



CITIZEN ACCESS USER GUIDE

PLANNING DEPARTMENT

Your guide to navigating the Citizen Access System

CITY OF MERCED
PLANNING DEPARTMENT
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CREATE AND MANAGE YOUR ONLINE ACCOUNT

Navigate to the City of Merced **Civic Access** portal from the City's webpage at www.cityofmerced.org.

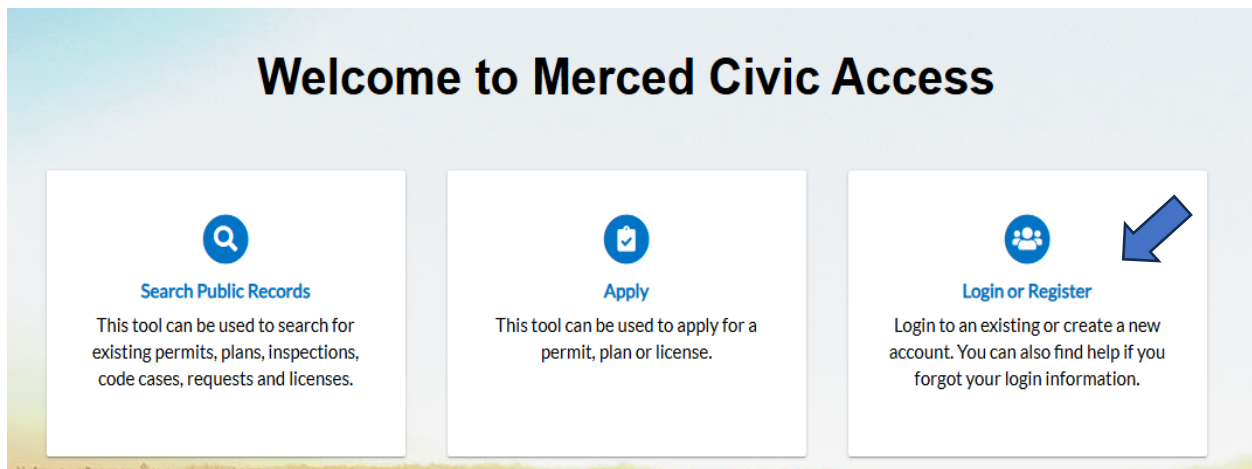
First time users must create an account to be able to use the system. If you have already created an account, please proceed to the [Login Instructions](#) below.

CREATING A NEW ACCOUNT

PLEASE NOTE: The username (email) and password you create will be used for all processes you apply for. This includes Planning Department Applications, Business Licenses, Building and Encroachment Permits, paying fees, requesting inspections and reviewing information related to your application/permit.

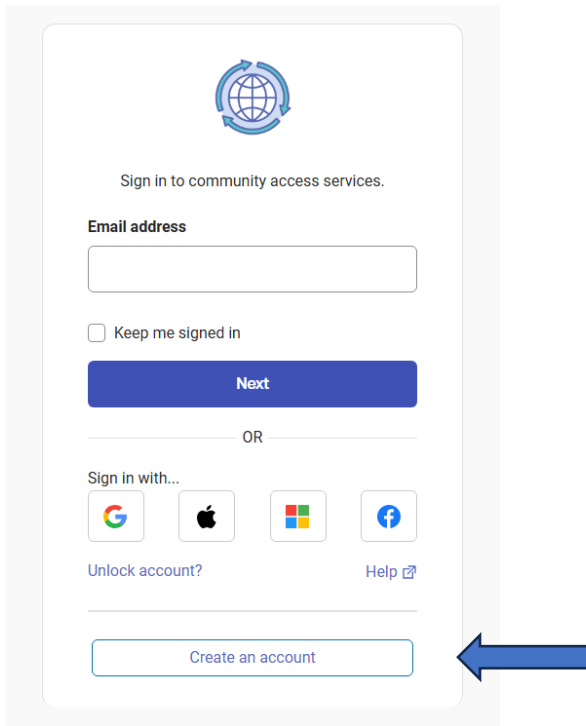
Once you reach the City of Merced Civic Access portal, follow these steps to register and create your account.


1. Click on the **Login or Register** tile from the **Civic Access Home** page.



After clicking on the **Login or Register Tab**, the following screen will appear (see next page).

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Sign in to community access services.





Email address


☐ Keep me signed in

Next

OR

Sign in with...

[Unlock account?](#) [Help](#) 

[Create an account](#)

2. Click on “Create an account.”
3. The following screen will appear (see next page). Please complete the requested information and create a password. Please note the password requirements. Your password must meet **all** the criteria to be accepted by the system. After all information is entered, click the “Sign Up” button.

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Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone

Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

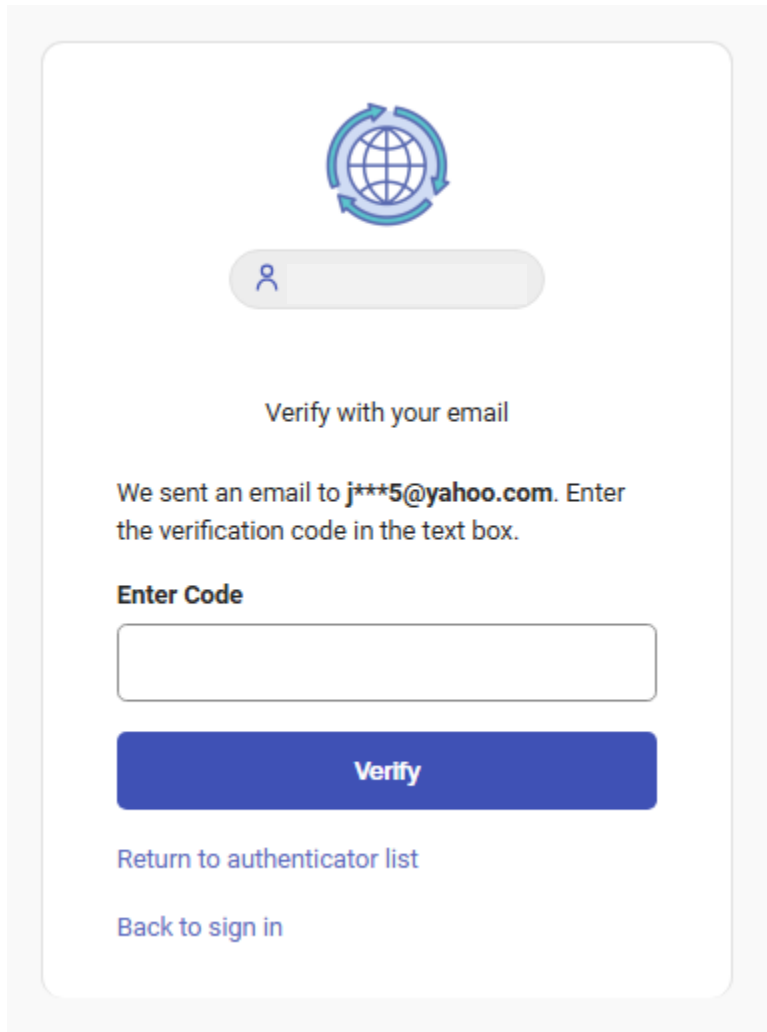
Sign up


Enter your information on this screen and choose a password. Then click on the “Sign up” button.

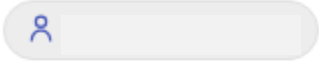


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4. The following message will appear. Check your email and enter the verification code. Click the “Verify” button. Note: If you don’t receive the email, refer to [Confirmation Email Not Received](#) section below.

A screenshot of a web-based email verification screen. At the top center is a circular icon with a globe and two curved arrows forming a loop. Below this is a grey rounded rectangle containing a small person icon on the left and a larger empty space on the right. The text "Verify with your email" is centered below the rectangle. Further down, it says "We sent an email to j***5@yahoo.com. Enter the verification code in the text box." Below this is the heading "Enter Code" followed by a large empty text input box. Under the input box is a prominent blue button with the word "Verify" in white. At the bottom of the screen are two links: "Return to authenticator list" and "Back to sign in".





Verify with your email

We sent an email to **j***5@yahoo.com**. Enter the verification code in the text box.

Enter Code

Verify


[Return to authenticator list](#)

[Back to sign in](#)

Note: The email will be sent from noreply@.org and the subject of the email is Citizen Self Service New User Account Confirmation.

