

Submitting a Coastal Development Permit in the Public Data Portal

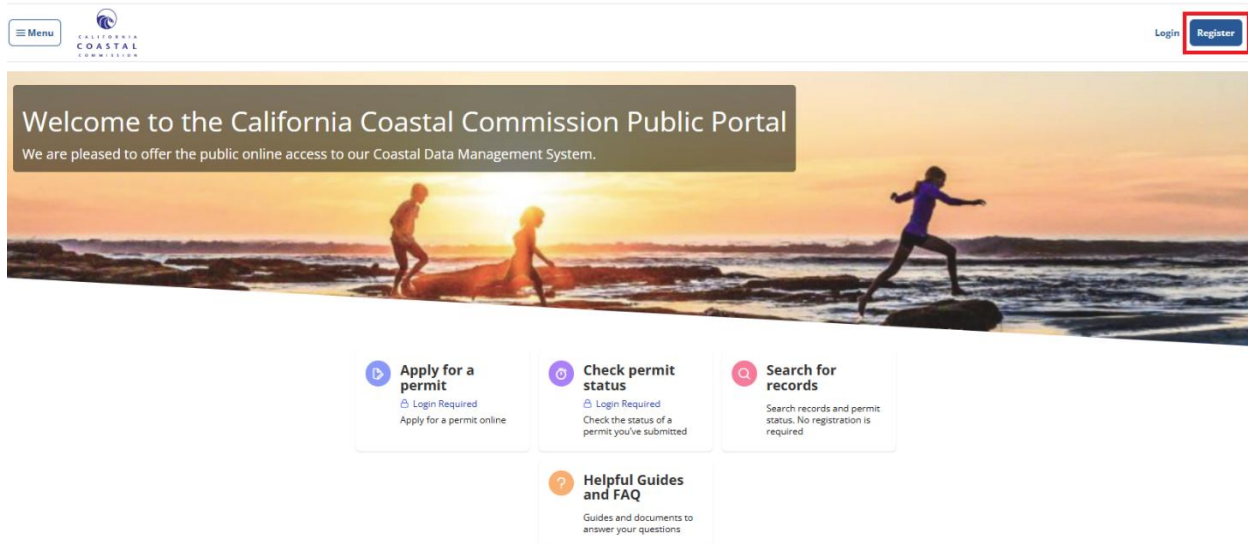
Welcome to the Coastal Commission's Public Data Portal. You can use this system to submit Coastal Development Permits (CDPs) and search for current and historic records.

Getting Started:

- To submit a new CDP application, you must first register for an account.
- You do not need an account to search for records.
- If you have any questions, please email PublicPortalComment@coastal.ca.gov for assistance.

1. Create and Activate Your Account

1. Click the **Register** button in the top right corner.



2. Fill out the required fields, check the box to agree to the Terms of Service, and click Submit Registration button.



CALIFORNIA
COASTAL
COMMISSION

Register for an account

* Required Fields

* Username

* Email Address

* Password

* Password Confirmation

☒ I have read, understand and agree to the [Terms of Service.](#)

Submit registration

Click to submit your registration form. Form must be valid to submit.

Already have an account?

[Login now >](#)

3. You will receive an email from the portal. Open this email and click the **Activate my Account** link.

 California Coastal Commission
To: me · Wed, Aug 12 at 9:57 AM

✓ External images are now more secure, and shown by default. [Change in Settings](#)



Welcome, testaccount1!

Before we finish creating your account at the California Coastal Commission website, we need to confirm that you are the owner of this email address.

Please select the button below to activate your account:

[Activate my account](#)

Alternatively, follow this link (copy and paste into your browser if needed):

<https://cacc-test-nonprod.accela.com/portal/auth/validate-email?email=caccpublicportal@yahoo.com&confirmEmailId=1XiGDKsrGYOCYn9r49qgJr9CZWfKGiNf7y59VueEA5s>

Once you select this button (or link), your account will be activated and you can submit applications and requests.

If you are receiving this email and you didn't create a new account at the California Coastal Commission website, you can ignore it. No one at the site will complete any activities using this email address.

Thank you,

California Coastal Commission

4. After your account is activated, click **Continue to Login** and enter your credentials.



5. Enter Log In information and click the **Log In** button.



CALIFORNIA
COASTAL
COMMISSION

Log In

Username

Password

[Forgot Your Password?](#)

Log In

☐ Remember me on this computer

Need to create an account?

