P	**ELECTRONIC PLANNING APPLICATION SUBMITTALS**	CITY OF STOCKTON

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This handout provides an instruction for the electronic submittal of all planning applications provided for by Stockton Municipal Code Title 16 (Development Code), Division 5 (Land Use / Development Procedures). If you have a question about this handout, please use the contact information above.

STEP 1: **PLANNING APPLICATION** form**:** Download (here), complete and scan to PDF format.

- A. **APPLICATION REQUEST**: Check all boxes for permit type(s) being sought.
- B. **PROPERTY LOCATION:** Enter all address numbers and street names from https://stocktonca.mapgeo.io. (Staff will enter the remaining information in this section.)
- C. **STATEMENT OF INTENT / PROJECT DESCRIPTION**: Provide a brief description of the project. Note: A detailed description is encouraged and may be submitted in PDF format (as described below).
- D. **APPLICANT**: Provide all requested information.
- E. **PROPERTY OWNER**: If different from the applicant, provide all requested information. Note: if ownership has recently changed, provide a property deed in PDF format (as described below).
- F. **CAMPAIGN CONTRIBUTION DISCLOSURE NOTICE / INDEMNIFICATION NOTICE**: Read each notice, enter the requested information, and sign.

STEP 2: **SUBMITTAL MATRIX:** Download (here). Submittal requirements are based upon the permit type(s) being sought. Review the matrix to determine information to submit with your application. To prepare for Step 3, review and prepare documents for transmittal as follows:

- A. **SEPARATE FILES**: Each document type such as the permit application, plan sets, project description must be uploaded as separate files.
- B. **FILE NAMING CONVENTION:** For all submittals, applicants must follow the naming convention based on the project address and document type. A typical submittal may be formatted as illustrated below.

File	File Name
Planning Application	123-Address-Application
Project Plans	123-Address-Plans
Project Description	123-Address-ProjDesc
Color/Material Board	123-Address-ColorMaterial

STEP 3: **TRANSMITTAL:** Email planning@stocktonca.gov as follows:

- A. **SUBJECT LINE**: In ALL CAPS enter "NEW PLANNING APPLICATION" along with the project site's address(es).
- B. **EMAIL BODY:** Include, at minimum, the applicant name and contact info, property owner (if different) name and contact info, and brief project description.
- C. **FILE TRANSFER**: All files shall be in PDF format. Combined file sizes over 20 MB shall be submitted via a cloud-based download service (e.g., Box, Google Drive, Dropbox). **NOTE: no link shall require the creation of an account, download of software, subscription, fee payment, etc.**

STEP 4: **INVOICING:** Upon receipt of the email in Step 3, staff will generate an invoice and return for payment. Take note of the "P" number in the email subject line. It will be used to make payment.

STEP 5: **ONLINE PAYMENT:** First, review the Guide to Paying Fees Online (here). Then make payment at this location: https://aca.accela.com/STOCKTON/Default.aspx. One you have paid, please inform the staff person at Step 4 via email. [INSERT]

STEP 6: **APPLICATION ASSIGNMENT:** After completion of the steps above, you will be in direct communication with the planner assigned to process the application.