




Leo Lew
County Manager

Date: December 10, 2021
To: All Concept Review and Zoning Pre-application Applicants
From: Steve Abraham, AICP, Planning Manager 
Regarding: Planning and Zoning Application Submittals

On January 3rd 2022 the Planning Division of Community Development Department will be modifying its application submittal requirements. This change in submittal requirements will require **all Planning Applications to be submitted through the online portal**. Paper Copies of applications will no longer be accepted.

The online submittal portal may be found here:

<https://citizenaccess.pinalcountyz.gov/CitizenAccess/Default.aspx>

If assistance is required setting up an account or submitting online please contact Planning Division staff at 520-866-6442

COMMUNITY DEVELOPMENT
Planning Division

85 N Florence Street, 1st Floor, P.O. Box 2973, Florence, AZ 85132 T: 520-866-6442 Free: 888-431-1311 Fax: 520-866-6530
www.pinalcountyz.gov

E-Submittal Requirements:

All Zoning Case reviews must be submitted digitally through the online permitting portal using the following naming convention:

ePlan Reviews

Plans can be submitted electronically through the Citizen Access Portal, which can be found at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/> When plans are submitted through the ePlan review system, they **MUST** be in **one multi-page PDF** and use following naming format:

Review Type #_Plan Type. For example:

- First Submittal Review
 - SUB1_Application
 - SUB1_PAD Book or Narrative
 - SUB1_TIA
 - SUB1_ALTA
 - SUB1_Drainage Report...etc
 - SUB1_...etc

- Second Substantive Review (only resubmit items that are being amended)
 - SUB2_Application
 - SUB2_Drainage Report
 - SUB2_TIA
 - SUB2_ALTA
 - SUB2_...etc

** Documents that are uploaded which do not follow the appropriate naming convention will be rejected.*

** Online submittals are subject (up to) a 5 day processing timeframe for invoicing based on uploaded documents please do not pay until your staff coordinator has provided a fee amount*