MANUAL FOR
ACCELA CITIZEN ACCESS (ACA)

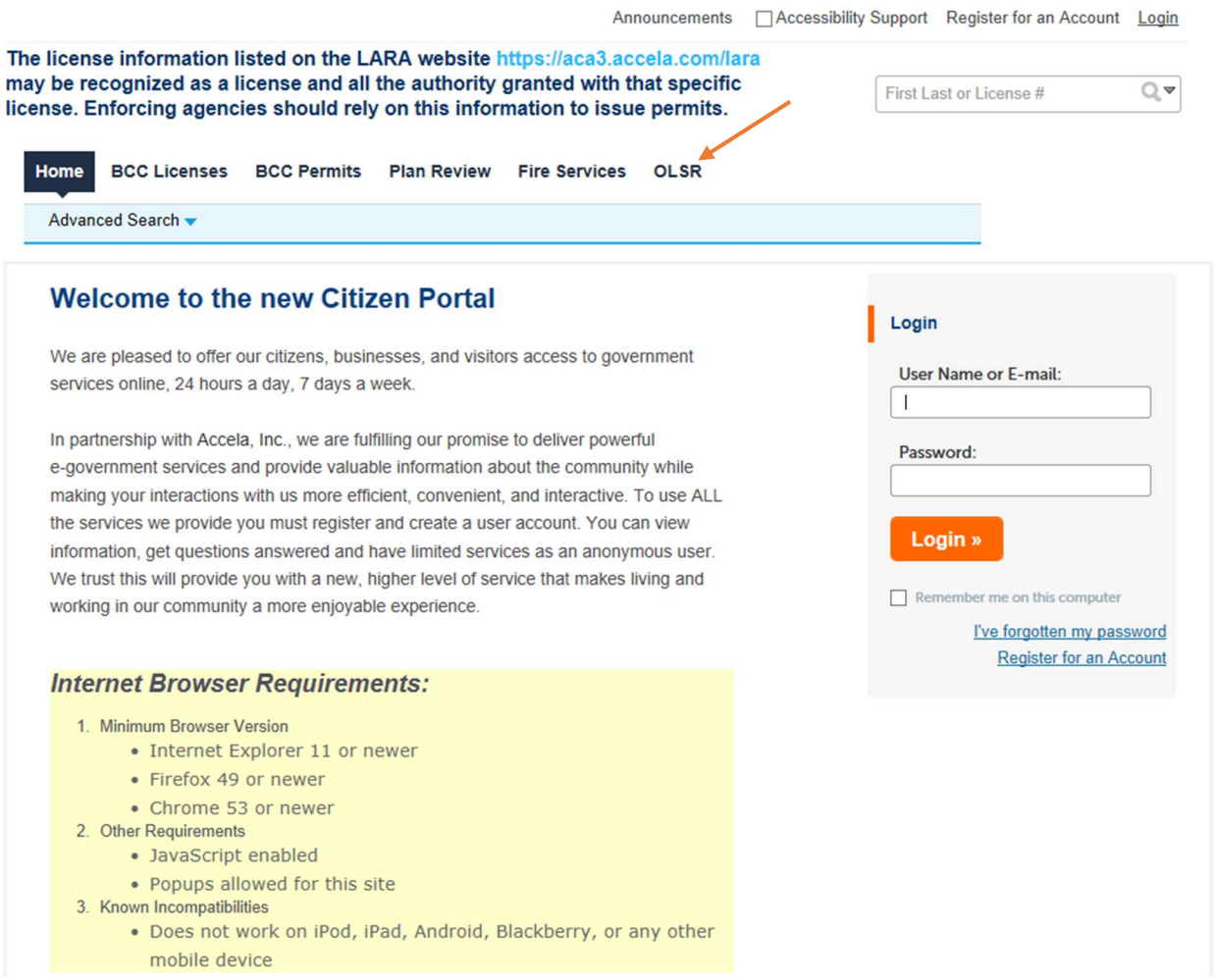
PLAT DATA SEARCH

EXCLUSIVELY FOR:

