

# Architectural Design

## Changes: Step One

- 1 Login to the Accela website and hover over "New+"
- 2 From the dropdown menu, click "Architectural and Landscape Design Changes"
- 3 Agree to the terms and click "Continue Application"
- 4 Scroll down to the area where you input the address and only fill in the house number and then click "Search"
- 5 A pop-up will open with addresses to choose from (if not chosen, it will auto-populate your address for you), select the correct one and then click "Select."
- 6 Scroll back towards the top where it says "Property Owner" and click "Select from account." It will bring up a pop-up with options; select the correct one and click "Continue."
- 7 A box labeled "Contact Information" will appear, verify the information is correct and click "Continue"
- 8 Scroll to the bottom of the page and ensure the "Owner" information is filled out. Click "Continue Application."



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## Changes: Step Two

- 1 From the drop-down box, select the name that fits your type of change.
- 2 Add a description of the change in the box.
- 3 Click "Continue Application."
- 4 Read the list of documents that are required for specific design changes to ensure you have all the information you need to upload.
- 5 Click "Add" and browse from your computer files for the files you need to upload.
- 6 Click "Continue"
- 7 From the drop-down box labeled "Type," select the type of document that you are uploading, scroll down to the bottom, and click "Save."  
Note: You must do step 4 for each document you are uploading.
- 8 Click on "Continue Application."



# Architectural Design Changes: Step Three

- 1 Review the information.
- 2 Agree to the above certification.
- 3 Click on "Continue Application."

Note: Retain the application number for your records  
(example: ADC23-00000)

**For additional information or questions in regards to  
ARC Design Changes, please get in touch with the  
HOA at [hoa@babcockranch.com](mailto:hoa@babcockranch.com) or (941) 676-7191.**

