

## SUBMITTING A PLANNING APPLICATION

The City of Cupertino only accepts digital submissions.

Please read these important instructions to submit an online application.

- **Step 1: Create an ACA account.**

If you do not already have an ACA account, create one by visiting [www.cupertino.org/aca](http://www.cupertino.org/aca). This is required to track your application and pay application fees as the last step in the submission process.

**Note: Your project application is not complete until fees are paid.**

- **Step 2: Initiate Application by email.**

Email a completed application form and initial response to preliminary comments to your project Planner or, if you receive an “out-of-office” response, email [planning@cupertino.org](mailto:planning@cupertino.org). This allows staff to initiate processes to establish your digital file.

- **Step 3: Submit Documents in ProjectDox.**

Follow the instructions in the auto-generated email you receive from “ProjectDox” requesting upload of all required application materials or visit [www.cupertino.org/projectdox](http://www.cupertino.org/projectdox). Create a unique password for yourself to allow future resubmittals, if required.

All drawing files must be uploaded using the following file naming convention: “SHEET NUMBER” “SHEET TITLE.” See example below:

Sheet Number	Sheet Title	=	ProjectDox File Name
C1.0	Site Plan	=	C1.0 Site Plan
A1.0	Floor Plan	=	A1.0 Floor Plan
A2.0	Roof Plan	=	A2.0 Roof Plan

The Sheet Index on the Title/Cover Sheet of plans must match the ProjectDox File Name list.

**IMPORTANT:** Limit the number of characters in the file name to a maximum of 25 characters – abbreviations are acceptable. Do not use any special characters (e.g. !@#\$%^&\*()-= \+\*/\_). PDFs cannot be encrypted, have layers, or comments.

Upload documents in the following four categories in **PDF format only**:

- *Drawings:* Each plan sheet must be uploaded as **a separate file** and **in landscape view**.  
**Note:** Files with multiple pages or with incorrect orientation will be rejected.
- *Submission Documents:* All files required as part of the application submission, other than drawing files (e.g., Title Report) must be uploaded as separate, multipage documents.
- *Technical Reports:* Such as, Arborist Report, Geotechnical Report, or Traffic Study must be uploaded as separate, multipage documents.
- *Review Comments Responses:* Responses to any preliminary comment letter issued must be uploaded as one separate, multipage document.

- **Step 4: Pay Application Fees.**

Once the project Planner verifies that documents have been correctly submitted, an invoice will be generated and an email will be sent requesting payment of application fees. Log in to ACA at [www.cupertino.org/aca](http://www.cupertino.org/aca) to complete online payment to allow staff to commence review of plans.