



INSTRUCTIONS FOR E-FILING APPLICATIONS

Planning will be accepting Planning application types by email. Please review the instructions below to submit your application.

HOW TO SUBMIT YOUR APPLICATION BY ONLINE:

- 1) Download the application form from our website. Click [Here](#). You can either:
 - a) Preferred method: Fill out the form and save it to your computer.
 - b) Print the application and complete by hand. Then scan and save in electronic format as a PDF.
- 2) Complete all applicable forms and ensure all required exhibits and documents are ready for submittal. An Application Checklist is available [here](#). ***Incomplete application submittals will not be accepted for processing.***
- 3) Apply for an application online at the Yuba County Self Service (CSS) Portal. You will need to Register and make an account. Click [here](#).

or

Email the completed Forms and all related materials to planning@co.yuba.ca.us.

- a) Overall file size must be less than 50 MB. For larger projects you may need to ZIP (compress) the files or notify us and we will send you a link to upload files via Egnyte (Yuba County's Filer Server).
- b) Each component of your application must be saved as a separate PDF file.

Applications where all files have been combined into a single PDF will not be accepted for processing.

- 4) Payment will be required prior to application processing, but will not be due until Planning completes an initial application review and accepts the submittal. See below for information on fee payment.

PRELIMINARY REVIEW:

The Planner of the Day (POD) will review both email and online submittals.

- If all necessary items have not been submitted, the POTD will send an email informing you of any deficiencies.
- For applications submitted by email- if all necessary application items have been submitted, the POTD will create a project number and send an email with an invoice and instructions for payment of application fees.

It is expected that review and communication regarding submittals will have a turnaround time of 1-3 business days.

NOTE: Pursuant to the Permit Streamlining Act, California Government Code §65920, Applications are not considered filed and application review for completeness will not begin until we receive and process payment.

PAYMENT OF FEES: Accepted online, In-person, and Mail.

- 1) **Online:** If you submit by email, you will be notified when online payments may be made.
 - Online payments cannot be paid through CSS and must be made through the County's Point&Pay payment service provider. Click [here](#) to pay.
 - Please note that there is a percentage convenience fee for credit card payment of 2.25%. If you wish to pay by electronic check (ACH), there is a \$2.50 convenience fee.
 - Please note that if payments are made through this online system there is a 24-hour processing time before staff is notified of the payment. Please email Staff when payment has been completed & provide receipt in email.

2) **Check Payment:**

- Walk-in or by Mail; Address Envelope as:

Attention: “Name of Assigned Planner” (If Known)
Planning Department, CDSA
915 8th Street, Suite 123
Marysville, CA 95901

- Address Check Payable to **“CDSA”** and in the Memo portion of check write the **“Project or Permit Number”**.
 - With staff in and out of the office, having the project number on the check ensures it is appropriately paid to the correct project/permit.
 - Not providing a clear project/permit number may result in your check being unprocessed or forwarded to the incorrect department.

NOTE: Payments are accepted during the hours of 8am to 12pm and 1pm to 3:30pm., Monday thru Friday by any of our front counter staff.

SUBMITTAL OF HARD COPY MATERIALS:

Instructions will be provided to you on how to submit hard copy materials, if required. Please do not submit hard copies until directed to do so to avoid missing required materials or criteria.

Please check our website prior to submittal for any changes in submittal requirements [here](#). Please contact us at planning@co.yuba.ca.us with any questions. Thank you.