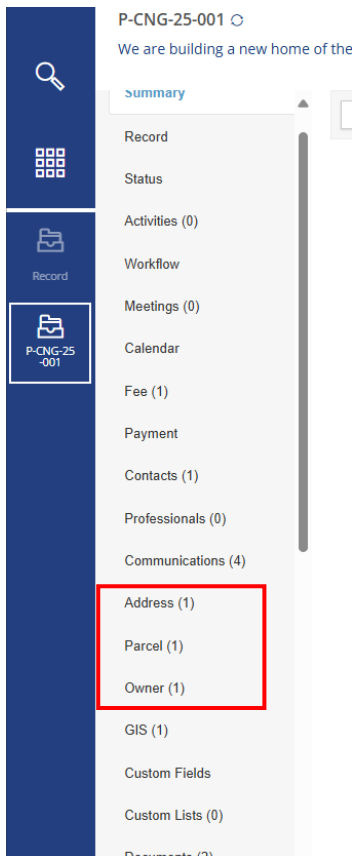


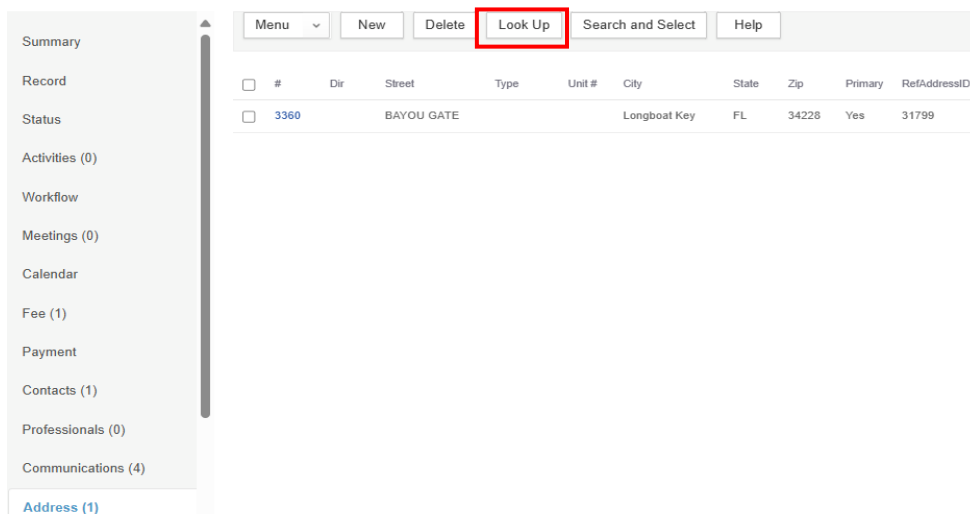
## Changing Address, Parcel, Owner on Accela Record

***Note: This will only update the correct Address, Parcel, and Owner information in the Accela record. Any permanent corrections or additions to Address, Parcel, or Owner data in Accela/GIS must be submitted to Donna.***

### ➤ Select Address, Parcel, or Owner



### ➤ In Address Section - Select Look Up



- Enter the Address
- Click Submit

Summary

Record

Status

Activities

Workflow

Meetings

Calendar

Fee

Payment

Contacts

Professionals

Communications

Address

Menu Submit Reset Cancel Help

Street # Dir Street Name Street Type Unit #

501 --Select-- Bay Isles Road --Select--

City State Zip Code

Form Name: Address Search

- If multiple address shows up – Select the correct address
- Click Submit

Menu Select Search Search and Select Cancel Help

Showing 1-10 of 22

<input type="checkbox"/>	Street #	Direction	Street Name	Street Type	Unit #	City	Zip Code	Zoning
<input type="checkbox"/>	501		RECLINATA	DR		Longboat Key	34228	
<input type="checkbox"/>	501		JUAN ANASCO	DR		Longboat Key	34228	
<input type="checkbox"/>	501		DE NARVAEZ	DR		Longboat Key	34228	
<input type="checkbox"/>	501		SUTTON	PL		Longboat Key	34228	
<input type="checkbox"/>	501		NORTON	ST		Longboat Key	34228	
<input type="checkbox"/>	501		GENERAL HARRIS	ST		Longboat Key	34228	
<input type="checkbox"/>	501		BAYPORT	WAY		Longboat Key	34228	
<input checked="" type="checkbox"/>	501		BAY ISLES	RD		Longboat Key	34228	
<input type="checkbox"/>	501		HARBOR GATE	WAY		Longboat Key	34228	
<input type="checkbox"/>	501		HARBOR POINT	RD		Longboat Key	34228	

Page 1 of 3 < >

- Select All to Include the Parcel # & Owner for the correct address
- Click Select

☒ Group By Parcel
 ☐ Group By Owner

☐ Select All

**Parcel**

Parcel #	Address
<input type="checkbox"/> 0006130001	

**Owner**

Name	Address
<input type="checkbox"/> TOWN OF LONGBOAT KEY	LONGBOAT KEY,FL 34228-3142

**Structures**

ID	Name	Group	Type	Status	Status Date
0 record(s) found.					

**Establishments**

ID	Name	Group	Type	Status	Status Date
0 record(s) found.					

- Remove Old Address, Parcel, Owner - Click Checkbox of Old Address
- Select Delete

05/21/2025 by Donna Chipman Longboat Key, FL 34228

1 selected records added successfully.  
 1 parcel(s) added successfully .  
 1 owner(s) added successfully .  
 1 GIS object(s) successfully added. .

#	Dir	Street	Type	Unit #	City	State	Zip	Primary	RefAddressID
<input type="checkbox"/> 501		BAY ISLES	RD		Longboat Key	FL	34228	Yes	29107
<input checked="" type="checkbox"/> 3360		BAYOU GATE			Longboat Key	FL	34228	No	31799

Summary  
 Record  
 Status  
 Activities (0)  
 Workflow  
 Meetings (0)  
 Calendar  
 Fee (1)  
 Payment  
 Contacts (1)  
 Professionals (0)  
 Communications (4)  
 Address (2)  
 Parcel (2)  
 Owner (2)

- Select All to Include the Parcel # & Owner
- Click Select

SelectCancelHelp

Group By Parcel

Group By Owner

Select All

Parcel

Parcel #	Address
<div><div></div>0006130001</div>	501 BAY ISLES RD, Longboat Key, FL 34228

Owner

Name	Address
<div><div></div>TOWN OF LONGBOAT KEY</div>	LONGBOAT KEY,FL 34228-3142

Structures

ID	Name	Group	Type	Status	Status Date
0 record(s) found.					

Establishments

ID	Name	Group	Type	Status	Status Date
0 record(s) found.					