

**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.

Announcements  Accessibility Support Register for an Account [Login](#)

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Advanced Search

### Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

#### Internet Browser Requirements:

1. Minimum Browser Version
  - Internet Explorer 11 or newer
  - Firefox 49 or newer
  - Chrome 53 or newer
2. Other Requirements
  - JavaScript enabled
  - Popups allowed for this site
3. Known Incompatibilities
  - Does not work on iPod, iPad, Android, Blackberry, or any other mobile device

#### Login

User Name or E-mail:

Password:

Remember me on this computer

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[Register for an Account](#)

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

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

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**Search Applications**

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**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:

Start Date:  End Date:

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▾ 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.

## General Search

Record Type:  Record Number:  Project Name:

Start Date:  End Date:

▼ Do not include Additional Criteria

### PLAT INFORMATION

County:

Subdivision Name:

Section:

Quarter:

Town:

Range:

Index Code:

Private Claim Number:

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](#)

<input type="checkbox"/>	Project Name	Record Number	Record Type	Created By	Status	Action
<input type="checkbox"/>	GRAND LEDGE, CITY OF	<a href="#">PLATS-71879</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND LEDGE, CITY OF	<a href="#">PLATS-71864</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND DALE SUB	<a href="#">PLATS-61998</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND POINTE SUB NO. 1	<a href="#">PLATS-61779</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND POINTE SUB	<a href="#">PLATS-61778</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND BLUFFS ESTATES	<a href="#">PLATS-4996</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND LEDGE, CITY OF	<a href="#">PLATS-71685</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND LEDGE, CITY OF	<a href="#">PLATS-71679</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND WOOD	<a href="#">PLATS-69704</a>	OLSR/PLAT/NA/NA		Complete	
<input type="checkbox"/>	GRAND RIVER, CITY OF	<a href="#">PLATS-58994</a>	OLSR/PLAT/NA/NA		Complete	



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.

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Search Applications

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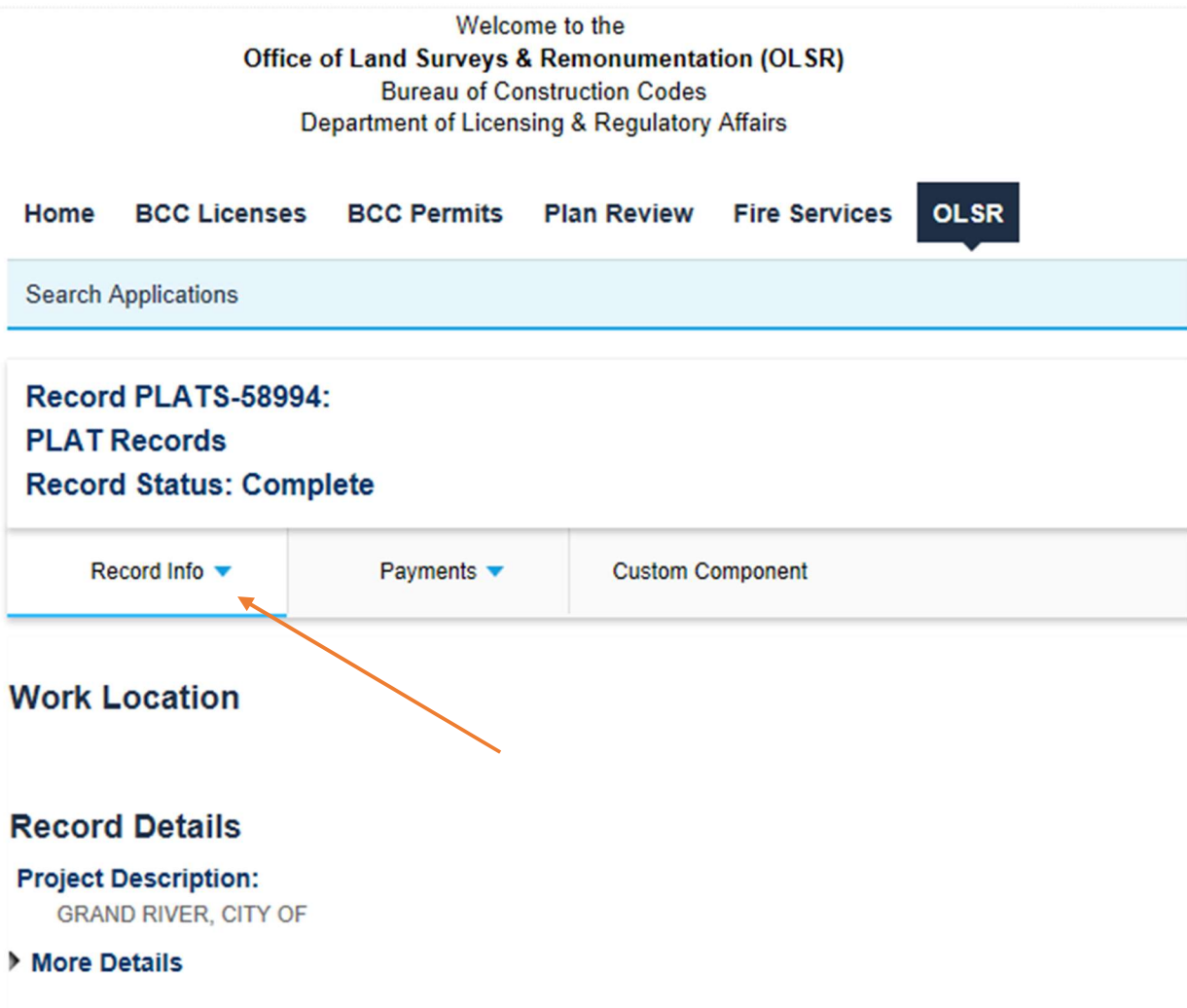
**Record PLATS-58994:**  
**PLAT Records**  
**Record Status: Complete**

Record Info ▼	Payments ▼	Custom Component
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**Work Location**

**Record Details**  
**Project Description:**  
GRAND RIVER, CITY OF

▶ **More Details**



- 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	<a href="#">Actions ▼</a>	OLSR/PLAT/NA/NA - PLATS-58994



- 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    X

- 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.
- 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.