5. The following screen will appear (see next page). You can choose to set up other security measures by following the prompts for the method you choose. This step is NOT required but provides an extra layer of protection for your account. To proceed, click on the “Continue” button.

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jul3165@yahoo.com

Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.


Set up optional

Google Authenticator

Enter a temporary code generated from the Google Authenticator app.

Used for access

[Set up →](#)

 **Okta Verify**

Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

Used for access

[Set up →](#)

Phone

Verify with a code sent to your phone

Used for access

[Set up →](#)

[Continue](#)

[Back to sign in](#)

This step is **OPTIONAL**; however, it is recommended to provide better security for your account.

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6. The following page will appear. Please read the acknowledgement and click the “Continue” button.

The screenshot shows the top navigation bar with links: Home, Apply, Today's Inspections, Map, and Search. Below the navigation bar is a header section titled "Registration". Underneath, a sub-header reads "Step 1 of 3: Acknowledgement". A message states: "When registering, Please be sure to use your mailing address for this profile." At the bottom left, there is a blue "Continue" button. A large blue arrow points from the right towards the "Continue" button.

7. Enter your contact information and click the “Next” button. Use the “Back” button to navigate to the previous screen if you need to change/correct information.

The screenshot shows the "Registration" header and "Step 2 of 3: Personal Info" sub-header. The form contains several fields: "First Name" (with "Julie" entered), "Middle Name", "Last Name" (with "Nelson" entered), "Company", "Contact Preference" (a dropdown menu showing "--Select Contact Preference--"), "Email Address" (with "jul3165@yahoo.com" entered), "Business Phone", "Home Phone", and "Mobile Phone". A red asterisk and the word "REQUIRED" are positioned to the right of the "First Name" field. At the bottom, there are "Back" and "Next" buttons. A large blue arrow points from the right towards the "Next" button.

8. Enter your mailing address and click the “Submit” button (see screenshot on the next page).

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Registration

Step 3 of 3: Address

*** Address** *REQUIRED


Street address, P.O. box. (required)

Apartment, suite, unit, floor, (optional)



City

State

Postal Code

[Back](#) [Submit](#) 

9. The following screen will appear, and your registration is complete. You are now ready to apply for an application.

Julie Nelson • 

[Home](#) [Dashboard](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Search](#)

Credit or debit card transactions are subject to a 3.5% service fee or \$2.00 minimum, whichever is greater.

My Permits

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
----------------	--------------	-------------	-------------	------------

[View My Permits](#)

My Plans

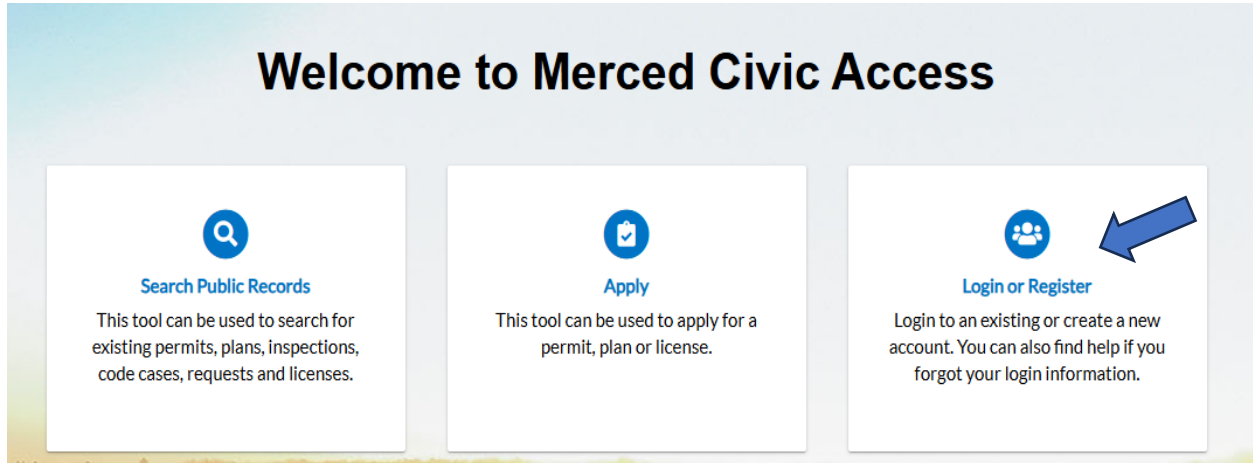
Attention 0	Pending 0	Active 0	Recent 0	Draft 0
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[View My Plans](#)

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LOGIN INSTRUCTIONS

Click on the Login or Register tile from the Civic Access Home page.

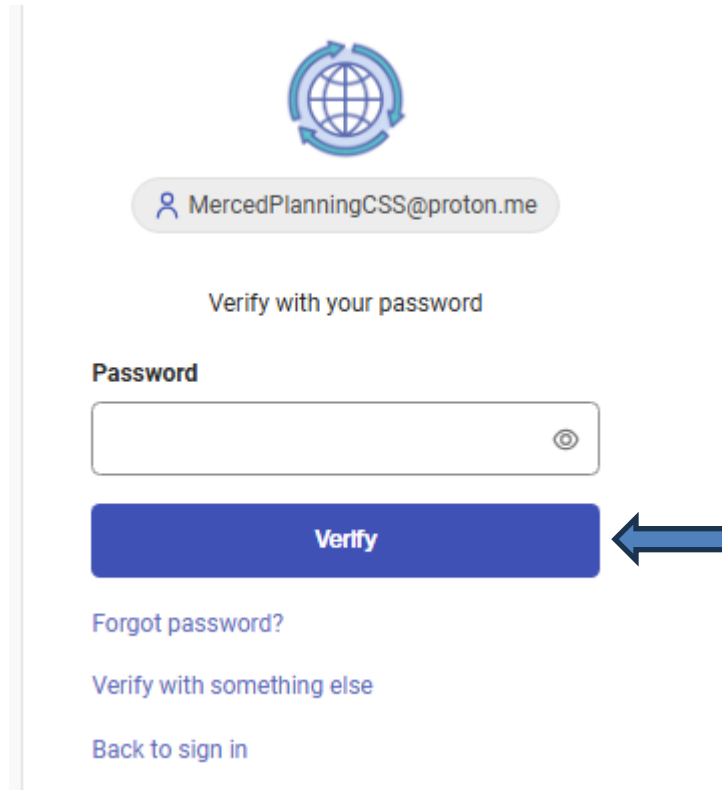


1. The following screen will appear. Enter your email address and click the “Next” button.

The screenshot shows the login screen for 'Sign in to community access services for City of Smyrna, GA.'. It includes an 'Email address' input field, a 'Keep me signed in' checkbox, a blue 'Next' button, and social media login options (Google, Apple, Microsoft, Facebook). A blue arrow points to the 'Next' button. A text box on the right states: 'You can click the button next to “Keep me signed in” if you want to remain signed into the system.'

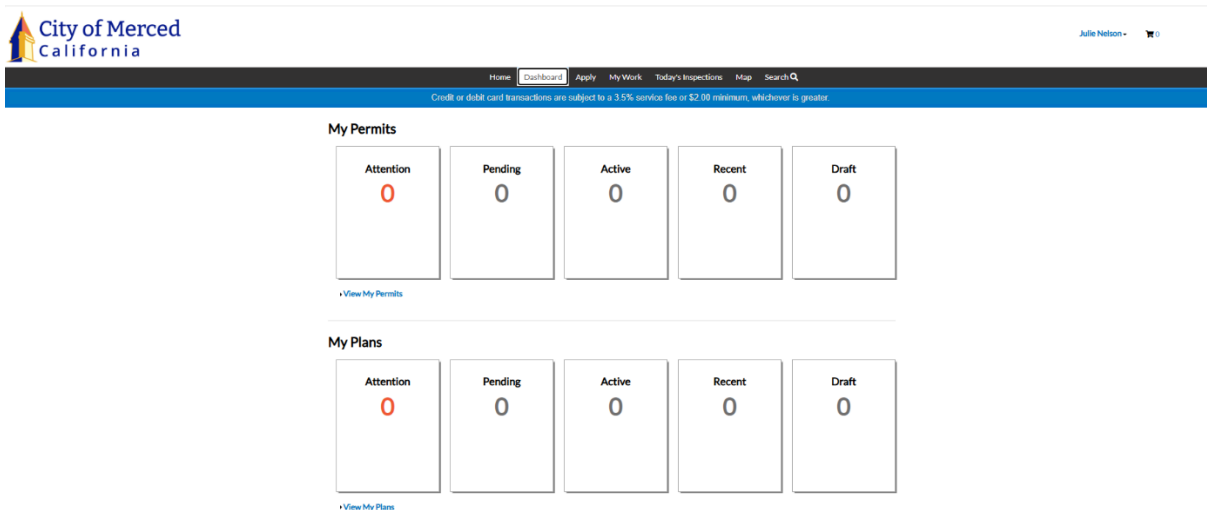
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2. Enter your password and click the “Verify” button.



