



City of Encinitas Development Services Department Planning Application – Intake Process

WHEN IS AN INTAKE APPOINTMENT REQUIRED?

An appointment is required to submit a planning application to the City of Encinitas. Planning application submittals are all-electronic and submitted through the City's [Customer Self-Service \(CSS\) Portal](#). You must register for a CSS account prior to scheduling your intake appointment.

HOW TO GET STARTED

When you are ready to request a planning application intake appointment, please contact the Planning Division counter at planning@encinitasca.gov with the following information:

- Applicant name
- Phone and email
- Project address/APN
- Project description and discretionary applications needed
- Project plans
- If the project is residential, please provide a copy of the San Diego County Assessor's Residential Building Record.

Once your intake appointment request is received, the Planning counter will complete a cursory review of the project plans, in order to identify the specific submittal items needed for your project. This cursory review can take up to two weeks. A checklist summarizing the required submittal items will be provided to you once your appointment is ready to be scheduled. Sending the requested information to the Planning Division does not confirm your appointment.

APPOINTMENT AVAILABILITY

Intake appointments take place every Monday and Tuesday at 2 PM, 3 PM, and 4 PM. Most appointments are scheduled within two weeks from the time of the original request (based upon appointment availability). The submittal appointment will be virtual and will consist of a Microsoft Teams meeting with your assigned planner.

APPOINTMENT CONFIRMATION

Once all necessary information is obtained for scheduling the appointment, the Planning Counter will send a confirmation email of your appointment time, appointment instructions, a checklist summarizing the project's submittal requirements, and the required planning application fees. The confirmation e-mail will also include your unique Pre-submittal Application (PRESUB). You will use this number to upload all required submittal items through the Customer Self Service (CSS) portal. Please make sure you have a CSS account to access the PRESUB record. The assigned planner will send an introductory email to the project contact the week before your appointment.

THE DAY OF YOUR APPOINTMENT

All required application submittal documents shall be uploaded in electronic format (PDF) to the Pre-submittal Application number provided to you by staff. You may access and upload documents to this application under the Customer Self Service (CSS) portal. All documents must be uploaded to your Pre-submittal Application no later than 7:30 AM the morning of your appointment. Applications will be considered incomplete if the application materials are not uploaded by 7:30 AM on the day of your appointment. Please also see the City's [Document Submission Standards](#) when preparing your submittal files.