[Register Now >](#)

6. Once logged in, click the **Apply for a Permit** button.



Success:
Welcome back, testaccount!!

Welcome to the California Coastal Commission Public Portal

We are pleased to offer the public online access to our Coastal Data Management System.



**Apply for a permit**
Apply for a permit online

**Check permit status**
Check the status of a permit you've submitted

**Search for records**
Search records and permit status. No registration is required

**Helpful Guides and FAQ**
Guides and documents to answer your questions

7. Select your contact type and fill out all required fields (marked with a red asterisk). Click the **Submit** button when completed.

Select Contact Type

Step 2 of 2: Contact Details

☒ Applicant
☐ Representative

***Required Fields**

FIRST:*
Sandy

LAST:*
Shores

ADDRESS:*
45 Fremont St.

CITY:*
San Francisco

STATE:*
CA

ZIP:*
94105

PHONE NUMBER:*
415-904-5452

E-MAIL:*
caccpublicportal@yahoo.com

SUBMIT

8. You will see a confirmation message on the screen: **'Confirmation account has been successfully registered.'**

Logged in as: Sandy Shores My Collections (0) Account Management Logout

Home Permits

Dashboard My Records My Account Advanced Search ▾

 Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

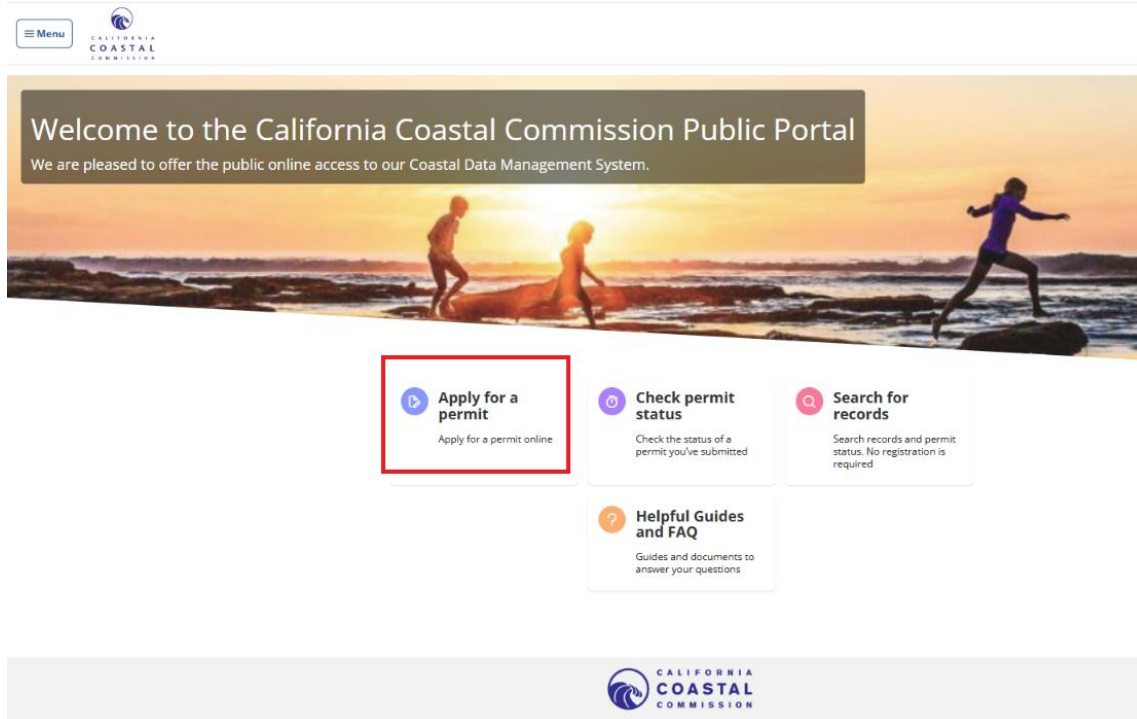
User Name:	testaccount1
E-mail:	caccpublicportal@yahoo.com
Password:	*****
Security Question:	

Contact Information

Sandy Shores	Home Phone: 4159045452
45 Fremont St.	
caccpublicportal@yahoo.com	

Login Now

9. Click **Apply for a Permit**



10. Read the General Disclaimer. Check the "I have read and accepted the above terms" box to continue. Click the **Continue Application** button.

Logged in as: Sandy Shores My Collections (0) Account Management Logout

Home **Permits**

Create an Application Search Records

Welcome to the online coastal development permit (CDP) application!

