



Welcome to the Discretionary Permit ePlan Portal. The ePlan process facilitates the online submission of PDF documents for Discretionary Permit review. The following is an overview of the Discretionary Permit Intake and Resubmittal procedures. **PLEASE NOTE: For all submittals, including resubmittals, an electronic submittal appointment is now required.** Appointments for new projects are assigned on a first-come, first-served basis. Typical wait times are two – three weeks. Resubmittals are scheduled on the following calendar week (from the date of request).

### **ePlan Step-by-Step Procedures: New Submittals**

1. Create an ePlan account and project file. To create an ePlan account, log into ePlan at: [SCC ePlan Home](#). If already registered, log into your existing ePlan account. To create a project file, select the “Create Project” tab and follow the prompts.
2. Submit a completed Discretionary Permit Intake Request Form. The email associated with your ePlan account, and the project name, are required fields on the Permit Intake Request Form. Email the completed Intake Request Form to the intake team at [Discretionary.ePlanReview@santacruzcountyca.gov](mailto:Discretionary.ePlanReview@santacruzcountyca.gov).
3. **At this stage, the ePlan portal will lock and you will receive a notification that the intake cannot be completed without clearance to unlock the portal.** Upon receipt of the completed Discretionary Permit Intake Request Form, the intake team will notify you of your electronic submittal appointment date.
4. In preparation for your submittal appointment, prepare your application documents and fill out all required forms. Discretionary permit ePlan forms are available on the ePlan Review page under the “Discretionary” drop down menu here: [SCC ePlan Home](#). On the Monday before your scheduled appointment date, the intake team will “unlock” your project file and notify you by email that you may now upload your application documents. You will have 2 – 3 days prior to your scheduled appointment date to upload your documents. All documents are required to be uploaded by your electronic appointment date. Failure to do so will prompt rescheduling of your intake appointment to the next available calendar date.
5. *Initial* applications shall consist of three file types which all must be formatted as described as follows:
  - a. **APP file:** This contains ePlan Submittal Checklist PLG130 Form, PLG100 Form, and the List of Required Information.
  - b. **PLN file:** This is the plan set for your project.
  - c. **SUP file:** This begins with PLG135. This file will contain any additional documents needed for your project, such as a Soils Report, or other technical reports and design review materials.

Once all files are uploaded, **do not forget to press the green “send notification” button.** This notification alerts staff that there is a project to review in the system.



For help with submittals, refer to the ePlan User Guide and ePlan Video Series for guidance under the “info and Help” drop down menu here: [SCC ePlan Home](#).

### **ePlan Step-by-Step Procedures: Resubmittals**

1. All resubmittals require an electronic appointment. Appointments will be scheduled the week after the request is received. To request a resubmittal electronic appointment, email the intake team at [Discretionary.ePlanReview@santacruzcountyca.gov](mailto:Discretionary.ePlanReview@santacruzcountyca.gov). Please provide the ePlan project name in your request.
2. In preparation for your submittal appointment, prepare your application documents and fill out all required forms. Discretionary permit ePlan forms are available on the ePlan Review page under the “Discretionary” drop down menu here: [SCC ePlan Home](#). On the Monday before your scheduled appointment date, the intake team will “unlock” your project file and notify you by email that you may now upload your application documents. You will have 2 – 3 days prior to your scheduled appointment date to upload your documents. All documents are required to be uploaded by your electronic appointment date. Failure to do so will prompt rescheduling of your intake appointment to the next available calendar date.

*Resubmittals* shall consist of a minimum of two file types:

- a. **APP file:** This contains ePlan Submittal Checklist PLG130 Form.
- b. **LTR file:** The LTR file shall consist of a response to incomplete application comments, including an itemized checklist of the location of all required outstanding items as identified in the Letter of Incomplete Application.

\*\*It is likely the resubmittal will also include a PLN file, and possibly a SUP file.

**\*\*\*Note: The green “send notification” button will not activate without a minimum of two files being uploaded, one of which must be a LTR file. This notification alerts staff that there is a project to review in the system.**

### **Application Review Procedures**

1. Intake review entails two steps: On the scheduled appointment date, staff will review your submittal to ensure all required documents (PLN, SUP, APP files and completed Submittal Checklist) are included in the submittal. If all required materials are present, your application will be accepted for processing. You will be notified of the pending intake via email by the end of the calendar day. Upon intake, an At-Cost Contract will be emailed to you for signature, and once returned, you will be cleared to pay the application fees online via the following link: [Fees & Payments](#). You will have 5 *business days* to pay the fees. Failure to pay the fees within 5 business days will render your application VOID.
2. Upon payment of all application fees, review of the application will begin. *This starts the Permit Streamlining Clock.*



\*\*Once your application has been reviewed by all agencies, you will be notified of review results within 30 days (except for some wireless projects and projects not subject to the PSA). The application will be deemed either “complete” or “incomplete.” The determination, along with all reviewer comments, will be sent to the Applicant and Property Owner by mail.

### ***Level I, II, and III permit applications***

Upon determination that the submittal is “correct”, staff will notify you via email, create the application, and assign the fees. *Processing of your application will commence upon payment of the Application Fees.* You will have 5 business days to pay the fees. Failure to pay the fees within 5 business days will render your application VOID.

### ***Level IV - VII permit applications***

Upon determination that the submittal is “correct”, the submittal will be scheduled for “completeness” review. Please allow approximately four working days for this review. If complete, staff will notify you via email, create the application, and assign the fees. *Processing of your application will commence upon payment of the Application Fees.* You will have 5 business days to pay the fees. Failure to pay the fees within 5 business days will render your application VOID.

3. Upon payment of all application fees, review of the application will begin. *This starts the Permit Streamlining Clock.*

Once your application has been reviewed by all agencies, you will be notified of review results within 30 days (except for some wireless projects and projects not subject to the PSA). The application will be deemed either “complete” or “incomplete.” The determination, along with all reviewer comments, will be sent to the Applicant and Property Owner via regular business.