



Planning Application Submittal Instructions

1. Prepare Application

Prepare all required materials according to the specific instructions for the type of application to be submitted. [Planning application forms and information are available here](#). If you have questions about what materials are required for your application, contact the Planning Division office at (650) 802-4263 or planning@cityofsancarlos.org.

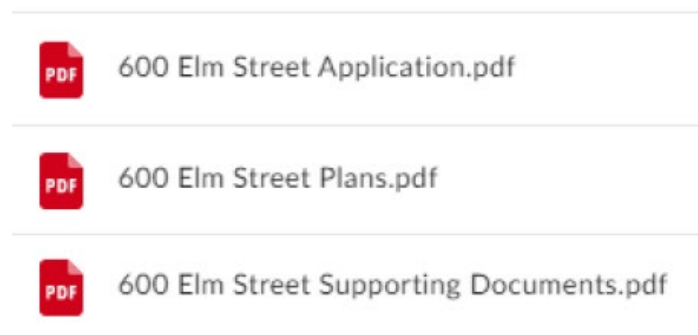
Applications that do not include all required application materials will not be accepted.

2. Upload Application

Visit the [Planning Division upload portal here](#). The following three items must be uploaded:

- Application
- Plan Sheets
- Supporting Documents

All plan review documents must be PDF. Upload the plan sheets as one PDF file and supporting documents uploaded separately. See example below. **Uploads that are not uploaded in this format will not be accepted.**



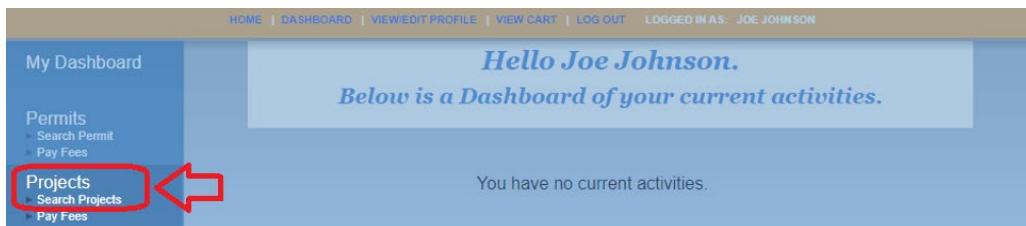
Select files from your device to upload. Enter your email address. **Please write N/A in the description field; Planning Division will not receive any messages written here.** Click 'Upload' to submit your files. Within 2 business days, a Planning Division staff member will confirm receipt of your upload and provide you an application reference number. You will need this reference number in order to complete payment. Fee payment steps are listed on next page in Step 3.

3. Pay Fees

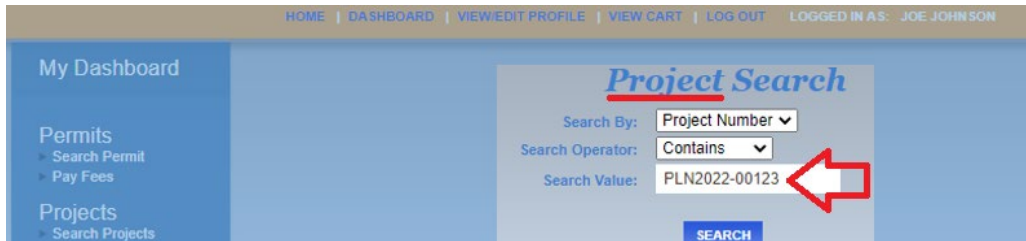
- a. [Click here to access Trakit.](#)
- b. If you are a new user, register for a **public** account by clicking 'Setup an Account' at the top of the screen. ***Be sure account is 'Public'. Do not select 'Contractor' in the drop-down.***



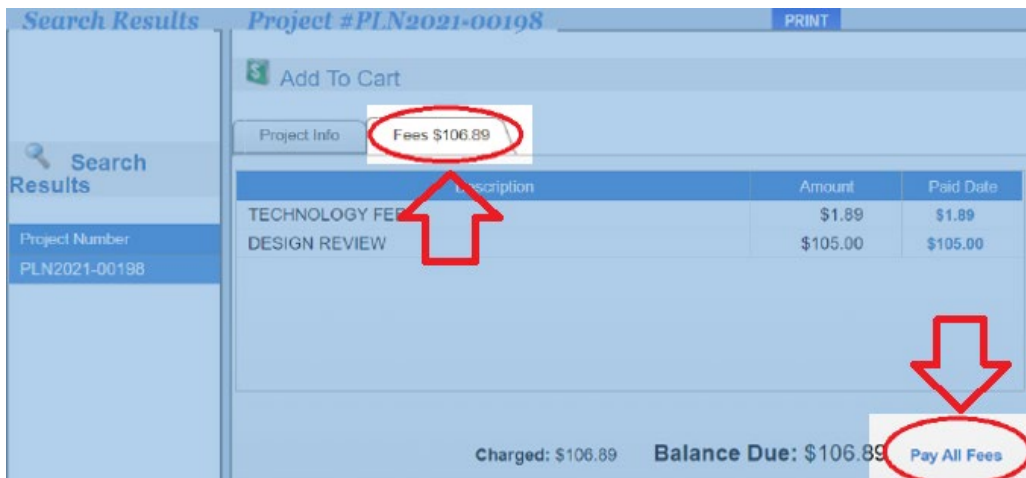
- c. Under the 'Projects' Menu on the left side of the screen, click 'Search Projects'. **Note: You must be logged in to access this page. Do not click 'Search Permit.'**



- d. Type the case reference number (PLN2022-XXXXX) or (TRE2022-XXXXX) in search bar.



- e. Click the 'Fees' tab, then click 'Pay All Fees' at the bottom right of the screen.



- f. Click 'Proceed to Checkout.'
- g. Click 'Proceed to Payment.'
- h. At the top, you will see an Invoice Number; please keep this for your records.
- i. Proceed to fill in Credit/Debit Card information and click 'Pay Now.' Note: The City only accepts Visa and MasterCard payments. E-check not currently available.

4. Obtain Receipt

Email the Planning Division staff member who assigned the case reference number to notify that payment has been made, and request an official receipt if needed.

5. **Please allow up to 30 days for staff to review your application. You will receive an email notification when the status of your application changes.**