The screenshot shows the login interface for the City of Merced Planning Department. At the top, there is a globe icon with circular arrows. Below it, the email address 'MercedPlanningCSS@proton.me' is displayed. The instruction 'Verify with your password' is shown. A 'Password' label is followed by a password input field with a toggle icon. Below the input field is a blue 'Verify' button, which is highlighted by a blue arrow. At the bottom, there are links for 'Forgot password?', 'Verify with something else', and 'Back to sign in'.

3. The following screen will appear. You are now signed in and ready to apply for your application, pay an invoice, request an inspection, review the status of a plan/permit, etc.



The screenshot shows the dashboard of the City of Merced Planning Department. The header includes the City of Merced California logo and the user name 'Julie Nelson'. The navigation bar contains links to Home, Dashboard, Apply, My Work, Today's Inspections, Map, and Search. Below the navigation bar, there is a message: 'Credit or debit card transactions are subject to a 3.5% service fee or \$2.00 minimum, whichever is greater.' The main content area is divided into two sections: 'My Permits' and 'My Plans'. Each section has a table with columns for Attention, Pending, Active, Recent, and Draft, all showing a count of 0. A 'View My Permits' link is visible below the 'My Permits' table.

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CONFIRMATION EMAIL NOT RECEIVED

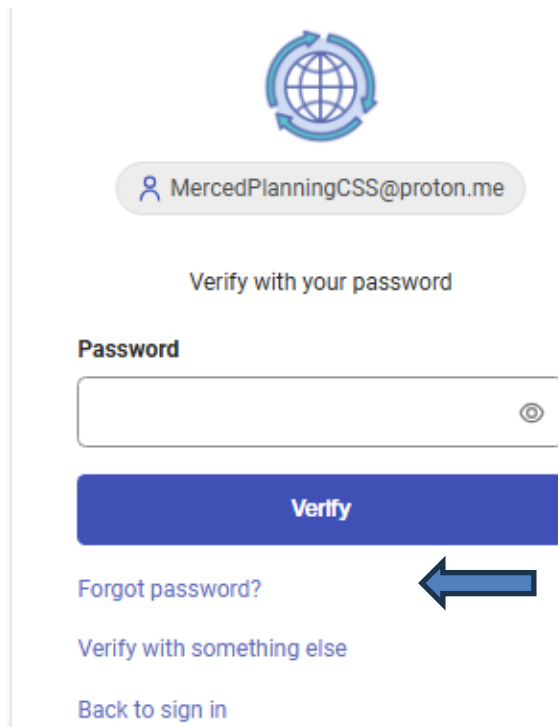
If you are trying to create an account and have entered your email address to register, but have not received the confirmation email, please follow the steps below.

1. Verify the confirmation email is not in your spam/junk folder. The email will be sent from noreply@.org and the subject of the email is Citizen Self Service New User Account Confirmation.
2. Please add noreply@.org to your contacts and/or make sure it is whitelisted or marked as a safe sender, depending on your email provider. (If you or your company uses Outlook/Office365, this [link](#) may be helpful).

After this has been completed, please navigate back to City of Merced Civic Access portal and try registering again.

FORGOTTEN PASSWORD

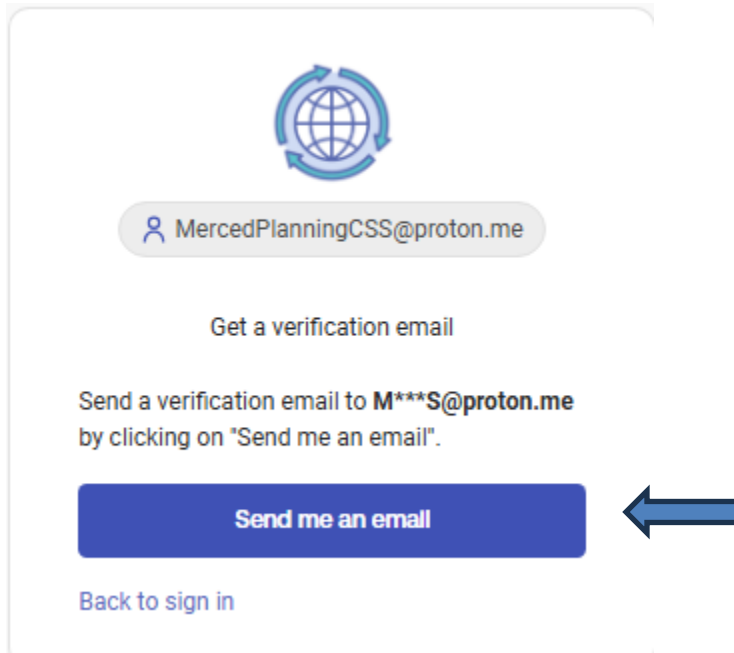
1. Navigate to the City of Merced Civic Access portal.
2. Click on the **Login or Register** tile from the home page.
3. Enter username/email and click "Enter."
4. Click on "Forgot password?"



The screenshot shows the 'Forgot password?' section of the City of Merced Civic Access portal. At the top is a circular logo with a globe and arrows. Below it is a text input field containing the email address 'MercedPlanningCSS@proton.me'. Underneath the email field is the text 'Verify with your password'. Below this is a 'Password' label followed by a password input field with a toggle icon on the right. A blue 'Verify' button is positioned below the password field. To the left of the 'Verify' button is the text 'Forgot password?' with a blue arrow pointing to it. Below 'Forgot password?' are two links: 'Verify with something else' and 'Back to sign in'.

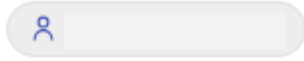
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5. The following screen will appear. Click on “Send me an email.”



6. An email will be sent to the email address entered with a verification code to allow you to reset your password.
7. The screen on the following page will appear for you to reset your password.

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Reset your Tyler Portico Citizen password

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- × No parts of your username

Choose a new password that meets all the criteria listed and click “Reset your password.”

New password

Re-enter password

- × Passwords must match

☐ Sign me out of all other devices.

Reset your password



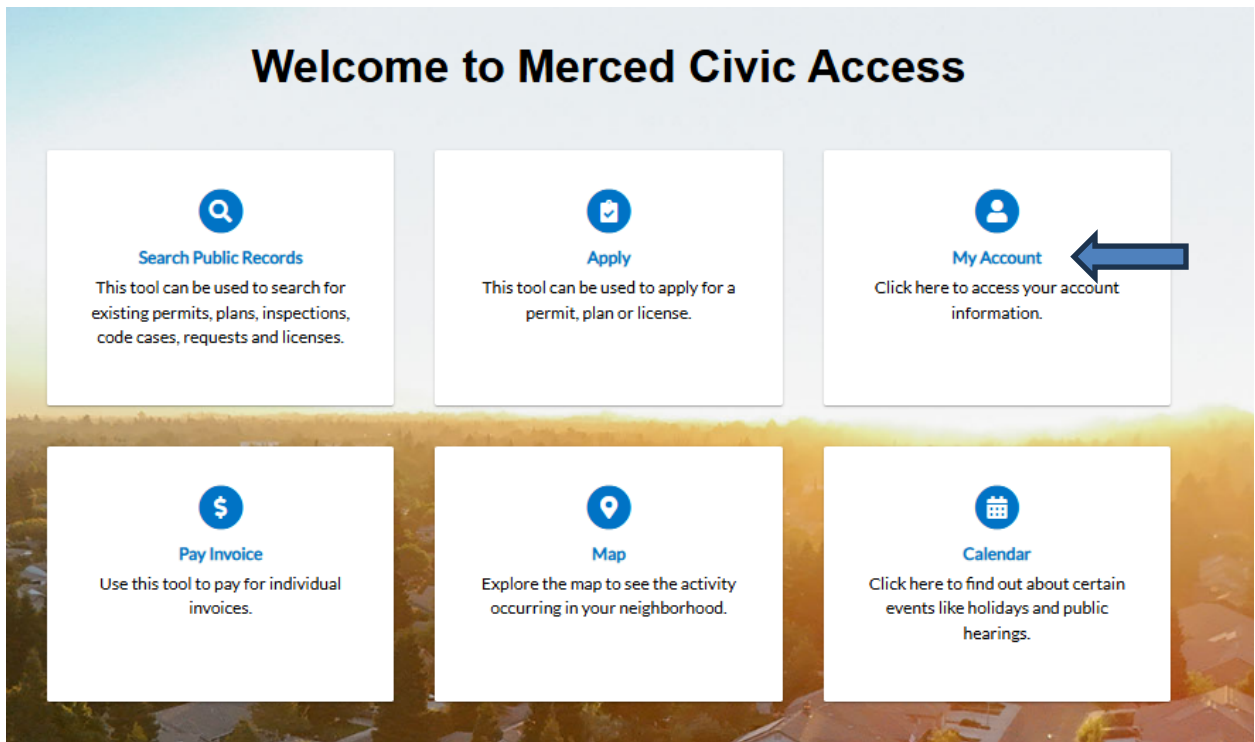
[Back to sign in](#)

