

Accela Citizen Access
How to Resubmit an Application
April 14, 2020

1) What is a resubmittal?

- a) OK, it's not as obvious as it seems: A resubmittal is where you're submitting additional materials to an existing application that's already in process. A resubmittal is NOT a new application. An existing application will have a number like PLN2020-12345 or SGN2020-00987, which was given when the first application was received by Planning staff. There are two types of resubmittals:
 - i) Example 1: Application PLN2020-12345 is in process for the Single Family Design Board, and Planning staff informed you that you need to submit additional information (this could be in the form of a Completeness Letter or email or phone call). A resubmittal is when you give Planning Staff the information that was requested.
 - ii) Example 2: Application PLN2020-12345 also needs Planning Commission review of a Coastal Development Permit. We want both the SFDB and PC processes to be handled under PLN2020-12345, so treat the PC submittal as a resubmittal, using this procedure.

2) How do I resubmit application materials?

- a) We are using the Accela Citizen Access (ACA) system to receive resubmittals. You resubmit an application by uploading documents, like plans and letters, into the record in ACA. Please don't submit physical copies of anything that you've submitted via ACA.
- b) **IMPORTANT NOTE:** *In order to upload documents to a record, your ACA account must be linked to that record. If it's not linked, you must contact Planning Staff and ask for your ACA account to be linked to your records. Please fill out this form with all records that you want linked to your ACA account ([hyperlink to the link request form](#)).*

3) How do I know if my ACA account is linked to my record?

- a) If you don't have an ACA account, it's not linked.
- b) If you've just created your ACA account, it's also not linked.
- c) If you're not sure if your ACA account is linked to your record, you have to check ACA:

d) Go to the Accela Citizen Access (ACA) webpage. The web address is

i) <https://landuse.santabarbaraca.gov/CitizenAccess>

Accela Citizen Access

City of SANTA BARBARA

Citizen Access

Home Search

Announcements(1) Accessibility Support Register for an Account Login

Credit Card Payments Down - Use Electronic Check: Online credit card payments are currently down for maintenance. You may pay online using an electronic check or by remote methods listed at following ... more

Mark as Read

Home Building Planning Enforcement Fire Public Works

Advanced Search

User Name or E-mail: Password: Login »

☐ Remember me on this computer I've forgotten my password New Users: Register for an Account

Welcome to City of Santa Barbara Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?

To get started, select one of the services listed below:

General Information

e) Log in to ACA

i) If you don't already have an ACA account, register for one (see hyperlinks in the screenshot above).

Accela Citizen Access

City of SANTA BARBARA

Citizen Access

Home Search

Announcements(1) Logged in as: Testy McTester Collections (0) Cart (0) Account Management Logout

Credit Card Payments Down - Use Electronic Check: Online credit card payments are currently down for maintenance. You may pay online using an electronic check or by remote methods listed at following ... more

