City of Fort Worth - Accela Citizen Access - Resolution of "Invalid" Street Names

When entering in the *Project Locations* in under **ADDR** and you receive the "*Invalid*" error message, this may be triggered by one of the following:

- 1. The Street Name is misspelt
- 2. If there is a "space" at the end of the last word entered in the Street, From or To Field.
- **3.** If these are new *Street Names* inside a new sub-division, good chance the street names are not yet entered into our mapping system and the error message will appear.
 - When you have 5 or MORE street names showing up as "Invalid" as shown in Snip 1 below, refer to the next page.
 - When you have 5 or LESS street names not showing up, check 1 & 2 above. If sill showing "Invalid", clear out that Field and continue with the submittal, as long as you listed the Project Locations correctly on the permit application form as shown in Snip 1 below.

Example of how the *Project Locations* should be listed on the permit application form (*Snip 1*):

	Project Location(s):		
	Cherryridge - Village Pkwy to end	1	Glen Crossings - Village Pkwy to end
	Elderbrook - end to end	1	Winship - Cherryridge to Glen Crossings
	Torrance - Cherryridge - Glen Cross	sings	
	Village Pkwy - Southeast Loop 820	to Stonegate	
Example of the "Invalid" e	error message (Snip 2)		
	An error has occurred. Invalid: Cherryridge ; Glen Cr ; Cherryridge ; Glen Crossings		:Cherryridge ;Glen Crossings ;Torrence rbrook ;
	·		

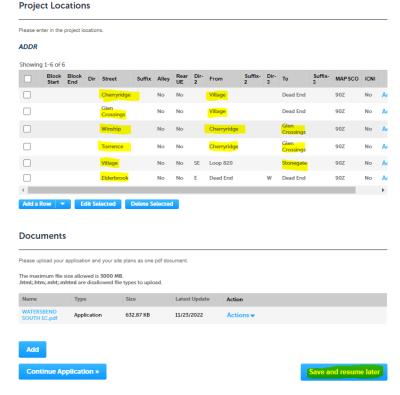
Street Use Franc	hise Utilit	y Permit											
1 Step 1			2 F	Review					3 R	ecord Issuar	nce		
Step 1:Step 1: Projet Inform	-	!									*Inc	dicates a req	uired fi
City Project Info													
city Project #:	3												
RANCHISE SUB	TYPE												
Itility:	Atmos		•										
ype:	Gas		•										
ias:	New Su	bdivision	-										
uite/Unit: xpiration Date:													
uite/Unit: xpiration Date: Commercial/Resid	dential: Re	sidential	•										
uite/Unit: commercial/Resider commercial/Res	dential: Re	sidential	Suffix	Alley	Rear	Dir-	From	Suffix-	Dir-	То	Suffix-	MAPSCO	ICNI
write/Unit: commercial/Resider commercial/Re	dential: Re	sidential	•		Rear UE No	Dir-2	From	Suffix- 2	Dir-3	To Dead End	Suffix-	MAPSCO 90Z	ICNI No
write/Unit: commercial/Resider commercial/Re	dential: Re	s. Street	•	Alley		Dir- 2		Sumx-	Dir-3		Suffix- 5		
write/Unit: commercial/Resider commercial/Re	dential: Re	sidential s. Street Cherryndge Glen	•	Alley	No	Dir-2	Village		Dir-3	Dead End Dead End Glen Crossings	Suffix- 5	90Z	No
uite/Unit: xxpiration Date: Commercial/Resid Project Local lease enter in the pre- DDR howing 1-6 of 6	dential: Re	s. Street Cherryridge Ciden Crossings	•	Alley	No No	Dir-2	Village		Dir-3	Dead End Dead End		90Z 90Z	No No

Page | 1 Revised 04/19/2024

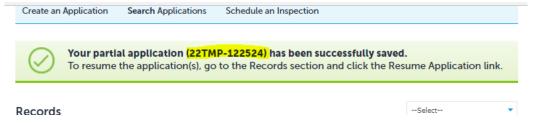
For new sub-divisions/requests where **5 or More** street names are showing up as "Invalid" do the following:

- 1. Leave the Street Names as they are, do not clear the fields.
- 2. Click on the Save and resume later button (highlighted in Snip 1).
 - o A notice message will appear calling out the 2XTMP-XXXXX number as shown in Snip 2 below.
 - Note: be sure you have uploaded your documents for review.
- 3. Send an Email to our group (contacts at bottom)
 - o Subject Line of the email should read: 2XTMP-XXXXX Submitted for Validation
- 4. Someone from our group will go in and "Validate" the Street Names, then Submit the request.
 - Once we have submitted your request, we will replay back to your email informing you of the UT2X-XXXXX number and we will review/process your request as normal.

Vide of the Project Locations section with invalid street names left entered and button to Click on (Snip 1):



Notice message of the number to reference in your email to our group (Snip 2):



Questions or concerns? email zz TPWROWMInspectors@fortworthtexas.gov

Page | 2 Revised 04/19/2024