



### ePlan Discretionary Permit Overview and Application Process

Welcome to the Discretionary Permit ePlan Portal. The ePlan process 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: A “remote intake appointment” is required to apply online via ePlan.** To be placed in the Remote Intake Appointment Queue, please contact the General Information Desk at 831-454-3252 or via email at [Discretionary.ePlanReview@santacruzcounty.us](mailto:Discretionary.ePlanReview@santacruzcounty.us).

Following notification of your remote intake appointment:

1. Log into ePlan, or if a new user, register in ePlan to create a new account login.
2. Prepare your application documents and fill out all required forms. Discretionary permit ePlan forms are available [here](#).

Applications consist of three file types which all must be formatted as described as follows:

- a. **APP file:** This contains ePlan Submittal Checklist PLG130 Form, PLG100 Form, the List of Required Information, and the Fee Estimate and Routing form.
- b. **PLN file:** This is the plan set for your project.
- c. **SUP file:** This begins with PLG135. 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 help with submittals, refer to the ePlan User Guide and ePlan Video Series for guidance\*.

3. Upload your APP, PLN, and SUP files into ePlan.
4. **At this stage, the portal will lock and you will receive a notification that the intake cannot be completed without clearance to unlock the portal.** Email planning staff at [discretionary.eplanreview@santacruzcounty](mailto:discretionary.eplanreview@santacruzcounty) for clearance to complete the upload process.
5. Upon confirmation from staff that the portal has been unlocked, click the green *Send Notification* button. Once clicked, the upload will complete, and planning staff will be notified.
6. Staff will review your submittal for “correctness”, i.e. presence of all documents uploaded in the correct format, flattened and bookmarked. Please allow approximately two working days for this review.



*Level I, II, and III permit applications*

Upon determination that the submittal is “correct”, staff will notify you via email, create the application, and assign the fees. *Processing of your application will commence upon payment of the Application Fees.* You will have *5 business days* to pay the fees. Failure to pay the fees within 5 business days will render your application VOID.

*Level IV - VII permit applications*

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, create the application, and assign the fees. *Processing of your application will commence upon payment of the Application Fees.* You will have *5 business days* to pay the fees. Failure to pay the fees within 5 business days will render your application VOID.

7. Upon payment of all application fees, review of the application will begin. *This starts the Permit Streamlining Clock.*

Once your application has been reviewed by all agencies, 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 via regular business.