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


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


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?
   a) Follow the instructions in the Electronic Document Submittal handout (Hyperlink).
   b) 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 or 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.”
g) Click “Add”

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.
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.
1) 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.
m) Add a description of the document(s).

n) Click “Save.”
o) Ta Da! The documents are listed in the Attachment section of your record. You’re done.

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