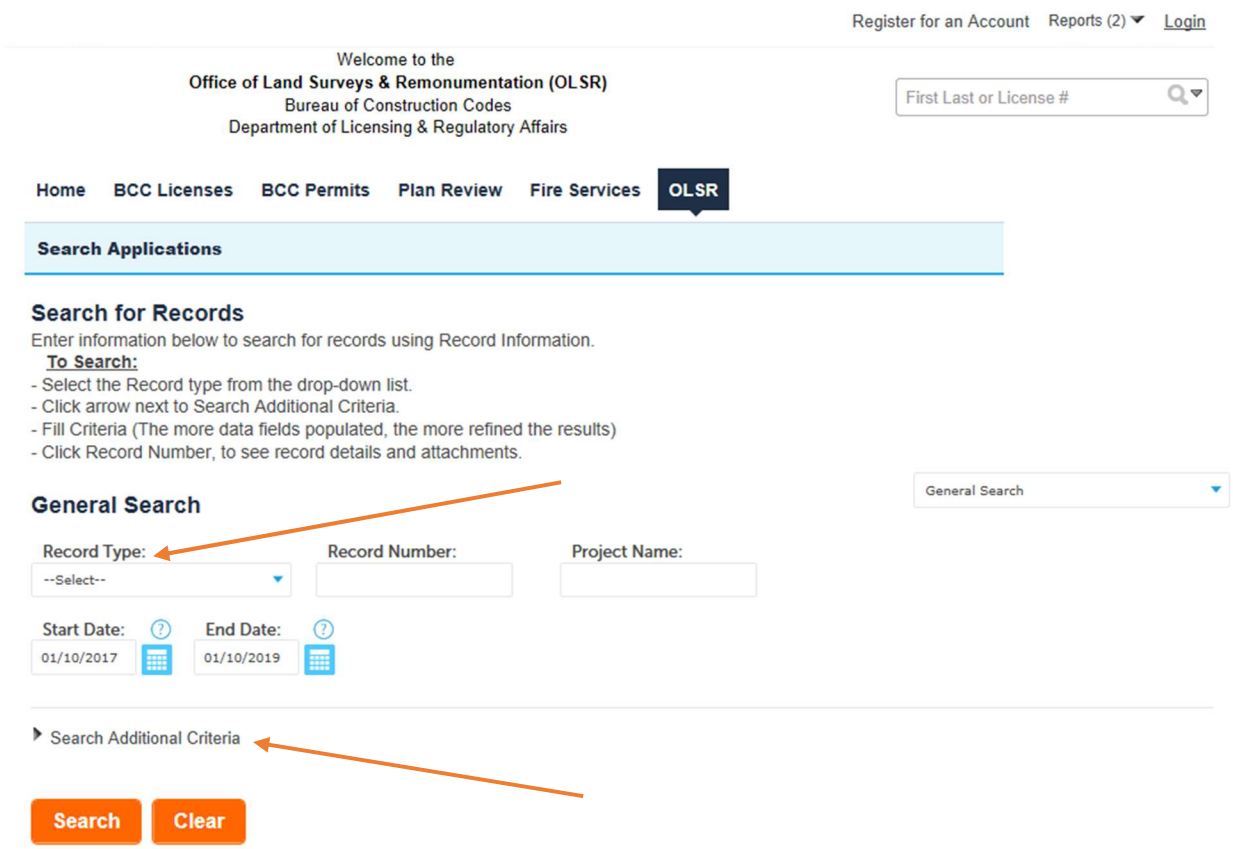
OFFICE OF LAND SURVEY & REMONUMENTATION
BUREAU OF CONSTRUCTION CODES
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

This procedure will explain ways to search for plat data and download plats.

1. From a browser, go to https://aca3.accela.com/lara. This screen should appear.
2. Click on OLSR, if it is not already selected.

