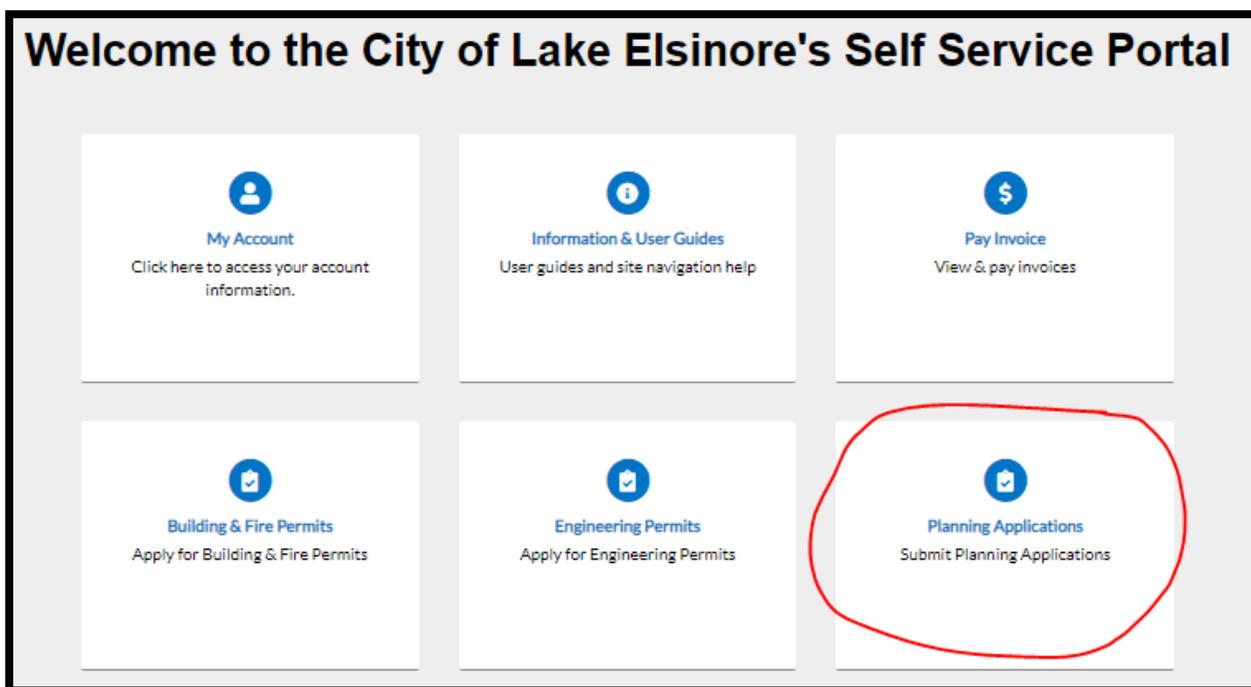


# CITY OF LAKE ELSINORE ONLINE CITIZEN SELF-SERVICE PORTAL USER GUIDE SUBMITTING PLANNING APPLICATIONS

## OVERVIEW

This guide will walk you through the simple steps necessary to submit Planning applications on the CSS Portal.

Once you have obtained an online account, you can login to the portal and select the application type you'd like to submit for.



You will need to complete the applicable application form from the Online Planning page before you submit your online application. Once you complete this form, you will need to either print it or save it as a PDF file on your computer. You will need to attach the application form, along with any other required plans or documents during the online submittal process.

Click anywhere on the Planning Applications tile to jump to the Online Planning Applications page.

This page provides you with a link to self-fillable, online forms that you will need to complete and then save to your computer.

[City Services](#) » [Online Services](#) » [Citizen Self Service Portal](#) »

## ONLINE PLANNING APPLICATIONS

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### How to Submit Online Planning Applications

Welcome to the Planning Department's Online Application Page. Before you submit your application, you'll need to review the requirements for your application type and fill out and electronically sign the appropriate application form.

