Planning Application Guide: "Pre-Application Review Team" (PRT) Application

Planning applications can be submitted online through Accela Citizen Access (ACA) found on the City website under the tab "Services" → "Licenses & Permits" → "Case Status Lookup".

> IMPORTANT NOTE: Use this procedure for BRAND NEW APPLICATIONS ONLY. Do not use this procedure if you are resubmitting an application or applying for different approval for the same project (e.g. the project requires both Architectural Board of Review and Planning Commission review. You've previously applied for the ABR review and have a record number of PLN2020-12345. Now you are applying for the PC review.) Use the Resubmittal Procedure Guide for those types of applications.

1. Log into the ACA website using your ACA **user name** and **password**. Click **Login**.
   (If you don't have a user account, register by clicking on one of the links circled in blue below.)

2. Click on the **Planning** tab and then select **Create an Application**.

3. Read the "General Disclaimer" and, if you agree, click the **check box** next to "I have read and accepted the above terms." and click **Continue Application**.


4. Select an application type. For a PRT case, click on the small triangle next to **Planning Pre-Application Review Team** to expand the selection and click the **radio button** (the small circle) next to "Pre-Application Review Team (PRT)" to select it. Then click **Continue Application**.

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5. Step 1: Location Information: Complete the **Street No.** and **Street Name** fields and click **Search**. When the parcel is found the full address and Parcel Number will fill in automatically (alternatively, search by the parcel number, and the address will fill in automatically). Click **Continue Application**. *(If entering the parcel number instead of the street address, be sure to enter the 9 digit number as shown and click "Search" below the parcel number.)*

Planning General

| 1 Location Information | 2 People Information | 3 Application Detail | 4 Documents | 5 Review | 6 | 7 |
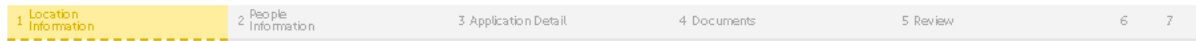
Step 1: Location Information > Location Information
Find the property by doing one of the following:

○ Use the map (Click on, "Show Map." When you have found the property, click "Use Location," to start the application process. There is no wildcard character when using the Search box in the map).

○ Look up the Address or Assessor Parcel Number (APN), and click on the, "Search," Button. The wildcard character is "%," for the Address and Prcel searches. If multiple choices appear, pick the correct address, scroll dow, and click, "Select."

Show Map

*indicates a required field.

Address

If you search by Address, the Parcel will fill in automatically.

*Street No.: `63D`   Direction: `--Select--`   *Street Name: `GARDEN`   Street Type: `St`

Unit Type: `--Select--`   Unit No.:

City: `SANTA BARBARA`   State: `CA`   Zip: `93101`   ← These fields fill in automatically when the street address is provided.

Search   Clear

⚠ A notice was added to this work location on 11/11/2004.
Condition: Demolition Review Study Area   Severity: Notice
Total Conditions: 8 (Notice: 8)

View additional details

Parcel

If you search by Parcel, the Address will fill in automatically.

*Parcel Number: `D31-16D-D15` ← This field fills in automatically when the street address is provided.

Search   Clear

Owner

The Owner information comes to the City from the County Assessor's Office, and is not available for viewing until the record has been submitted.

Please note that if the Owner would like to access information about this record online, we recommend that you:
1. Stop this application process;
2. Register the Owner for an online account;
3. Re-start the application process; and
4. Add the Owner as a contact for this record on the next page, using the "Lookup," option.

If you would like to add the Owner as a contact after the record has been created, please contact Planning Counter staff at (805) 564-5578.

Save and resume later   Continue Application

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6. <u>Step 2: People Information</u>: Click **Select from Account** in the **Applicant** section to allow you to track and process the application. Follow the prompts to confirm your information. Every application must have an Applicant (who is not necessarily the property owner).
You may add **Licensed Professionals** (or any contacts) using the **Look Up** button now (or **Add New** if they are not found via Look Up). You can add additional contacts after your application is submitted, as well.

