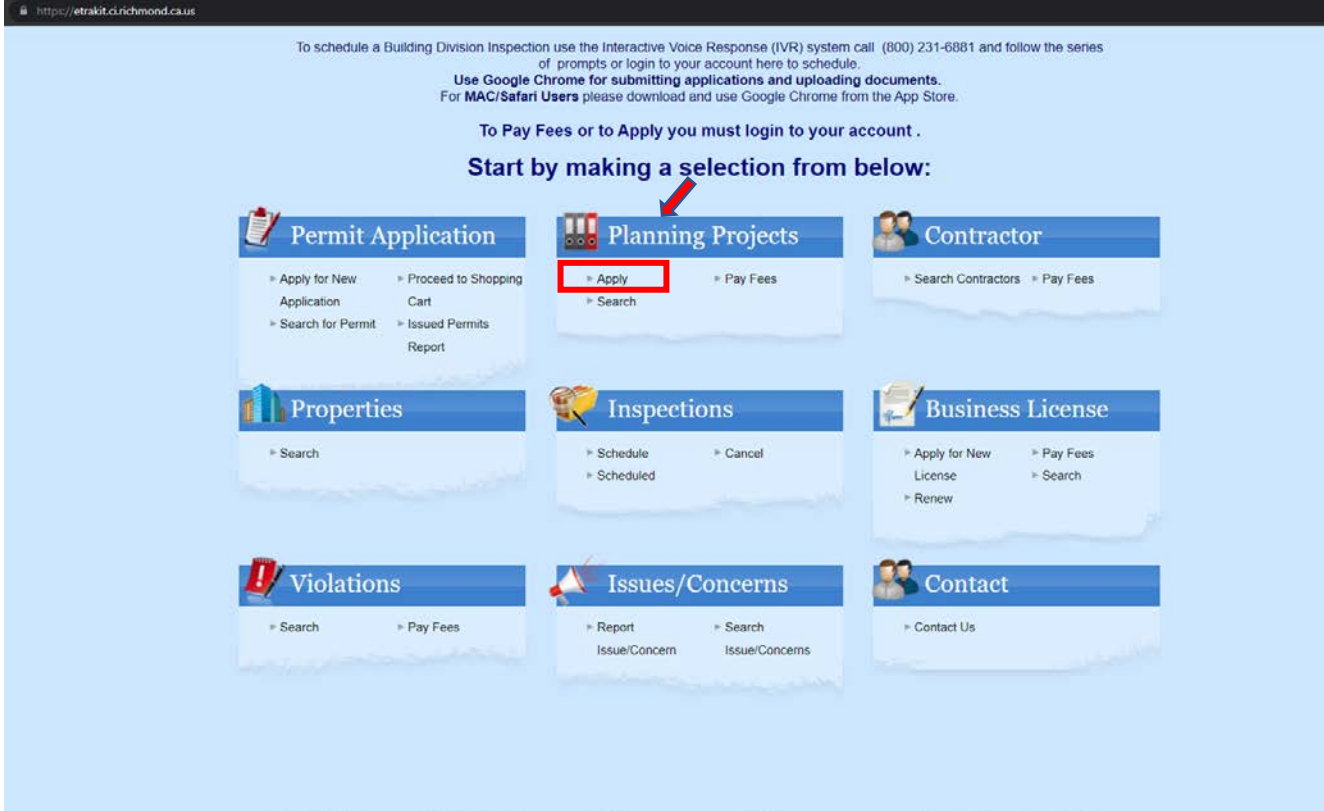


# How-to submit a Planning Project Application

Step 1: Click on “Apply” under Planning Projects.



# How-to submit a Planning Project Application

Step 2: Read over the Electronic Project Application Submission – Agreement and click “I agree” and continue.

My Dashboard

- Permit Application
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  - Search for Permit
  - Pay Fees
  - Issued Permits Report
- Planning Projects
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  - Pay Fees
- Contractor
  - Search Contractors
  - Pay Fees
- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
  - Scheduled
- Business License
  - Apply for New License
  - Search License
  - Pay Fees
- Violations
  - Search
  - Pay Fees
- Issues/Concerns
  - Report Issue/Concern
  - Search Issue/Concerns
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

## Electronic Project Application Submission - Agreement

In response to current concerns related to the spread of the Coronavirus (COVID-19), to protect our community, citizens, customers and employees " Planning Project Application submittals" are now available at this time.

This web page is a resource of permit information, and is not to be used as a substitute for the official correspondence that is given to your design professional or representative when plans are submitted or returned. The City of Richmond makes no warranty, representation or guarantee as to the content, sequence, accuracy, timeliness or completeness of any of the database information provided herein. The City of Richmond explicitly disclaims any representations and warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. The City of Richmond shall assume no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. Any decision made or action taken or not taken by user in reliance upon any information or data furnished here under is done so entirely at his or her sole risk.