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UPDATE ACCOUNT INFORMATION

If you need to update your account information (i.e., address, phone number, etc.), follow the steps below.

1. Login to your account. The following screen will appear.
2. Click on the “My Account” tile.



3. The following screen (on the next page) will appear. Choose the tab that contains the information you wish to update (i.e., Personal Information, Addresses, My Invoices, My Businesses) and make the necessary changes. Once the changes have been made click the “Save” button.

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My Account

PERSONAL INFO

ADDRESSES

MY INVOICES

MY BUSINESSES

Personal Info

*REQUIRED

First Name Julie

Middle Name

Last Name Nelson

Company

Business Phone (209) 385-6967

Home Phone

Mobile Phone (209) 555-1212

Fax

Other Phone

* Email Address MercedPlanningCSS@proton.me

* Contact Preference Mobile Phone

Save

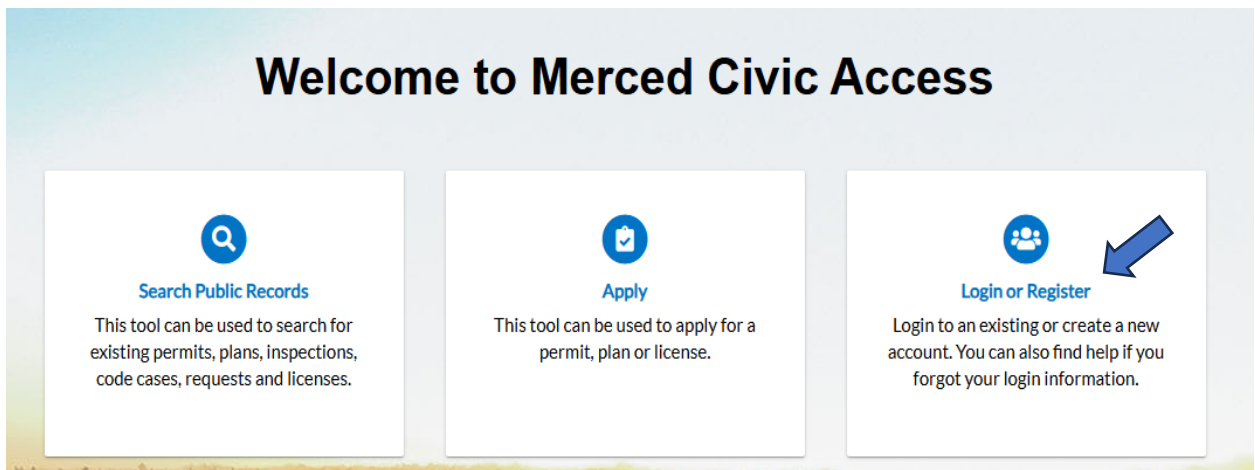


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HOW TO APPLY FOR A PLANNING APPLICATION


Note: Applications in the Planning Department Application system are referred to as a “Plan.” Each application is assigned a Plan Number. If you have multiple applications for one project, each application type is assigned a separate Plan Number for each specific application type.

1. Navigate to the City of Merced Civic Access Portal and Login to your account (if you have not already set up an account, please refer to the [Create an Account Section](#)).



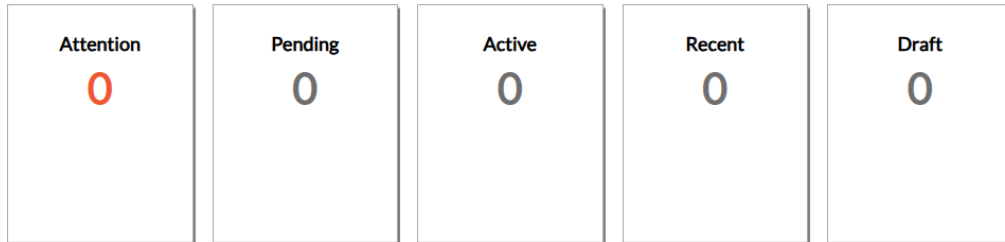
2. Once you have logged into the Civic Access Portal, you will be taken to your Dashboard (refer to the screenshot on the following page).

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[Home](#) [Dashboard](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Search](#) 

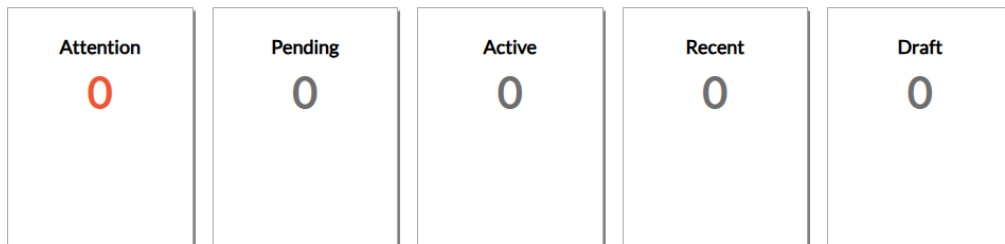
Credit or debit card transactions are subject to a 3.5% service fee or \$2.00 minimum, whichever is greater.

My Permits



[View My Permits](#)

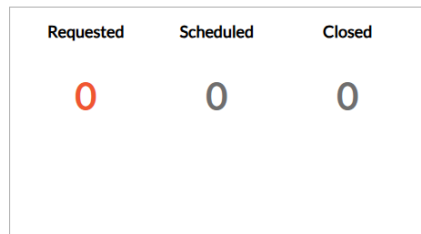
My Plans



[View My Plans](#)

Note: Additional information is available if you scroll down on the screen.

My Inspections



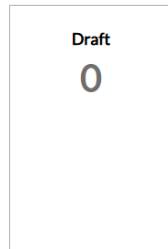
[View My Inspections](#)

My Invoices

Current 0	\$0.00
Past Due 0	\$0.00
Total 0	\$0.00

[View My Invoices](#)

