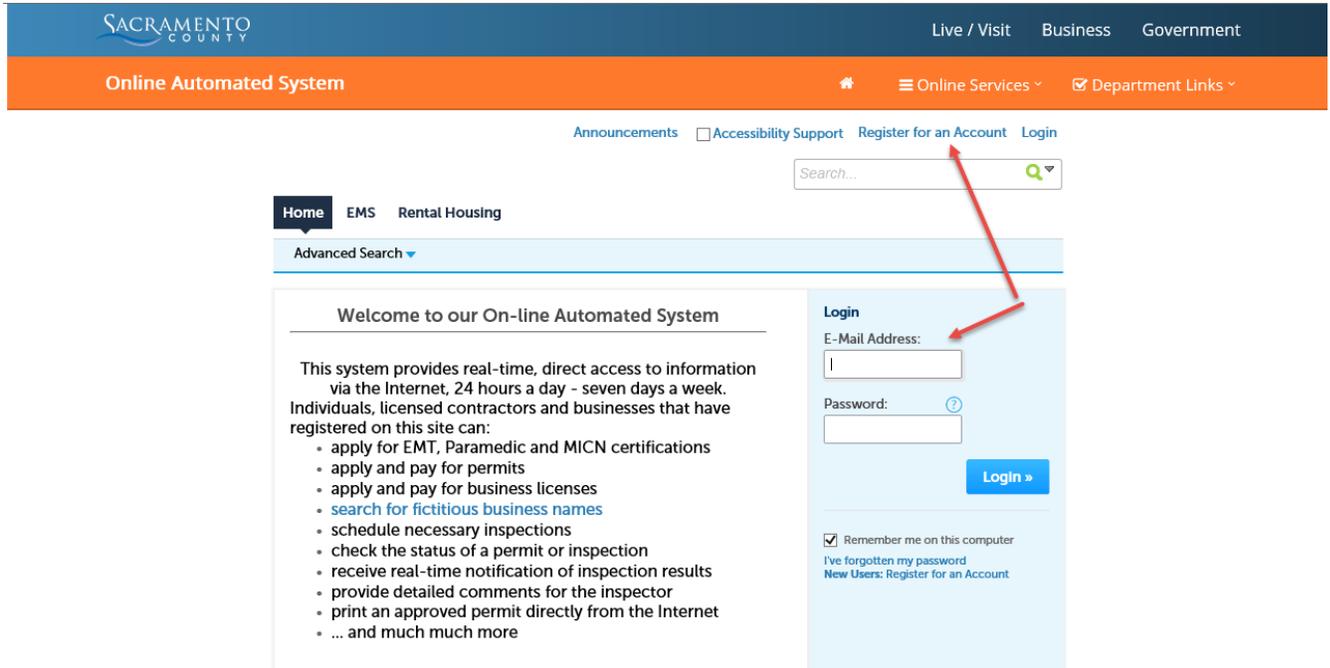


## Instructions for paying for an existing Planning Project

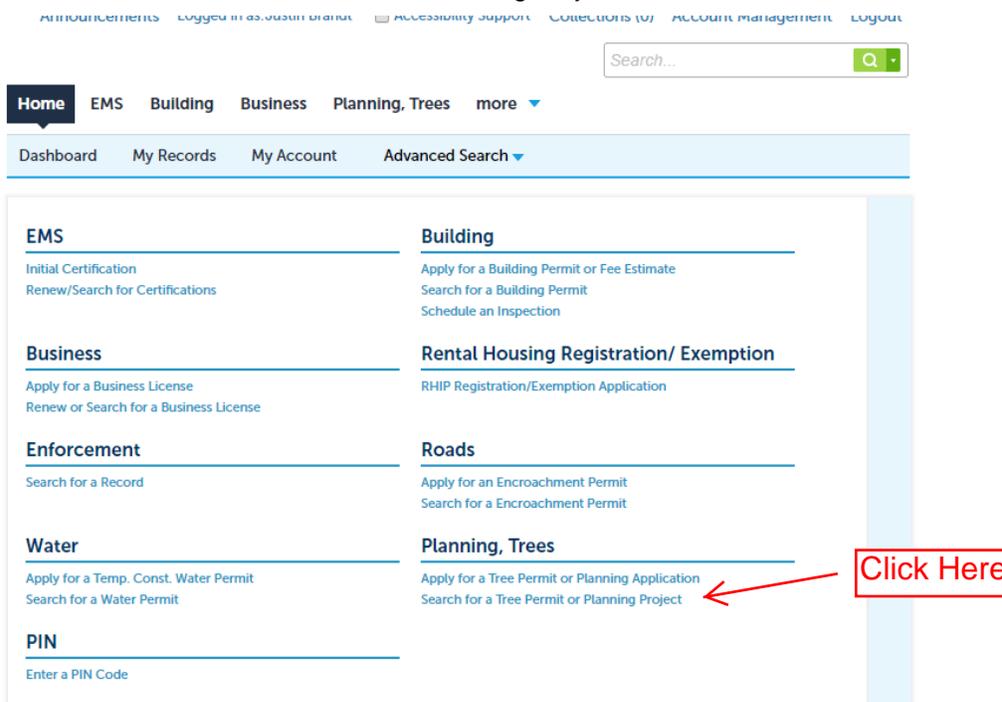
May 21, 2020

If you have received word that your Planning Application fees are ready to be paid, this is the process.

