



# City of Santa Barbara

## PLANNING DIVISION

### ELECTRONIC DOCUMENT SUBMITTAL STANDARDS

The following are the document standards and naming conventions required for files that are uploaded into Planning records via the Citizen Accela Portal. If you have additional questions regarding submittals, please contact the Planning Counter at [PlanningCounter@SantaBarbaraCA.gov](mailto:PlanningCounter@SantaBarbaraCA.gov).

1. **Format** - All documents submitted shall be submitted in PDF format
  - a. In General
    - i. Use multi-page PDFs for multi-page documents.
    - ii. Resolution
      - 1) Documents and Plans must be at a resolution of 300 dpi x 300 dpi, for legibility.
      - 2) Photos can have greater resolution if necessary for viewability.
    - iii. PDF documents created from electronic sources are preferred. However, documents that are only available in paper format may be submitted as scanned document PDFs. Original paper documents must be as clean as possible, and scanned at a resolution of 300 dpi x 300 dpi, which will ensure that the pages are legible when viewed on a computer screen and when printed.
    - iv. Monochrome or grayscale PDFs are preferred, to minimize file size. However, color is acceptable if necessary (e.g. elevation or 3D renderings, etc.)
  - b. Plans
    - i. Sheet size shall be 18" x 24" (C size) minimum and 36" x 48" (E size) maximum.
    - ii. Cover page must have at least a 12" x 12" blank space for City approval stamps.
    - iii. Ensure all layers are flattened in the authoring program prior to export and submittal.
    - iv. If you have plan sets that exceed 20 pages or that have a large file size due to colored sheets, please contact Planning Staff before uploading them.
  - c. Photos
    - i. Combine all photos into a single PDF document. Do not attach them to the plans.
    - ii. Photos must be in color and legible.
2. **Document Naming Convention**
  - a. You **MUST** name the documents on your computer **BEFORE** beginning the document upload process, as you cannot change the name once you start the upload process.
  - b. The document name should be as short as possible.
    - i. Name each file using the following format:  
**File upload date** (YYYY-MM-DD).1-2\_ **word** **description**.  
Well understood abbreviations of the description are OK.

Examples:

2020-03-18.Plans  
2020-04-09.Master\_App  
2020-05-08.Title\_Rpt  
2020-10-31.Photos

- c. Additional Description in the Document Name. There may be instances where additional description is necessary or useful to distinguish between otherwise similarly named documents. If you add additional description, please keep the overall name length to a minimum. Examples:
  - i. Multiple owner authorization forms
    - 1) 2020-11-11.Owner\_Auth.Smith
    - 2) 2020-11-11.Owner\_Auth.Jones
  - ii. Multiple Title Reports
    - 1) 2020-12-01.Title\_Report.123\_Main
    - 2) 2020-12-01.Title\_Report.125\_Main

3. **Document Type in Accela** (chosen during document upload process)

- a. Pick the type that most closely matches the document that you're uploading. The choices are in alphabetical order.
- b. The document type name has two components. The first part is in CAPITAL LETTERS. It is a category that mostly identifies a type of review with the exception of GENERAL which includes broad topics. The remainder of the document type name refers to the kind of document you are uploading.
- c. PLANNING GENERAL document categories are:
  - i. DESIGN Design Review (SFDB, ABR, HLC)
  - ii. ENV Environmental Review
  - iii. GENERAL Applies to ALL Document Types
  - iv. LANDUSE Planning Commission, Staff Hearing Officer or City Council
  - v. MINISTERIAL Staff Review Only (Coastal Exemption, Zoning Clearance, etc.)
- d. OTHER Planning record document categories are:
  - i. PRE Preliminary applications (Modification Pre-Consultation, Planner Consultations, Preliminary Plan Checks, Zoning Letters, etc.)
  - ii. PRT Pre-Application Review Team
  - iii. SGN Sign Committee
- e. Specific Types – Commonly uploaded types are bolded and underlined.
  - i. **DESIGN Color Boards**
  - DESIGN Correspondence**
  - DESIGN Miscellaneous** (Use for Submittal Cover Sheets)
  - DESIGN Noticing

**DESIGN Plans**

DESIGN Public Comment

**DESIGN Specifications or Cut Sheets**

**DESIGN Worksheets or Checklists**

ii. **ENV Archaeology Reports**

**ENV Historic Structures and Sites Reports**

ENV MMRPs or Post-Approval Documents

ENV Studies or Reports

iii. **GENERAL Affidavits**

**GENERAL Application Forms** (Use for Master Application Forms)

**GENERAL Authorizations – HOA, Property Owner, etc**

GENERAL Confidential

**GENERAL Photos**

GENERAL Recorded Documents

GENERAL Resolutions or Approval Documents

GENERAL Staff Reports

**GENERAL Tenant Displacement Ord Compliance**

**GENERAL Title Reports**

iv. **LANDUSE Correspondence**

**LANDUSE Miscellaneous** (Use for Submittal Cover Sheets)

LANDUSE Noticing

**LANDUSE Plans**

LANDUSE Public Comment

**LANDUSE Specifications or Cut Sheets**

**LANDUSE Worksheets or Checklists**

v. **MINISTERIAL Correspondence**

**MINISTERIAL Miscellaneous** (Use for Submittal Cover Sheets)

**MINISTERIAL Plans**

MINISTERIAL Specifications or Cut Sheets

MINISTERIAL Worksheets or Checklists

vi. **PRE Application Forms - PLN** (Use for Master Application Forms)

**PRE Correspondence - PLN**

**PRE Miscellaneous - PLN** (Use for Submittal Cover Sheets)

**PRE Photos - PLN**

**PRE Plans - PLN**

- vii. **PRT Affidavits**
  - PRT Application Forms** (Use for Master Application Forms)
  - PRT Authorizations – HOA, Property Owner, etc.**
  - PRT Correspondence**
  - PRT Miscellaneous** (Use for Submittal Cover Sheets)
  - PRT Noticing
  - PRT Photos**
  - PRT Plans**
  - PRT Public Comment
  - PRT Recorded Documents
  - PRT Resolutions or Approval Documents
  - PRT Staff Reports
  - PRT Title Reports**
  - PRT Specifications or Cut Sheets**
  - PRT Worksheets or Checklists**
- viii. **SGN Application Forms** (Use for Master Application Forms)
  - SGN Color Boards
  - SGN Correspondence**
  - SGN Miscellaneous** (Use for Submittal Cover Sheets)
  - SGN Photos**
  - SGN Plans**
  - SGN Public Comment
  - SGN Specifications or Cut Sheets**
  - SGN Worksheets or Checklists**