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.

Updated on January 18, 2019
S:\Land Survey\REMON\LPI\Handbook\ACA Plat Data Search.docx

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

Welcome to the
Office of Land Surveys & Remonumentation (OLSR)
Bureau of Construction Codes
Department of Licensing & Regulatory Affairs

First Last or License #   🔍▼

Home   BCC Licenses   BCC Permits   Plan Review   Fire Services   OLSR

Search Applications

Search for Records

Enter information below to search for records using Record Information.

To Search:
- Select the Record type from the drop-down list.
- Click arrow next to Search Additional Criteria.
- Fill Criteria (The more data fields populated, the more refined the results)
- Click Record Number, to see record details and attachments.

General Search   ▼

General Search

Record Type:	Record Number:	Project Name:
--Select-- ▼		

Start Date: ⑦	End Date: ⑦
01/10/2017 📅	01/10/2019 📅

▶ Search Additional Criteria

Search   **Clear**

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.

General Search

Record Type:
PLAT Records ▼

Record Number:

Project Name:

Start Date: ⑦
01/14/2017 🗓

End Date: ⑦
01/14/2019 🗓

▼Do not include Additional Criteria
PLAT INFORMATION

County: --Select-- ▼

Subdivision Name:

Section:

Quarter:

Town:

Range:

Index Code:

Private Claim Number:

Search   **Clear**

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.

Search   **Clear**

12 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 12 | Download results

	Project Name	Record Number	Record Type	Created By	Status	Action
☐	GRAND LEDGE, CITY OF	PLATS-71879	OLSR/PLAT/NA/NA		Complete	
☐	GRAND LEDGE, CITY OF	PLATS-71864	OLSR/PLAT/NA/NA		Complete	
☐	GRAND DALE SUB	PLATS-61998	OLSR/PLAT/NA/NA		Complete	
☐	GRAND POINTE SUB NO. 1	PLATS-61779	OLSR/PLAT/NA/NA		Complete	
☐	GRAND POINTE SUB	PLATS-61778	OLSR/PLAT/NA/NA		Complete	
☐	GRAND BLUFFS ESTATES	PLATS-4996	OLSR/PLAT/NA/NA		Complete	
☐	GRAND LEDGE, CITY OF	PLATS-71685	OLSR/PLAT/NA/NA		Complete	
☐	GRAND LEDGE, CITY OF	PLATS-71679	OLSR/PLAT/NA/NA		Complete	
☐	GRAND WOOD	PLATS-69704	OLSR/PLAT/NA/NA		Complete	
☐	GRAND RIVER, CITY OF	PLATS-58994	OLSR/PLAT/NA/NA		Complete	

< Prev 1 2 Next >

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.

Welcome to the
Office of Land Surveys & Remonumentation (OLSR)
Bureau of Construction Codes
Department of Licensing & Regulatory Affairs

