



Customers of Stanislaus County Planning Services,

In accordance with the Governor's Executive Order N-33-20, the Planning Services offered by Stanislaus County have been determined to be essential and, as such, staff is available to assist you by phone, email, or online.

As always, you may continue to contact County Planning Services at:

- Phone: (209) 525-6330
- Email: planning@stancounty.com

Please see the processes outlined below for specific information on how to obtain Planning Services.

PHONE INQUIRES AND APPOINTMENTS

Planners remain available to respond to inquires by phone. You may contact a planner by calling (209) 525-6330. If the planner on-call is not available, please leave your name and phone number and staff will return your call as soon as possible. Phone calls are generally returned within 24 hours.

If you prefer to arrange for a specific time to talk to a planner, the following options for an appointment are available:

- Contact Planning staff at (209) 525-6330 and speak to the attendant to arrange for a specific meeting time. If an attendant is not available at the time you call, leave a message with your name, phone number, and, if available, email address, and someone will be in contact to confirm a meeting time and preference (phone or web service).

EXISTING SUBMITTED APPLICATIONS

Staff will continue to process all applications that have been submitted; however, due to limited staffing, delays in processing applications should be expected. If you need to check the status of your application, please contact the Planning Department by using the phone or email options listed above.

To submit additional application information requested by the project planner, please utilize the new application submittal options listed below.

NEW APPLICATION SUBMITTAL

Planning Services is still accepting all application types for processing; however, delays in processing applications should be expected. The following options may be utilized to submit new applications:

Emailed Applications – Applications for pre-submittal review or submittal may be emailed to planning@stancounty.com

- Submit a complete application and required documentation listed under the “All Applications” check list and the corresponding application type (Rezone, Use Permit, Parcel Map, etc.) checklist.
- If documentation (attachments) is larger than 25 MB include a list of documents in the submittal email.
- Staff will contact the applicant to let them know when the project has been deemed complete and entered in the County’s project database. Once a project is entered the applicant may upload documents greater than 25 MB and pay the application fee via credit card. (See instructions below).
- Original signatures (ink only, no photocopies, scans, or faxes) are required. The signature page with original signatures may be mailed along with payment, if paying by check, to:

Department of Planning and Community Development
1010 10th Street, Suite 3400
Modesto CA 95354

- Incomplete applications will not be processed, and the applicant will be notified by email of the missing items and a procedure for submitting a complete application.

Mailed Applications – Submit a complete application and required documentation listed under the “All Applications” check list and the corresponding application type (Rezone, Use Permit, Parcel Map, etc.) checklist. Original signatures (ink only, no photocopies, scans, or faxes) are required. All documents must be mailed along with payment, if paying by check, to:

Department of Planning and Community Development
1010 10th Street, Suite 3400
Modesto CA 95354

- Complete applications will be logged into the County’s project database and an email containing the project number and the project receipt will be sent to the applicant. If an email is not available, the receipt will be sent via U.S. Mail.
- Incomplete applications will not be processed, and the applicant will be notified by email or U.S. Mail of the missing items and a procedure for resubmitting a complete application.

Application Drop-off – At Security/Information counter located on the ground floor of the County/City building lobby located at 1010 10th Street, Modesto

- If this option is preferred, please contact our office at (209) 525-6330 to pre-arrange a drop-off time or contact our office as soon as the documents are delivered or dropped off with security staff.
- Submit a complete application and required documentation listed under the “All Applications” check list and the corresponding application type (Rezone, Use Permit, Parcel Map, etc.) checklist. Original signatures (ink only, no photocopies, scans, or faxes) are required. All documents, along with a check for payment of the application fees, should be placed in an envelope addressed to: Stanislaus County Planning, Suite 3400.

- Complete applications will be logged into the County's project database and an email containing the project number and the project receipt will be sent via email or U.S. mail to the applicant.
- Incomplete applications will not be processed, and the applicant will be notified by email or U.S. Mail of the missing items and a procedure for resubmitting a complete application.

Note: Please be advised that staff will not meet nor interact with the courier of the package.

PROJECT DATABASE

The Planning Department utilizes Accela to log in and track projects. Applicants may utilize this database to review project information, pay by credit card, and upload documents (attachments) greater than 25 MB.

- **Project Review** - Visit <http://www.scpplanning.org>. First time users will be requested to register for an account.
- **Pay by Credit Card** – Planning staff, upon deeming the application complete, will log the application into the database, invoice the fees, and contact the applicant via email or phone to let them know they can register for an account and pay online. Online credit card payments need to be made within 24 hours of contact.
- **Electronic Attachments** – Planning staff will log applications, deemed complete, into the database and contact the applicant via email or phone to let them know documentation (attachments) sized between 25-500 MB may be uploaded to the account.

Note: Please be advised that this is a new process and the user may run into issues that were not revealed during testing. Should that happen, please contact us immediately at (209) 525-6330 or planning@stancounty.com and we will do our best to address the issue.