County of Sacramento

Instructions for paying for an existing Planning Project

May 21, 2020

If you have received word that your Planning Aplication fees are ready to be paid, this is the process.

1. Go to https://actonline.saccounty.net/CitizenAccess/Default.aspx and login or create an account.
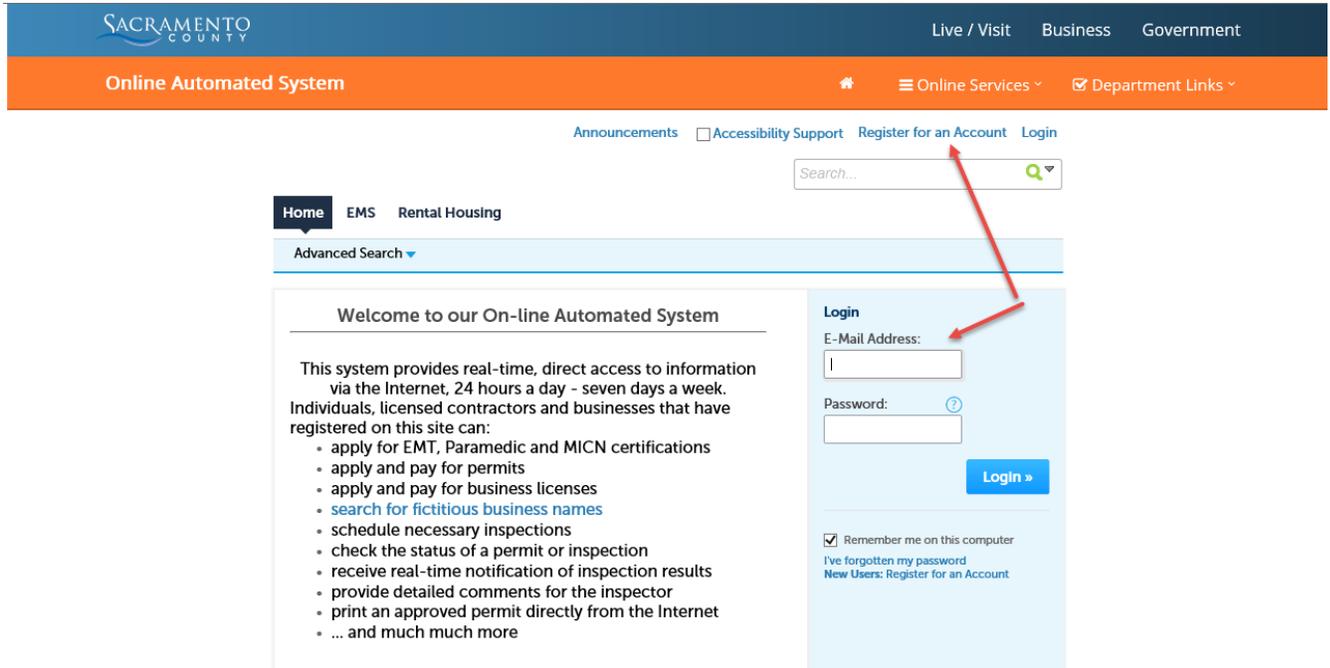
2. Click the 'Search for a Tree Permit or Planning Project' link
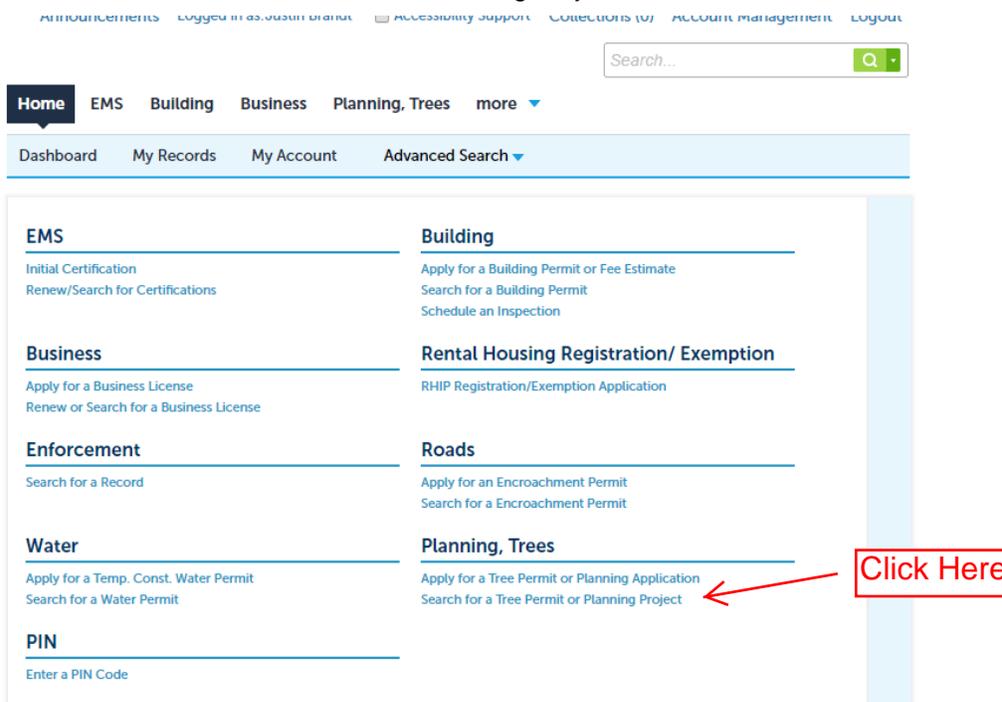
Instructions for paying for an existing Planning Project