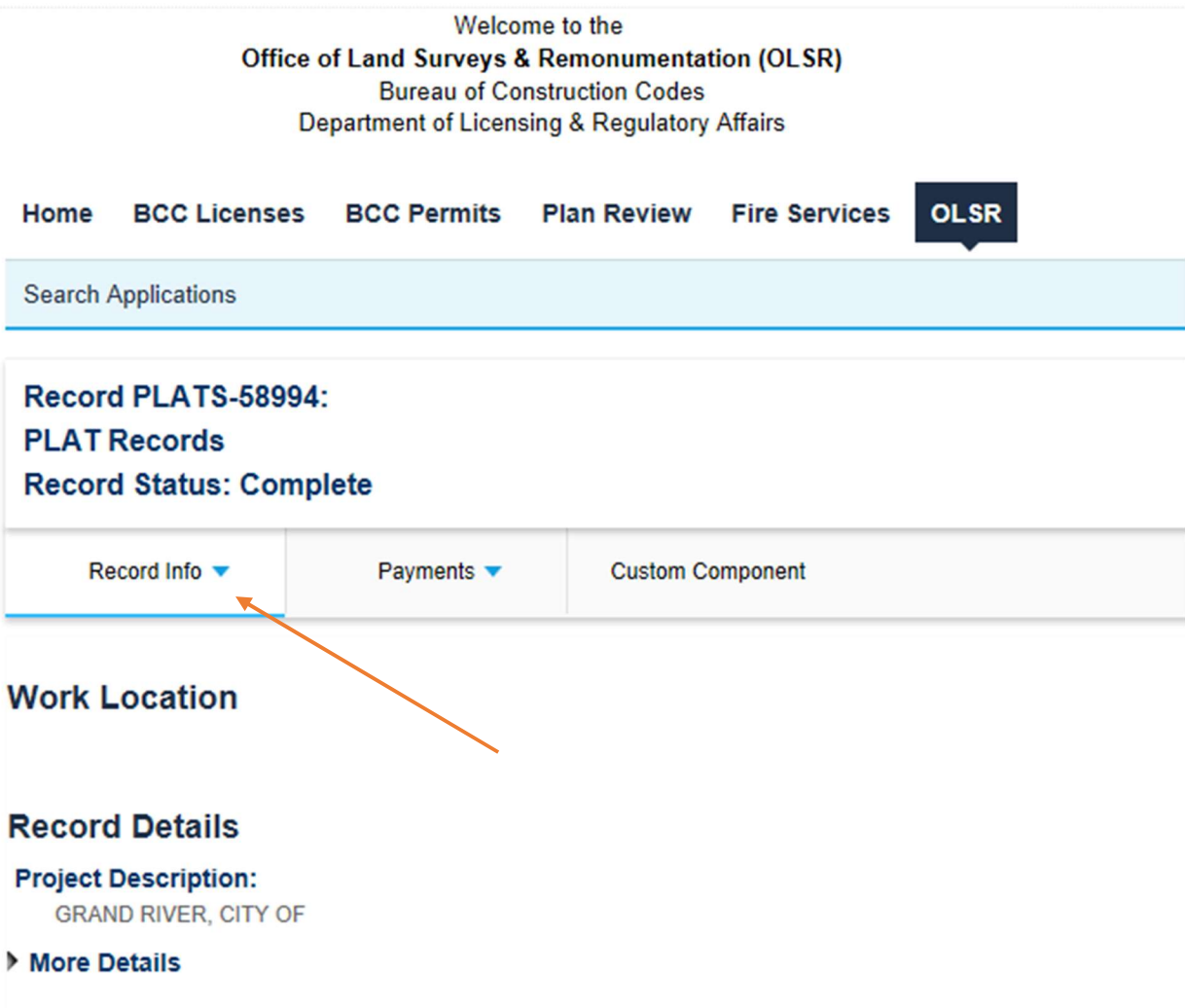Home   BCC Licenses   BCC Permits   Plan Review   Fire Services   **OLSR**

Search Applications

Record PLATS-58994:
PLAT Records
Record Status: Complete

Record Info ▼	Payments ▼	Custom Component

Work Location

Record Details

Project Description:
GRAND RIVER, CITY OF

▶ **More Details**

Updated on January 18, 2019
S:\Land Survey\REMON\LPI\Handbook\ACA Plat Data Search.docx

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

Record Info ▼	Payments ▼	Custom Component

Attachments

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml;exe are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
0953301.tif	PLATS-58994	OLSR/PLAT/NA/NA	Record	PLAT Image	269.35 KB	01/11/2019	Actions ▼	OLSR/PLAT/NA/NA - PLATS-58994

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

Michigan.gov Home | LARA Home | Office of Regulatory Reinvention | FOIA | State Web Sites | Transparency | Policies | Michigan News

What do you want to do with 0953301.tif? From: aca3.accela.com	Open	Save	∧	Cancel	✕

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.