Mark as Read

Home Building Planning Enforcement Fire Public Works

Dashboard My Records My Account Advanced Search

Hello, Testy McTester

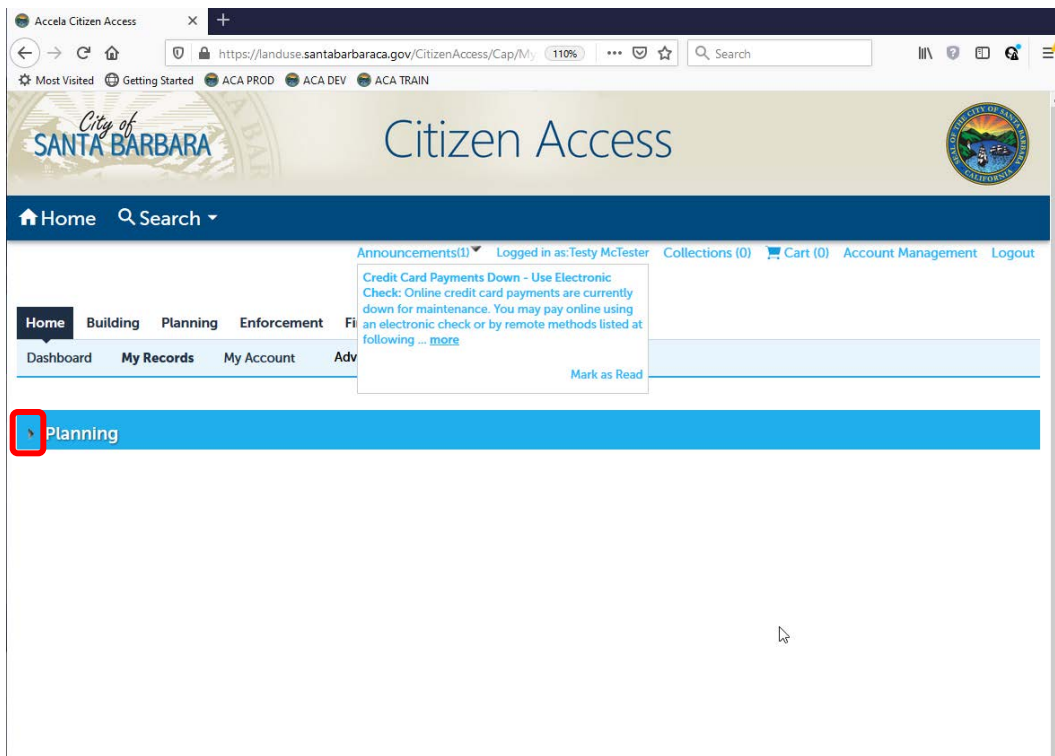
Saved in Cart (0) View Cart

My Collection (0) View Collections

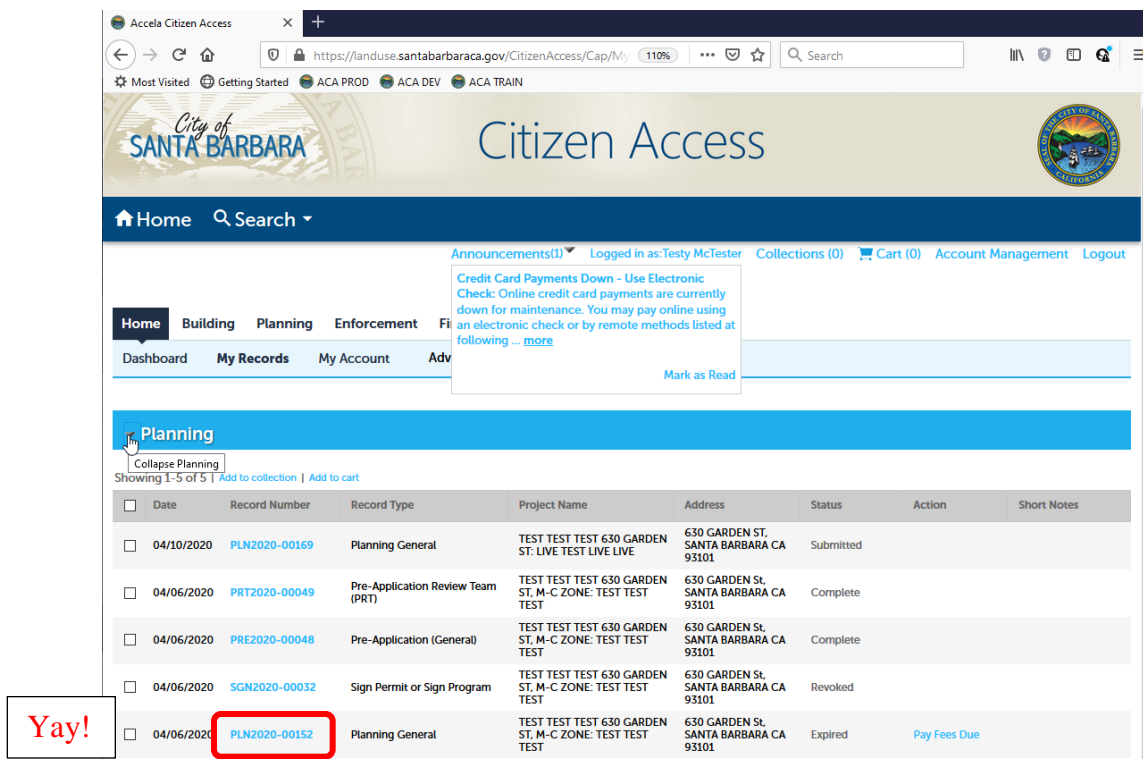
There are no items in your shopping cart right now.

You do not have any collections right now.

f) Once you're logged in, click on "My Records."



g) Click on the little triangle next to “Planning,” to see your Planning records.



h) If your record number is visible, your ACA account is already linked to that record. Yay!

