

City of Oceanside

eTRAKiT User Manual

A helpful guide on searching for Planning Division Projects

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Welcome to the City of Oceanside's Development Services Web Portal called eTRAKiT. Through eTRAKiT users have the ability to view records and check project status without logging in. Public registered users, who create an account, will have the ability to pay fees and view records in detail. And, Contractors will have the ability to pay fees, apply for permits, schedule and cancel inspections on their permits and view records.

1.0 Access eTRAKiT

1.1 The web site address for eTRAKiT is <https://www.oceansidepermits.com>. You may, also access eTRAKiT through the City of Oceanside homepage at www.ci.oceanside.ca.us and click on the *eTRAKiT Online Permitting System* under the Most Popular Section.

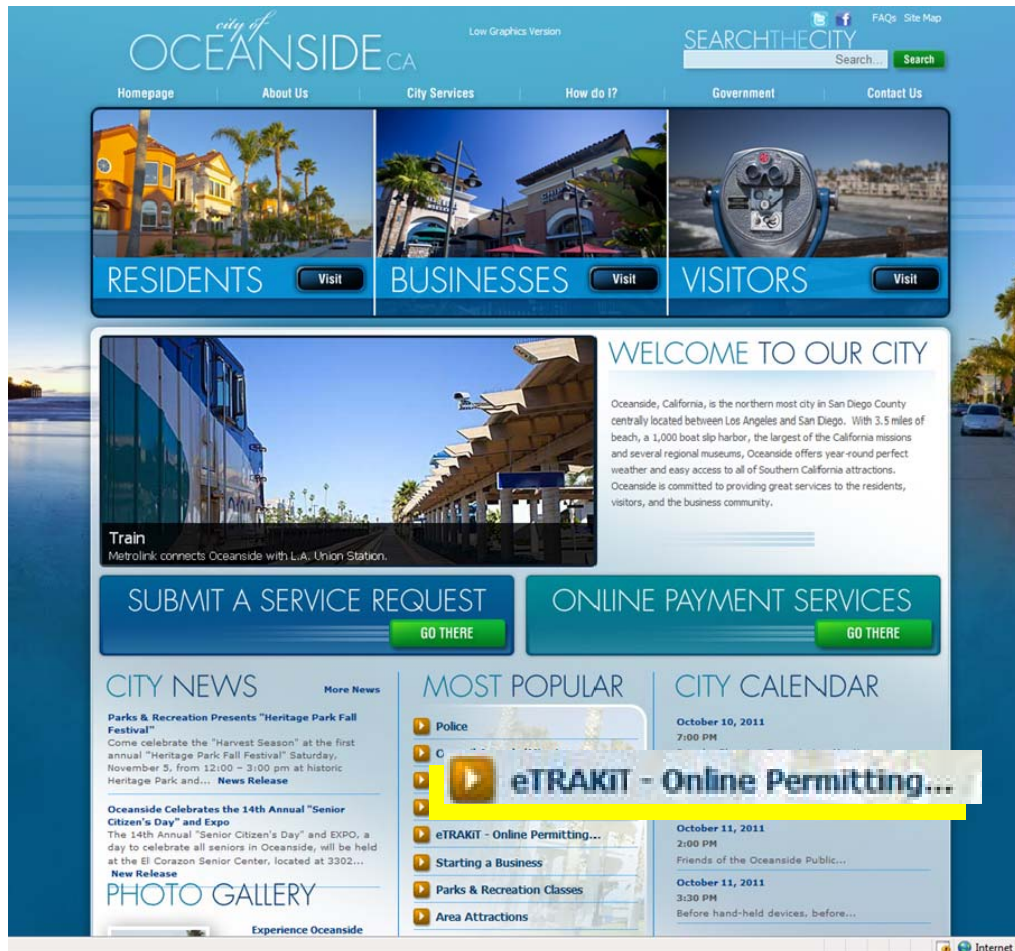


Figure 1 City of Oceanside Website Homepage

1.2 On the Development Services home page, Planning Division home page, Building Division homepage and Engineering Division home page you will see a big square button on the left that says: eTRAKiT Online Permitting System.