Once you have completed the application, you will need to either save or print it as a PDF file.

You can access the planning application forms and requirements [HERE](#)

You'll need to attach your completed application along with any other required documents when you submit your application on the CSS Portal.

You can submit your application here.

[APPLY NOW](#)

Click on the "HERE" link, circled above to launch the application form.

Select the appropriate form from the list of available publications and complete and save the form to your computer. You will need to attach it to your online application.

## APPLICATIONS AND FEES

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### Applications and Fees

Dear Prospective Developer or Business Owner: On behalf of the City Council and City Staff, we would like to thank you for your interest in locating your business and/or developing in the City of Lake Elsinore, California. The process of permitting and development can be daunting, and we see our role as helping applicants through the City's process. The following guide is meant to establish the manner in which the City of Lake Elsinore process both discretionary and ministerial actions.

[Guide to Entitlements](#)

### Planning Application

The City of Lake Elsinore uses a single application for all entitlements subject to discretionary review. The application includes all submittal requirements and a summary of the required information to be included.

[Application and submittal requirements](#)

### Zoning Compliance

All building permit application will need to receive zoning compliance approval prior to the submission of a building permit application. The application includes all submittal requirements.

[Application and submittal requirements](#)

### Sign Permit Application

Prior to the installation of any advertising structure, a sign permit is required.

[Application and submittal requirements](#)

### Temporary Use Permit

Certain transient oriented uses are permitted subject to the review and approval of a Temporary Use Permit. City Staff reviews all Temporary Use Permits internally and some require external review by other regulatory agencies.

[Application and submittal requirements](#)

### Landscape Permit

New landscapes and modifications to existing landscaping for certain land-uses may require the review and approval of landscape plans.

[Application and submittal requirements](#)

Once you have completed and saved the application form, return to the Online Planning Application page and click on the Apply Now button to launch the CSS Portal Application Assistant.

## ONLINE PLANNING APPLICATIONS

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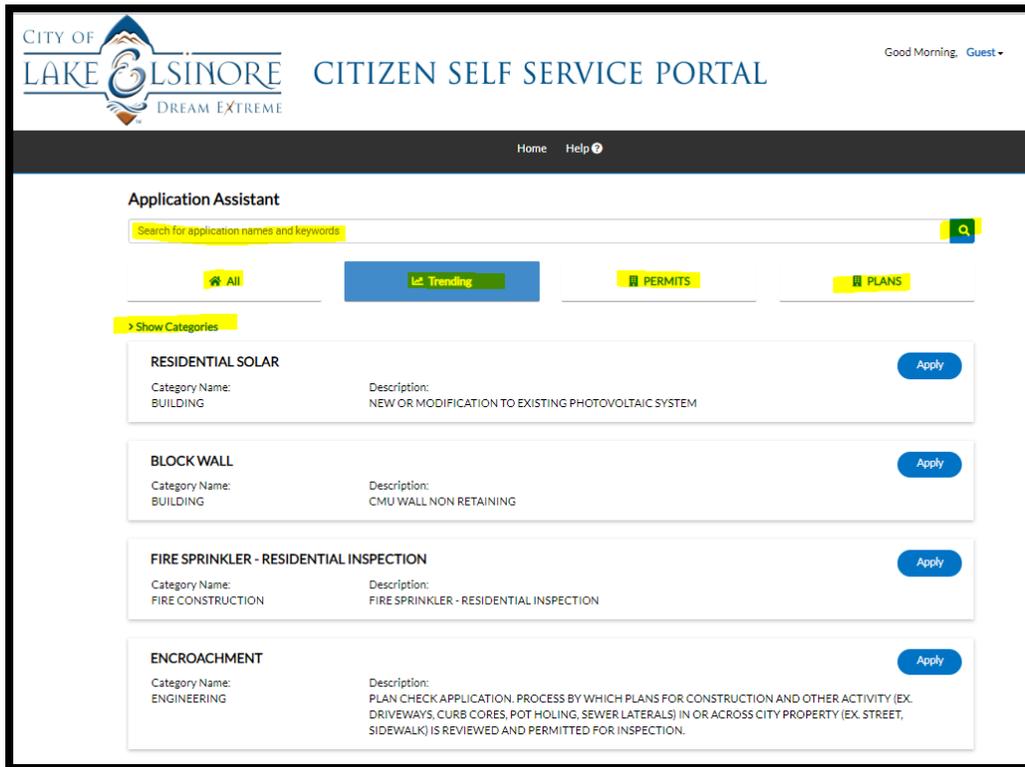
You'll need to attach your completed application along with any other required documents when you submit your application on the CSS Portal.

