City of Fort Worth – Accela Citizen Access – Online Network Node Permit Submittals

In order to *Create an Application* for submitting a permit request through ACA, your company must be registered as a *Parkway/Utility Contractor* who meets the *Commercial & Utility Requirements* called in the *Utility Construction*, $25,000 bond (street and storm drain) details at: https://www.fortworthtexas.gov/departments/development-services/permits/contractor-registration

To become registered or renew current registration go to Development Services site [Request a City Service](motorolasolutions.com)

**Step 1:** Go the following link: [Accela Citizen Access (fortworthtexas.gov)]

**Step 2:** Login using the **User Name/Password** you created for yourself or your company.
Step 3: Click on Street Use, Create Application, read and Check box before you Continue Application:

Step 4: Select Network Node Permit and Continue Application:

Step 5: Under the Licensed Professional section click Look Up (separate window will open). Select Pkwy – Storm Drain from the License Type drop-down box, then enter your company’s CFW registration number in the CFW License (PW#) then field then click Look Up. If you receive an error, contact Development Services 817-392-2222 and confirm your license is up-to-date and reflects the correct Type.
**Step 6:** Under **Applicant** (information of person submitting this request goes here), click **Add New** (separate window will open). Enter **Contact Information** in highlighted fields, scroll down and click **Continue**.

- **BE SURE** to enter a **Work Phone & Mobile Phone** number. Leave **Home Phone** blank.

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

![Contact Information Form](image)

**Step 7:** Owner information is **OPTIONAL** (if not found under Search, then leave all fields blank).

**Owner**

![Owner Form](image)

**Contact List**
**Step 8:** Under **Contact List**, click **Add New** (separate window will open). Select **Project Manager** (information of person overseeing the construction goes here) from the **Contact Type** and click **Continue**.

**Contact List**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Business Name</th>
<th>Contact Type</th>
<th>Work Phone</th>
<th>Fax</th>
<th>E-mail</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

**Step 9:** Enter the **Contact information** in highlighted fields and click **Continue**.
- **BE SURE** to enter a **Work Phone** & **Mobile Phone** number. Leave **Home Phone** blank.

**Step 10:** Click on **Continue Application** at the bottom.

**NOTE:** if having any issues or not ready to proceed, click on **Save and Resume Later**. You will receive a **TMP** number for reference and you can go back later to finish your submittal.
Step 11: Under Network Nodes section:

- Select the Wireless Carrier from the drop-down box.
- Enter the number of node sites for this request in the Node Count field.
- In the New or Replacement Pole Count field, enter the number of nodes that will be either an existing CFW metal pole/foundation to replaced or a new standalone pole to be installed.
  - This will trigger the required $1,000.00 fee for each pole).
- If any of the proposed nodes are within a historic or design district, check mark the appropriate box.
  - This will trigger the department review for either.
- Do nothing under the MISC section.
- Scroll down to the Custom Lists section.

Step 12: Custom Lists

- Click Add a Row to enter the node location information (a separate window will open).
**Step 13:** Node Locations section, fill out as indicated below, and then click **Submit**.

- Enter the **Node Number** starting with 1. If you have more than one site you are applying for, the next will be 2, 3 and so on...
- Enter the **X Y Coordinates** (should be listed on the coversheet of the construction drawings).
- Enter the assigned address in the **Street Number** field. If ACA does not accept this, enter the number in the **Direction** field before the direction, if there is one (Before/After below):
  - **Direction** and **Street Name** are self-explanatory.
  - **Suffix** field: Enter Dr., Rd., St or whatever the applicable suffix is for that street name.
    - Do not put a period behind the two letters...will trigger the **Invalid Error**.
- Under Pole Info drop-down box, select either
  - **Existing – City Owned**: IF this is an existing CFW metal pole to be replaced ($1,000.00 fee applies)
  - **Existing – Other**: IF this is an existing CFW wood pole or non-CFW wood pole to be replaced (no fee).
  - **New**: IF this is a New Standalone pole ($1,000.00 fee applies)
- **Mapso** number is required. Can look up at [OneAddress | City of Fort Worth, Texas (fortworthtexas.gov)]
- **Status**: Select Inactive
- **Status Date**: Leave blank

**Step 14:** Review information, edit if necessary, and then click **Continue Application**
**Step 15:** Upload documents by clicking **Add** under the **Attachment** section (a separate window will open).