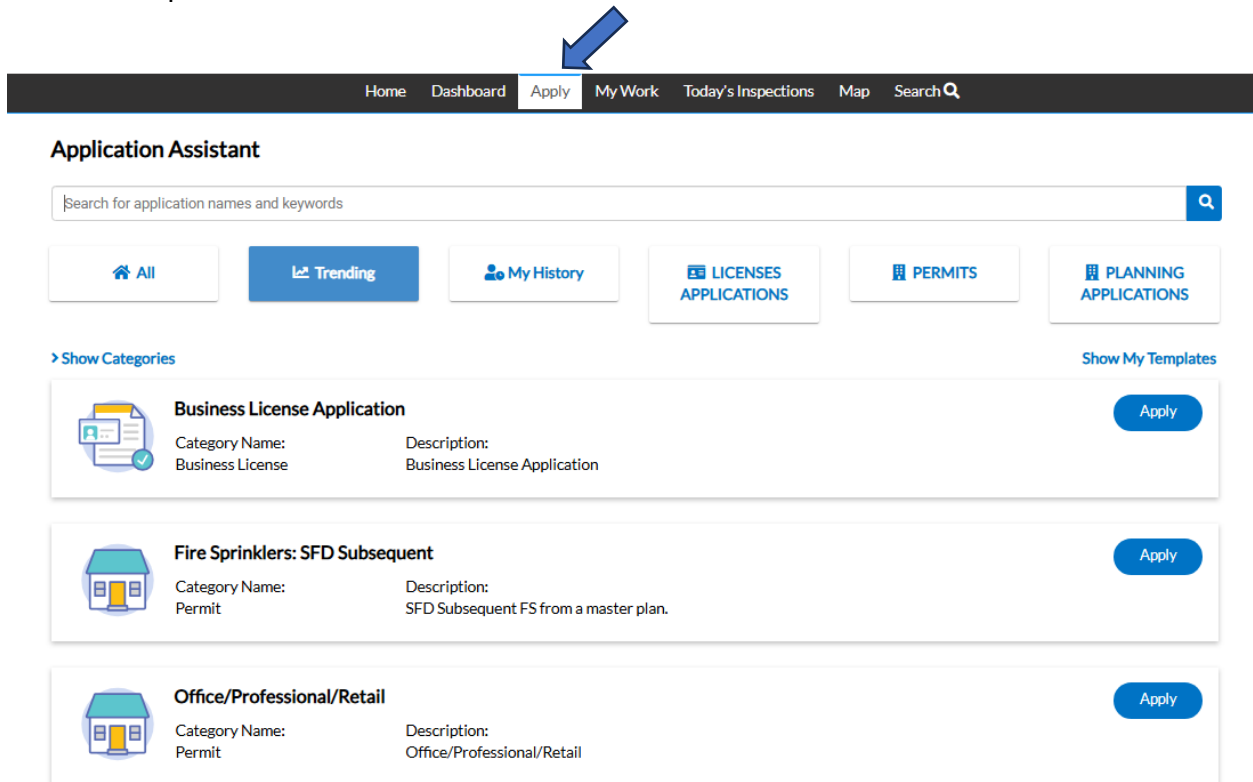
My Licenses



[View My Licenses](#)

APPLY AND SELECT APPLICATION TYPE

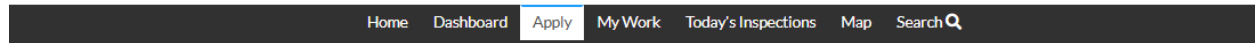
- Click on the “Apply” button to start your application. The Application Assistant Screen will open.



- If you know the type of application you want to apply for, you can type the name in the search bar. If you are unsure and need to see a list of all Planning Applications, click on the “Planning Applications” button in the upper right of the screen (just under the search bar). See the screenshot on the next page for more details.

Note: Each application type has a description to help you determine if it is the correct application type for your project. However, we encourage you to contact staff to determine the correct application if you are unsure what process your project will need. You can reach staff by email at planningweb@cityofmerced.org or by phone at 209-388-7373.

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Application Assistant

A screenshot of the 'Application Assistant' web interface. At the top is a search bar with the placeholder text 'Search for application names and keywords' and a magnifying glass icon. Below the search bar are six filter buttons: 'All', 'Trending', 'My History', 'LICENSES APPLICATIONS', 'PERMITS', and 'PLANNING APPLICATIONS'. The 'PLANNING APPLICATIONS' button is highlighted with a blue arrow pointing to it from the right. Below the filters, there are two links: 'Show Categories' and 'Show My Templates'. The main content area displays three application cards. Each card has an icon, a title, a category name, a description, and an 'Apply' button. The first card is for 'Business License Application', the second for 'Fire Sprinklers: SFD Subsequent', and the third for 'Office/Professional/Retail'. A blue arrow points to the 'Apply' button on the right side of the 'Business License Application' card.

5. Once you have found the type of application you need to apply for, click the “Apply” button.

A screenshot of the 'Site Plan Review' application details page. On the left is a card with a house icon and the title 'Site Plan Review'. Below the title, it says 'Category Name: Plan'. To the right of this card is a large text area containing the following information:
Description:
A discretionary permit reviewed by the Site Plan Review Committee (a staff level committee) to ensure a project complies with the Zoning Ordinance and does not create negative impacts to adjacent properties or the general public.

Examples of projects subject to a Site Plan Review Permit include:
Major Home Occupations (not including Cottage Food Operators)
New Construction in the Industrial Zones
Gas Stations/Car Washes in certain Commercial zones.
Drive-up and Drive-thru sales in certain Commercial zones.
Mobile Food Vendors in certain Commercial zones.
Recycling Facilities
Alcohol sales in a restaurant in certain Commercial zones
Multi-Family Dwellings in certain Commercial zones

If you are unsure if your project qualifies for a Site Plan Review Permit, please contact Planning Staff by email at planningweb@cityofmerced.org or by phone at 209-388-7373.
On the right side of the text area is a blue 'Apply' button, which is highlighted with a blue arrow pointing to it from the top right.

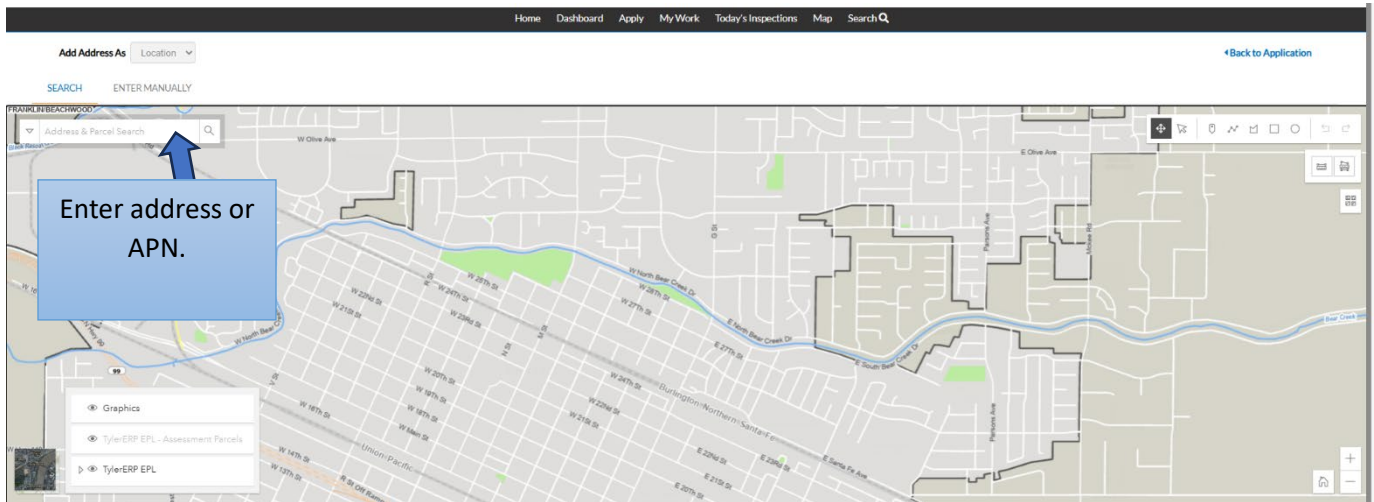
SELECT LOCATION

6. Next, you will select the location of your project using the GIS Mapping tool. From the screen below, click on the “Add Location” button.

The screenshot shows the 'Apply for Plan - Site Plan Review' application process. At the top is a navigation bar with links: Home, Dashboard, Apply, My Work, Today's Inspections, Map, and Search. Below the navigation bar is a progress bar with seven steps: 1. Locations, 2. Type, 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. Step 1 is highlighted with a blue circle and the word 'Locations' below it. To the right of the progress bar, the text 'REQUIRED' is displayed with a red asterisk. Below the progress bar, the heading 'LOCATIONS' is followed by the instruction 'Please select all properties involved in the application.' A blue card with a white border contains a 'Location' dropdown menu, the text 'Add Location', a large white plus sign, and the word 'REQUIRED' at the bottom. A blue arrow points from a text box labeled 'Click Add Location' to the plus sign. At the bottom of the screen are three buttons: 'Create Template', 'Save Draft', and 'Next'.

7. The screen on the following page will appear. You can type in the Address or Assessor's Parcel Number (APN) to navigate to your project site. You may also use your mouse to move the map to the property location by left-clicking the mouse and holding it until the cursor changes to a hand. At this point you can move the map around to the location you are looking for. You may zoom in and out by using the Zoom In (+) and Zoom Out (-) buttons in the lower right corner. If your mouse has a roller, you can use the roller to zoom in and out.

