County of Sacramento
Instructions for E-Filing Planning Applications
Planning & Environmental Review (PER)
Revised May 22, 2023

E-File Application Types

On a temporary basis, PER will be accepting **all** Planning application types by email. Please review the instructions below to submit your application.

How to Submit your Application by Email

1) Download the appropriate application forms from our website. Click Here. You can either:
   a) Preferred method: Fill out the form (Many of our applications are PDF fillable forms) and save it to your computer.
   b) Print the application and complete by hand. Then scan and save in electronic format as a PDF.

2) Complete all applicable forms and ensure all required exhibits and documents are ready for submittal. An Application Checklist is available as part of the General Application Packet here. ***Incomplete application submittals will not be accepted for processing.***

3) Email the completed Forms and all related materials to Planning-Applications@saccounty.gov
   a) Overall file size must be less than 50 MB. For larger projects you may need to ZIP (compress) the files or send us a link to your application materials in a shareable platform (such as the services Dropbox or Box).
   b) Each component of your application must be saved as a separate PDF file. ***Applications where all files have been combined into a single PDF will not be accepted for processing.***
   c) File Naming: Each PDF file should be named based on application or exhibit type (e.g. "General Application", "Site Plan", "Floor Plan", "Landscape Plan").

4) Payment will be required prior to application processing, but will not be due until Planning completes an initial application review and accepts the submittal. See below for information on fee payment.

Payment of Fees

Applicants can now pay fees online. If you submit by email, you will be notified when online payment may be made.

- Online payment is made through the County's Accela Citizen Access Portal, here. Click here for instructions.
- Please note that you must create an account to use this payment system.
- Please note that there is a percentage convenience fee for credit card payment of 2.35%. Visa is not currently accepted. If you wish to pay by bank transfer ('e-check'), there is a $0.95 convenience fee.

- The invoice email will include alternative payment instructions in case you do not wish to utilize on-line payment.

Preliminary Review

The Planner of the Day (POTD) will review the email submittal.

- If all necessary items have <u>not</u> been submitted, the POTD will send an email informing you of any deficiencies.
- If all necessary application items have been submitted, the POTD will create a control number and send an email with an invoice and instructions for payment of application fees.

It is expected that review and communication regarding submittals will have a turnaround time of 2-3 business days.

NOTE: Pursuant to the Permit Streamlining Act (County 884 process), Applications are not considered filed and application review for completeness will not begin until we receive and process payment.

Project Assignment

After payment has been made, the application will then be forwarded to a manager for assignment and the 30-day application completeness review period (884 process) will begin (as applicable, based on project type).

- For administrative permits such as Zoning Verifications, Certificates of Non-Conforming Use, and Temporary Use Permits, you should have a lead planner assigned within 3-5 business days.
- For all other application types, please allow 7-10 business days from payment confirmation for a lead planner to be assigned to your project.

Submittal of Hard Copy Materials:

Instructions will be provided to you on how to submit hard copy materials, if required. Please do not submit hard copies until directed to do so.

Please check our website prior to submittal for any changes in submittal requirements. Please contact us at planning-applications@saccounty.gov with any questions. Thank you.