Before getting started, you will need to direct your browser to allow pop-ups on this site. You will also need to accept the General Disclaimer below before beginning your application.

General Disclaimer

Website Information

While we always attempt to keep our website information as accurate and timely as possible, the California Coastal Commission neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer viruses, or non-infringement of proprietary rights. Our website materials have been

☐ I have read and accepted the above terms.

Continue Application »

11. Enter Applicant details. If an applicant is a business entity upload proof of the ability to do business in California (e.g. registration with the Secretary of State) at the Document Upload phase.

[Create an Application](#)
[Search Records](#)

Coastal Development Permit-CCC Jurisdiction

1 Application	2 Certifications	3 Review	4 Record Submittal
---------------	------------------	----------	--------------------

Step 1: Application > Contact Information

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit contact, click the Edit Link.

Please identify all applicants individually. If an applicant is a business entity, upload proof of the ability to do business in California (e.g., registration with the Secretary of State) at the supporting documentation phase.

[Select from Account](#)
[Add New](#)

12. Enter Representative details. If an applicant is a business entity upload proof of the ability to do business in California (e.g. registration with the Secretary of State) at the Document Upload phase.

Representative

To add a representative: click Add New. To edit a contact: click Edit.

If you intend to have anyone communicate on your behalf to the California Coastal Commission, individual Commissioners, and/or Commission staff regarding your application, then you are required to identify the name and contact information for all such persons prior to any such communication occurring (see Coastal Act Section 30319). The law provides that failure to comply with this disclosure requirement prior to the time that a communication occurs is a misdemeanor that is punishable by a fine or imprisonment, and that it may lead to denial of your CDP.

To meet this important disclosure requirement, please provide all representatives who will communicate on your behalf or on the behalf of your business partners. This could include a wide variety of people such as attorneys, architects, biologists, engineers, etc.

If you identify more than one such representative, please also identify a lead representative for ease of coordination and communication. You must update your list of representatives any time your representatives change. And remember, you must identify all such representatives before any communication by your representative(s) occurs.

[Select from Account](#)
[Add New](#)

13. If needed enter additional contact information. Add as many contacts as needed. If an applicant is a business entity upload proof of the ability to do business in

California (e.g. registration with the Secretary of State) at the Document Upload phase. Click **Continue Application** button when contact information is complete.

Contact Information

Please add additional contacts here. Click the Select from Account or Add New Button. To edit a contact, click the Edit link.

Select from Account

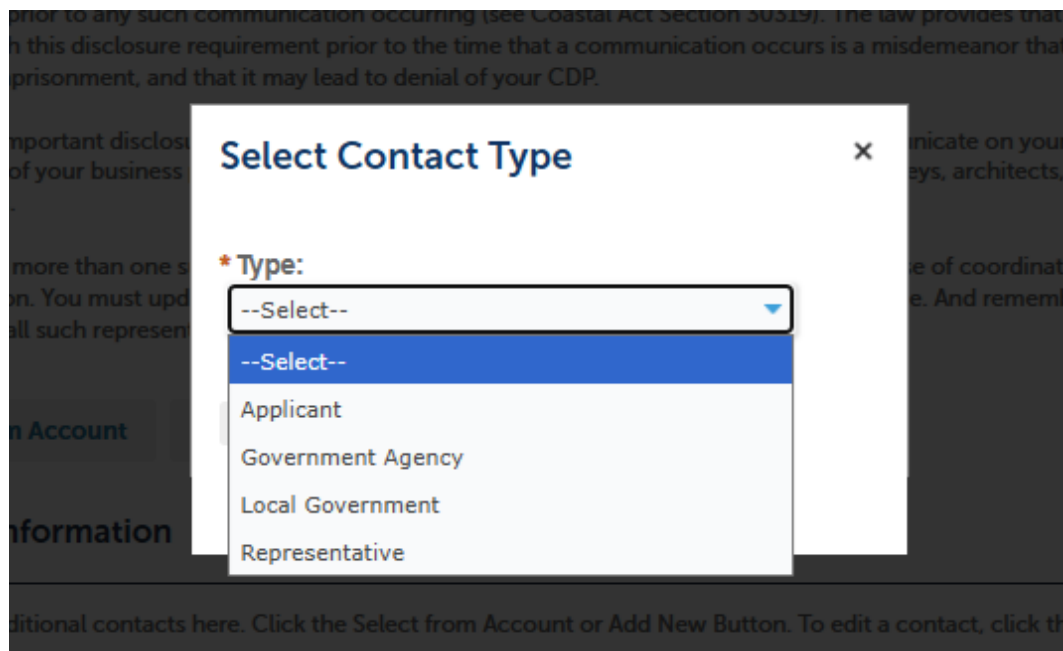
Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Phone	E-mail	Action
No records found.					

