



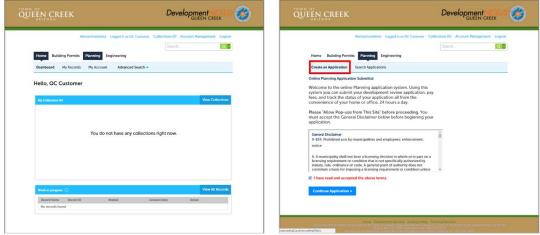
#### How to Submit an Application on Development Nexus

All application types (Building Permit, Planning Processes, and Engineering Processes) require a user account to initiate an application, upload documents and submit an application.

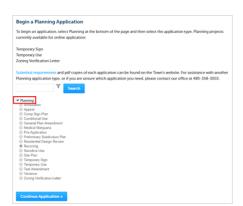
**NOTE:** Enable Pop–Ups in your web browser. Some Development Nexus functions display in pop–up boxes or as documents in a separate window.

## **Getting Started**

- 1. Open a web browser and navigate to <u>queencreekaz.gov/DevelopmentNexus</u> or directly to the URL at: <u>https://aca.accela.com/qc</u> and then login to your registered user account.
- 2. From your home screen, select service area (Building, Planning, or Engineering) for your application.
- 3. Select "Create an Application" or "Apply for a Building Permit," depending on your previous selection.
- 4. Read the General Disclaimer and Privacy Policy. Click the box to acknowledge your acceptance and then click the Continue Application button.



5. On the "Begin an Application" page, expand the menu(s) in the lower left of the screen, by clicking one of the titles displayed. Select an application type and then click the Continue Application button.







### Step 1: Project Information > Description

The online application form displays.

- 6. Each application begins with the Project Information.
  - a. Application Name: project name such as subdivision, business, residential owner name, etc.
  - b. Detailed Description: Provide an explanation of the scope of work, project details, narrative, or other information to describe the request.
- 7. Additional project information may be required depending on the specific application type selected. Enter as completely as you can based on your project. Be sure to enter in the fields marked \*Required. Then click Continue Application.

1 Project Information	2 Contact Information	3 Documents	4 Review	5 Pay Fees	6
Step 1 : Project Project Descri	Information > Desci	ription		* indica	ites a required field
Provide information ab	out the project associated wit	h this application.			
<ul> <li>Application Name</li> </ul>	0	0			
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* Detailed Descripti Request for new 360 h	on: ot residential subdivision with	rezoning from <u>81</u> -9 to <u>81</u> -5.		0	
Project Details	5				
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GENERAL INFORMA		120 PAD	*		
GENERAL INFORMA Total Acres: Zoning Type:	ITION		*		
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# IMPORTANT: Information entered here is

used to assess the submittal fees at the end of the application form.

**NOTE:** At any time, you can save your work using the 'Save and resume later' button. The unfinished application will display on your dashboard in the Work in Progress section.

8. Some applications require information entered in a table format. Select 'Add a Row' to enter the

information as indicated.

ezoning									
Project Information	2 Contact Information	3 Documents	4 Review		5 Pay Fees	6			
tep 1 : Pro	oject Information > Addi	tional Information							
se the tab	le below to provide more pen a new window to pre	e detailed informationovide additional info	on about the ormation app	request. Se licable to th	lect the Add a Row	,			
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# Step 1: Project Information > Address

#### 7. Project Address.

Some applications will not require either an address or a parcel number such as **Engineering applications. Planning** applications require a Parcel number but may not have an associated address.

- a. Enter a street number or street name, and click search. Select the correct address from the results.
- b. Enter a parcel number and click search. If the parcel number is valid, the parcel data will be associated to the record.
- 8. Click the Continue Application button.

# **Step 2: Contact Information**

- 9. Contacts.
  - a. Applicant: All applications require an applicant. Click the 'Select from Account' button to add your registered user account information to the application.
  - b. Contractor/Architect/Engineer: Enter information if available. This section may not be required for all applications.
  - c. Other Contacts: Add information for other contacts associated with the application. This section is not required.