Planning General

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Step 2: People Information > Applicant and Contacts

indicates a required field.

Applicant

The "Applicant" is primary contact for the application.

If you are the Applicant (main point of contact for this project), use the "Select from Account" button to add your contact information.

If you are not the Applicant, use the "Look Up" button to find the Applicant. The Applicant must be a registered online user.

[Select from Account] [Look Up]

Licensed Professional List

List licensed applicant team members, such as architects, engineers and contractors here. If they are already in the City's database, click "Look Up."

List all non-licensed team members in the contacts section below.

[Add New] [Look Up]
Showing 0-0 of 0

	License Number	License Type	Contact Name	Business Name	Action
No records found.					

Contact List

You may enter multiple additional contacts.

If you are not the property owner, please enter the Owner as a contact.

Please note that email addresses are required, as email is the primary method of contact for applications.

[Select from Account] [Add New] [Look Up]
Showing 0-0 of 0

Full Name	Business Name	Contact Type	Primary Phone	Mobile Phone	E-mail	Action
No records found.						

[Save and resume later]   [Continue Application]

7. <u>Step 2: People Information</u>: Once you have completed adding your contacts, review to make sure the information is correct (if incorrect, update in your ACA account) and click **Continue Application**.

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Step 2: People Information > Applicant and Contacts

*indicates a required field.

Applicant

The "Applicant" is primary contact for the application.

If you are the Applicant (main point of contact for this project), use the "Select from Account" button to add your contact information.

If you are not the Applicant, use the "Look Up" button to find the Applicant. The Applicant must be a registered online user.

✔

Contact added successfully. Please review your contact information. If it is incorrect, you cannot edit it here. We recommend that you click on the, "Save and resume later," button, edit your account information, then resume the application process.

Applicant Name
Email
Phone 1
Phone 2
Edit Remove
▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Action
Home	Applicant Address	Actions ▼

Licensed Professional List

List licensed applicant team members, such as architects, engineers and contractors here. If they are already in the City's database, click "Look Up."

List all non-licensed team members in the contacts section below.

Add New   Look Up

Showing 0-0 of 0

	License Number	License Type	Contact Name	Business Name	Action
No records found.					

Contact List

You may enter multiple additional contacts.

If you are not the property owner, please enter the Owner as a contact.

Please note that email addresses are required, as email is the primary method of contact for applications.

Select from Account   Add New   Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Primary Phone	Mobile Phone	E-mail	Action
No records found.						

Save and resume later

Continue Application

8. <u>Step 3: Detailed Information > Project Description</u>: Describe the project here, providing as much detail as you can. The more information the better. Click **Continue Application**.

Pre-Application Review Team (PRT)

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Step 3: Detailed Information > Project Description

* indicates a required field.

Detail Information

Please give detailed information about your proposed project, as well as any special instructions, special requests or additional information that will assist City Staff in reviewing your application.

City Staff may change the entry in this field.

Project Description:

Project description here.

Save and resume later

Continue Application

9. <u>Step 3: Detailed Information > PRT Type</u>: Select the most appropriate type from the **dropdown menu**. You may include questions, requests, or instructions in **Special Requests or Instructions**. Click **Continue Application**.

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Step 3: Detailed Information > PRT Type

* indicates a required field.

What type of PRT review are you applying for?

GENERAL
Pick the most appropriate choice from the dropdown menu to the best of your knowledge. Staff will correct any errors.

* PRT Type:

Required: Conditional Use Permit (Title 30)

--Select--
Required: Annexation
Required: AUD High Density Projects on Lots >15,000 s.f.
Required: Conditional Certificate of Compliance
Required: Conditional Use Permit (Title 30)
Required: Condominium Conversion
Required: Development Plans for Additions of 3,000 s.f. or more
Required: General Plan and Zoning Amendments (Title 30)
Required: Local Coastal Program Amendments (Title 30)
Required: New Condominiums
Required: Specific Plans and Amendments (Title 30)
Required: TEDR (Title 30)
Required: Tentative Subdivision Map
Optional

What questions would like answered, or what are your special requests or instruction?:

Save and resume later

Continue Application

10. <u>Step 3: Detailed Information > Residential Units</u>: Select the appropriate radio button (the small circle) next to **Yes** or **No**. *If you've selected Yes, fill in the fields below*. Click **Continue Application**.

