



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: For new submittals (as opposed to resubmittals) a “remote intake appointment” is required to apply online via ePlan.** To be placed on the Remote Intake Appointment Queue, please contact our ePlan permitting team via email at Discretionary.ePlanReview@santacruzcounty.us. Due to a staffing shortage, intakes are currently being scheduled approximately 5 - 8 weeks from the date of the initial request. For an update on where your placement is on the Intake Queue, please contact the ePlan Intake Team at Discretionary.ePlanReview@santacruzcounty.us.

Following notification from our ePlan permitting team that you are cleared to submit:

1. Log into ePlan, or if a new user, register in ePlan to create a new account login at: [SCC ePlan Home - SCCePlanReview Application \(santacruzcounty.us\)](#)
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.** Email planning staff at discretionary.eplanreview@santacruzcounty.us for clearance to complete the upload process.
3. Once notified that you’ve been cleared to complete the upload process, prepare your application documents and fill out all required forms. Discretionary permit ePlan forms are available on the ePlan Review page under the “Discretionary” drop down menu here: [SCC ePlan Home - SCCePlanReview Application \(santacruzcounty.us\)](#). Please upload a complete submittal package within 10 days of submittal clearance. Failure to do so will result in losing your place on the Intake Queue.
- 4.

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, and the List of Required Information.
- 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 under the “info and Help” drop down menu here: [SCC ePlan Home - SCCePlanReview Application \(santacruzcounty.us\)](#)

5. Upload your **APP**, **PLN**, and **SUP** files into ePlan.
6. Click the green *Send Notification* button. Once clicked, the upload will complete, and



County of Santa Cruz Planning Department
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www.sccoplanning.com

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planning staff will be notified of your remote application submittal.



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7. Intake review entails two steps: First, 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. Once deemed “correct”, your application will be reviewed for intake completeness by a project planner. Once 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/fees-payments). You will have *5 business days* to pay the fees. Failure to pay the fees within 5 business days will render your application VOID.
8. 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.



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.

9. 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.