Save and resume later

Continue Application »



14. Answer all questions about your project.  icon indicates additional information related to question. If there are no easements, restrictions, or previous Coastal Development Permits, you can answer "N/A". Click **Continue Application** button when project information is complete.

* indicates a required field.

Tips for Preparing a Complete Coastal Development Permit (CDP) Application

Click here for [Tips for Preparing a Complete Coastal Development Permit \(CDP\) Application](#)

Coastal Development Permit

PUBLIC PORTAL SUBMITTAL

* Does the submittal have an address associated with it?: ☐ Yes ☐ No

* Is the submittal located in LA County?:

* Is this an Energy and Ocean Resources Project?:

* Is this a Caltrans or Transportation submittal?:

Describe The Proposed Development In Detail: 

Easements and Restrictions: 

Previous Coastal Development Permits: 

Total Cost Of The Proposed Development: 

Save and resume later

Continue Application »

15. Complete the information about the project's location.  icon indicates additional information related to question. If using Longitude and Latitude coordinate value must be 6 decimal places (e.g., 34.052235). If using Post Mile Marker value must be exactly 2 decimal places (e.g., 42.50). Click **Continue Application** button when project location is complete.

* indicates a required field.

Project Location

Project Location

City:

State:

* County:

Location Description: 

Latitude:

Longitude:

Post Milemarker:

Route:

[Save and resume later](#)

[Continue Application »](#)

16. This is where you will attach all required forms and supporting files for your application. Click hyperlinks to download Applicant's Representative Authorization Form, Appendix A, Appendix B, Appendix C, Appendix D.

Document Details

Please upload all of the materials identified below.

Project plans

Required*

Applicant's Representative Authorization Form

Please provide if you have identified any representatives.

Applicant's Legal Interest in Property

Required*

A copy of any of the following is acceptable: current tax bill, recorded deed, lease, easement, or current policy of title insurance. Preliminary title reports will not be accepted for this purpose, but may be provided to complete other aspects of the application. Documentation reflecting intent to purchase such as a signed Offer to Purchase along with a receipt of deposit or signed final escrow document is also acceptable, but in such a case, issuance of the permit may be contingent on submission of evidence satisfactory to the Executive Director that the sale has been completed.

Appendix A, Declaration of Campaign Contributions

Required*

Appendix B, Local and/or Other Agency Review Form

Required*

Appendix C, Mailing List

Required*

Appendix D, Posting On Site

Required*

Other Documents

Please upload all other applicable documents related to your project (e.g., copies of local and/or public agency approvals, environmental review documents, technical reports, proof of the applicant's ability to do business in California, evidence that all entities with ownership interest have been invited to be co-applicants on this application, available preliminary title reports, easements or other property restrictions, etc.) See the [Project Description Guidelines](#) for other potential supporting documents.

The maximum file size allowed per document is 1000 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;piif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

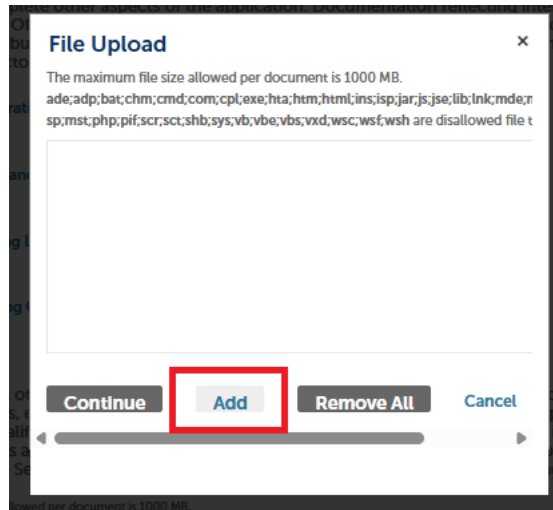
Name	Type	Size	Latest Update	Action
No records found.				