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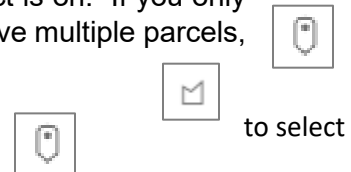
Note: make sure you zoom in enough to see the individual parcels as you navigate to your project site. This will help with selecting the parcel(s) in the next step.

Zoom in/out

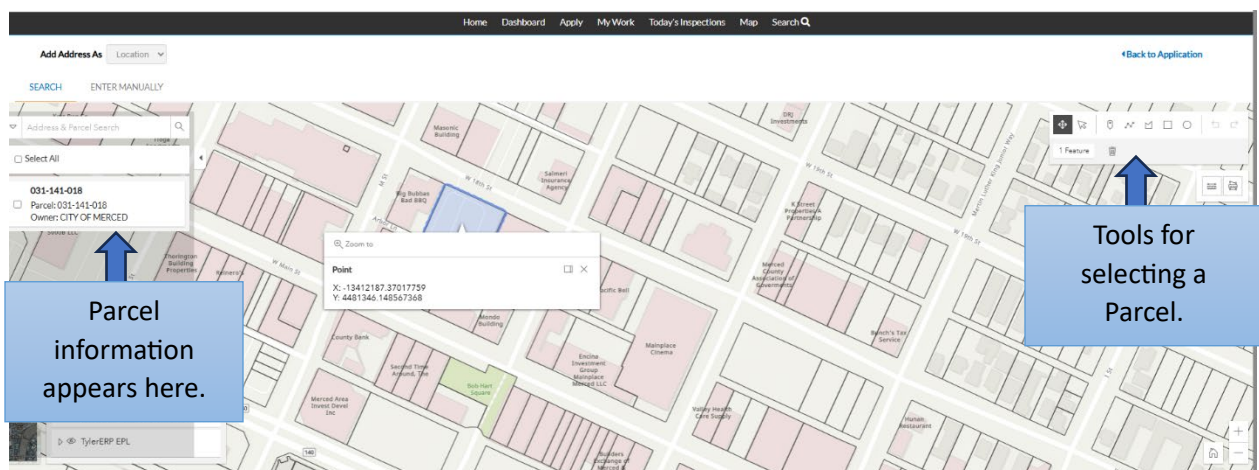
8. Once you navigate to your project site, you must select it using one of the tools in the upper right corner of the map. Make sure you can see the individual parcels on the screen as shown below. Next, you will select the parcel your project is on. If you only have one parcel, you could use the "Point" tool, but if you have multiple parcels, you must use the "Polygon" tool.

In the screenshot on the following page, the Point Tool was used to select the parcel.

The Parcel Information will appear on the left side of the screen.



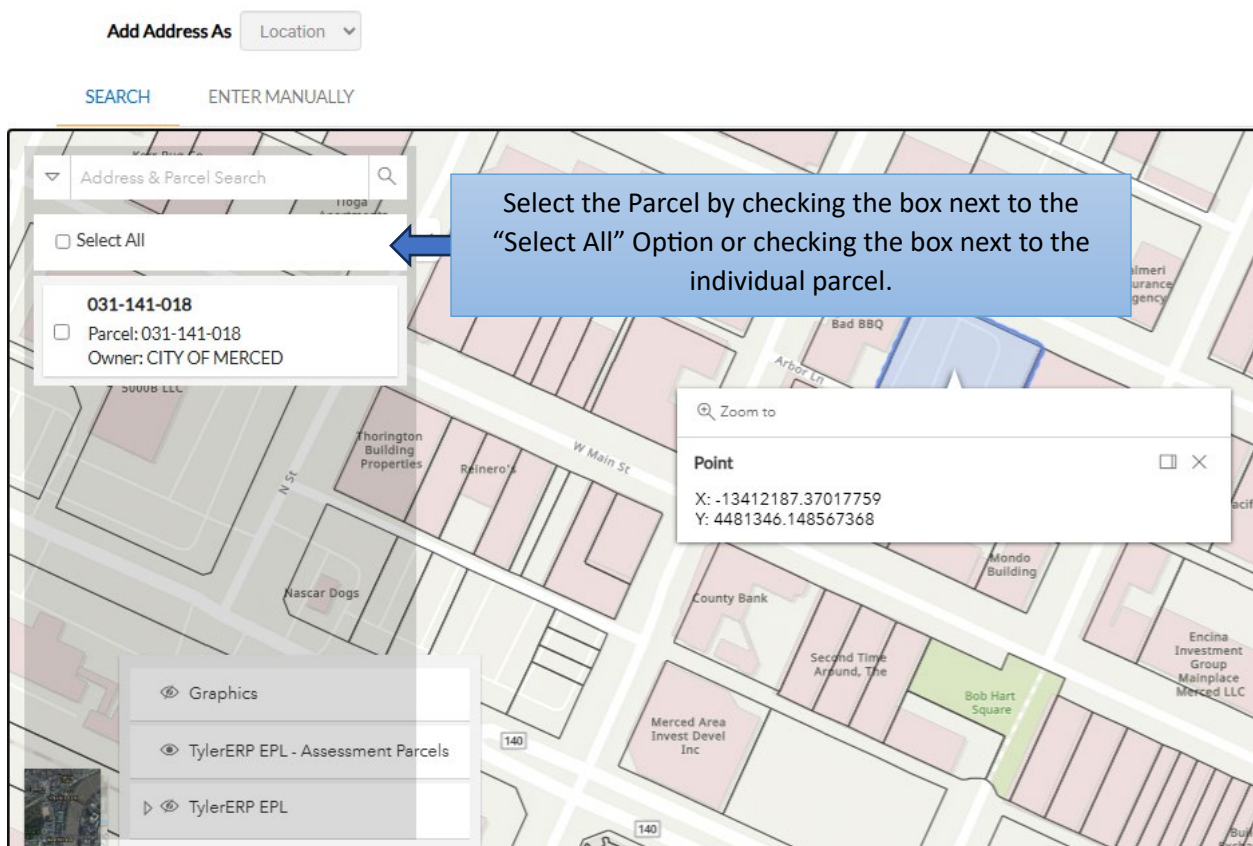
to select



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9. The selected parcel will turn blue. A dialogue box opens on the left side giving you the option to select the individual parcel. If multiple parcels were selected, they would all be listed. You could select them individually or use the “Select All” option.
10. To select either the individual parcel or use the “Select All” option, click on the box next to the option you are using.

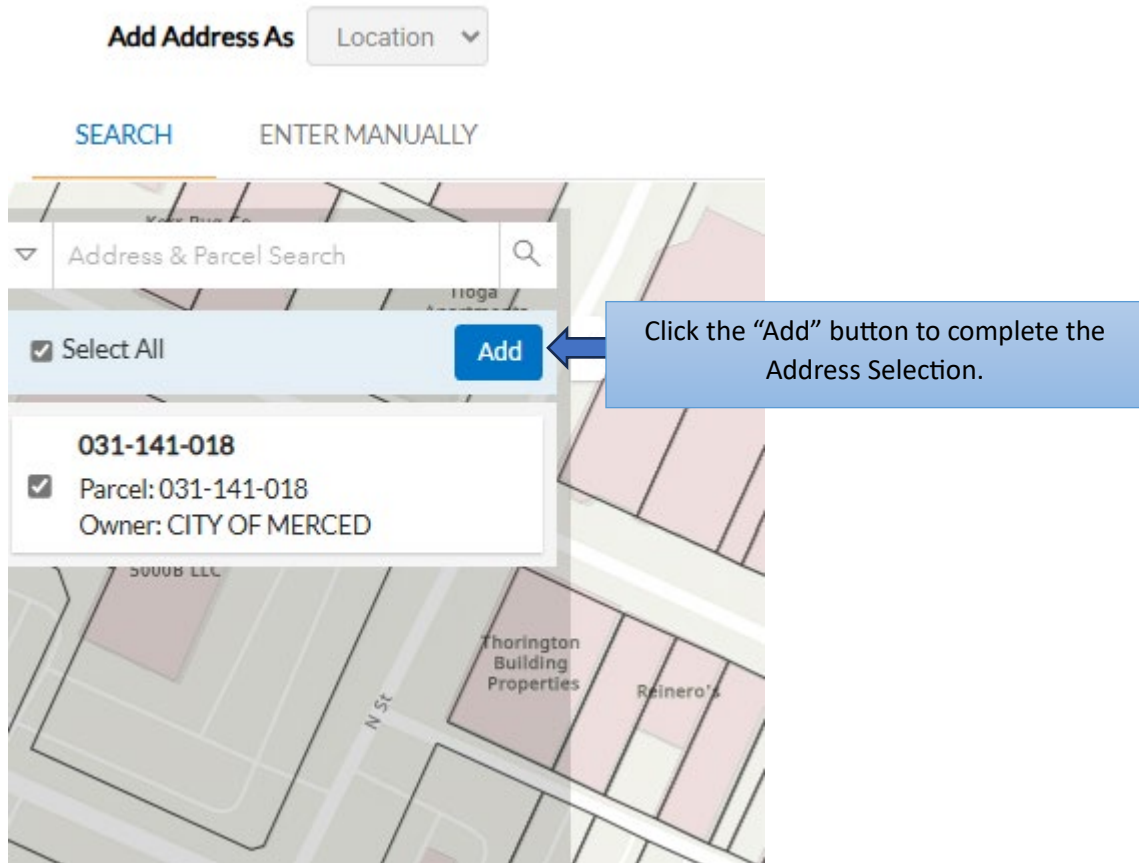
Note: Please make sure you are selecting the correct parcel prior to checking the box to make the final selection.



