

## County of San Diego - Planning & Development Services

## Permitting System Help Guides

TOPIC: Accela Citizen Access (How to submit an Initial Consultation Meeting request)

Accela Citizen Access (ACA) is the online tool that allows the public to check the status of permits, conduct research, and perform other tasks online such as apply for permits; pay fees or schedule inspections.

NOTE TO APPLICANTS: Please have the following forms completed <u>prior</u> to submittal of the online application. If any required forms are not submitted or missing, your application may be denied or voided and an additional application submittal may be required.

Cover Sheet: <a href="https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-ESUB\_Initial\_Consult\_Meeting.pdf">https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-ESUB\_Initial\_Consult\_Meeting.pdf</a>

Plot Plan – see requirements here: https://www.sandiegocounty.gov/pds/docs/pds090.pdf

PDS-126: https://www.sandiegocounty.gov/pds/zoning/formfields/PDS-PLN-126.pdf

PDS-346S: https://www.sandiegocounty.gov/pds/zoning/formfields/PDS-PLN-346S.pdf

THE STEP-BY-STEP SUBMITTAL GUIDE BEGINS ON PAGE 2

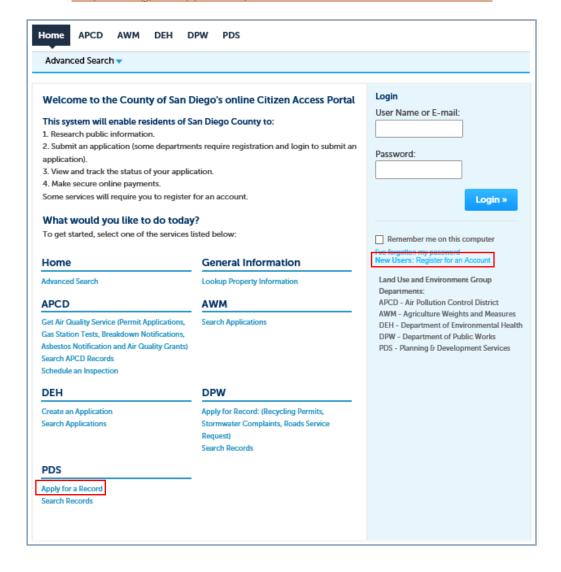


## **Directions:**

**Step 1:** To submit an application for an Initial Consultation Meeting, you may either **register for an account** or **proceed directly** to the application by selecting **Apply for a Record** in the PDS section.

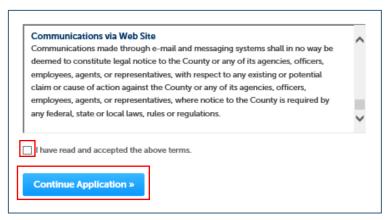
Please note: If you would like to utilize the Trust Account online deposit service, an Accela Citizen Access (ACA) user account is needed.

https://publicservices.sandiegocounty.gov/CitizenAccess/Cap/CapApplyDisclaimer.aspx?CapType=LUEG-PDS/Planning/Pre-Application/Initial%20Consultation&Module=LUEG-PDS

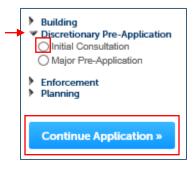




**Step 2:** Read and accept the terms and general disclaimer, by clicking the checkbox and clicking **Continue Application.** 



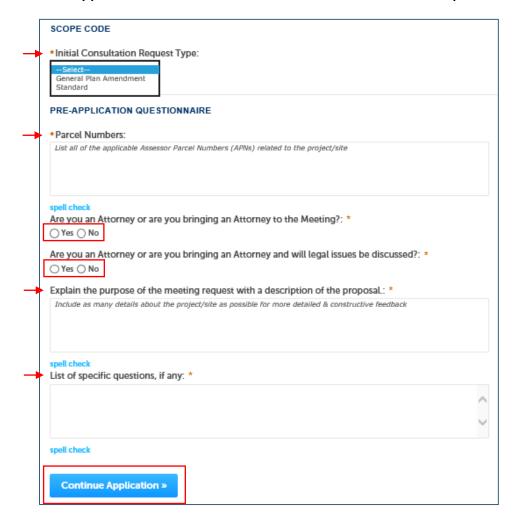
**Step 3:** Click on the **Discretionary Pre-Application** option and select the type of Pre-Application Meeting you are applying for then select **Continue Application**.