You can submit your application here.



From the Application Assistant screen on the CSS Portal, you will be able to submit an application for any planning type available.

You can search for any application type by entering the name in the search bar across the top of your screen. Below the search bar, there are choices to view all application types, those that are "Trending" (used most frequently on the CSS Portal), Permits or Plans. Clicking on those choices will selectively filter the available types, based on your choice.



CITY OF LAKE OSWEGO DREAM EXTREME CITIZEN SELF SERVICE PORTAL Good Morning, Guest

Home Help

### Application Assistant

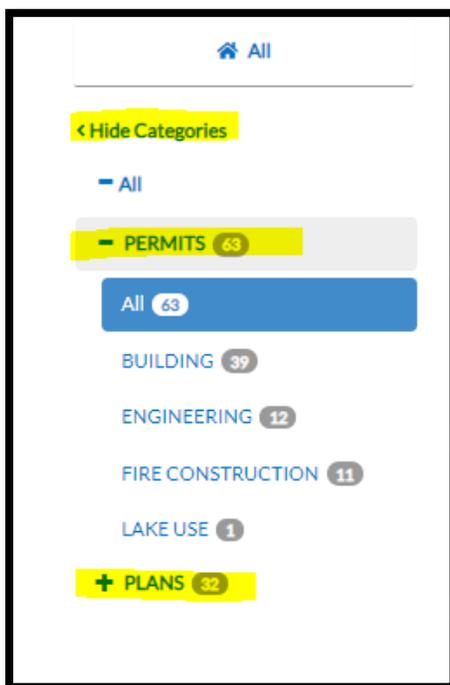
Search for application names and keywords

[All](#)
[Trending](#)
[PERMITS](#)
[PLANS](#)

> Show Categories

<b>RESIDENTIAL SOLAR</b>	<a href="#">Apply</a>
Category Name: BUILDING	Description: NEW OR MODIFICATION TO EXISTING PHOTOVOLTAIC SYSTEM
<b>BLOCK WALL</b>	<a href="#">Apply</a>
Category Name: BUILDING	Description: CMU WALL NON RETAINING
<b>FIRE SPRINKLER - RESIDENTIAL INSPECTION</b>	<a href="#">Apply</a>
Category Name: FIRE CONSTRUCTION	Description: FIRE SPRINKLER - RESIDENTIAL INSPECTION
<b>ENCROACHMENT</b>	<a href="#">Apply</a>
Category Name: ENGINEERING	Description: PLAN CHECK APPLICATION, PROCESS BY WHICH PLANS FOR CONSTRUCTION AND OTHER ACTIVITY (EX. DRIVEWAYS, CURB CORES, POT HOLING, SEWER LATERALS) IN OR ACROSS CITY PROPERTY (EX. STREET, SIDEWALK) IS REVIEWED AND PERMITTED FOR INSPECTION.

You can also click on the “Show Categories” link to view each of the application types with a greater degree of specificity.

