



## ***Discretionary Permit ePlan Overview Vacation/Hosted Rentals***

### ePlan Overview and Application Process - Vacation/Hosted Rentals and Renewals

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 for Vacation and Hosted Rental Permits and Renewals.

1. Log into ePlan, or if a new user, register in ePlan to create a new account login at: [SCC ePlan Home - SCCePlanReview Application \(santacruzcounty.us\)](https://www.sccoplanning.com/eplanreview)

**\*\*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 [vacation.eplanreview@santacruzcounty.us](mailto:vacation.eplanreview@santacruzcounty.us) for clearance to complete the upload process.

2. Upon receiving emailed clearance to proceed, prepare your application documents and fill out *all* required forms, as follows:

Vacation Rental Permit applications and Vacation Rental Renewals must consist of two file types, which must be formatted as described as follows:

- a. **APP file:** This file shall contain the Vacation Rental or Hosted Rental Application Form, PLG 150, and any supporting documents such as a copy of the Lease and TOT registration.
- b. **PLN file (applicable to applications for NEW permits, as well as some RENEWALS. See Vacation Rental Application for more information):** This is the plan set for your project.

\*For help with submittals, refer to the ePlan User Guide and ePlan Video Series for guidance: [SCC ePlan Home - SCCePlanReview Application \(santacruzcounty.us\)](https://www.sccoplanning.com/eplanreview).

3. Upload your APP and PLN files into ePlan.
4. 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 automatically notified via email of your submittal.
5. Staff will review your submittal for “correctness”, i.e. presence of all documents uploaded in the correct format, flattened and bookmarked, as well as intake “completeness”. Please allow approximately two working days for this review. Once



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6.

deemed “correct” and “complete” for intake purposes, you will be notified of the pending intake via email, an At-Cost Contract will be emailed to you for signature, and once returned, you will be cleared to pay the application fees online via the following link: [Fees & Payments \(sccoplanning.com\)](https://www.sccoplanning.com). You will have 5 *business days* to pay the fees. Failure to pay the fees within 5 business days will render your application VOID.

6. 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 by mail.