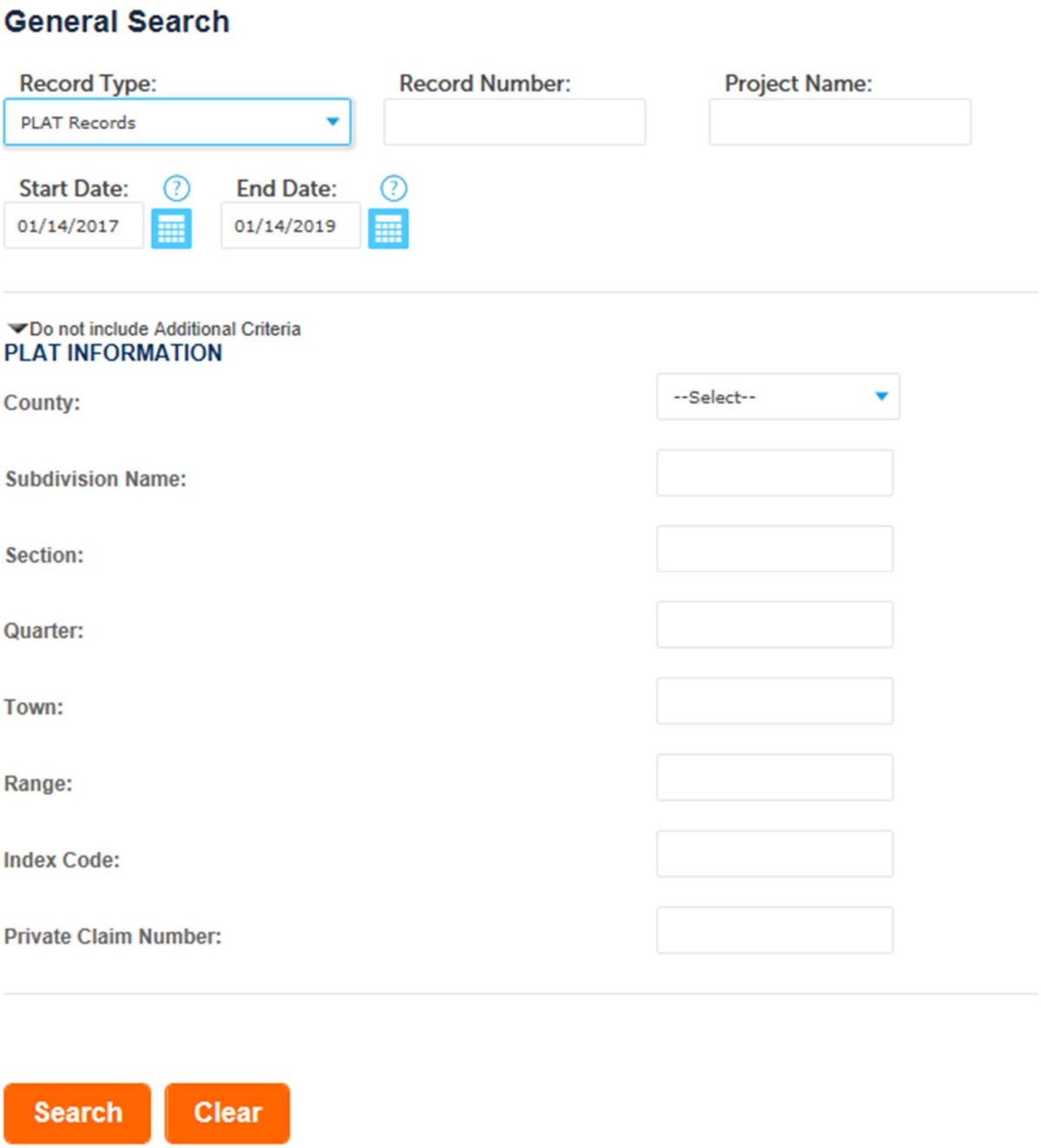


3. For the Record Type, select “Plat Record” and click on “Search Additional Criteria.”

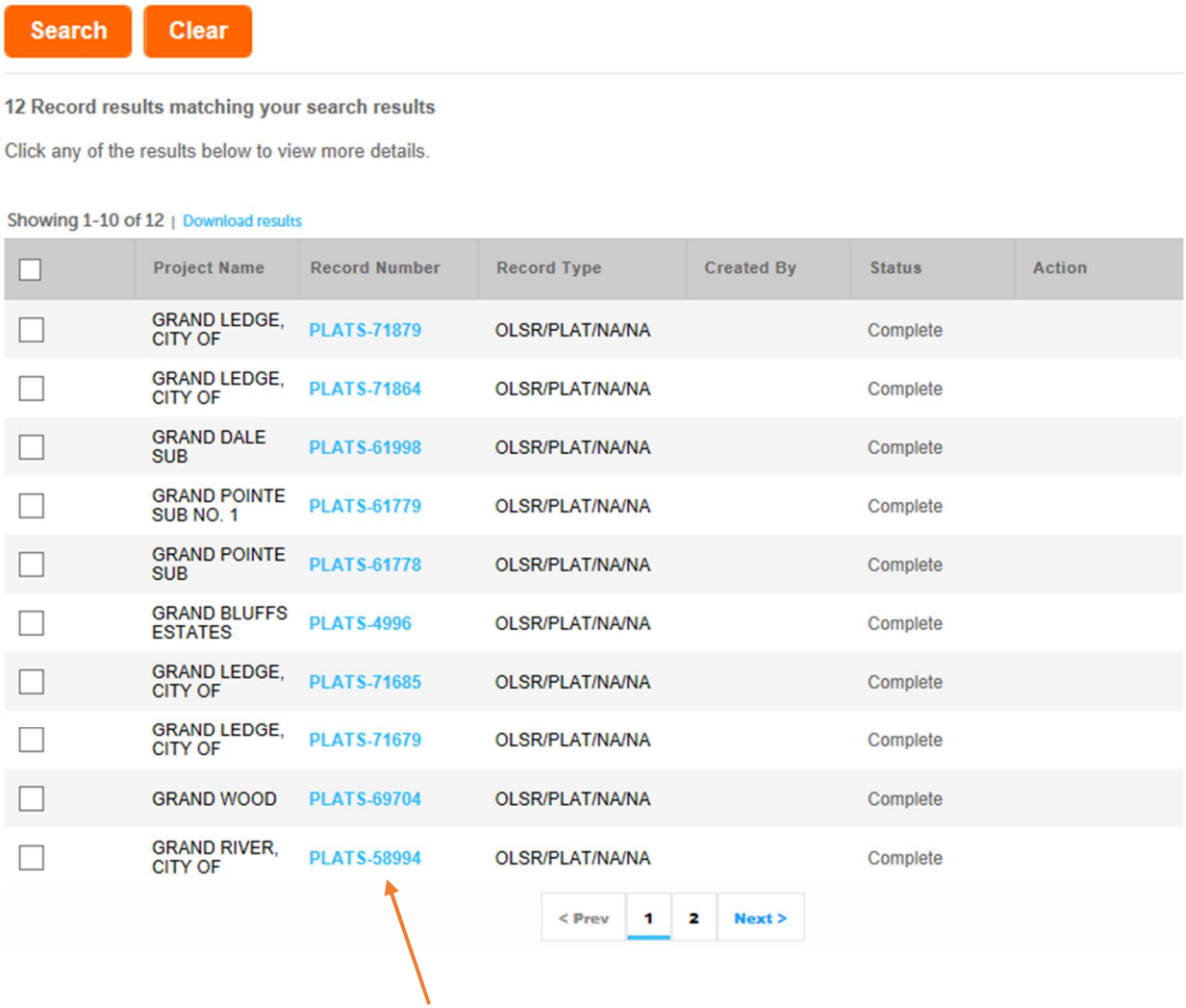


4. The search criteria for plats will appear. The plat can be located by county and partial subdivision