## 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 queencreekaz.gov/DevelopmentNexus or directly to the URL at: https://aca.accela.com/qc 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.
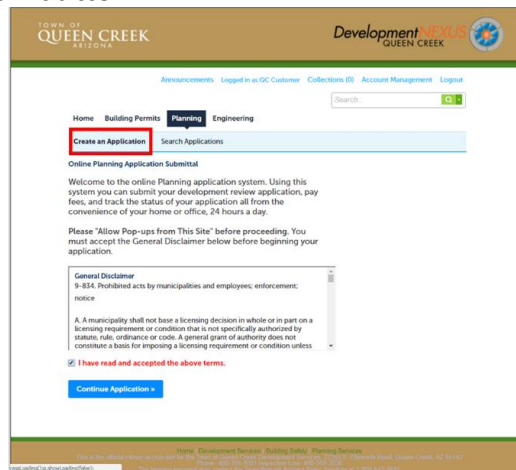
5. On the "Begin an Application" page, expand the menu(s) in the lower left of the screen, by clicking one of the titles displayed. Select an application type and then click the Continue Application button.
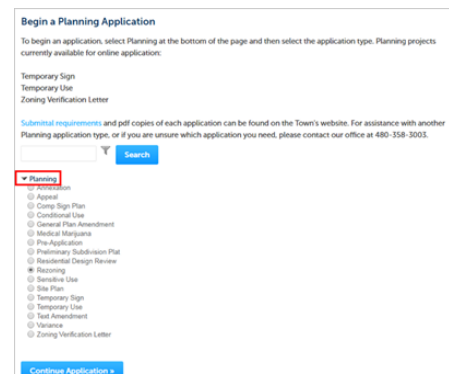
Step 1: Project Information > Description

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.

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.

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.

   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 electronic plan submittal requirements using the Scout Validation tool. 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.
    e. Click Submit.
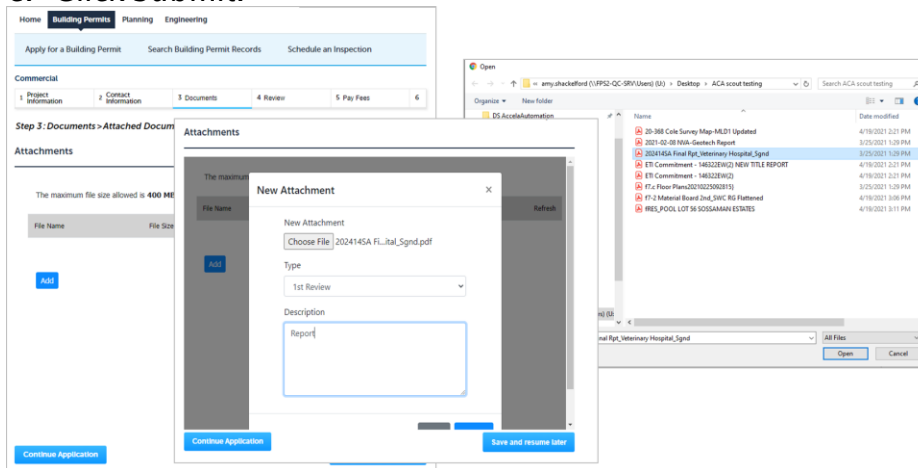
12. This initiates the Scout Validation tool to confirm the document meets electronic submittal requirements. Two messages flash by indicating the document is uploading, then indicating Scout is validating the document.
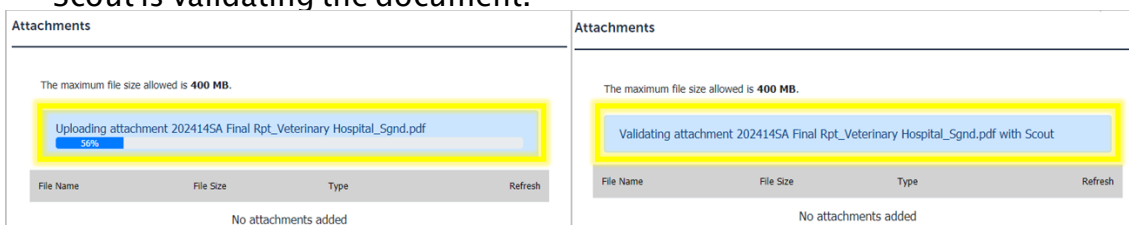
13. If the document **passes Scout Validation**, it is uploaded to the application and shown in the list of Attachments.
    a. The red X allows you to remove the document during this step only. If you uploaded by mistake, click the x to remove and then add another document.
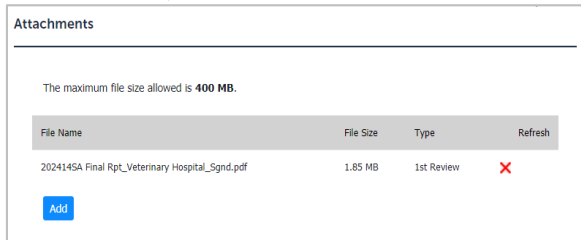
14. Click Add to repeat the process for each document you want included with your application.
15. If the document **fails Scout Validation**, an error message will display with the identified problems, and the document will not be shown in the Attachments list. It is not uploaded to the application.
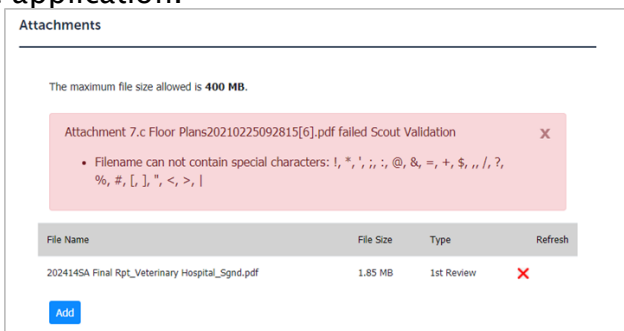
    a. Modify the document outside of the Development Nexus application, and then repeat the add documents process.
    b. Use the **Save and resume later** button to save your application and come back later to add documents. Documents successfully uploaded will be saved with the application.
    c. Click 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

- 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**

Naming Plan Sets and Other Documents

- 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

Discipline	Discipline Code	Separator	Example Filenames w/Discipline Code
Commercial complete package	COM	_	COM_completepackage.pdf
Residential complete package	RES	_	RES_completepackage.pdf
Architectural	A	_	A_FloorPlans.pdf
Site Plan	B	_	B_SitePlan.pdf
Civil	C	_	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	K	_	K_AsBuiltPlans.pdf
Landscape & Irrigation	L	_	L_Landscape Irrigation.pdf
Mechanical	M	_	M_Mechanicl.pdf
Notes/Details	N	_	N_Details.pdf
Photometrics/Site Lighting	O	_	O_Photometrics.pdf
Plumbing	P	_	P_Plumbing.pdf
Structural	S	_	S_Structural.pdf
Dry Utilities/Telecommunications	T	_	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	X	_	X_Street Lights.pdf; X_Traffic Signal.pdf
Signing/Striping	Y	_	Y_SigningStriping.pdf
Paving/Street Improvement	Z	_	Z_Paving.pdf

Step 4: Review

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.'*

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.

Congratulations! You successfully submitted your application.