

INSTRUCTIONS TO APPLICANTS:

DIGITAL SUBMITTALS OF NEW AND PENDING PLANNING APPLICATIONS DURING THE TEMPORARY SHUTDOWN

- 1) For **New** Applications: Please contact the Planning Division at Planning@San-Clemente.org or (949) 361-6197 to verify fees and submittal requirements.
 - **Digital plan submittal**: Submittal of planning applications must be arranged with Planning staff by email or phone. Planning application materials, including exhibits and plans, shall be emailed as a file size less than 25 MB and emailed to the Planning Division with the subject line indicating “New Planning Application for (insert address).” Planning staff will provide a dropbox option to submit files larger than 25 MB. All digital files must comply with the [Digital Plan and Document Submittal Policy](#).
 - **Fee Payment**: Required fees can be deposited in the secured drop-off bin located in the parking lot or mailed to *910 Calle Negocio, Attn: Planning Division, San Clemente, CA 92673*. At this time, payment must be made as a check payable to the City of San Clemente with a copy of the planning application. Checks must be enclosed in a sealed envelope. Credit card payments will not be accepted over the phone.

- 2) For **Pending** Applications: Please contact the assigned Project Case Planner to verify requirements for resubmitting pending applications previously submitted to the City. Submittal of revised plans and revised application materials shall follow the digital plan submittal and fee payment procedures mention above.

- 3) New applications and resubmittals for pending applications will be reviewed in 4 to 5 weeks following receipt of both plans and related fees. 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).