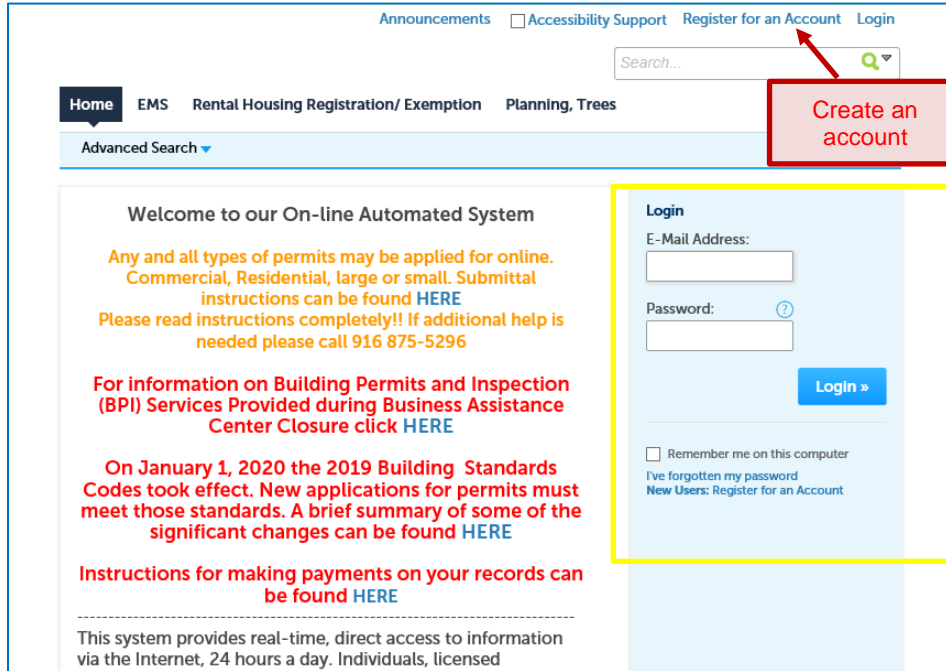


Instructions for Applying for Planning Research, Zoning Verification, or Substantial Compliance Requests

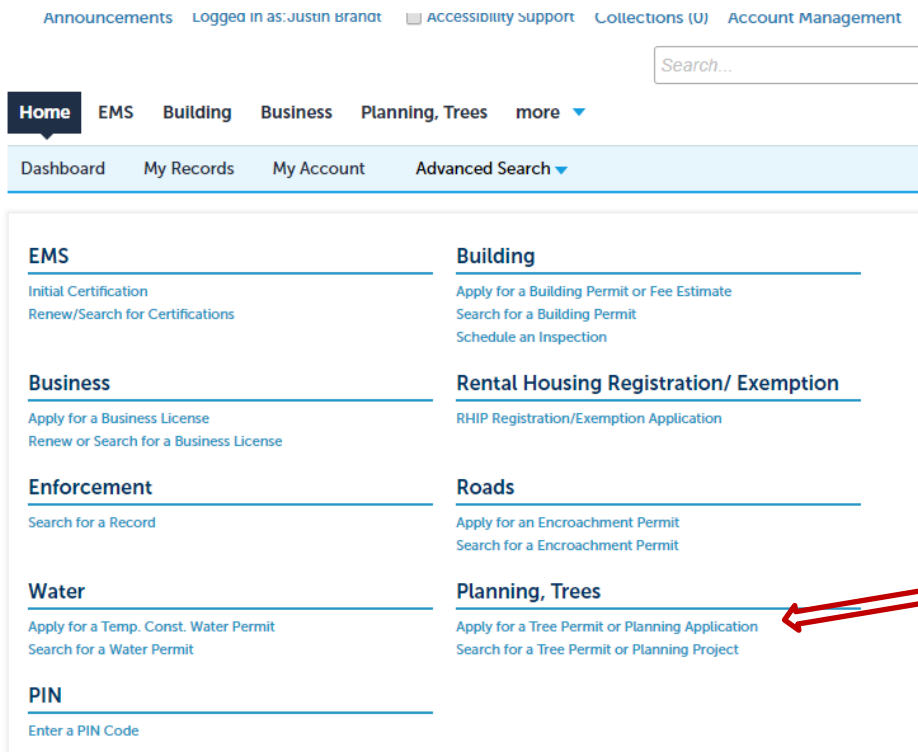
Last Revised May 21, 2020

To start your permit....

1. Create an account, or just log in if you already have an account.
<https://actonline.saccounty.net>



2. Once you are logged in, Click on “Apply for a Tree Permit or Planning Application”.



Instructions for Applying for Planning Research, Zoning Verification, or Substantial Compliance Requests

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3. Read the General Disclaimer and Check the Box that you accept the terms and then Click Continue Application.
4. On the Select a Record Type page, Click next to "Planning Research or Substantial Compliance Request". Then Click Continue Application.

Home EMS Building Business **Planning, Trees** more ▾

Apply for a Tree Permit or Planning Search for a Tree Permit or Planning Project

Select a Record Type

Choose one of the following available record types. Choose one of the following available record types. For assistance please contact us at planning-applications@sacounty.net.

▶ **PLANNING**

- Planning - Trees
- Planning Research or Substantial Compliance Request

Continue Application »

5. Choose which application type you are requesting:

Step 1: PLNR Form > Details

RESEARCH REQUEST & SUBSTANTIAL COMPLIANCE/DESIGN REVIEW CONSULTATION APPLICATION FORM

- Complete form below. Attach any supplemental information.
- The Research Request filling fee is \$165.11 per hour (1 hour minimum).
- The Substantial Compliance/Design Review Consultation filling fee is \$330.22 (2 hour minimum).
- Fees are non-refundable.
- If staff determines additional time is required to complete the review, supplemental fees will be requested on a per hour basis.

* indicates a required field.

Select application type below:

CHOICES

(Research Request, Cell Tower Modification, Zoning Verification Letter or Burn-Down Letter)
Research Request: **\$165.11**

(Requests for determination that project modifications are compliant with past entitlement approvals, requests to consult with Design Review Administrator outside of formal application review process.)
Substantial Compliance or Consultation with Design Review Administrator: **\$330.22**

If you are still unsure which is the correct application type, proceed with RESEARCH REQUEST and staff will notify you if additional fees will be required to complete the review.

Instructions for Applying for Planning Research, Zoning Verification, or Substantial Compliance Requests



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6. Complete all required fields, such as "Project Name" and Project Description", even if you have documents that indicate the request.
7. Upload any documents pertinent to the request. The Research Request Application form is not required.
8. Payment of fees is required to complete the application process. Please Click on "Pay Fees Due" and follow the on screen instructions to pay by credit card or e-check.
9. Please contact us at Planning-Applications@saccounty.net with any issues you may encounter.

You should see a success message with the assigned Application Control Number when done.

Planning staff will receive notice of the application and will then review the application and contact you if needed.

You can search for your application and pay any outstanding balances by entering your permit number in the General Search section → Application Number field. You can also search by Address or Assessor's Parcel Number. Please note that you must be logged in to use this search function.