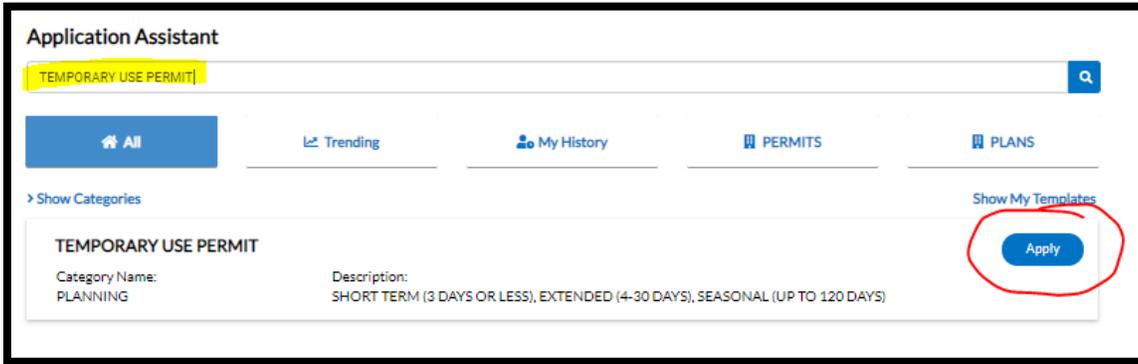


All

< Hide Categories

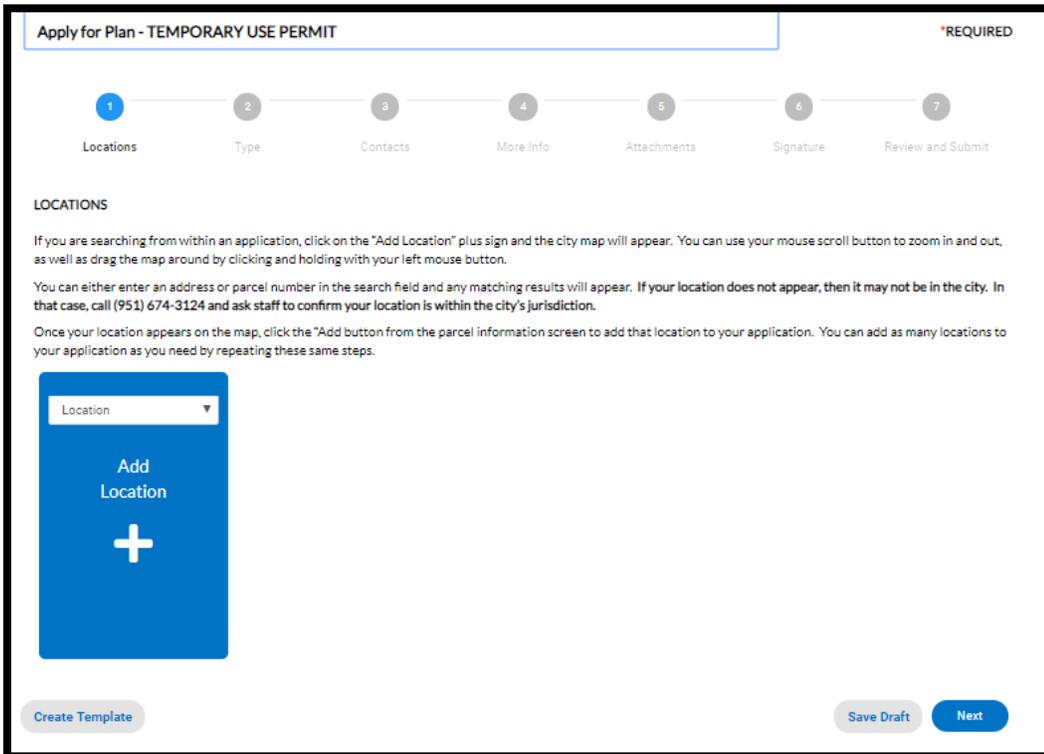
- All
- PERMITS 63
- All 63
- BUILDING 39
- ENGINEERING 12
- FIRE CONSTRUCTION 11
- LAKE USE 1
- PLANS 32

Once you have found the application type you wish to submit for, click the “Apply” button to the right of the window.