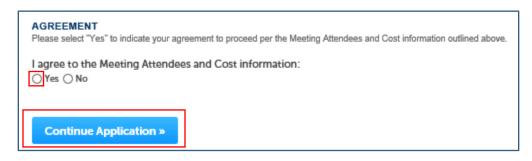
**Step 4:** In the **Scope Code** section, click on the **Initial Consultation Request Type** dropdown menu and select the type of Initial Consultation Meeting you are applying for, complete the **Pre-Application Questionnaire**, then select **Continue Application**.

Please note: Indicate all applicable APNs associated with the Initial Consultation request.

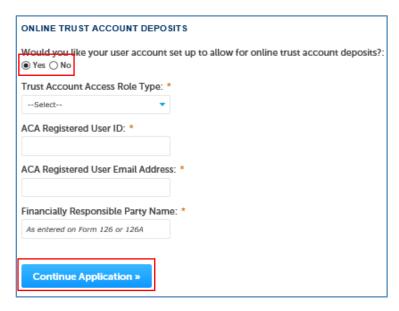




**Step 5:** Please review the **Meeting Attendees & Cost Agreement**. Once you have reviewed the agreement, please select **Yes** then click **Continue Application**.



**Step 6:** Indicate if you would like to allow for online trust account deposits. If **Yes**, please indicate all required information. If **No**, no additional information is required. Then click **Continue Application**.



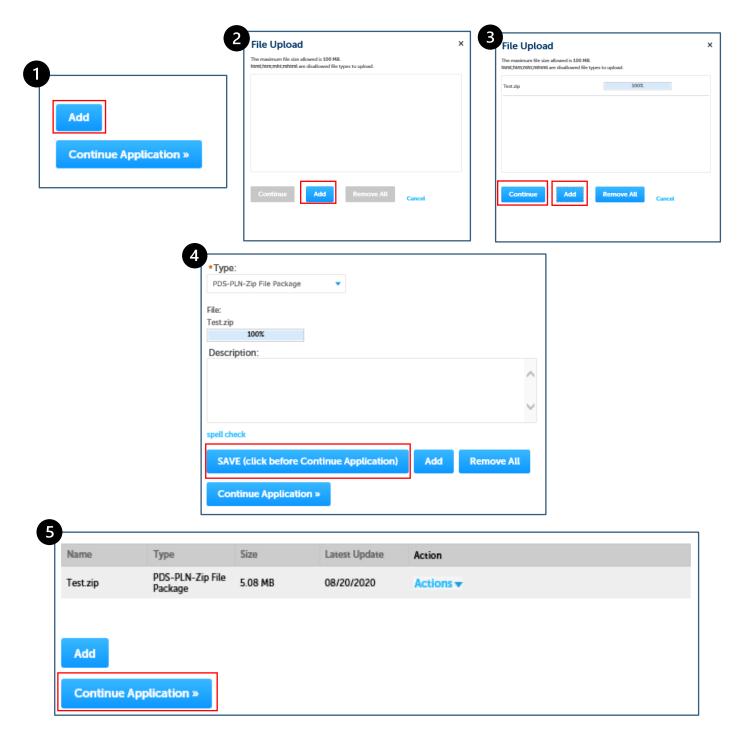
**Step 7:** Input the **Assessor's Parcel Number (APN)** [xxx-xxx-xx] or **Address** and click **search**. Then click **Continue Application**.