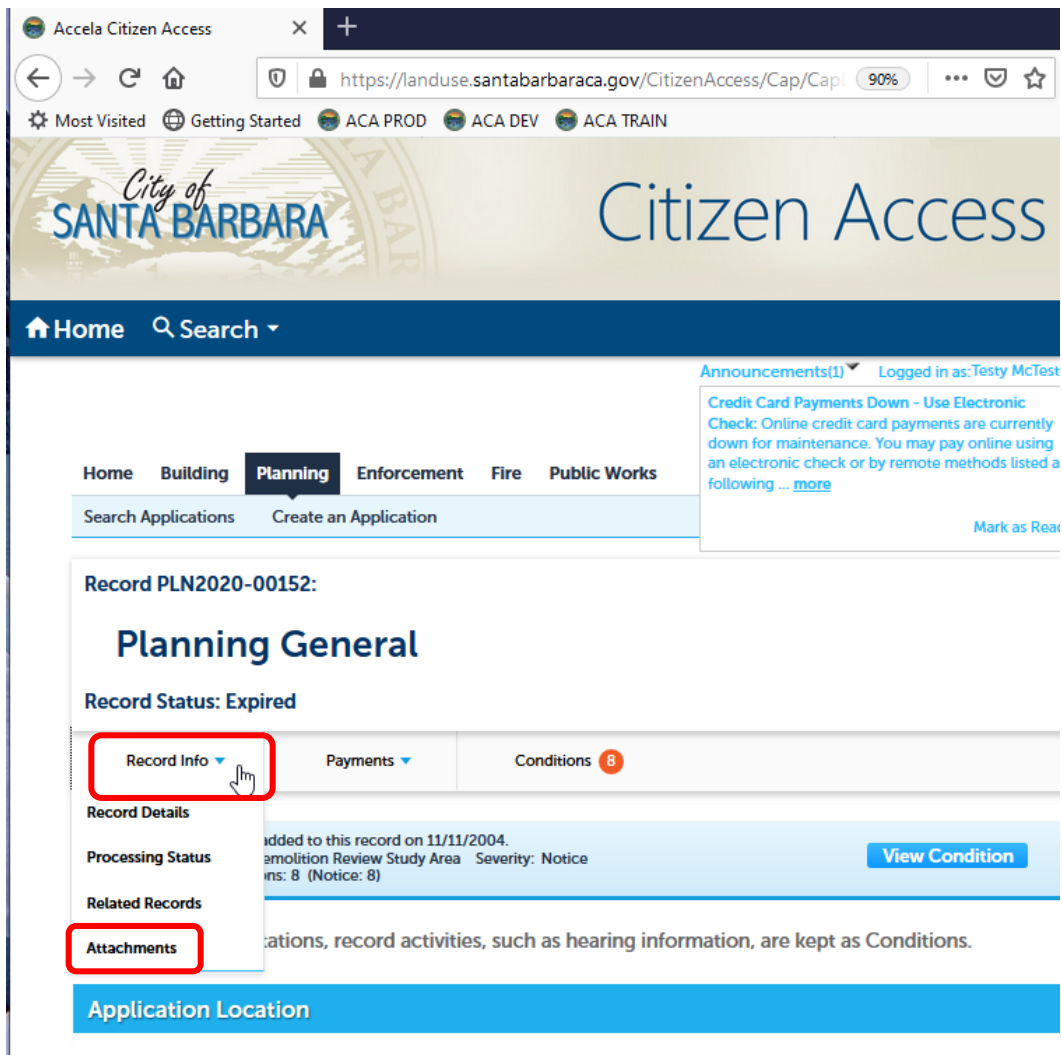
4) What makes a good resubmittal?

- Follow the instructions in the [Electronic Document Submittal handout \(Hyperlink\)](#).
- Include the following:

- i) A filled-out **Resubmittal Form (hyperlink)**
- ii) All information was required or requested by Staff, with a little more detail than you think is necessary.
- iii) Any additional information what would be helpful for the review of your project.

How do I upload my resubmittal documents in to ACA?

- c) Make sure your documents are as described in the Electronic Document Submittal handout, **ESPECIALLY** the names of your document **(hyperlink again)** before you start the upload process!
- d) Follow the instructions above to get to your record.
- e) Click on the hyperlink of the record you want to resubmit materials for.



- f) Click on the "Record Info" button, then choose "Attachments."

Home Building **Planning** Enforcement Fire Public Works


Search Applications Create an Application [an electronic check or by remote methods listed at following ... more](#) Mark as Read

Record PLN2020-00152: [Add to cart](#)

Planning General

Record Status: Expired

Record Info Payments Conditions **8**

 A notice was added to this record on 11/11/2004.
Condition: Demolition Review Study Area Severity: Notice
Total Conditions: 8 (Notice: 8) [View Condition](#)

Due to software limitations, record activities, such as hearing information, are kept as Conditions.