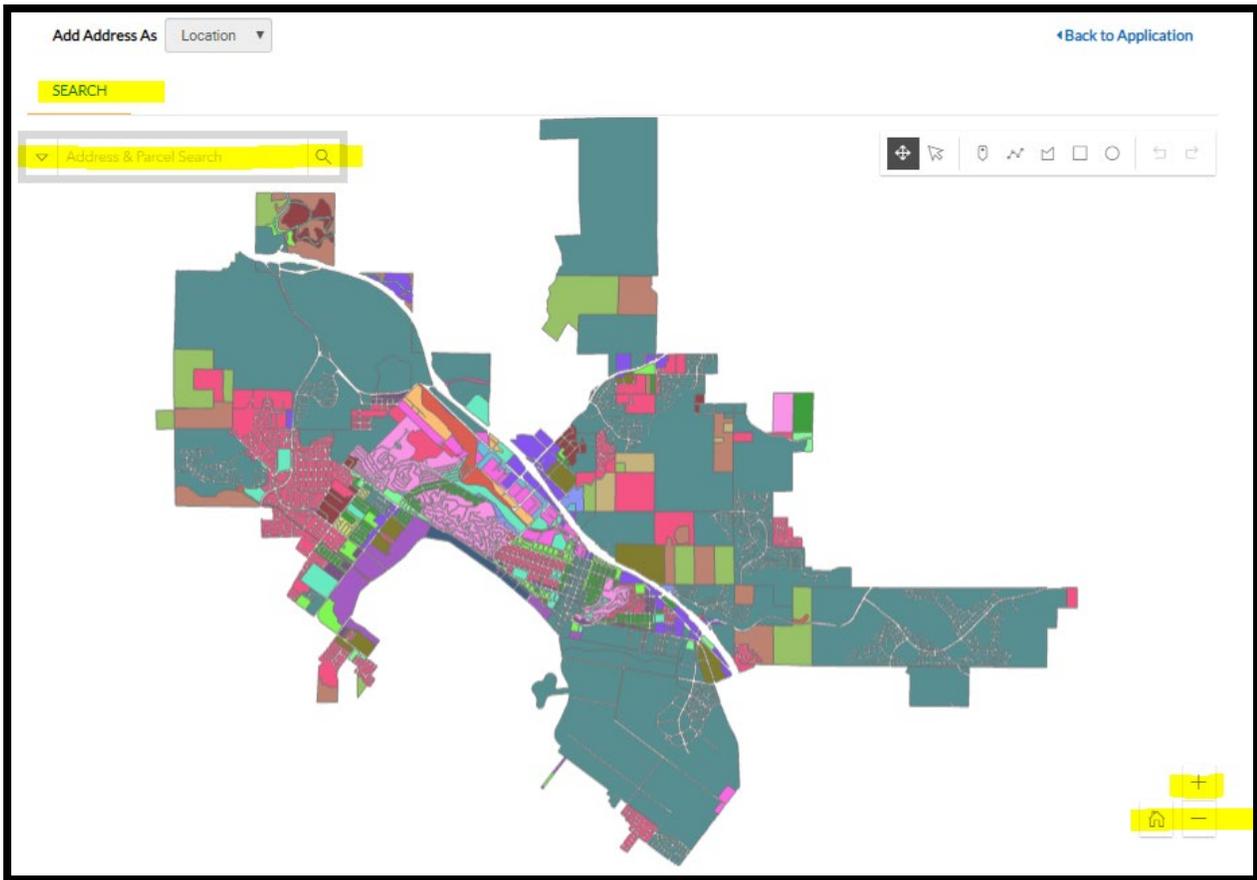


The first step of the application process is to provide a location. **TIP\*** be sure to pay attention to the notes that appear on the different screens as you are applying. They provide information you need to observe during that section of your application.