3. If you created the application online you will see it in the list of Records. To pay fees on an application you created online, click the Pay Fees Due link.

	Created Date	Record Number	Record Type	Record Name	Status	Action
☐	03/12/2019	TREE2019-00089	Planning - Trees		Approved Pending Payment	Pay Fees Due

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

Records

Showing 1-1 of 1 | Download results | Add to collection

4. If you submitted the application by email, you will need to search for the application.

   IMPORTANT! If entering an application number it must be in the same format as shown on your Invoice (PLNPxxxx-xxxxx; DRCPxxxx-xxxxx). If using an address, just use a street number and street name. You can also use a parcel number if you have it. Only use one option.

   General Search

   ☐ Search my records only

   Application Number: Project Name:
   PLNP2020-00098

   If you have the Permit number, enter it into this field exactly. DO NOT enter information into more than one field. Fill out one field and leave the other fields empty.

   Start Date: ⑦   End Date: ⑦
   05/17/2014   05/21/2020

   Street No.:   Street Name: ⑦
   From - To

   Parcel No.:

   ▶ Search Additional Criteria

   Search   Clear

   When you have entered your information, click search.

SACRAMENTO
C O U N T Y

Instructions for paying for an existing Planning Project

5. When the application comes up, click the arrow to expand the Fees section.

Record PLNP2020-00098:
Planning - Entitlement
Record Status: Pre-Application

| Record Info ▼ | Payments ▼ |
| | Fees |

Work Location

0 Dry Creek
Rio Linda CA 95673

Case Details

▶ More Details

Print/View Summary

If you owe fees you will see a Pay Fees link. Click it to start the process.

Fees

Outstanding:

Date	Invoice Number	Amount	
03/12/2019	1115325	$1.35	
03/12/2019	1115325	$30.00	Pay Fees

Total outstanding fees: $31.35

6. The next page provides information about the fees. Click Continue when ready.

7. Select the method of payment and click Submit Payment

Payment Options

Amount to be charged: $31.35

◉ Pay with Credit Card
○ Pay with Bank Account

Submit Payment »

You will be taken to our third party payment processing site. *You may need to select your payment option again on that site.*

County of Sacramento

All fields are required. When completed, click Continue. You will then see a review page, if all information is correct, click Submit Payment.


You will then see a Confirmation page. You can print a receipt if needed. Click the Return to Sacramento County On-Line Services web site to return to our site.

Instructions for paying for an existing Planning Project

8. When you return to our site you should be on this page. If you click the button labeled Print/View Summary it will open up a summary report of your application in PDF format. You can print this and keep it for your record. There is also a link back to your permit details.

9. The Office of Planning and Environmental Review will receive notification when payment has been made.