

Submitting a Planning Application

Login to the Online Portal through Accela Citizen Access (ACA)

Visit: <https://www.maplewoodmn.gov/ACA>

Please contact us with any questions at 651-249-2312

The screenshot shows the Maplewood Minnesota Citizen Access login page. At the top left is the Maplewood Minnesota logo. To the right is the text "Citizen Access". Below the logo is a navigation bar with "Home", "Licenses", and "Planning" tabs. A search bar is located in the top right corner. Below the navigation bar is a "Sign In" section with two input fields: "USER NAME OR E-MAIL: *" and "PASSWORD: *". A "Sign In" button is below these fields. There is also a "Remember me on this device" checkbox and a "Forgot Password?" link. At the bottom of the sign-in section is a "Not Registered? CREATE AN ACCOUNT" link. On the left side of the page, there is a "Register Now »" button and a paragraph of text explaining the login requirements and benefits of a Citizen Access account.

After you log in you will see your user **Dashboard**. Select the Planning tab and, Create an Application
Read the disclaimer and Accept to continue. Select *Continue Application*.

The screenshot shows the Maplewood Minnesota Citizen Access dashboard after login. At the top left is the Maplewood Minnesota logo. To the right is the text "Citizen Access". Below the logo is a navigation bar with "Home", "Licenses", and "Planning" tabs. A search bar is located in the top right corner. Below the navigation bar is a "Create an Application" button highlighted with a yellow box. Below the button is a "Search Cases" link. The main content area is titled "Online Planning Application Submittal" and contains a welcome message and a "General Disclaimer" section. The disclaimer text is: "While the City of Maplewood attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections." Below the disclaimer is a checkbox labeled "I have read and accepted the above terms." and a "Continue Application »" button highlighted with a yellow box.

Select the desired application from the drop-down options provided when you select the ▶ next to *Planning*. Select *Continue Application*.

The screenshot shows the 'Citizen Access' page for Maplewood, Minnesota. At the top left is the city logo. At the top right, it says 'Citizen Access'. Below the header, there is a navigation bar with 'Home', 'Licenses', and 'Planning' (which is highlighted). To the right of the navigation bar is a search box with the text 'Search...' and a magnifying glass icon. Below the navigation bar, there are two buttons: 'Create an Application' and 'Search Cases'. Underneath, there is a section titled 'Select a Record Type' with a sub-instruction: 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' This section contains a dropdown menu with a downward arrow and a 'Search' button. The 'Planning' option in the dropdown menu is highlighted with a yellow box. Below the dropdown menu, there is a blue button with the text 'Continue Application »' that is also highlighted with a yellow box.

Complete the application providing the information requested. At any time you may select *Save and Resume Later*. Once submitted, you may visit <https://www.maplewoodmn.gov/ACA> to check the status of your application at any time.