name, or by Section, Town and Range. If part of a Private Claim, enter the Private Claim Number. The Index Code would be the old card number, if known.

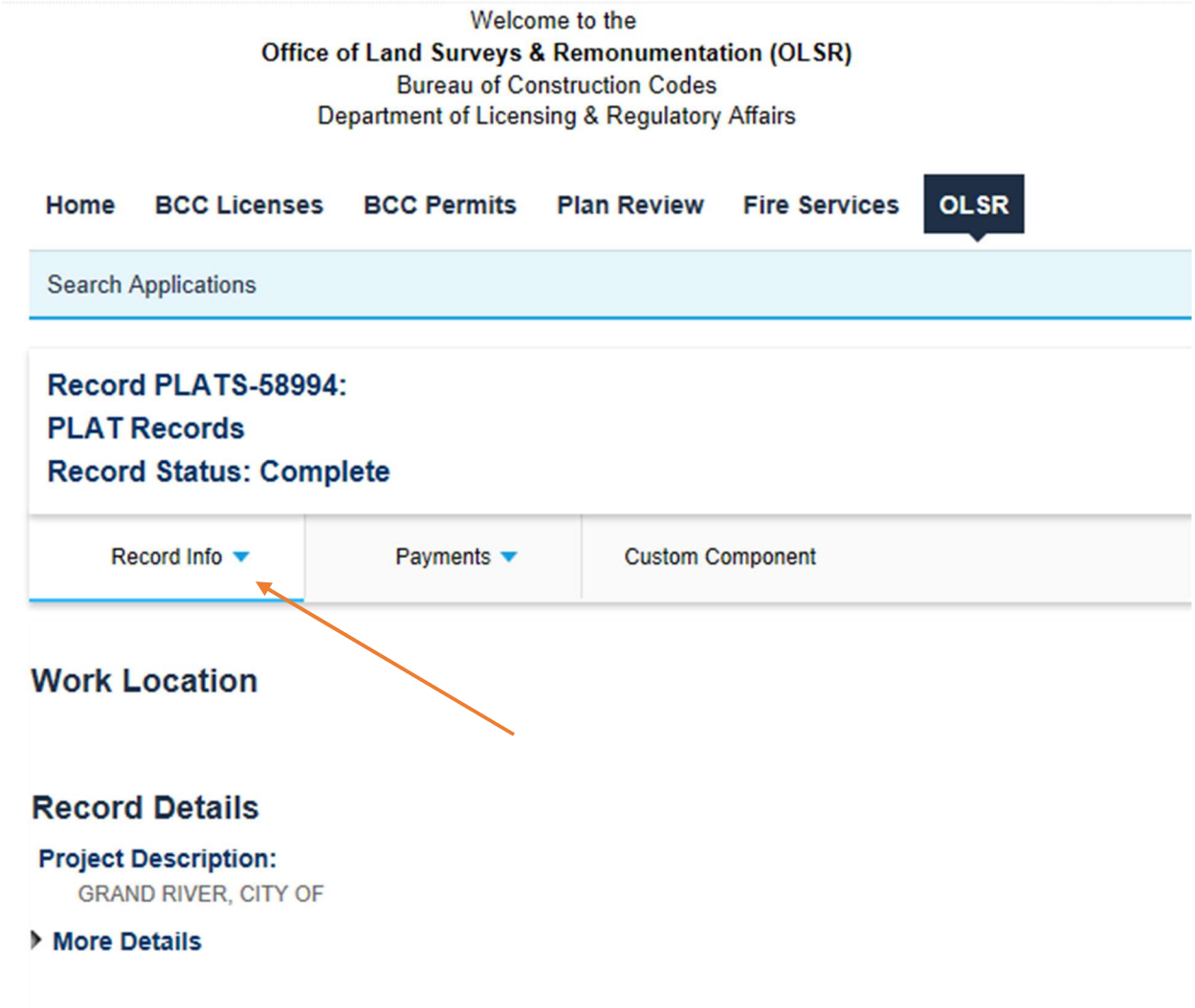
   Not all the fields need to be filled. The more fields used will narrow the search.