Figure 2 eTRAKiT Button

2.0 Public Registered User Login

- 2.1 Click on Public in the Login area.
- 2.2 First time users will need to Register by clicking on the “Click here” hyperlink.
- 2.3 Enter your information and click on the “Create Account” button
- 2.4 Now, you will be able to type in your User Name and Password and click on the “Login” button

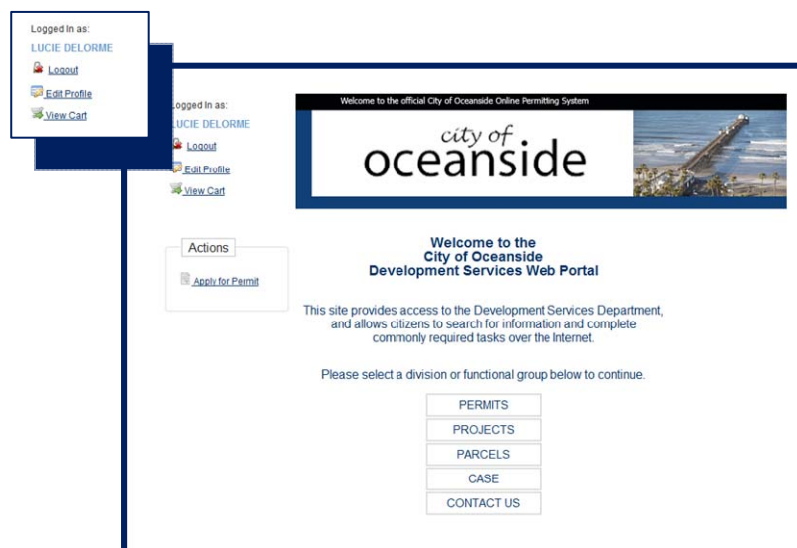


Figure 3 Logged in as a Public User

3.0 Searching and Viewing Records

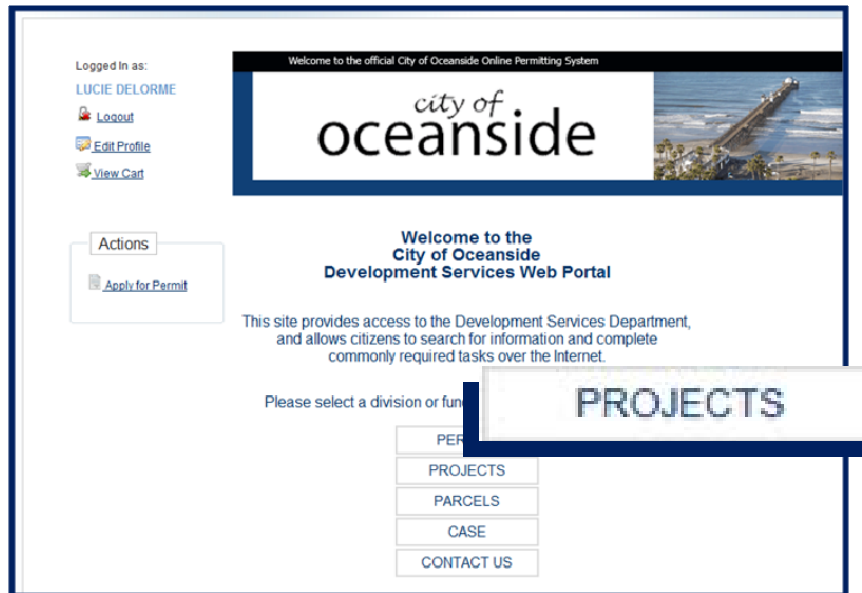


Figure 4 PROJECTS Module

3.1 Click on the PROJECTS button.