I certify and state that the information presented in the application is correct. I agree to comply with all City ordinances and other laws relating to this application and hereby authorize representatives of the City of Richmond to enter upon the above mentioned property for inspection purposes. This application will expire in 180 days unless revoked, renewed or extended by the Building Official.

I recognize that this application is subject to the California Environmental Quality Act (CEQA). The City, in granting this application, may attach any conditions necessary to insure that the proposal will not be detrimental to the welfare of property or persons residing or working in the neighborhood or in the City. I further certify that the information and exhibits submitted for this proposal are true and correct. In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at the hearing on this application or during the appeal period.

**For PDF instructions on how to submit a Project Planning Application click [HERE](#). In order to utilize Adobe electronic signature, you must first download and save to your computer desktop.**

### General inquiries

Prior to submitting a Planning project please connect with a planner: [planning@ci.richmond.ca.us](mailto:planning@ci.richmond.ca.us) or (510)620-6706. Planning forms and fees can be found here: <https://www.ci.richmond.ca.us/2102/FeesFormsChecklists>

Applicants are strongly encouraged to contact their neighborhood council prior to submitting an application to be reviewed or heard by the Design Review Board or the Planning Commission. Neighborhood council contact information is available at the Planning Division information counter.

For a list of Neighborhood-Councils click [HERE](#).

I Agree  
 I Disagree

**CONTINUE**

# How-to submit a Planning Project Application

Step 3: Choose your project type, subtype and type the project name. Make sure to include a description of the scope of work.

In the location section be sure to search your address and if necessary, you can enter it manually. If you are the property owner, please check that box. Select and Upload your required attachments and click “next step”.

The screenshot shows the 'Enter Information in the fields in the order that they appear' section of the application. A left-hand navigation menu includes categories like 'Pay Fees', 'Planning Projects', 'Contractor', 'Properties', 'Inspections', 'Business License', 'Violations', 'Issues/Concerns', 'Shopping Cart', and 'Contact'. The main form area contains the following sections:

- Project Type Information:** Includes dropdowns for 'PROJECT Type' (set to 'ONLINE PLANNING APPLICATION') and 'PROJECT subtype' (set to 'FENCE PERMIT'), and a text field for '\*Project Name' (set to 'Fence Addition 4ft Front Yard 123 Richmond Way').
- Project Description:** A text area for '\*Scope of Work:' containing '4 ft addition of front yard fence home, material will be wood and painted white.'.
- Location:** A search section with a dropdown for 'Search By' (set to 'Address') and a text field for the address (set to '123 Richmond Way').
- Your Relation to this Project:** A checkbox labeled 'Property Owner' which is checked.
- Attachments:** A section for uploading files, showing a file named 'fence proposed plans.PNG' with a description of 'Fence Proposed Plans'.
- Navigation:** 'CANCEL' and 'NEXT STEP' buttons at the bottom right.

Red arrows in the image point to the following elements: the 'PROJECT Type' dropdown, the 'PROJECT subtype' dropdown, the '\*Project Name' text field, the '\*Scope of Work:' text area, the 'SEARCH' button in the location section, the 'Property Owner' checkbox, the 'Select' button for attachments, the 'UPLOAD' button, and the 'NEXT STEP' button.

# How-to submit a Planning Project Application

Step 4: Please fill out the required Applicant and Owner information sections. Note: if the applicant and owner are the same person, this information will match. Add in Agent and/or Beneficial Owners Information if relevant to your project. Then, click next step.

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  - Search
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  - Report Issue/Concern
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  - Contact us

**Project Application**

STEP 1 → **STEP 2 ENTER CONTACT INFORMATION** → STEP 3 → STEP 4

*Application for a ONLINE PLANNING APPLICATION Project*

*Applicant Information* ←

\*Name: Jane Doe \*Phone: (510) 123-4567  
\*Address: 123 Richmond Way \*Email Address: janedoe123@gmail.com  
\*City: Richmond  
\*State: CA \*Zip: 94804 -

*Owner Information* ←

\*Name: Jane Doe \*Phone: (510) 123-4567  
\*Address: 123 Richmond Way \*Email Address: janedoe123@gmail.com  
\*City: Richmond  
\*State: CA \*Zip: 94804 -

*Agent Information*

Name: Address: City: State: Phone: Email: Zip: CLEAR

*Beneficial Owners Information*

Name: Address: City: State: Phone: Email: Zip: CLEAR

CANCEL PREVIOUS STEP **NEXT STEP** ←

# How-to submit a Planning Project Application

Step 5: Review your application information and make sure everything is correct before you click next step and submit. The fees will be added later be the intake planner and you will pay after it has been processed by the Planning Division.

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- Violations
  - Search
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### Project Application

STEP 1 → STEP 2 → **STEP 3 REVIEW AND SUBMIT** ← STEP 4

#### Application for a ONLINE PLANNING APPLICATION Project

Review the information below prior to submitting the application.