Add

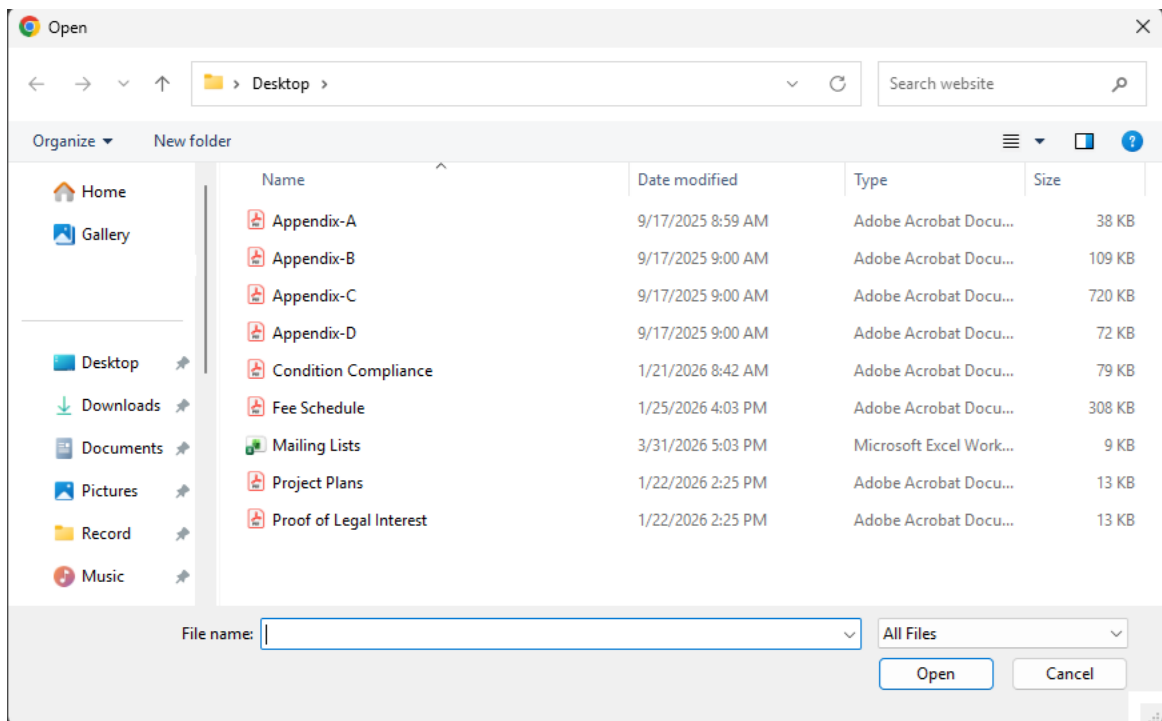
Save and resume later

Continue Application »

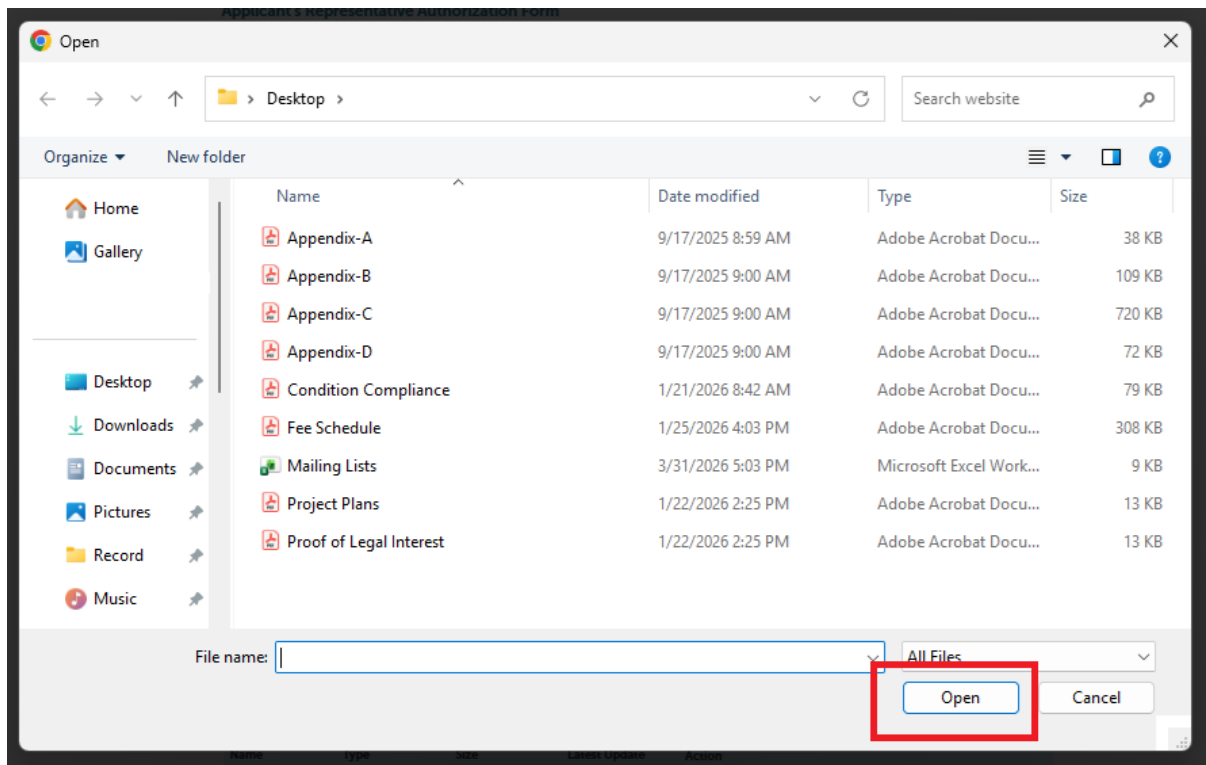
To upload completed documents, click the **Add** button.



