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 Report Review Intake and Resubmittal procedures. Please note that this is for **standalone environmental report reviews** only (if you are submitting a report with a Discretionary Permit, please refer to the Discretionary Permit Instructions).

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. Select "Discretionary" for Permit Type, then select "REV – Report Review" for Discretionary 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 select "Other" for Application Requested, and 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 discretionary permit intake team at: Discretionary.ePlanReview@santacruzcountyca.gov so they can unlock the portal for upload.

   For all **Report Review Applications**, the *initial* application shall consist of two file types which must be formatted as follows:
   a. **APP file**: This contains the PLG-100 Application Form.
   b. **SUP file**: This begins with PLG-135 Index Form. This file will contain the report.

   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.

ePlan Step-by-Step Procedures: Resubmittals

1. To resubmit, email the intake team at Discretionary.ePlanReview@santacruzcountyca.gov to request the portal to be unlocked. Please provide the ePlan application number in your request.

2. **Prepare your resubmittal files.** *Resubmittals* must consist of a minimum of two file types:
   a. **LTR file (required)**: This contains the PLG 130 Discretionary Permit Resubmittal Letter. 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. **SUP file**: Your resubmittal will also include a SUP file. This consists of the updated report or other requested materials from your reviewer.
   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 <u>LTR file</u>.

Application Intake Review Procedures

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.*

Upon payment of all application fees, review of the application will begin. 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.