11. To select multiple parcels at one time, use the polygon tool and draw a polygon around the parcels you wish to select (see instructions on [Page 24](#) of these instructions).

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12. Once you have clicked on one of the buttons to make select the parcel, the dialogue box will change and have an “Add” button appear in blue (see next page). At this point, click on the “Add” button to add your project location.



13. Now your parcel has been selected and the following screen will appear (see next page). If your project contains more than one parcel, and you didn't use the polygon tool, you can add an additional parcel at this point using the same process for each additional parcel.
14. Once all parcels have been selected, click the “Next” button (see screenshot on the next page).

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Home Dashboard Apply My Work Today's Inspections Map Search

Apply for Plan - Site Plan Review *REQUIRED

1

Locations

2

Type

3

Contacts

4

More info

5

Attachments

6

Signature

7

Review and Submit

LOCATIONS

Please select all properties involved in the application.

Parcel Number
031-141-018

Main Parcel ☒

Location
Add Location
+


Remove

All selected parcels will be listed on this screen. If you inadvertently added a parcel that is not included in your project or accidentally selected the wrong parcel, you can click the remove button and it will be removed from the selection.

Create Template

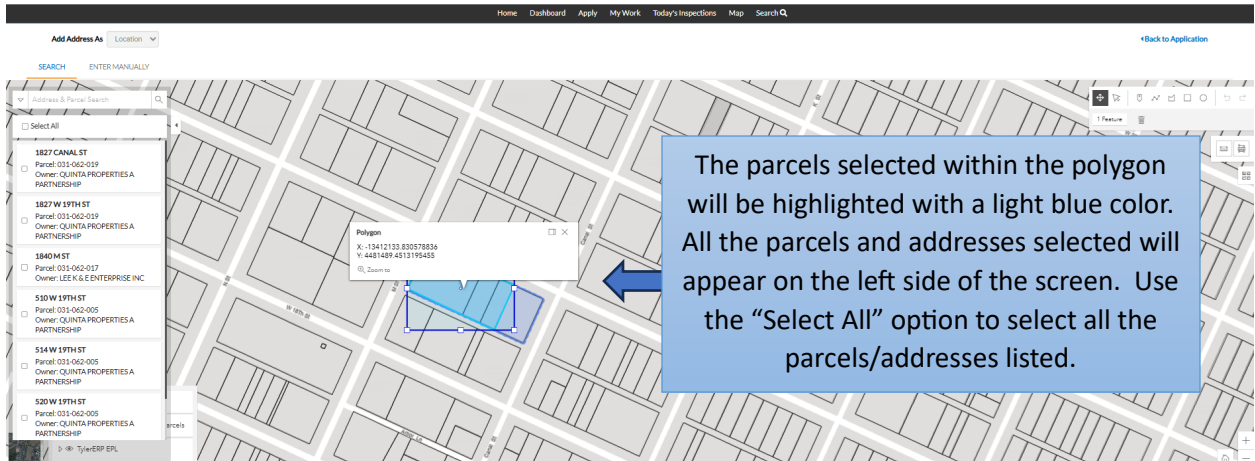
Save Draft Next

Next Button

15. To select multiple parcels at one time, you will use the “Polygon” tool.  With this tool you can draw a polygon around the parcels you wish to select. To use the “Polygon” tool, click on a starting point at the corner of one of the parcels you wish to select, hold your mouse button down to continue to draw a line around the parcels you are selecting, creating a polygon around the area you wish to select. When you have extended the polygon around all the parcels you wish to select, return to your starting point and double click to release the polygon tool. Your selection will appear as shown on the next page. In order to avoid inadvertently selecting parcels that are not part of your project, draw the polygon inside the parcel lines, but be sure you touch every parcel you wish to include.

Note: If the parcel you are selecting has multiple addresses, each address will appear on the left side of the screen. Use the select all button to select all the addresses associated with the parcel.

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PROJECT DESCRIPTION

15. You will now be prompted to provide a detailed description of your project. The description should include the type of use, the number of buildings proposed, and any other pertinent details. Please include any special requests or special circumstances affecting your project.

Apply for Plan - Site Plan Review *REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

PLAN DETAILS

Please provide a detailed description of your project. Include any special requests or special circumstances that may be involved in the project.

* Plan Type Site Plan Review

* Description

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CONTACTS

16. You will now be prompted to enter contact information. In addition to the applicant, the contact information must include the name of the property, a billing contact, and any design professionals (architects, engineers, draftsperson, land surveyor, etc) involved in the project. The applicant information will auto-populate based on who has signed in to create the application.



CONTACTS

Provide the property owner for each property involved in the project.

Please provide a Billing Contact. This will be the person responsible for paying all fees associated with this application.

If you are working with a Design Professional (architect, engineer, draftsperson, etc.), please provide their contact information.

Applicant

Julie Nelson (You)

678 W 18th St., Merced, CA, 95340

Billing Contact

Add Contact

Property Owner

Add Contact

OR

Select Type

Add Contact

REQUIRED

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17. You must provide a Billing Contact as well as the Property Owner. Click on the “Add Contact” button and the screen on the following page will appear. If the contact has not been entered into the system, you will need to use the “Add Manually” option and provide the requested information. If the contact is already in the system, you can search for them using the search bar. You also have the ability to make a contact a “Favorite”, so they are easy to find when completing an application.

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Home Dashboard Apply My Work Today's Inspections Map Search

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Add Contact

Add Contact As : Billing Contact

Search Enter Manually My Favorites

Search

If the contact has not been entered into the system, use the "Enter Manually" button. If the contact has already been entered into the system, you can search for the contact using the search bar.

18. If entering the information manually, the following screen will appear. Provide the information required. Note any field that has an asterisk (*) next to it, is a required field. Once the information has been entered, click on the "Submit" button.

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Add Contact

Add Contact As : Billing Contact

Search Enter Manually My Favorites

Enter Manually

First Name

Last Name

Company Name

Email

Home Phone

Mobile Phone

Business Phone

Submit

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19. You will be taken back to the “Contacts” screen, and you will see the contact you just entered. From here, you can add the next contact using the same process. Instructions for search for a contact are below.



CONTACTS

Provide the property owner's name for each property involved in your project.

If you are working with a Design Professional (architect, engineer, draftsman, etc.), please provide their contact information.

<p>Applicant</p> <p>Julie Nelson (You)</p> <p>678 W 18th St., Merced, CA, 95340</p>	<p>Billing Contact</p> <p>John Doe</p> <p>Remove</p>	<p>Property Owner</p> <p>Add Contact</p> <p>REQUIRED</p>	<p>Select Type ▼</p> <p>Add Contact</p>
--	---	---	---

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20. If a contact has already been entered into the system, use the search bar to search for the contact. Type in your search criteria such as a first or last name, the first letter of the persons first or last name, or a business name.