#### Project Information [EDIT](#)

Type	ONLINE PLANNING APPLICATION
subtype	FENCE PERMIT
Description	Fence Addition 4ft Front Yard 123 Richmond Way

#### Location [EDIT](#)

450 Civic Center Plaza Suite 500  
Richmond, CA 94804

#### Fee Information

Type	Amount
2% CREDIT CARD PROCESSING FEE	\$0.00
<b>Total Fees</b>	<b>\$0.00</b>

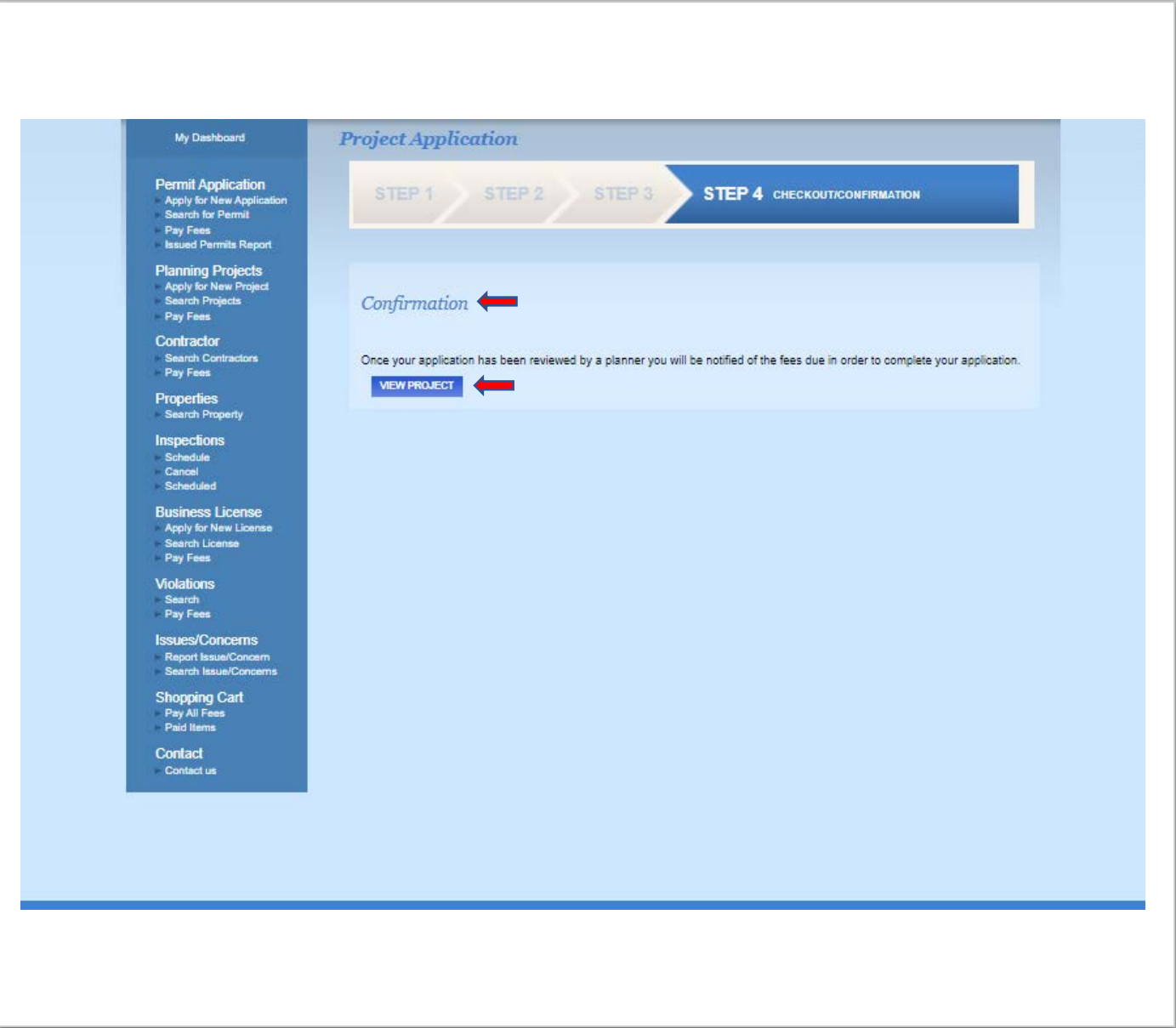
#### Attachments

To upload additional attachments click [Here](#)

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#) ←

# How-to submit a Planning Project Application

Step 6: Your application has now been submitted. You should be brought to a confirmation page where you can choose to view your project.



# How-to submit a Planning Project Application

Step 7: You can view your project at anytime once submitted. Simple search for the project no. or address associated with your project.