11. <u>Step 3: Application Detail > Nonresidential Floor Area and Hotel Rooms:</u> Select the appropriate radio button (the small circle) next to **Yes** or **No** and complete the Floor Area and Rooms fields *only if you've selected Yes*. Click **Continue Application**.

12. Step 4: Documents > Upload: Click **Add** to add your application documents as PDFs (even images). Please group all pages of each document in one pdf and not as individual pages!

> ***Note: Be sure to name your files following the required naming convention __before__ you upload them, as it is not possible to change the file name later!***

13. Click **Add** again.

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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.
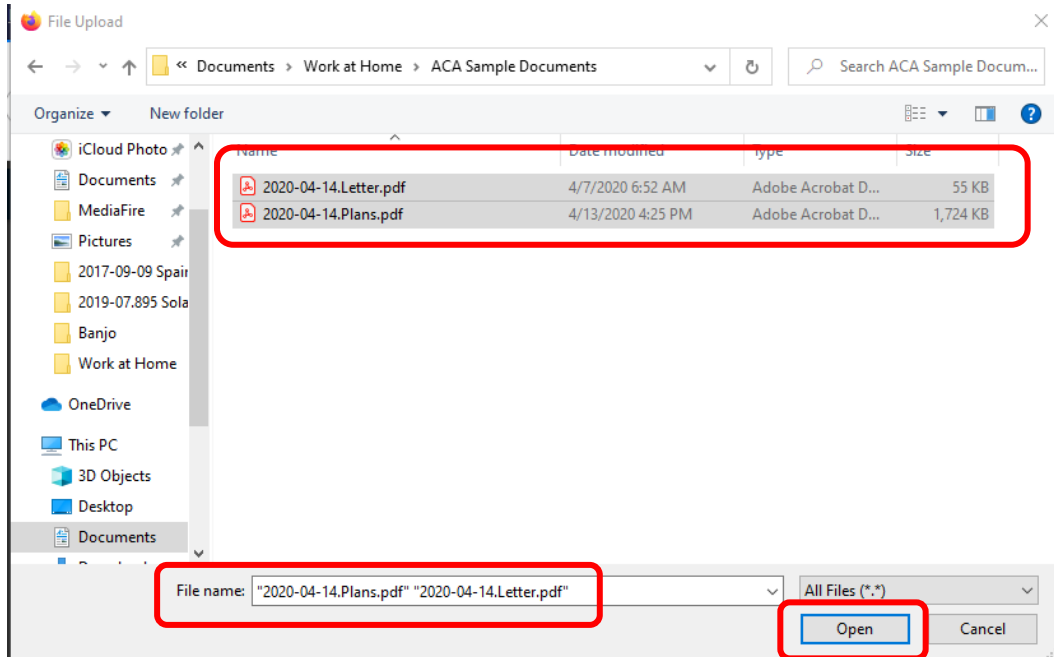
14. Once you've selected your files (more than one can be added at once), click **Continue** to finish adding it to your application.

Add all documentation that is required in the specific application submittal packet (hyperlinks below).

Examples of required documentation include: Master Application form, site plans, floor plans, elevations, photos, aerial photos, letters, reports from specialists such as arborists or historians, etc.

* indicates a required field.

Submit Documents

Upload all required documentation, such as :

1. Application submittal packets,
2. Owner Authorization Form or Master Applicatio
3. Applications checklists,
4. Site plans, floor plans, and elevations,
5. Photos, including aerial photos,
6. Letters,
7. Reports from specialists such as arborists or histo
8. Other required or helpful documentation.