Attachments

Please name documents according to the City's Document Naming Convention (need to create hyperlink here) **PRIOR** to adding them to the application. Once you've started the Document upload process you cannot change the name of the document.

The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
120418_131-137 ANACAPA_SITE PLAN V6.pdf	PLN2020-00152	Planning General	Record	LANDUSE Photos	295.11 KB	04/10/2020	Actions	Planning General - PLN2020-00152

[Add](#)

g) Click "Add"

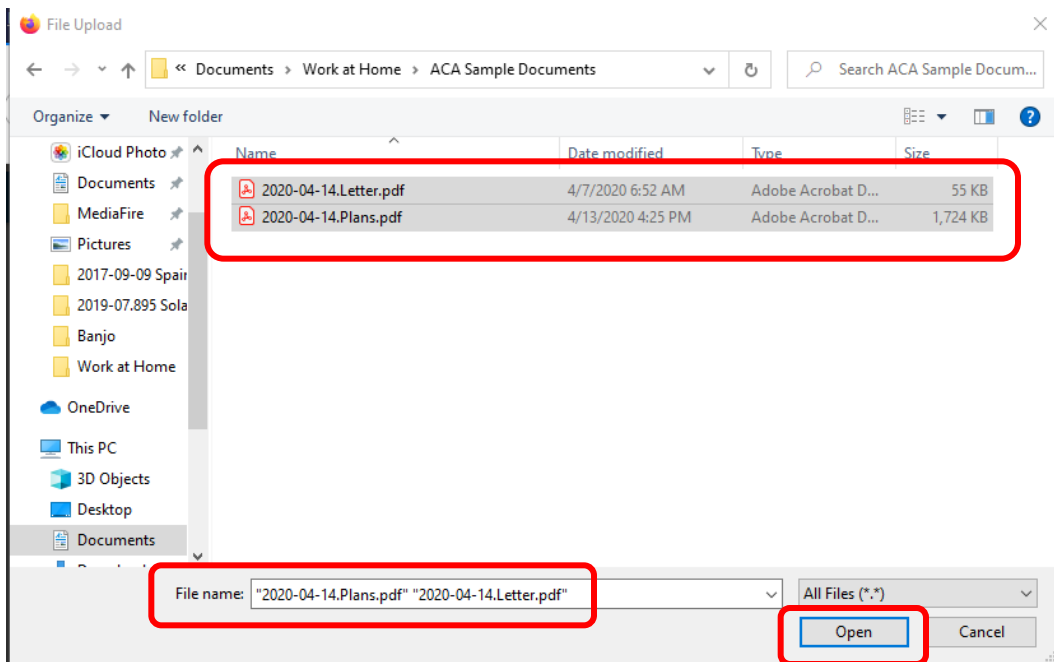
File Upload

The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

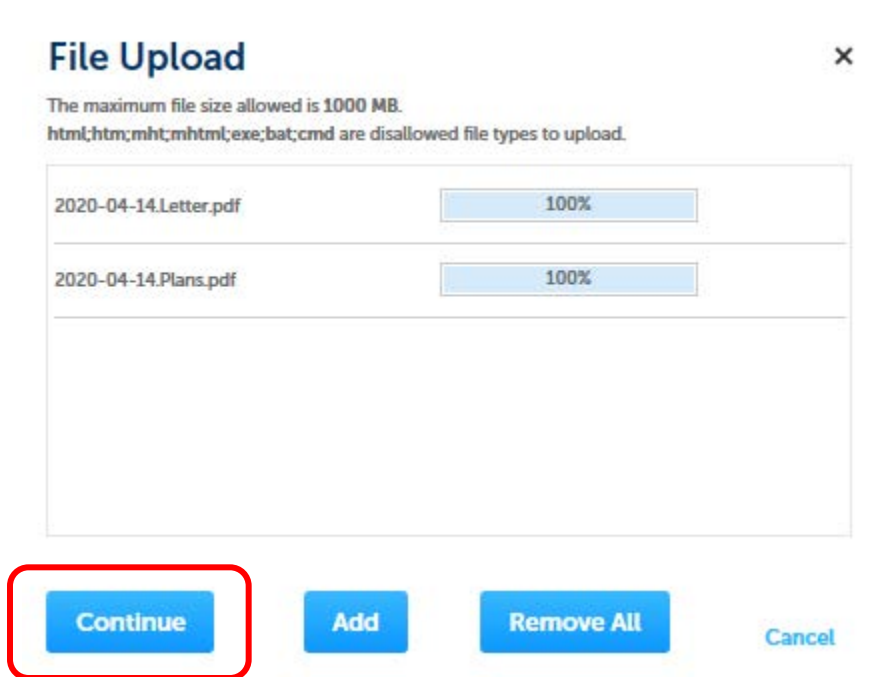
[Continue](#) [Add](#) [Remove All](#) [Cancel](#)

