Permitting System Help Guides

TOPIC: **Accela Citizen Access** (How to submit a Pre-Application 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: https://www.sandiegocounty.gov/content/dam/sdc/pds/zoning/formfields/PDS-PLN-ESUB_Initial_Consult_Meeting.pdf

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-330: https://www.sandiegocounty.gov/pds/zoning/formfields/PDS-PLN-330.pdf

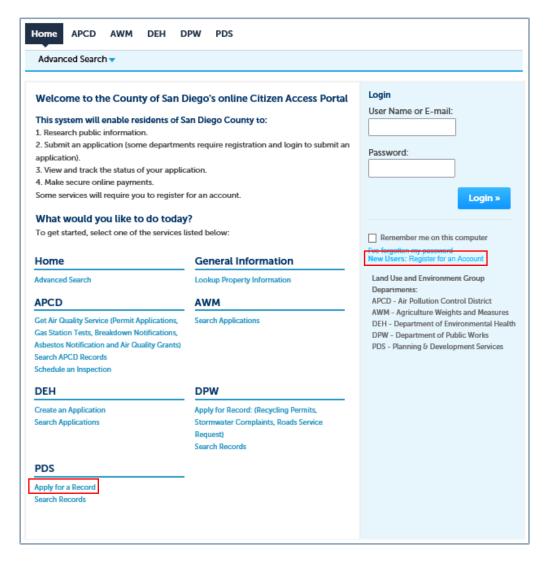*THE STEP-BY-STEP SUBMITTAL GUIDE BEGINS ON PAGE 2*

Directions:

Step 1: To submit an application for a Pre-Application Meeting, you may either **register for an account** or **proceed directly** to the application by selecting **Apply for a Record** in the PDS section.
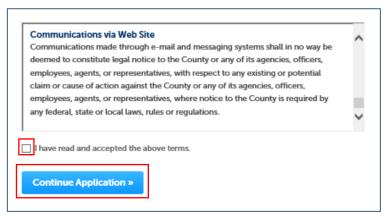*Please note: If you would like to utilize the Trust Account online deposit service, an Accela Citizen Access (ACA) user account is needed.*

https://publicservices.sandiegocounty.gov/CitizenAccess/Welcome.aspx?TabName=HOME&TabList=HOME%7C0%7CLUEG-APCD%7C1%7CLUEG-AWM%7C2%7CLUEG-DEH%7C3%7CLUEG-DPW%7C4%7CLUEG-PDS%7C5%7CCurrentTabIndex%7C0
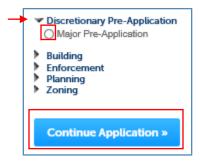
Step 2: Read and accept the terms and general disclaimer, by clicking the checkbox and clicking **Continue Application.**

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.**
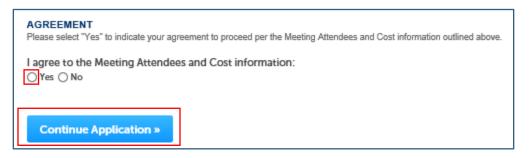

Step 4: In the **Scope Code** section, click on the **Pre-Application Request Type** dropdown menu and select the type of Pre-Application Meeting you are applying for, add all application information, then select **Continue Application**.

Please note: Depending on the type of permit being applied for, different information will be required before you can continue with the application.

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-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 (Plot Plans, PDS-126, and PDS-330) must be saved in one Zip File and each document must be titled accurately. All required fillable forms can be found at the following link: https://www.sandiegocounty.gov/content/sdc/pds/zoning/ZoningNumeric.html
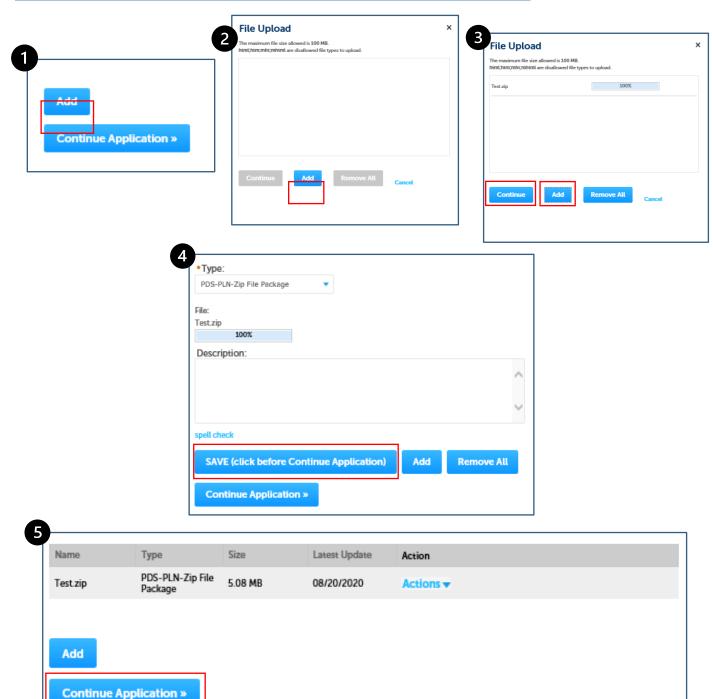

① Add
Continue Application »

② File Upload ×
The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Continue   Add   Remove All   Cancel

③ File Upload ×
The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Test.zip   100%

Continue   Add   Remove All   Cancel

④
*Type:
PDS-PLN-Zip File Package ▼

File:
Test.zip
100%

Description:

spell check
SAVE (click before Continue Application)   Add   Remove All
Continue Application »

⑤

Name	Type	Size	Latest Update	Action
Test.zip	PDS-PLN-Zip File Package	5.08 MB	08/20/2020	Actions ▾

Add
Continue Application »

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 s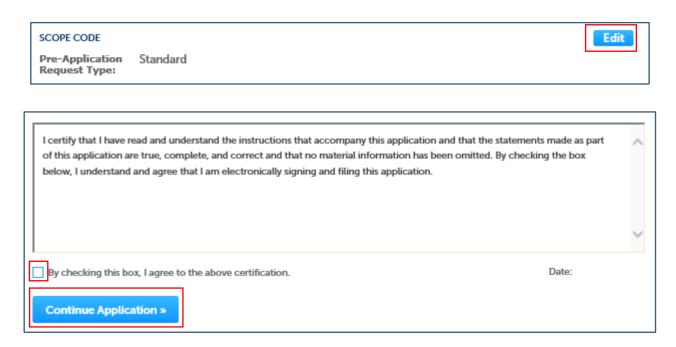ections. Once all the information has been verified, check the **Certification Agreement** box and click **Continue Application**.

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

SCOPE CODE   Edit

Pre-Application   Standard
Request Type:

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:

Continue Application »

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**.

Step 7: Application Acceptance

✓ We have received your record application and will be reviewing the information you submitted. Please write down your Record ID for future reference. We will contact you with further information.

You will need your Record ID to check the status of your application. For Building applications, once you have been notified that your permit has been issued use your Record ID to schedule/check results of inspections.

Your Record ID is PDS2020-MPA-20-xxx

We have received your record application and will be reviewing the information you gave us. Please write down your Record ID for future reference. We will contact you when a decision has been made.

You will need your Record ID to check the status of your application. For Building applications, once you have been notified that your permit has been issued use your Record ID to schedule/check results of inspections., check status, or track other updates.

View Record Details » For questions please contact PDS staff at (858) 694-2960 or (800) 411-0017.