Click on the “Add Location” tile.



Once you click on the “Add Location” tile, a map of the City will appear along with a search tool.



You can zoom in or out of the map using the wheel on your mouse or by clicking on the plus or minus signs in the lower-right corner of the window.

**NOTE\*** you can only submit applications for locations that are within the city limits. This map shows the boundaries for the city. If you zoom in to your location and notice it is not within these boundaries, please stop the application process and call city hall at (951) 674-3124 to confirm with city staff.

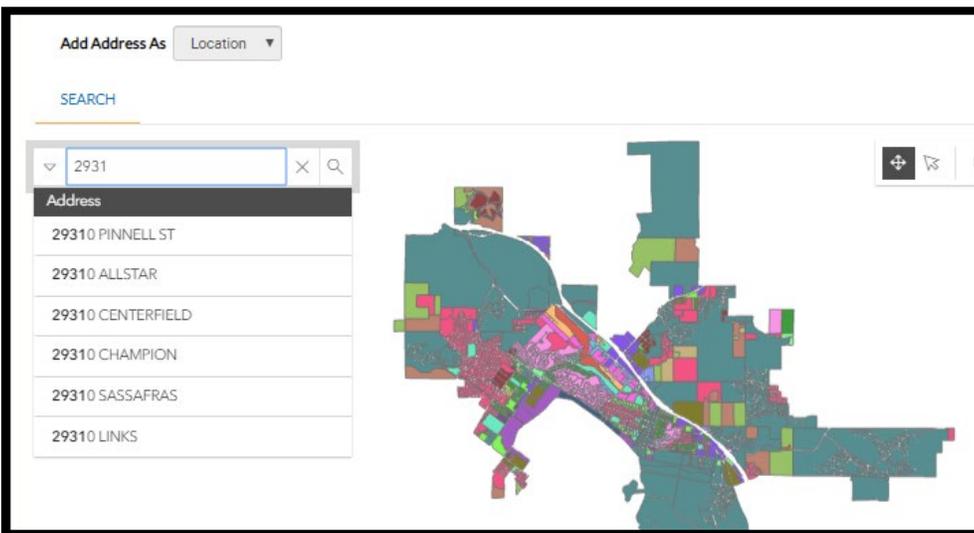
Property located within the city limits will be shaded with a color and display points within each parcel to identify the parcel as being in the city limits.

In the following image, you can clearly see where the city limit ends on Skylark Dr. Parcels within the city limits on the left and right-hand side of that street are shaded in red & blue and have parcel identifiers in each parcel. The parcels outside of the city limits are not shaded and do not have parcel identifiers inside each parcel.