1. Go to <https://actonline.saccounty.net/CitizenAccess/Default.aspx> and login or create an account.



2. Click the 'Search for a Tree Permit or Planning Project' link



## Instructions for paying for an existing Planning Project

- If you created the application online you will see it in the list of Records. To pay fees on an application you created online, click the Pay Fees Due link.

Apply for a Tree Permit    **Search for a Tree Permit or Planning Project**

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### Records

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Created Date	Record Number	Record Type	Record Name	Status	Action
<input type="checkbox"/>	05/12/2019	<b>TREE2019-00089</b>	Planning - Trees		Approved Pending Payment	<a href="#">Pay Fees Due</a>

- If you submitted the application by email, you will need to search for the application.

**IMPORTANT!** If entering an application number it must be in the same format as shown on your Invoice (PLNPxxxx-xxxxx; DRCPxxxx-xxxxx). If using an address, just use a street number and street name. You can also use a parcel number if you have it. Only use one option.

### General Search

Search my records only

Application Number:     Project Name:

Start Date:      End Date:

Street No.:  -     Street Name:

Parcel No.:

If you have the Permit number, enter it into this field exactly. DO NOT enter information into more than one field. Fill out one field and leave the other fields empty.

▶ Search Additional Criteria

When you have entered your information, click search.

## Instructions for paying for an existing Planning Project

- When the application comes up, click the arrow to expand the Fees section.

Record PLNP2020-00098:  
Planning - Entitlement  
Record Status: Pre-Application

Record Info ▾ Payments ▾  
Fees

Work Location

0 Dry Creek  
Rio Linda CA 95673

Case Details

► More Details

[Print/View Summary](#)

If you owe fees you will see a Pay Fees link. Click it to start the process.

### Fees

#### Outstanding:

Date	Invoice Number	Amount	
03/12/2019	1115325	\$1.35	<a href="#">Pay Fees</a>
03/12/2019	1115325	\$30.00	

Total outstanding fees: \$31.35

- The next page provides information about the fees. Click Continue when ready.
- Select the method of payment and click Submit Payment

### Payment Options

Amount to be charged: \$31.35

- Pay with Credit Card  
 Pay with Bank Account

[Submit Payment »](#)

You will be taken to our third party payment processing site. **You may need to select your payment option again on that site.**

## Instructions for paying for an existing Planning Project

All fields are required. When completed, click Continue. You will then see a review page, if all information is correct, click Submit Payment.

**Shopping Cart**
Sacramento County Treasury Cashiering

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Item Type	Reference #	Amount	Subtotal	\$ 31.35
Sacramento County Tre	134212	31.35	Convenience Fee	\$ 1.95
			<b>Total</b>	<b>\$ 33.30</b>

---

**Payment**

Credit Card

Name on Card

Card #

Expires

Card Security Code

*All Fields Required*

**All Fields Required**

Street Address

City

State/Province

ZIP/Postal Code

Country

Phone #

Email Address

*Your email address will only be used for communications concerning your payment and will not be shared with third parties.*

Clear Payment Information
Continue

You will then see a Confirmation page. You can print a receipt if needed. Click the Return to Sacramento County On-Line Services web site to return to our site.

**Receipt**

**Shopping Cart**

#	Description	Amount	Fee
	Sacramento County Treasury Payment 134212	\$ 31.35	\$ 1.95

**Payments**

Action	Status	Via	Account Information	Amount	Fee
Charge	Complete	Credit Card	Visa CC# ****1111	\$ 31.35	\$ 1.95
<b>Subtotal:</b>				<b>\$ 31.35</b>	<b>\$ 1.95</b>
<b>Total (Payment + Fee):</b>				<b>\$ 33.30</b>	

« Return to Sacramento County On-Line Services web site.

## Instructions for paying for an existing Planning Project

- When you return to our site you should be on this page. If you click the button labeled Print/View Summary it will open up a summary report of your application in PDF format. You can print this and keep it for your record. There is also a link back to your permit details.

Apply for a Tree Permit or Planning    Search for a Tree Permit or Planning Project

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**Record PLNR2020-00037:** [Add to collection](#)  
**Planning Research or Substantial Compliance Request**  
Record Status: Open

Record Info ▾    Payments ▾    Conditions **1**

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 A notice was added to this record on 05/04/2020.  
Condition: Local Flood Zone    Severity: Notice  
Total Conditions: 1 (Notice: 1)    [View Condition](#)

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### Work Location

3131 MONTCLAIRE  
SACRAMENTO 958213733

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### Case Details

<b>Applicant:</b> Jessica Brandt Sacramento County 827 7th Street, Room 225 Sacramento, CA, 95814 Home Phone:9168752593 brandtj@saccounty.net	<b>Project Description:</b> Test2 Test- Substantial Compliance Test to check substantial compliance application system.
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More Details

[Print/View Summary](#)

- The Office of Planning and Environmental Review will receive notification when payment has been made.