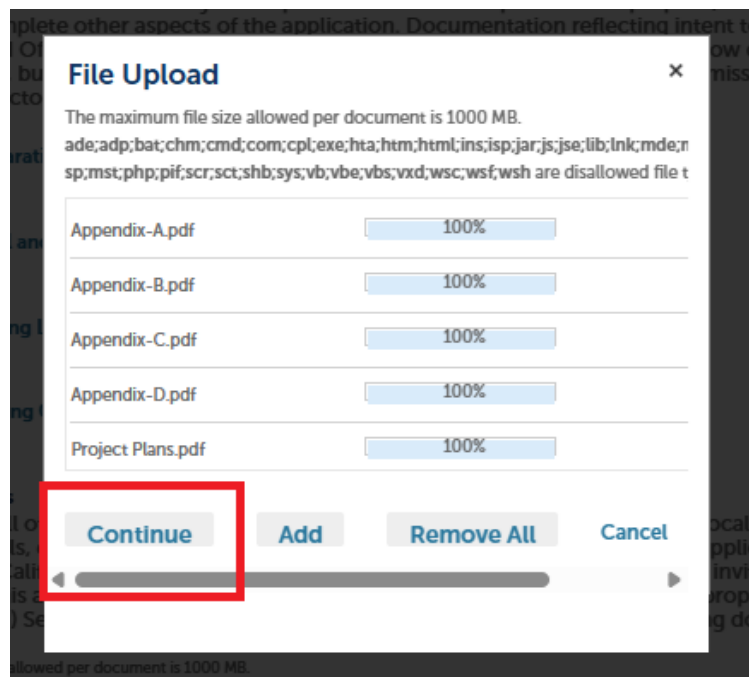
The maximum file size for each document is 1000mb. Click the **Add** button to open the file selection window.



Select the document(s) you wish to upload from your computer and click **Open**. (You can upload multiple files at once).



Wait for each document to reach 100% in the upload progress bar, then click the **Continue** button.



For each file you uploaded, you must assign a Document Type. Use the "Type" dropdown menu next to each file name and select the category that matches the document (e.g., "Appendix A, Declaration of Campaign"). Click the **Save** button after categorizing your documents.

*Type: Appendix A, Declaration of Campaign Remove

File: Appendix-A.pdf 100%

*Type: Appendix B, Local and/or Other Agency Remove

File: Appendix-B.pdf 100%

*Type: Appendix C, Mailing List Remove

File: Appendix-C.pdf 100%

*Type: Appendix D, Posting on Site Remove

--Select--

Appendix A, Declaration of Campaign Contributions

Appendix B, Local and/or Other Agency Review Form

Appendix C, Mailing List

Appendix D, Posting on Site

Applicant's Legal Interest in Property

Applicant's Representative Authorization Form

Other

Project Plans

*Type: --Select-- Remove

File: Proof of Legal Interest.pdf 100%

Save Add Remove All

Save and resume later

Continue Application >

Once all documents are uploaded and categorized, click **Continue Application**.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Coastal Development Permit-CCC Jurisdiction

1 Application	2 Certifications	3 Review	4 Record Submittal
---------------	------------------	----------	--------------------

17. Review each acknowledgement and click the checkbox to confirm you have read and understood it. Click **Continue Application** when done.

