



**PLEASE NOTE: Remote Intake Clearance is required to upload an application into the portal. For additional instructions, please refer to the ePlan Discretionary Permit Overview and Application Process Information Sheet (in the ePlan Discretionary Permit drop-down online menu [here](#)).**

### File Standards

- One of each file type allowed (APP, PLN, SUP) in PDF format.
- Files must contain all sheets/documents (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.

### Application Submittal

The following documents are required for each new application submittal:

1. The APP (Application) file including:
  - a. ePlan Submittal Checklist - PLG130 form. This is the required cover page.
  - b. Application Form - PLG100 form (available online [here](#)). If applicable, be sure the owner-agent authorization is completed.
  - c. Associated List of Required Information (LORI)
    - Cannabis Use Permits (available online [here](#))
    - Coastal Development Permits (available online [here](#))
    - Lot Line Adjustments (available online [here](#))
    - Tentative Maps/Land Divisions (available online [here](#))
    - Commercial projects and residential projects that include more than one unit (available online [here](#))
    - All other projects (available online [here](#))
    - Wireless (WCF) Permits (available online [here](#))
    - Vacation Rental Permits (available online [here](#))
  - d. Fee Estimate and Routing form. Please email [Planning.ZoningInfo@santacruzcounty.us](mailto:Planning.ZoningInfo@santacruzcounty.us) to request this information.
2. The PLN file: Project plans.
3. The SUP file: The Supplement Forms Index - PLG135 form (available online [here](#)). This form is the cover sheet for the supplemental documents file. This file will contain any additional documents needed for your project, such as a Soils Report, or other technical reports and design review materials.
4. For properties located in a Common Interest Development or Homeowner's Association (HOA), please be advised that such associations often require their own internal review and approval of any new development project. With the exception of Paradise Park, the County will not withhold the issuance of a building permit for projects located within HOA; however it is recommended that any project located within an HOA area be vetted in accordance with HOA procedures prior to submittal to the County. For projects located in Paradise Park, please provide a confirmation letter and approval form, from the Board of Directors, verifying that the plans have been reviewed and approved

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: \_\_\_\_\_



### Application Resubmittal

All resubmittals include the applicable items below.

1. Letter (LTR). All resubmittals require a response to the incomplete letter. The shall include a line by line response to all items of incomplete application included in the 30-day Letter of Incomplete Application.
2. Plans (PLN)
3. Supplemental (SUP) files, as applicable.

\*To replace existing files, simply upload new ones.