21. Once your search is complete, if there are any contact matching your criteria, they will appear on the screen. Select the correct contact and click “Add.” If you want to add this contact as a Favorite, click the star on the left side of the screen next to the contact’s name.



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Add Contact

Add Contact As : Property Owner

[Search](#) [Enter Manually](#) [My Favorites](#)

Search 

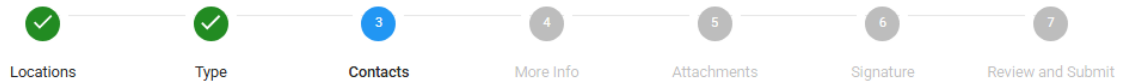
Sort Relevance 

Favorite	First Name	Last Name	Address	Company	Email	Action
	Julie	Nelson	678 W 18th St Merced CA 95340		MercedPlanningCSS@ proton.me	Add

Results per page 10 1 - 1 of 1 << < 1 > >>

Select the correct
contact and click the
“Add” button.






22. Once all your contacts have been entered, press the “Next” button.



CONTACTS

Provide the property owner's name for each property involved in your project.

If you are working with a Design Professional (architect, engineer, draftsperson, etc.), please provide their contact information.

Applicant  Julie Nelson (You) 678 W 18th St, Merced, CA, 95340	Billing Contact  John Doe Remove	Property Owner  Julie Nelson(You) 678 W 18th St, Merced, CA, ... Remove	<div>Select Type </div> <div>Add Contact</div> <div></div>
---	---	---	--

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GENERAL INFORMATION

23. The General Information Screen allows you to enter additional details about your project. The questions on this screen will vary depending on the type of application you are applying for. The screen below reflects some of the information requested for a Site Plan Review application. There will typically be several sections with questions related to different aspects of the project. Please note that all fields with an asterisk (*) are required to be completed.

✓ ✓ ✓ 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

MORE INFO

ATTENTION: AN ENVIRONMENTAL REVIEW APPLICATION IS REQUIRED WITH THIS APPLICATION. ONCE YOU HAVE COMPLETED THIS APPLICATION, PLEASE USE THE "CONTINUE TO PLAN" BUTTON AND SUBMIT AN ENVIRONMENTAL REVIEW APPLICATION USING THE SUB-RECORD TAB.

General Info

[Next Section](#) | [Top](#) | [Main Menu](#)

SECTION I - PROJECT TYPE & DETAILS

*1. Project Type - Site Plan Review

▼

2. Describe all proposed uses.

*3. Number of lots/parcels involved in project.

SECTION II - ALCOHOL AND TOBACCO SALES

1. Alcohol and/or Tobacco Products Sold

<input type="checkbox"/>	NO Alcoholic Beverages or Tobacco Products Sold
<input type="checkbox"/>	Alcoholic Beverages Sold
<input type="checkbox"/>	Tobacco Products Sold

24. Once you have provided all the required information and any additional information requested, press the "Next" button to proceed (see next page).

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3. Describe any other uses on the site.	<input type="text"/>
---	----------------------

4. Will there be seating provided for customers?	<input type="text"/>
--	----------------------

SECTION VIII - PRELIMINARY APPLICATION

*1. Did you apply for a preliminary application?	<input type="text"/>
--	----------------------

2. Pre-Application Number:	<input type="text"/>
----------------------------	----------------------

Office Use Only	Previous Section Top Main Menu
Zoning	<input type="text"/>

General Plan Designation	<input type="text"/>
--------------------------	----------------------

Conditional Use Type - Regular/Major	<input type="text"/>
--------------------------------------	----------------------

Lot Size	<input type="text"/>
----------	----------------------

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ATTACHMENTS

25. The next screen will prompt you to add your attachments. The three forms listed below are required for all applications. These forms may be downloaded, completed, and uploaded back into the system.

- a. Conflict of Interest Form
- b. Property Owner Authorization Form
- c. SB 1214 Consent Form

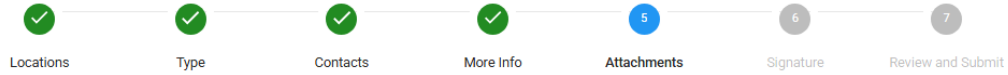
In addition, other attachments will be required depending on the type of application.

Examples of other attachments required are:

1. Site Plan
2. Elevations
3. Color Samples

Note that most required attachments must in pdf format. However, additional attachments may be allowed in other formats.

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Attachments

The following forms **MUST** accompany **ALL** applications. Please download these forms, sign them, then attach them to your application:

1. Property Owner Authorization Form (this must be included whether the property owner is the applicant or not)
2. Conflict of Interest Form
3. SB 1214 Consent Form (Authorization for the City to use plans prepared by an Architect. This form must be completed whether using an architect to draw your plans or not.)

Conflict of Interest Form
Add Attachment
Supported: .pdf
REQUIRED

Property Owner Authorization Form
Add Attachment
Supported: .pdf
REQUIRED

SB 1214 Consent Form
Add Attachment
Supported: .pdf
REQUIRED

Site Plan - New Construction &...
Add Attachment
Supported: .pdf
REQUIRED

26. Once your attachments have been uploaded, the following screen will appear. To proceed, click on the “Next” button. Please note that in the example below, the attachments have different names than the required form.

3. SB 1214 Consent Form (Authorization for the City to use plans prepared by an Architect. This form must be completed whether using an architect to draw your plans or not.)

Conflict of Interest Form
Conflict of Interest_Disclosure of Income to Public...
Size: 106.69 KB
Remove

Property Owner Authorization Form
PROPERTY OWNER AUTHORIZATION_v1.pdf
Size: 280.74 KB
Remove

SB 1214 Consent Form
SB 1214 Authorization_v1.pdf
Size: 101.61 KB
Remove

Site Plan - New Construction &...
Attachment C - Site Plan Floor Plan Elevations_v1.pdf
Size: 849.36 KB
Remove

Select Type
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

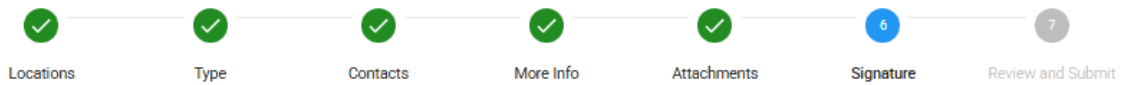
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SIGNATURE

27. An electronic signature is required to submit the application. Please read this page carefully as your electronic signature confirms that you have the authority to submit this application either as the property owner or on behalf of the property owner. You can choose to draw your signature in the signature box or click the toggle button next to “Enable Type Signature” to type your signature in the signature box. Once you have signed the application with your electronic signature, please press the “Next” button.

Apply for Plan - Site Plan Review

*REQUIRED



SIGNATURE

By signing this application, you are confirming that you are the property owner or the authorized agent of the property owner.

* Please type your name as consent to electronically sign this application.

Enable Type Signature ☐

Click on the Toggle Button to allow your signature to be typed.

Julie Nelson
February, 02 2025

X Draw Signature Here

Clear

Back

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Save Draft

Next

REVIEW AND SUBMIT

28. The next step is to review and submit your application. The following screen will appear to allow you to review your information. Once you are satisfied with the information being submitted, click on the “Submit” button to finalize your submittal. You will no longer be able to make changes to the application once you have submitted it. However, if there are necessary changes that need to be made, you can contact staff to determine if the changes can be made without requiring a new application. If you need to change any information provided prior to submitting the application, use the “Back” button at the bottom of the screen to go to the screen you need to change.

29. After clicking on the “Submit” button, you will be directed to the application success page.

Apply for Plan - Site Plan Review *REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓


Attachments

✓

Signature

7

Review and Submit



Submit

Locations

Parcel Number

031-141-018

Basic Info

Type

Site Plan Review

Description

construct new office building and associated parking

Applied Date

02/02/2025

Contacts

Applicant

Julie Nelson
678 W 18th St , Merced, CA , 95340

Billing Contact

John Doe

Property Owner

Julie Nelson
678 W 18th St , Merced, CA , 95340

Please read the information on this page carefully. If there are other applications needed for your project, you will need to use the “Continue to Plan” button to go through the application process for the additional applications. An Environmental Review application is required for most applications.

FEES

30. Once all applications are completed and submitted, staff will review the application, determine the fees, and generate an invoice to allow you to pay the fees. Please watch your email and check your dashboard for the invoice and pay the fees promptly. **Your application will not proceed until all fees have been paid.**