Acknowledgements

* indicates a required field.

CERTIFICATIONS

* Decisions of the California Coastal Commission are made on the basis of information in the public record available to all Commissioners and the public following a public hearing. Permit applicants, interested persons, and their representatives may contact individual Commissioners and/or their alternates to discuss permit matters outside the public hearing (an ex parte communication). However, please note that some Commissioners and alternates do not accept ex parte communications. See the list of Commissioners and alternates who accept ex parte communications here. If a Commissioner or alternate accepts an ex parte communication, then they must provide a complete description of the communication either in writing prior to the hearing or orally at the public hearing. :
☐

* I hereby certify that I, or my authorized representative, have completed and posted or will post the Notice of Pending Permit stock card in a conspicuous place on the property within three days of submitting the application to the Commission office.:
☐

* I agree that all written material sent to a Commissioner, by any method, must also be sent to the Executive Director, California Coastal Commission, 455 Market St., Suite 300, San Francisco, California, 94105, or ExecutiveStaff@coastal.ca.gov, as well as to the appropriate district office, for inclusion in the public record.:
☐

* I hereby authorize representatives of the California Coastal Commission to conduct site inspections on my property. Unless arranged otherwise, these site inspections will take place between the hours of 8:00 A.M. and 5:00 P.M. :
☐

* I understand that all application materials, all written and oral comments and correspondence, and all associated contact information that I provide (e.g. name, site and home address, contact phone number, email address, etc.) will become part of the public record. Written materials may be posted to the Commission's website, and oral testimony will be webcast, archived and posted to the internet.:
☐

* I hereby certify that all entities with ownership interest have been invited to be a co-applicant on this application and are aware of the applicant's intention to pursue this CDP. I have uploaded all evidence of this invitation (email or other written correspondence). :
☐

* I hereby certify that I have read this application and that, to the best of my knowledge, the information in this application and all attached appendices and documents is true, complete, and accurate. I understand that the failure to provide any requested information or any misstatements submitted in support of the application may be grounds for either refusing to accept this application, for denying the application, for suspending or revoking a permit issued on the basis of such misrepresentations, and/or for seeking of such further relief as may seem proper to the Commission.:
☐

Save and resume later

Continue Application »

18. Carefully review all the information you have entered. If you need to make changes, click the **Edit** button for that section. When you are certain all information is correct, click **Continue Application** one last time to submit your application

Coastal Development Permit-CCC Jurisdiction

1 Application 2 Certifications 3 Review 4 Record Submittal

Step 3: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Coastal Development Permit-CCC Jurisdiction

Applicant

Edit

Representative

Edit

Contact Information

Edit

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Phone	E-mail	Action
No records found.					

Tips for Preparing a Complete Coastal Development Permit (CDP) Application

Edit

Coastal Development Permit

PUBLIC PORTAL SUBMITTAL

Edit

Does the submittal have an address associated with it? No
Is the submittal located in LA County? No, Submittal Not Located In Los Angeles County

19. Record Submittal has been completed. You will see a confirmation message on the screen indicating your application has been successfully submitted.

1 Application	2 Certifications	3 Review	4 Record Submittal
---------------	------------------	----------	--------------------

Step 4: Record Submittal



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Tentative Record Number is 2-26-0190.

Applications submitted after 5pm will be considered received the next working day. Applications submitted on Saturdays, Sundays, and State holidays will be considered received the next working day. Your application will be reviewed within 30 days of receipt. We will contact you if any additional information is needed. In the meantime, please let us know if you have any questions.

Important: While you have submitted this CDP application online, there are certain materials that you may still need to provide in hard copy, including potentially copies of the documents that you electronically uploaded. We will contact you if hard copies are required. At a minimum, (1) postage stamps and/or envelopes for public noticing, and (2) a check for the application filing fee (made payable to the California Coastal Commission) must be mailed to or dropped off at the correct Commission District Office or Unit.

View [Commission Contacts](#) for addresses, emails, and phone numbers

View [Envelope](#) preparation instructions

View [Filing Fee](#) Instructions

You will need this number to check the status of your application.

[View Record Details »](#) (You must post the record in the work area.)