

## **INSTRUCTIONS TO APPLICANTS:**

### **PROCESSING OF HARDCOPY SUBMITTALS OF NEW AND PENDING PLANNING APPLICATIONS DURING THE TEMPORARY SHUTDOWN**

\*Please Note: Applicants are strongly encouraged to submit new planning applications and resubmit revised plans for pending applications in a **digital format** via e-mail. For more instructions, contact the Planning Division at [Planning@San-Clemente.org](mailto:Planning@San-Clemente.org) or (949) 361-6197, or the assigned Project Case Planner (for resubmittals only).

- 1) For **New** Applications: Please contact the Planning Division at [Planning@San-Clemente.org](mailto:Planning@San-Clemente.org) or (949) 361-6197 to verify fees and submittal requirements. Applicants are requested to put all completed forms, plans (folded to 8.5"x11"), and application materials inside a box and all materials marked *Attention: Planning*. The box may be dropped off in the rollout bin outside the entrance to City Hall. Required fees can be deposited in the secured drop-off bin located in the parking lot. At this time, payment must be made as a check payable to the City of San Clemente enclosed in a sealed envelope, with applicant contact information and marked attention to Planning Division. Credit card payments will not be accepted over the phone.

For **Pending** Applications: Please contact the assigned Project Case Planner to verify requirements for resubmitting pending applications previously submitted to the City. Revised plans and revised application materials must be placed inside a box and dropped off in the rollout bin outside the entrance to City Hall.

- 2) Before applications can be reviewed and processed, applications will be held for a minimum of 48 hours for decontamination purposes.
- 3) New applications and resubmittals for pending applications will be reviewed in 4 to 5 weeks following drop-off. The assigned Project Case Planner will contact you via e-mail informing you of the project status. If the application is deemed incomplete, you will receive a letter through email containing comments and corrections from the Development Management Team (DMT).