

# PLANNING DEPARTMENT USEFUL TIPS AND INFO FOR APPLYING ONLINE

Designed to help you understand what to expect.

## APPLYING ONLINE

### [www.pinalcountyaz.gov](http://www.pinalcountyaz.gov)

SELECT ALL DEPARTMENTS TAB  
SCROLL DOWN TO COMMUNITY DEVELOPMENT  
SELECT THE PLANNING OPTION IN THAT BOX

Here you will choose E-submittals to begin.

### [citizenaccess.pinalcountyaz.gov](http://citizenaccess.pinalcountyaz.gov)

CREATE YOUR ACCOUNT

Remember the contact information you choose is where correspondence will be sent to. For the contact type please choose APPLICANT to avoid delays.

### Select Planning Tab

SELECT CREATE APPLICATION

Follow the prompts. Be sure you search your parcel. Be sure your format is PDF. Go until you submit your application.

### Going back in to application

SELECT THE NUMBER ASSIGNED TO YOUR APPLICATION TO ENTER INTO THE RECORD

Choose the drop down tab "Record Info," then "Attachments" to upload additional documents.

### Check your emails

YOU WILL BE NOTIFIED WHEN FEES ARE READY TO BE PAID

You can log in to your account and pay for the assessed fees by adding to your cart. Or you can pay with a check in person or by mail. Actual reviews will not begin until

## FREQUENTLY REQUESTED INFORMATION

### Timeline

THE CLOCK DOES NOT START TICKING ON YOUR SUBMITTAL UNTIL PAYMENT IS RECEIVED. FEES WILL NOT BE INVOICED UNTIL COMPLETE APPLICATION IS ACCEPTED.

Digitally submit all your documents the same day.

### Format

ALL DOCUMENTS MUST BE SUBMITTED AS PDF FILES. ALL DOCUMENTS ARE REQUIRED TO BE SUBMITTED WITH SPECIFIC NAMING. FOR ADDITIONAL INFORMATION GO TO [PLANNING PAGE WWW.PINALCOUNTYAZ.GOV/PLANNING](http://WWW.PINALCOUNTYAZ.GOV/PLANNING)

Here you will choose E-submittals to begin.

### Fees

YOU CAN PAY YOUR FEES IN THE PORTAL WITH AN E-CHECK OR CREDIT CARD. YOU MAY ALSO MAIL OR DELIVER A CHECK OR MONEY ORDER.

Pinal County Planning Division  
PO Box 2973 Florence, AZ 85132  
See FEE SCHEDULE on [PLANNING PAGE](#)

### 24 hours to upload complete set

ALL DOCUMENTS SHOULD BE UPOADED TOGETHER ON THE SAME DAY, IN ORDER TO BE CONSIDERED A COMPLETE SUBMITTAL

Incomplete submittals will be deleted after 24 hours.

### Submittal naming is mandatory.

ALL SUBMITTALS MUST BE NAMED ACCORDING TO OUR NAMING PROCEDURES OR THEY WILL BE DELETED AND THE SUBMITTAL WILL BE CONSIDERED INCOMPLETE.

See your application packet for naming information. Also available on the [PLANNING PAGE](#).