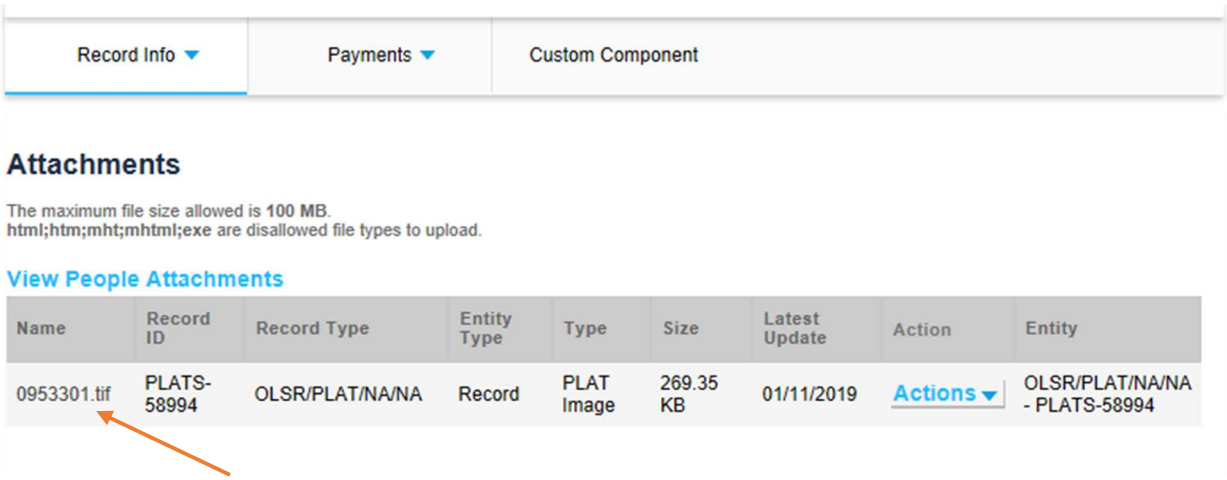
5. As an example, we will look up the plat for the City of Grand River in Eaton County. The plat can be located with only this information. The record COULD appear as “CITY OF GRAND RIVER” in the table, or it COULD appear as “GRAND RIVER, CITY OF”.
    a. Find EATON in the county pulldown.
    b. Under “Subdivision Name”, searching on % GRAND will find “CITY OF GRAND RIVER” along with all the other plats in the county with the word GRAND in it, but not the ones that start with GRAND.
    c. Under “Subdivision Name”, searching on GRAND will find “GRAND RIVER, CITY OF” along with all other plats in the county starting with the word GRAND. This is the case.



6. To view the image, click on the Record Number for the subdivision. In this case, click on PLATS-58994. The following screen will appear.



7. To download the plat, go to Record Info and choose “Attachments.”



8. Click on the Name of the image. The following message will appear at the bottom of the screen. Click on Open.

9. The image will open in the browser identified to be used on your machine. The image can be saved at that point on your computer if needed. When completed, exit the browser.

10. Multiple page plats will require multiple downloads. When done with the plat downloads, click on the OLSR button at the top of the screen to return to the OLSR Homepage.