



How to Follow Your Development Application in ACA

Search for your application

In order to check the real-time status of your application, we recommend creating a username and password in order to fully utilize the functionality of the Accela Citizen Access (ACA) website. To do this, click the "Register for an Account" button at the top of the home page - <https://aca-supp.accela.com/OLMSTED/Welcome.aspx>

Once you are logged in, any applications that you have applied for through ACA will show in the "My Records" tab. If your application was not submitted through ACA, you will need to search for the application. If you know the application number you can type it into the search bar at the top of the page. If you do not know the application number, you will need to search by address, selecting the County Planning tab which will take you to a page called "Search Applications".

Welcome to the Olmsted County Citizen Access Portal
Main Phone: 507-328-7100

Announcements Logged in as: Stephanie Kruckenberg Collections (1) Cart (1) Account Management Logout

Search...

Home Building, Well, & Septic Permits E911 Addressing **County Planning**

Search Applications

Planning

Showing 0-0 of 0

Date	Planning Number	Planning Type	Status	Address	Project Name	Action	Expires
No records found.							

To search an address, find the "General Search" section on the search page and enter the address information. You can change the search type drop down to address if you wish, but a general search will produce the same results as an address search. If your search for the address returns "No records found" this may be because the address either does not exist or there is an issue with the search criteria. One of the best ways to produce accurate search results is to use less information which will show more results to choose from.

An example of using less information in your search criteria would be to only use the building number and street name or utilizing the wildcard search function. This is the % or * symbol, which can be inserted in your search criteria to show all results that include the criteria prior to the wildcard symbol.

Property Address: 4 Fisherman Dr NW, Oronoco, MN 55960

What to enter: Building No ('from' or 'to'): 4 Street Name: Fish%

General Search General Search ▼

Search my records only

Permit Number:	Permit Type: ?	Start Date: ?	End Date: ?
<input type="text"/>	--Select-- ▼	01/01/1994	11/17/2020
Building No.	Street Name: ?	Street Type:	Direction: ?
4 - To <input type="text"/>	fisherman	--Select-- ▼	--Select-- ▼

If your search still returns "No Records Found", try only entering the building number – sometimes the street name may not be spelled as expected (example: Ranchview versus Ranch View).

Once your search produces results, you can select the application you are looking for, using the Planning Type column to determine which one is the correct application if there are multiple results.

Checking Application Status

Once you are on the page displaying your application information, you can see the Record Status listed under the building application number and type. For more information on the status, or to check the real-time review status, click the "Related Info" tab and select "Processing Status".

Planning OR2019-001CUP:
 Oronoco TWP Type I CUP
 Record Status: Approved

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

Record Info ▾ Payments ▾

- Planning Details
- Processing Status**
- Related Plannings RD
- Attachments OCO

Planning Details

This will display the status of your application. You can expand each step in the submittal process and view any notes made or the date in which the step was completed.

Processing Status

- ✦ ▶ Application Submitted
 - Referral Process
- ✔ ▼ County Public Works
 - Due on TBD, assigned to TBD
 - Marked as **Submit Referral Comment** on 08/12/2019 by BD
 - Assign Planner
- ✔ ▼ Transportation
 - Due on TBD, assigned to TBD
 - Marked as **Submit Referral Comment** on 08/12/2019 by BD
- ⌚ ▶ Action and Documentation
 - ✔ ▶ Imaged