amendment	Record	Deficiency Letter and Comments	11.38 KB	07/13/2021	Actions ▾	Special Permit and Special Permit Amendment - SP-2021-BR-00050
Maura test document 5.docx	SP-2021-BR-00050	Special Permit and Special Permit Amendment	Record	Agent Consent Form	11.38 KB	07/13/2021	Actions ▾	Special Permit and Special Permit Amendment - SP-2021-BR-00050
Maura test document 5.docx	SP-2021-BR-00050	Special Permit and Special Permit Amendment	Record	Statement of Justification	11.38 KB	07/13/2021	Actions ▾	Special Permit and Special Permit Amendment - SP-2021-BR-00050
Maura test document 4.docx	SP-2021-BR-00050	Special Permit and Special Permit Amendment	Record	Special Permit Plat	11.38 KB	07/13/2021	Actions ▾	Special Permit and Special Permit Amendment - SP-2021-BR-00050
Maura test document 3.docx	SP-2021-BR-00050	Special Permit and Special Permit Amendment	Record	Photographs	11.38 KB	07/13/2021	Actions ▾	Special Permit and Special Permit Amendment - SP-2021-BR-00050

Add