



---

## APPLICANT PROCEDURES FOR PLANNING RESUBMITTALS

1. Once a planning application is made with the Department of Planning and Development Planning Division and assigned a Planning record number (record with a PLN prefix), comments from all subject matter experts (SMEs) and referral agencies are provided in a comprehensive incomplete letter within 30-days of an application submittal and transmitted via email to the applicant of record.
2. An applicant will need to register for a public user account in the County's InSite Public Portal to upload new/resubmitted documents if an account wasn't created when initially submitting an application. Note: An applicant will not be able to upload new documents to the assigned Planning record (record with a PLN prefix) without scheduling an appointment with a Planner to authorize the document upload for a limited time.
  - (a) Instructions to create a public user account can be found at the [Santa Clara County Public Portal User Manual](#).
3. Once all revised documents are ready for resubmittal and all the review comments are addressed, the applicant shall contact the project planner for a resubmittal appointment/meeting. The resubmittal meeting can be scheduled through a *Microsoft Teams* (MS Teams) videoconference application or be scheduled for in-person submittal. **Do not email the resubmittal materials to the project planner, as the Department does not accept emailed application materials.**
4. Resubmittal materials should incorporate the following:
  - a. A response letter addressing each incomplete comment;
  - b. An electronic resubmittal packet in accordance with [Digital Submittal Requirements](#);
  - c. File names must comply with [Naming Convention](#) (see page numbers 12-21 for Planning documents); and
  - d. One comprehensive plan set (combined as one pdf - the County cannot digitally slip-sheet pages).
5. During the MS Teams meeting, the applicant is expected to present the project resubmittal materials. If materials are not complete, multiple meetings may be necessary.
6. Once the materials are acceptable and ready for a resubmittal intake, the planner will request the applicant to upload documents onto Public Portal within 48 hours (2 business days) after the resubmittal appointment. The 30-day review period will begin once the documents are uploaded on to the Public Portal.
7. Please note additional fees that may be due will be discussed in the resubmittal meeting and will be invoiced in Public Portal to allow for payment at the time the resubmittal documents are uploaded. Fees can be paid using e-check or credit card. Visit "[How to Make Online Payments](#)" instructions for additional information.

### Additional Notes:

- E-mailed applications are **not** an official permit resubmittal and will not be processed.
- The resubmittal process is **not** for emergency permits.
- The process is subject to change as improvements are implemented by the Department.