



PLANNING APPLICATION SUBMITTALS GUIDE

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PLANNING APPLICATIONS

To create a Planning application, upload forms and project materials, and review permit application status, go online to the City of San Leandro's Citizen Portal at:

aca-prod.accela.com/SANLEANDRO >

- ❑ **Step 1 - Register for an Account.** Go to the website, under Planning, click on "Create an Application". For New Users, click on the button to "Register Now". For Existing Users, login to continue.
- ❑ **Step 2 - Click on Create an Application.** Please complete all required fields in the online application form, including Project Address, Parcel Number, Owner Name, and Contact Information.
- ❑ **Step 3 - Add Documents.** Click on the "Add" button to upload all required submittal materials, including (1) a **completed and signed Planning Form** and (2) **Plan Submittals** in PDF format. Maximum file size is 100 MB. Click Save.

Planning Forms at: www.sanleandro.org/planningforms >

- ❑ **Step 4 - Detail Information and Permit Information.** Give the project a name and provide a detailed description of the project scope. If related to a prior permit, please enter the existing permit number under "Permit Information" and then click on "Continue Application".
- ❑ **Step 5 - Review.** Scroll through and double-check that your application information is correct. Then click on "Continue Application" to submit your application.
- ❑ **Step 6 - Record Issuance.** Your application has been successfully submitted and you should receive a Record Number that begins with "PLN-ONLINE".
- ❑ **Step 7 - Confirm Materials and Permit Fee / Deposit.** A Planner will reach out in reference to the Record Number to confirm whether all requested materials have been received and issue an invoice for payment of permit fee or deposit. Planning accepts checks (payable to City of San Leandro), or Visa, Discover, or Mastercard with a 2.5% credit card processing fee per transaction.

Planning Fees at: www.sanleandro.org/planningfees >

- ❑ **Step 8 - Project Number.** Once the Project Planner has confirmed that all submittal materials and payment have been received, your Planning application will be assigned a Project Number that begins with "PLN" and the Planning review and entitlement process commences.