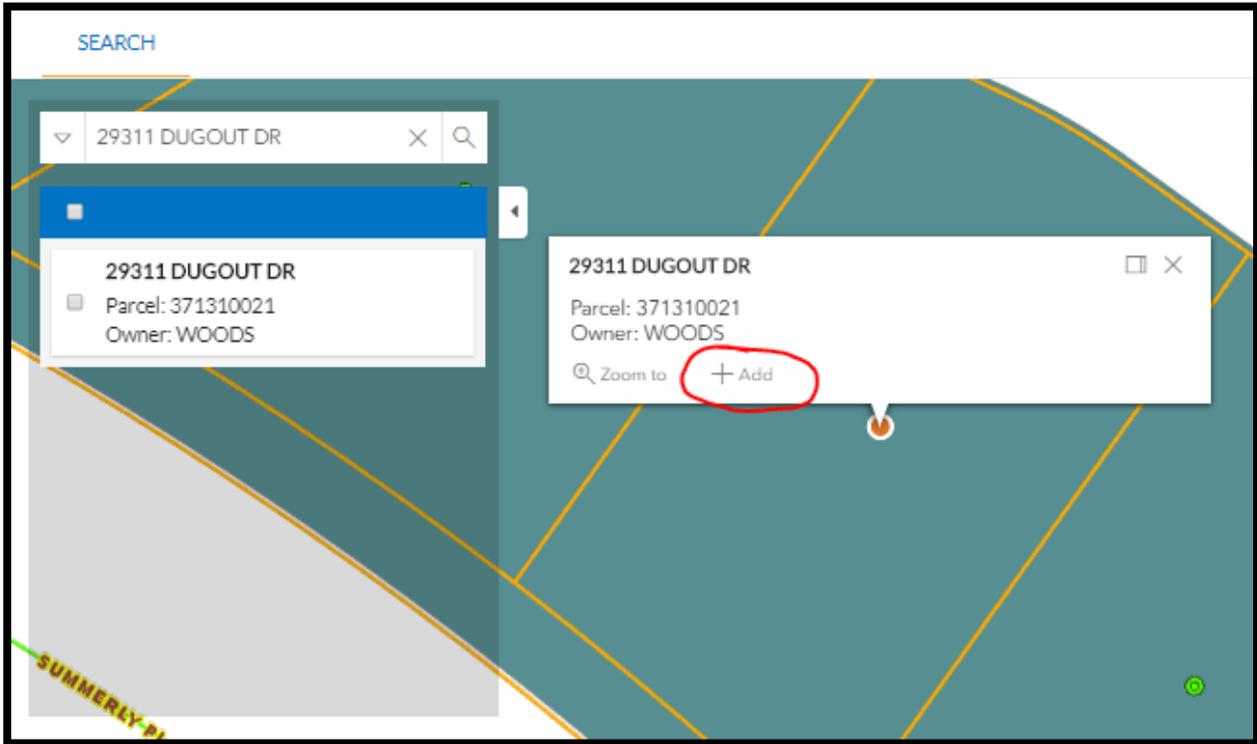
**NOTE\*** the different shaded areas on the map refer to the various approved zoning requirements for those areas.

You can also find a location by searching for address or parcel number from the search bar.



As you begin typing, address or parcel matches will appear on the list.

When you select the address/parcel you want to use, the map will zoom to that parcel and display the parcel owner information. Click on the “Add” plus sign to add that location to your application.



The CSS Portal will show you the attached location and provide you with the opportunity to add another location, if necessary. If you don't need to add another location, click the next button at the bottom of the screen.

**NOTE\*** you can save your application at any time during the application process by clicking on the Save Draft button at the bottom of the screen. Saved drafts can be accessed from your account screen later when you wish to continue with the application.

Step two of the application process asks you to confirm the application type and to enter any required information or descriptions of your work. Each application type may require unique information from the applicant. The Description field is where you should enter any relevant application details.

**NOTE\*** fields marked with a red asterisk are required and must be populated before you can proceed.



Apply for Plan - TEMPORARY USE PERMIT
\*REQUIRED



Locations    Type    Contacts    More Info    **Attachments**    Signature    Review and Submit

**Attachments**

If your application requires attachments, you can add them easily by dragging and dropping to the appropriate attachment type. Or, you can click on the "Add Attachment Plus Sign" and browse to the location on your computer to select the appropriate file type.

You can add as many files as necessary, but if a file type is required, you must include that type before you can proceed with your submission.

PROJECT DESCRIPTION

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

REQUIRED

SITE PLAN

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

REQUIRED

Architectural/Structure ▼

Add Attachment

+

Supported: .pdf

Back
Create Template
Save Draft
Next

You must attach the required items to your application before you proceed to step six. Required items are clearly defined from the attachment screen. In order to attach the records, you can either click on the required item and "Browse" to the file location on your computer, or you can drag the file from your computer and drop it on the appropriate required file type.

Once you have attached the required documents, click next to proceed to the next step, where you can electronically sign your application.