Rezoning						
1 Project Information	2 Contac Informa	t ation	3 Documents	4 Review	5 Pay Fees	6
Step 1 : Proje Address	ect Information	n>Addre	255		* indicates a r	equired fiel
To find the address display window.	in our records, enter t	he street nu	nber or street name. Click ti	he Search button, then selec	t the project address from th	e results
* Street No.:	Direction:		*Street Name:	Street Type:		
20399	s	-	ELLSWORTH	RD	*	
Parcel						
Parcel Number	r:					
30462941A						
-	-					
Search	Clear					

<ul> <li>Project</li> </ul>					
<sup>1</sup> Information	2 Contact Information	3 Documents	4 Review	5 Pay Fees	6
Step 2: Contac	t Information > Con	tacts			
Applicant			Applicant		
			Enter your informati	on as the applicant.	
Enter your information	as the applicant.		Contact adde	d successfully.	
Select from Acc	ount Add New	Look Up	OC Customer devnexusøqueen Phone:48035830 Mobile: Fax:		
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TIP: Use the 'Look Up' button to add contacts that may already be in the system.

10.Click the Continue Application button. You can also use the Save and Resume Later button to save your application and complete at a later time.





# Step 3: Documents

All applications require documents submitted in the form of plans, narrative information, details or reports. This section of the application allows you to upload electronic copies of your documents without the need for printing multiple copies or visiting our office.

Files uploaded here will be automatically screened for compliance with the Development Services <u>electronic plan submittal requirements using the Scout Validation tool</u>. Files that comply will be included in the application. Files that do not comply will be rejected and not attached.

Below are some basic requirements, and more detailed information is provided in the document: Formatting Electronic Documents for Submittal.

#### 11.Attachments:

- a. Click the Add button to display the File Upload window.
- b. Click on the Choose File button to navigate to your File Explorer and select the document to be uploaded. Documents can only be uploaded one at a time.
- c. Type: select the document type from the dropdown list.
- d. Description: enter a brief description of the document.



Apply for a Build	ing Permit Search	Building Permit Reco	ords Schedule an Inspection				
Commercial					Open		>
					← → ~ ↑	ckellord (\\FPS2-QC-SRI\Users) (U:) > Desktop > ACA scout testing v 👌 Search ACA sco	ut testing 🖉 🔎
1 Project Information	2 Contact Information	3 Documents	4 Review 5 Pay Fees 6		Organize • New folder		ii • 🖬 📀
					DS AccelaAutomation	A Name Da	te modified
Step 3: Documer	nts > Attached Docum	Attachments				20-368 Cole Survey Map-MLD1 Updated 4/1	19/2021 2:21 PM
							25/2021 1:29 PM
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			New Attachment		×		25/2021 1:29 PM
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File Name	File Size		New Attachment				
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Continue Applica	tion					•	
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12. This initiates the Scout Validation tool to confirm the document meets electronic submittal requirements. Two messages flash by indicating the document is uploading, then indicating Scout is validating the document.

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Attachments				Attachments			
The maximum file size	e allowed is 400 MB.			The maximum file siz	te allowed is 400 MB.		
Uploading attack	hment 202414SA Final Rpt_'	Veterinary Hospital_Sgnd.pdf		Validating attac	hment 202414SA Final Rpt_\	/eterinary Hospital_Sgnd.j	odf with Scout
File Name	File Size	Туре	Refresh	File Name	File Size	Туре	Refresh
	No attach	nments added			No attach	ments added	



- 13. If the document **passes Scout Validation**, it is uploaded to the application and shown in the list of Attachments.
  - a. The red X allows you to remove the document during this step only. If you uploaded by mistake, click the x to remove and then add another document.

achments			
The maximum file size allowed is 400 MB.			
File Name	File Size	Туре	Refresh
202414SA Final Rpt_Veterinary Hospital_Sgnd.pdf	1.85 MB	1st Review	×
Add			

- 14. Click Add to repeat the process for each document you want included with your application.
- 15. If the document **fails Scout Validation**, an error message will display with the identified problems, and the document will not be shown in the Attachments list. It is not uploaded to the application.