**REQUIRED:** ALL required documents (permit application form, CD’s w/ plan and profiles, plat, guarantee agreement, TCP’s, etc...) must be in **ONE** .PDF attachment.

**Step 16:** Click **Add** and **Open** a document from your computer, then click **Continue** after it has reached **100%**.
**Step 17:** Select the **Type** that best fits, write brief **Description** for the document uploaded and click **Save**.
**Step 18:** Pay Fees by clicking on **Check Out**

**Step 3: Pay Fees**

The following fees are preliminary fees based upon the information you’ve entered. Some fees are based on the quantity of work items installed or requested. These fees are subject to change and will be finalized upon review. The following screen will display your total fees.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Due</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**TOTAL FEES:** $500.00

*Note:* This does not include additional inspection fees which may be assessed later.

**Step 19:** You must **Pay Fees at Checkout** in order for CFW review process to start.

**Step 1: Select item to pay**

Click on the arrow in front of item to display additional information. Items can be saved for a future checkout by clicking on the Save for Later button.

**PAY NOW**

*30 W 10th ST*

<table>
<thead>
<tr>
<th>Application(s)</th>
<th>$500.00</th>
</tr>
</thead>
</table>

**Total amount to be paid:** $500.00

*Note:* This does not include additional inspection fees which may be assessed later.

**Step 20:** Enter payment information in required fields and click **Authorize**

**Payment Options**

*For Checks:* By presenting my routing and account number and a valid signature, I authorize my bank to process all checks and transfers by electronic means and by electronic means of ACH, EFT (Electronic Fund Transfer) and thedrawer transfer for the amount of the transaction. I agree to provide sufficient funds or other credit for any checks that are returned. The fund may be reinstated in full or in part and subject to interest and other fees as determined by the bank. I understand that my payment will be processed within 1-2 banking days. If the payment returns unpaid, I authorize you or your servicer provider to collect the payment by ACH or any other means you consider necessary. I understand that this authorization will remain in full force and effect until I notify you in writing that I wish to revoke it. By calling 975-791-2212 and allow you reasonable opportunity to act on my notice.

If you have an ACH BLOCK with your financial institution you need to provide this number 9041418355 to your financial institution so that your ACHCheck transaction can be processed.

Please print a copy of this page for your records. Alternatively, contact us at (877) 362-2212 to learn how you can obtain a copy.

Welcome to the ACH Process.

**Card Number:**

**Security Code:**

**Name on Card:**

**Exp. Date:**

**Card holder Information:**

**Country:**

**Street Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email:**
**Step 21:** After submitting your request, send an e-mail with *Subject Line NNxx-xxxxx Uploaded for Review* to both:

Jeff Underhill Jeffery.Underhill@fortworthtexas.gov
Andy Howland Andrew.Howland@fortworthtexas.gov
Leslie Bagby Leslie.Bagby@fortworthtexas.gov

**NOTE:** Must provide ALL required documents and information as called out in the City’s *Wireless Facility Checklist* in order for the submittal will be considered COMPLETE so we can route documents to all City departments for review and feedback.

**Useful links for reference information:**

- CFW Link about Wireless Facilities: [Wireless Facilities and Infrastructure – Welcome to the City of Fort Worth (fortworthtexas.gov)](fortworthtexas.gov)
- Wireless Facility Checklist: [wireless-facility-checklist.pdf (fortworthtexas.gov)](fortworthtexas.gov)
- Network Node Map: [Network Node Permit Locations (arcgis.com)](arcgis.com)
- Mapso page number lookup: [OneAddress | City of Fort Worth, Texas (fortworthtexas.gov)](fortworthtexas.gov)