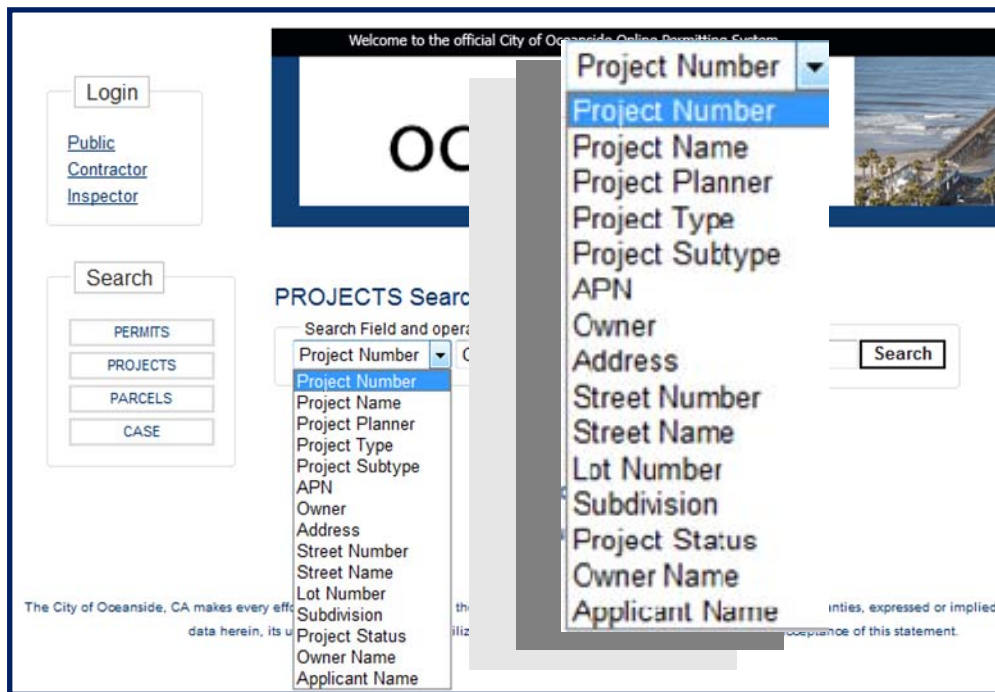


Figure 5 Search Fields

- 3.2 Select the field you would like to use to search for records. The available fields are: Project Number, Project Name, Project Planner, Project Type, Project Subtype, APN (Assessor Parcel Number), Owner, Address, Street Number, Street Name, Lot Number, Subdivision, Project Status, Owner Name or Applicant Name.

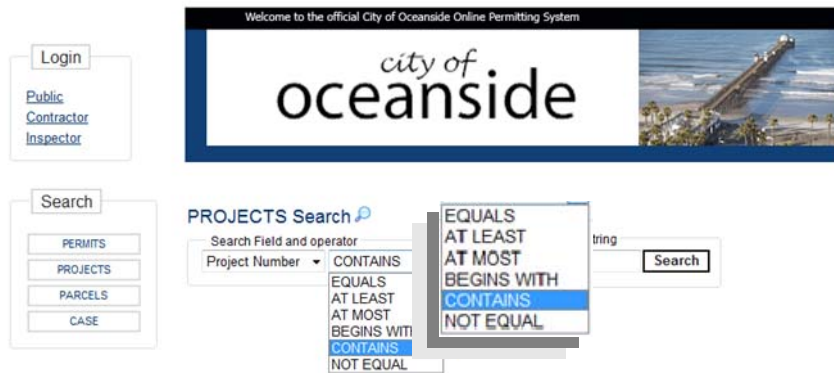


Figure 6 Search Operators

- 3.3 Select the search operator. The available choices are: Contains, Equals, At Least, At Most, Begins With or Not Equal.