tachments			
The maximum file size allowed is 400 MB.			
Attachment 7.c Floor Plans20210225092815[6]. • Filename can not contain special character %, #, [, ], ", <, >,			x
File Name	File Size	Туре	Refresh
202414SA Final Rpt_Veterinary Hospital_Sgnd.pdf	1.85 MB	1st Review	×

- a. Modify the document outside of the Development Nexus application, and then repeat the add <u>documents process</u>.
- b. Use the <sup>Save and resume later</sup> button to save your application and come back later to add documents. Documents successfully uploaded will be saved with the application.
- c. Click the x in the RED BOX to close the failed message and try again with a different document.



#### **Quick Notes for Electronic Submittal Requirements** *See also Formatting Electronic Documents*

- File names comply with naming requirements
- All files shall be **pdf** only
- Saved file is **pdf 1.4 versions** or greater

#### Naming Plan Sets and Other Documents

- Pdf is **flattened/optimized**
- Each file is less than 195 mb in size
- Paper size maximum is 36" x 48"
- Resolution maximum is 200 dpi
- Prefix each filename with a discipline code. Queen Creek modified an industry standard naming convention to meet the needs of most plan submittals and application types. Choose the discipline code that most closely represents your plan or plan set using the chart below.
- File name should not include special characters: !, \*, \, (, ), ;, :, @, &, =, +, \$, , (COMMA), /, ?, %, #, [, ], ", <, >, |.
- Maximum length for filenames is **140 characters**.
- File name after the separator (\_) can be user defined and is not specific. Provided it does not exceed 140 characters or special characters, you may include project address or name.

#### **Queen Creek Electronic Document File Name Requirements**

Disting	Discipline	Conceptor	Eventele Filenemee w/Dissipline Code
Discipline Commercial complete package	Code COM	Separator	Example Filenames w/Discipline Code
Commercial complete package		_	COM_completepackage.pdf
Residential complete package	RES	-	RES_completepackage.pdf
Architectural	Α	_	A_FloorPlans.pdf
Site Plan	В	-	B_SitePlan.pdf
Civil	С	_	C_Civil.pdf
Grading/Drainage	D	_	D_GradingDrainage.pdf
Electrical	E	_	E_Electrical.pdf
Fire Protection	F	_	F_FireSprinklerLayout.pdf
General	G	_	G_GeneralCover.pdf
Elevations (Architectural)	I.	_	I_Elevations.pdf
Final Plat	J	_	J_Final Plat.pdf
As-Built Plans	к	_	K_AsBuiltPlans.pdf
Landscape & Irrigation	L	_	L_Landscape Irrigation.pdf
Mechanical	М	_	M_Mechanicl.pdf
Notes/Details	N	_	N_Details.pdf
Photometrics/Site Lighting	0	_	O_Photometrics.pdf
Plumbing	Р	_	P_Plumbing.pdf
Structural	S	_	S_Structural.pdf
Dry Utilities/Telecommunications	т	_	T_Telecommunications.pdf
Utilities-Water & Sewer	U	_	U_Water Plans.pdf; U_Sewer Plans.pdf
Survey Maps/Dedication/Easements	v	_	V_ALTASurvey.pdf
SWPP/Storm Water Pollution Prevention	w	_	W_SWPP.pdf
Street light/Traffic Signals	х	_	X_Street Lights.pdf; X_Traffic Signal.pdf
Signing/Striping	Y	_	Y_SigningStriping.pdf
Paving/Street Improvement	z		Z_Paving.pdf





18. Review the application information before submitting. Use the 'Edit' button at each application section to make any changes. Then, click the checkbox to certify the application and click Continue Application.

*IMPORTANT:* Carefully review Project Details section. This information determines the submittal fees assessed after you click 'Continue Application.'