h) Click "Add" again

i) Your computer's file system will appear. Navigate to the documents that you wish to upload. You can highlight multiple documents, and they will upload simultaneously.



j) Click “Open.” The file(s) that you chose in the previous step will upload.



- k) Click “Continue” to keep going with the upload. You’re back in the Attachments portion of your record.

Attachments

Please name documents according to the City's Doc here) **PRIOR** to adding them to the application. On cannot change the name of the document.

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html;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type
120418_131-137 ANACAPA_SITE PLAN V6.pdf	PLN2020-00152	Planning General	Record

File:
2020-04-14.Letter.pdf
100%

* Document Type: ?

--Select--

* Description:

File:
2020-04-14.Plans.pdf
100%

* Document Type: ?

--Select--

* Description:

Save

Add

Remove All

- l) Select a Document Type from the dropdown.
 - i) Pick the item that most closely matches your document. Check the GENERAL types before you use the specific types.
 - ii) See the [Electronic Document Submittal handout \(Hyperlink\)](#) for more information on Document Types.

File:
2020-04-14.Letter.pdf
100%

*Document Type:

--Select--

--Select--

DESIGN Color Boards

DESIGN Correspondence

DESIGN Miscellaneous

DESIGN Noticing

DESIGN Photos

DESIGN Plans

DESIGN Public Comment

DESIGN Specifications or Cut Sheets

DESIGN Worksheets or Checklists

ENV Archaeology Reports

ENV Historic Structures and Sites Reports

ENV MMRPs or Post-Approval Documents

ENV Studies or Reports

GENERAL Affidavits

GENERAL Application Forms

GENERAL Authorizations - HOA, Property Owner, etc

GENERAL Confidential

GENERAL Recorded Documents

GENERAL Resolutions or Approval Documents

Save

Add

Remove All

m) Add a description of the document(s).

Attachments

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The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type
120418_131-137 ANACAPA_SITE PLAN V6.pdf	PLN2020-00152	Planning General	Record	LANDU

File:
2020-04-14.Letter.pdf

100%

* Document Type: ?

LANDUSE Correspondence ▼

* Description:

Letter describing changes to the plans.

File:
2020-04-14.Plans.pdf

100%

* Document Type: ?

DESIGN Plans ▼

* Description:

Plans showing changes to 2nd story windows.

Save

Add

Remove All

n) Click “Save.”


o) Ta Da! The documents are listed in the Attachment section of your record. You're done.

[Home](#) [Building](#) **[Planning](#)** [Enforcement](#) [Fire](#) [Public Works](#)

[Search Applications](#) [Create an Application](#)

down for maintenance. You may pay online using an electronic check or by remote methods listed at following ... [more](#)

[Mark as Read](#)


 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record PLN2020-00152: [Add to cart](#)

Planning General

Record Status: Expired

[Record Info](#) [Payments](#) [Conditions 8](#)

 A notice was added to this record on 11/11/2004.
Condition: Demolition Review Study Area Severity: Notice
Total Conditions: 8 (Notice: 8) [View Condition](#)

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[html](#); [htm](#); [mhtml](#); [css](#); [bat](#); [cmd](#) are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
120418_131-137 ANACAPA_SITE PLAN (p. 10-11).pdf	PLN2020-00152	Planning General	Record	LANDUSE Photos	295.11 KB	04/10/2020	Actions	Planning General - PLN2020-00152
2020-04-14.Letter.pdf	PLN2020-00152	Planning General	Record	LANDUSE Correspondence	54.83 KB	04/14/2020	Actions	Planning General - PLN2020-00152
2020-04-14.Plans.pdf	PLN2020-00152	Planning General	Record	DESIGN Plans	1.68 MB	04/14/2020	Actions	Planning General - PLN2020-00152

[Add](#)

p) If you would like to, you could email PlanningCounter@SantaBarbaraCA.gov to let us know that you've uploaded the documents.