



This form is used to resubmit a discretionary permit application after staff comments have been received.

### A. Resubmittal Process

To resubmit your application materials (except for vacation and hosted rental permits), request an appointment by emailing: [Discretionary.ePlanReview@santacruzcountyca.gov](mailto:Discretionary.ePlanReview@santacruzcountyca.gov). Please provide the application number in your request.

**For vacation and hosted rental permits and renewals**, request an appointment by emailing the vacation/hosted rental intake team at: [vacation.eplanreview@santacruzcountyca.gov](mailto:vacation.eplanreview@santacruzcountyca.gov). Please provide the application number in your request.

Upon receipt of your resubmittal request, staff will notify you of your resubmittal appointment date, which will be a Monday unless it is a holiday. On your appointment date, the intake team will “unlock” the portal and notify you by email that you may upload your files. Once the portal is unlocked, log into ePlan, upload your files, and click “Send Notification” to finalize submitting your materials.

The deadline to upload your files is 11:59 PM of the day following your appointment. Failure to upload your files will prompt a rescheduling of your intake appointment to the next available date.

### B. File Standards

- Files must be in PDF format.
- Revised documents must contain all sheets / pages (not simply revised items).
- All files must be unlocked & flattened (no layers).
- Bookmarks must be set to Fit Page with names matching the File Index.
- Stamps/signatures must be embedded.

### C. Resubmittal Files

Check the appropriate boxes below to indicate which files you are resubmitting. **Note that the LTR file (PLG-130) is required for every resubmittal. It is important that this document (PLG-130) is submitted via the LTR file. Please submit your documents in the appropriate LTR, APP, PLN, or SUP file.** A minimum of two files is required to resubmit a project.

- REQUIRED FILE:** The LTR (letter) file: The LTR file must contain this form (PLG-130) with all fields completed, including Section D “Description of Changes to Project Materials” where you must detail the changes made to the project documents. If additional space is needed, you may attach a document to this form and submit both together as the LTR file.
- The APP (application) file: This file is used to resubmit the application form (PLG-100) and the List of Required Information.
- The PLN (project plans) file: This file is used to resubmit the plan set. Be sure to provide the complete plan set, not just the revised sheets.
- The SUP (supplemental documents) file: The first page of the SUP file is the Supplement Forms Index - PLG135 form (available online [here](#)). The index will list the documents included in the SUP file such as a Soils Report or other technical reports and design review materials.



**D. Description of Changes to Project Materials**

In the text box below, please detail the changes made to the project materials. If necessary, you may attach an additional file to this form and save both as the LTR file.

The undersigned applicant hereby authorizes the filing of this application and authorizes staff to visit the subject property. I understand that staff may visit the property both during the review process and following the issuance of the permit. I certify to the best of my ability that the submittal information is true and correct, and that I have read and understand the above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_