1 <sup>2</sup> Contact Information	3 Documents	4 Review	5 Pay Fees	6 Record Issuance	Parcel Number: 30462941A	
					Applicant	Edit
Step 4: Review					Applicant	_
Continue Applicat	ion »			Save and resume later	Individual Main Phone: 4803583003	
Carefully review all	information below. Clie	k the "Edit" buttons	at each section to ma	ke changes. You must	QC Customer 22359 5 Elsworth Rd E-mail: devnexus@queencreek.org Queen Creek. AZ, 95142	
check the acceptar	nce box below to agree				Gueen Creek, AZ, 85342	
clicking "Continue	Application.				Contractor/Architect/Engineer	E dillo
Record Type						
Rezoning					Other Contacts	Edit
				L.M.R.	Showing 0-0 of 0	
Project Descrip	uon				Full Hame Business Name Contact Type Work Phone Fax E-mail Action	
Application Name:Terra	atta				No records found.	
Detailed Description:Res	quest for new 360 lot residenti	al subdivision with rezonin	g from R1-9 to R1-5.			
<b>Project Details</b>					Attachment	Fdit
Project Details						
GENERAL INFORMATION				Edit	Attach documents, plans, photos or other information related to the application here.	
Total Acres:		120		C.C.S.C.	All Planning applications require Property Owner Authorization to be submitted; a letter with	ignatur
Zoning Type:		PAD			is acceptable.	
Planned Community De	velopment	No			The maximum the size allowed is 50 MB. All files shall be .pdf format only.	
Amendment to Previous	Rezoning	No				
Previous Rezoning Case	c				Name Type Size Description Document Status Date Upload Date	Action
PRE APPLICATION				Edit	0502763 - Technology Reports Statements 1.23 MB 1st Review Uploaded 10/10/2017 10/10/2017	Actions +
	leeting Held for this case?	Yes		LOIT	050263 - Pretiminary Master Wasterwater Report off Reports/Statements RB 1st Review Uploaded 10/10/2017 10/10/2017	Actions -
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ZONING				Lefit	+ Prez 1 2 Head -	
Zoning Type Existing	Zoning R1-9	PAD	160	rage		
Proposed	R1-9 R1-5	Yes	160			
					I hereby certify that I have read this application and state that the information contained herein is correct. I hereby certify	hat I
Address				Eable	am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the or i understand that any estimated fees may need to be adjusted during the review process. The actual fees will be calculated	
					accordance with the Town's adopted schedule of fees and invoiced prior to final approval or permit issuance. I hereby aut representatives of the Town of Queen Creek to enter upon the subject property for inspection purposes.	
20399 5 ELLSWORTH RD					representatives or one rown or causer creek to enter upon the subject property for inspection purposes.	
Parcel				Edit		
Parcel Number: 30462943					By checking this box, I agree to the above certification. Date:	

# Step 5: Pay Fees

Most applications require a submittal fee before the review process can begin. Fees are calculated based on the information entered in Step 1 of the online application.

- 19.Review the displayed Application Fees and then click Continue Application to be redirected to the secure payment portal.
- 20. After successfully completing the payment, you will be redirected back to your application page and receive a confirmation.

1 <sup>2</sup> Contact Information	<sup>3</sup> Documents	4 Review	5 Pay Fees	6 Reco	rd Issuance
tep 5 : Pay Fees					
	y fees based upon the info s where applicable. The fol		Some fees are based on t	he quantity of wo	ork items install
pplication Fees	s where applicable. The for	aowing screen wia disp	ay your total lees.		
Fees				Qty.	Amount
Non-Residential				10	\$2,500.00
OTAL FEES: \$2,500.00 lote: This does not include	additional inspection fees	which may be assessed	later.		

# Congratulations! You successfully submitted your application.

e-Application				
2 Contact Information	<sup>3</sup> Documents	4 Review	5 Pay Fees	6 Record Issuance
p 6: Record Issu	lance			
Your app	lication has been suc	ccessfully submitte	d.	
Your app	lication has been suc	ccessfully submitte	d.	
Vour app	lication has been sud	ccessfully submitte	d.	
$\odot$	the Cureen Creek Dev	Fa l	d. • submit your applicat	ion.