Please use separate, multi-page PDFs for each up
applicant letter should be in a separate, multi-pag

Minimum document resolution: 300 dpi x 300 d

Here are hyperlinks to application submittal pack

Design Review Submittal Packet

Modification & Performance Standard Permit Subi

Development Application Review Team Submittal

Planning Handouts Webpage

IMPORTANT: Please re-name the documents on your system to match the naming convention (NEED DOCUMENT STANDARDS HYPERLINKED HERE) prior to uploading

File Upload   ✕

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

2020_04_10_MasterApplication.pdf   100%

[Continue]   [Add]   [Remove All]   Cancel

single, multi-page PDF, and all sheets of the

15. Step 4: Documents > Upload: Select the relevant **Document Type** from the dropdown menu. (When selecting a Document Type, pick the item that most closely matches your document. Check the GENERAL types before you use the specific types.) Write a brief **Description** and click **Save**. Click **Add** to add additional documents or **Continue Application** if you are done.

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Step 4: Documents > Upload

Add any documentation that will assist City Staff to make a determination.

Examples of useful documentation include: site plans, floor plans, elevations, photos, aerial photos, letters, reports from specialists such as arborists or historians, etc.

indicates a required field.

Attachment

Please use separate, multi-page PDFs for each uploaded document. For example, all sheets of the plan set should be in a single, multi-page PDF, and all sheets of the applicant letter should be in a separate, multi-page PDF.

Minimum document resolution: 300 dpi x 300 dpi.

Here are hyperlinks to application submittal packets and the Planning Handouts are of the City's webpage:

Pre-Application Review Team Handout

Planning Handouts Webpage

**IMPORTANT:** Please re-name the documents on your system to match the naming convention (NEED DOCUMENT STANDARDS HYPERLINKED HERE) prior to uploading them, as you can't change the name once you're in the upload process.

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

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
No records found.							

File:
2020_04_10_MasterApplication.pdf
100%

Remove

*Document Type:
PRT Application Forms

*Description:
Application form.

Save **Add** **Remove All**

Save and resume later

Continue Application

16. <u>Step 5: Review</u>: Review your application. You may click the **Edit** button in each section to change any part of the application (you will have to click back through all the sections to return to the Review screen). Once the application looks accurate, check the **Certification** box at the bottom of the screen and click **Continue Application** at either the top or bottom of the screen.

Pre-Application Review Team (PRT)

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Step 5:Review

[Save and resume later]   [Continue Application]

Please review all information below. See Instructions and Warnings for more information

Instructions and Warnings

Click the "Edit" buttons to make changes now, or click the "Save and resume later," button.

Once you are satisfied with your data input, please check the box to agree to the certification at the bottom of the page, then click "Continue Application" to submit the application.

Please review your information carefully, as once you've submitted the application you cannot edit it.

Pre-Application Review Team (PRT)

Address   [Edit]

630 GARDEN St
SANTA BARBARA CA 93101

Parcel   [Edit]

Parcel Number: 031-160-015
Adjacent to Potential Historic Structure: -
Air Quality Buffer - 250 Feet from Hwy 101: -
Cultural Resources Monitoring: -
Average Unit Density Priority Housing Overlay: -
Baths: 0
Bedrooms: 0
Central Business District: -

Name	Type	Size	Description	Document Status	Status Date	Upload Date	Action
2020_04_10_MasterApplication.pdf	GENERAL Application Forms	138.16 KB	Master Application	Uploaded	04/10/2020	04/10/2020	Actions ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 04/10/2020

[Save and resume later]   [Continue Application]

17. Congratulations, your application has been submitted! This screen provides your record number (outlined in red, below). Staff will review your application, and invoice fees. Please save a copy of your application and payment summaries.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance

Step 3:Receipt/Record issuance

Receipt

✓ Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

`Print/View Summary`

630 GARDEN St, SANTA BARBARA CA 93101

PRT2020-00055   View Summary

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

View additional details

`Print/View Summary`