Discretionary Permit
ePlan Overview & Application Process

Welcome to the Discretionary Permit ePlan Portal. The ePlan portal 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).

NOTE: Wireless Communication Facility applications may only be applied for in-person.

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. Be sure to select "Discretionary" when prompted for the permit type.

2. **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.** To unlock the portal, please complete a *Discretionary Permit Intake Request Form*. Be sure to include the following information:
   - the email used to create your ePlan account;
   - the project name; and
   - Assessor's Parcel Number (APN).

3. Email the *Discretionary Permit Intake Request Form* to the appropriate email address.
   For all Discretionary Permit types (*except* Vacation and Hosted Rental Permits and renewals), email the completed form to the discretionary permit intake team at: Discretionary.ePlanReview@santacruzcountyca.gov .

   For Vacation and Hosted Rental Permits, email the completed form to the vacation/hosted rental intake team at: vacation.eplanreview@santacruzcountyca.gov.

4. Upon receipt of the Discretionary Permit Intake Request Form, staff will notify you of your electronic submittal appointment date.
   - All appointment dates fall on a Monday (except for Monday holidays).
   - On your appointment date, the ePlan Portal will be unlocked and you will be able to upload your application files.
   - In preparation for your submittal appointment, fill out all required forms and prepare your application files. Discretionary permit ePlan forms are available on the ePlan Review page under the "Discretionary" drop down menu here: SCC ePlan Home.

5. **On your scheduled appointment date,** the intake team will "unlock" your project file and notify you by email that you may upload your application documents.
   - You will have until 11:59 PM on the following day to upload all required documents for your application.
   - Failure to upload a complete application by the deadline will prompt the rescheduling of your intake appointment to the next available date.

6. For all **Discretionary Permit types** (*except Vacation and Hosted Rental Permits and renewals*), the *initial* application shall consist of three file types which must be formatted as follows:
   a. **APP file**: This contains ePlan Submittal Checklist PLG-130 Form, PLG-100 Form, and the List of Required Information.
   b. **PLN file**: This is the plan set for your project.
   c. **SUP file**: This begins with PLG-135. This file will contain any additional documents needed for your project, such as a Soils Report, or other technical reports and design review materials.

   For all **Vacation and Hosted Rental Permits**, including renewal applications, the initial application shall consist of the following file types which must be formatted as follows:
   a. **APP file**: This file shall contain the Vacation Rental Application Form PLG-150, Hosted Rental Application Form PLG-155, or Hosted Rental Renewal Form PLG-160.
   b. **PLN file (applicable to applications for NEW permits, as well as some RENEWALS. See Vacation Rental Application for more information)**: This is the plan set for your project.
   c. **SUP file**: This file shall contain a copy of current rental/lease agreement (including house rules), and any other supplement documents as described in the PLG-150.

   Once all files are uploaded, do not forget to click the green "Send New Permit Notification" button. Otherwise, your application will not be reviewed as this notification alerts staff that there is a new project submittal.

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. **For Discretionary Permits**, except vacation and hosted rental permits, email the intake team at Discretionary.ePlanReview@santacruzcountyca.gov to request an appointment. Please provide the ePlan project name in your request.

   For Vacation and Hosted Rental Permits and renewals, email the vacation/hosted rental intake team at: vacation.eplanreview@santacruzcountyca.gov. Please provide the ePlan project name in your

request.

2. **Prepare your resubmittal files.** Discretionary permit ePlan forms are available on the ePlan Review page under the "Discretionary" drop down menu here: SCC ePlan Home. *Resubmittals* must consist of a minimum of two file types:
   a. **LTR file (required)**: This contains the *Discretionary Permit Resubmittal Letter - PLG130.* You must include a response to the incomplete application comments, including an itemized checklist of the location of all required outstanding items as identified in the Letter of Incomplete Application.
   b. **A minimum of one additional file**: Your resubmittal will also include an APP, PLN, and/or SUP file. ***Note: The green "Send New Permit Notification" button will not activate without a minimum of two files being uploaded, one of which must be a LTR file.***

3. **On your scheduled appointment date**, the intake team will "unlock" your project file and notify you by email that you may upload your files. The deadline to upload your files is 11:59 PM of the day following your appointment. Failure to upload your files by the deadline will prompt a rescheduling of your resubmittal to the next available appointment date.

Application Intake Review Procedures

On the scheduled appointment date, staff will review your submittal to ensure all required documents are included in the submittal, i.e., the submittal is "correct."

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, perform the intake, and email the applicant the link to pay. *Processing of your application will commence upon payment of the Application Fees.*

For most projects, an At-Cost Contract will be emailed to you for signature, and once returned, you will be cleared to pay the application fees online here: 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.**

Upon payment of all application fees, review of the application will begin. *This starts the Permit Streamlining Clock per the Permit Streamlining Act (PSA).* 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.