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”.

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.

**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.
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.
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.)*
6. **Step 2: People Information:** 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.
7. **Step 2: People Information:** 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**.
8. **Step 3: Detailed Information > Project Description**: Describe the project here, providing as much detail as you can. The more information the better. Click **Continue Application**.

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

### Residential Unit Info

- **CAMP RESIDENTIAL**
  - If you selected **Yes**, please fill out the fields below and include the number in the Project Description.
  - *(If there is a net change in the number of residential units onsite, if **Yes**, please fill in the fields below.)*
  - **Yes** or **No**

  - **Existing Residential Units:**
    - Units
  - **Residential Units to be Demolished:**
    - Units
  - **Total Residential Units:**
    - Units

11. **Step 3: Application Detail > Nonresidential Floor Area and Hotel Rooms:** 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**.

### Nonresidential Floor Area and Hotel Room Info

- **CAMP NONRESIDENTIAL**
  - *(If there is a net change in the amount of nonresidential floor area onsite, if **Yes**, please fill in the fields below.)*
  - *(If there is a net change in the number of hotel rooms onsite, if **Yes**, please fill in the fields below.)*
  - **Yes** or **No**

  - **Existing Nonresidential Floor Area:**
    - Square Ft
  - **Nonresidential Floor Area to be Demolished:**
    - Square Ft
  - **Total Nonresidential Floor Area:**
    - Square Ft

  - **Existing Hotel Rooms:**
    - Room
  - **Hotel Rooms to be Demolished:**
    - Room
  - **Total Hotel Rooms:**
    - Room
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.**
Planning Application Guide: “Pre-Application Review Team” (PRT) Application

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.
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.

**Pre-Application Review Team (PRT)**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<td>People Information</td>
<td>Detailed Information</td>
<td>Documents</td>
<td>Review</td>
<td>Pay Fees</td>
<td></td>
<td></td>
</tr>
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</table>

**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.

**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 on 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 100 MB. If the maximum file size is exceeded, you will not be able to upload the file.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Description</th>
<th>Document Status</th>
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<th>Action</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

File: 2020_04_15_HourlyScreen.pdf

**View**

**PRT Application Forms**

**Description**

[Application Form]

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

**Save and resume later**  **Continue Application**
16. **Step 5: Review:** 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.

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**

**Parcel**

**Table:**

<table>
<thead>
<tr>
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<th>Type</th>
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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:** 04/02/2020

**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.

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 11/11/2020.
Condition: Demolition Review Study Area
Severity: Notice
Total Conditions: 8 (Notice: 8)

View additional details

Print/View Summary