Apply for Plan - TEMPORARY USE PERMIT \*REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

**SIGNATURE**

I CERTIFY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION ON BEHALF OF ALL CONCERNED PARTIES AND UNDERSTAND FEES WILL BE CHARGED FOR THE COMPLETION OF THIS APPLICATION. I FURTHER UNDERSTAND THAT NO WORK WILL BEGIN ON MY APPLICATION UNTIL ALL ASSESSED APPLICATION FEES HAVE BEEN PAID.

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

Enable Type Signature

Matt Woods  
April, 01 2020

*Mindy Woods*

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

If you are applying from a computer, you'll need to first type your name in the upper consent field. Then click the button that enables you to type your signature and then type your name in the adjacent box. As you type, your name will be "signed", below. Click next to proceed to the final step. If you are applying from a device with a touchscreen, you can sign with a stylus or your finger.

The final step provides you with an overview of your application and may include an estimate on fees owed for your application. Note that estimated fees may change, once staff have reviewed your application.

Confirm the information is correct on your application and then click the submit button.

### Apply for Plan - TEMPORARY USE PERMIT \*REQUIRED

  
 Locations

  
 Type

  
 Contacts

  
 More Info

  
 Attachments

  
 Signature

  
 Review and Submit

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#### Locations

Location	29311 DUGOUT DR , LAKE ELSINORE
Parcel Number	371310021

---

#### Basic Info

Type	TEMPORARY USE PERMIT
Description	TUP FOR MARKETPLACE PHASE ONE (1).
Applied Date	04/01/2020

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#### Contacts

APPLICANT	Matt Woods MWOODS TEST CO. 29311 DUGOUT DR DR, LAKE ELSINORE, CA, , 92530
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#### More Info

No records to display.

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#### Attachments

PROJECT DESCRIPTION	CSS PORTAL REGISTRATION GUIDE.pdf
SITE PLAN	CITIZEN SELF SERVICE PORTAL USER GUIDE - APPLYING for ENGINEERING PERMITS.pdf

Once your application has been submitted, it will be assigned an application number, which you can use to track your application through the completion process.

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

Plan Number: TUP-2020-00002

Plan Details | Tab Elements | Main Menu

Type: TEMPORARY USE PERMIT      Status: SUBMITTED      Project Name:

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

**Progress**

0% Completed

● Completed  
● In Progress  
● Not Started

**Workflow**

- FILE CREATION
- PLANNING REVIEW - INITIAL
- GENERATE COMPLETENESS LETTER
- REQUEST FINAL EXHIBITS FROM APPLICANT
- ADMINISTRATIVE ACTION
- APPROVAL LETTER SENT
- CLOSE PLANNING APPLICATION
- CREATE BUILDING PERMIT
- CREATE ENGINEERING PERMIT

**Available Actions**

No Actions

**Fees**

\$0.00

[View Details](#)   [Add to Cart](#)

As your application is being processed, you'll see the progress bar change to reflect where your application is in the overall completeness.

Plan Number: TUP-2020-00002

Plan Details | Tab Elements | Main Menu

Type: TEMPORARY USE PERMIT      Status: SUBMITTED

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Rec

**Progress**

9% Completed

● Completed  
● In Progress  
● Not Started

**Workflow**

- FILE CREATION
- PLANNING REVIEW - INITIAL
- GENERATE COMPLETENESS LETTER
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- APPROVAL LETTER SENT
- CLOSE PLANNING APPLICATION
- CREATE BUILDING PERMIT
- CREATE ENGINEERING PERMIT

**Fees**

\$0.00

[View Details](#)   [Add to Cart](#)



Your application can now be viewed by logging into the CSS Portal and clicking on the Dashboard menu item. From there, you can see the status of all of your applications, inspections and invoices.

**You can call City CSS Portal support staff with any questions you have concerning the registration or use of the CSS Portal site. That number is (951) 674-3124 x 321**