**Step 8:** Attach the **Zip File** containing all applicable documents to the application. Select **Add** and in the pop-up window, select **Add** again. From here select the **Zip File** to upload, select **Open**, then select **Continue**. Once the **Zip File** has been successfully attached, select **Save** then **Continue Application**.

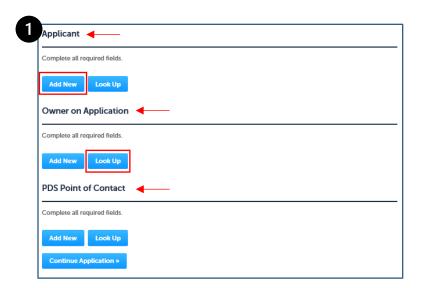
Please note: All required documents (<u>Plot Plans</u>, <u>PDS-126</u>, and <u>PDS-346S</u>) must be saved in <u>one Zip File</u> and each document must be titled accurately. All required fillable forms can be found at the following link: <a href="https://www.sandiegocounty.gov/content/sdc/pds/zoning/ZoningNumeric.html">https://www.sandiegocounty.gov/content/sdc/pds/zoning/ZoningNumeric.html</a>



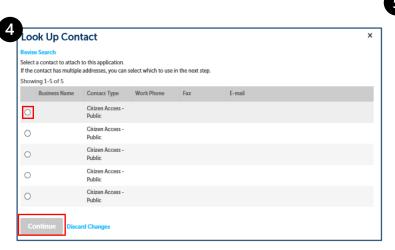


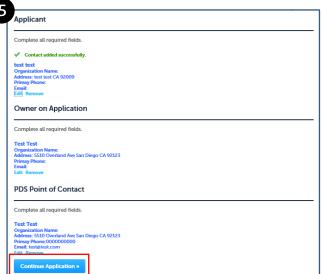
Step 9: Provide contact information for the following contact types: Applicant, Owner on Application, and PDS Point of Contact. For each contact type, you can Add New contacts or Look Up existing contacts. To add a new contact, click Add New and input all required information. To look up existing contacts, click Look Up and select Citizen Access – Public from the Type dropdown and input at least the first and last name of the contact and select Look Up. Select the correct contact and click Continue. Verify that all the information is shown correctly and select Continue Application.

Please note: If you would like to use the Look Up function, the contact must have an existing ACA account, otherwise the contact information will need to be manually added through the Add New function for each contact type.





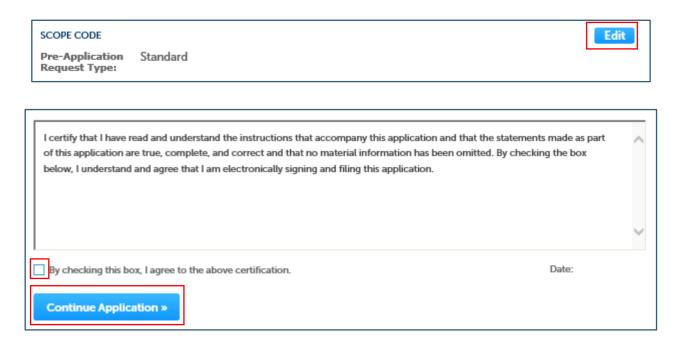






**Step 10:** Verify that all the information is correct on the **Review** page. If any information is incorrect, select the **Edit** button associated with the section. This will take you to the applicable section and allow you to make any changes/edits you need to make. Follow the associated steps in this guide for the applicable sections. Once all the information has been verified, check the **Certification Agreement** box and click **Continue Application**.

Please note: The date will auto populate when the Certification Agreement is clicked.



**Step 11:** The application has been submitted and a **Record ID** has been assigned. Please take note of the **Record ID** as this will be the easiest way to identify the project. You will be contacted by PDS staff with an **invoice** and the project will be **assigned to a planner**.