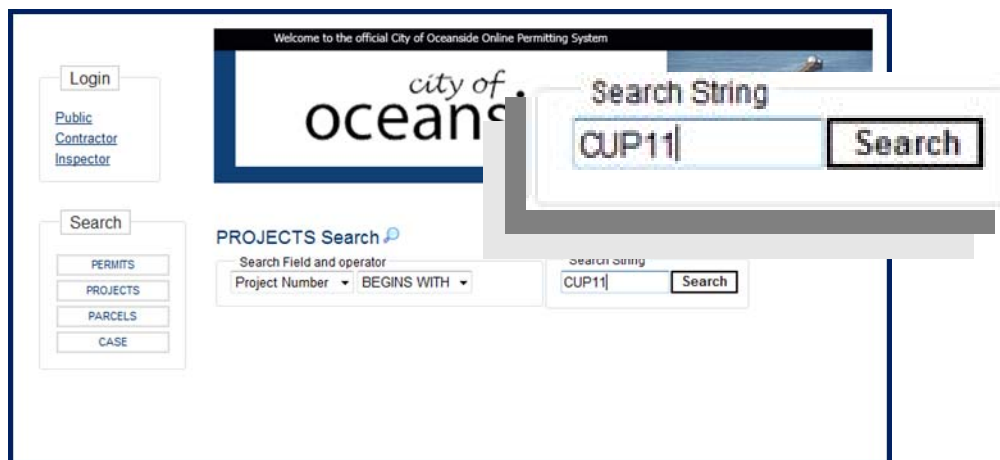


Figure 7 Search String

- 3.4 Finally, type in your criteria in the Search string box and click on the Search button.

4.0 Reviewing Search Results

The screenshot shows the 'Details - Project# CUP11-00017' page. At the top, there are tabs for 'Project Info', 'Site Info', 'Inspections', and 'Reviews (7)'. The 'Project Info' tab is active, displaying project details: Project# CUP11-00017, Type: CONDITIONAL USE PERM, Subtype: COMMERCIAL, Planner: SCOTT NIGHTINGALE, Status: APPROVED W COND, Applied Date: 8/1/2011, Approved Date: 9/26/2011, Closed Date, Expired Date, and Description: (8/1/2011 12:37 PM SNI) Use of an existing building at 3800 Oceanic Drive for a Church. Below this is an 'Attachments' section with several PDF and DOC links. At the bottom is a table of search results with columns: Project Number, Project Name, Project Planner, and Project Status. The row for CUP11-00017 is highlighted. Callouts provide instructions: 'Click on the tabs to view various aspects of the project.' points to the tabs; 'Click on the hyperlink to view attachments related to the project.' points to the attachments; 'Click on a column heading to sort your results by that field.' points to the 'Project Number' column; 'Double-Click on a row to view the details for that item.' points to the highlighted row; 'Use the scroll bar to view other' points to the table's scrollbar; and 'Click on Prev or Next to view more search results.' points to the 'Prev' and 'Next' buttons at the bottom of the table.

Details - Project# CUP11-00017

Project Info | Site Info | Inspections | Reviews (7)

Project#: CUP11-00017
Type: CONDITIONAL USE PERM
Subtype: COMMERCIAL
Planner: SCOTT NIGHTINGALE
Status: APPROVED W COND
Applied Date: 8/1/2011
Approved Date: 9/26/2011
Closed Date:
Expired Date:
Description: (8/1/2011 12:37 PM SNI) Use of an existing building at 3800 Oceanic Drive for a Church.

Attachments:

CUP11-00017 APPL.pdf: [CUP11-00017 APPL.pdf](#)
CUP11-00017 D & J.pdf: [CUP11-00017 D & J.pdf](#)
CUP11-00017 NOA.pdf: [CUP11-00017 NOA.pdf](#)
CUP11-00017 Notice Map.pdf: [CUP11-00017 Notice Map.pdf](#)
CUP11-00018 Vineyard Church.docx: [CUP11-00018 Vineyard Church.docx](#)

(Double-Click Row for Details)

Project Number	Project Name	Project Planner	Project Status
CUP11-00011	7-ELEVEN REMODEL	AMY FOUSEKIS	CONDITC
CUP11-00012	KOLOSTYAK TPM	SCOTT NIGHTINGALE	CONDITC
CUP11-00013	WASTE MGMT OF NC REVISION	RICHARD GREENBAUER	CONDITC
CUP11-00014	Lady of Guadalupe sport court	RICHARD GREENBAUER	CONDITC
CUP11-00015	LA FITNESS CUP @ 2335 VISTA	RUSS CUNNINGHAM	CONDITC
CUP11-00017	Oceanside Vineyard Church	SCOTT NIGHTINGALE	CONDITC
CUP11-00018	NEW BIRTH BAPTIST CHURCH C	SCOTT NIGHTINGALE	CONDITC
CUP11-00019	SEE ACUP11-00009	RICHARD GREENBAUER	CONDITC
CUP11-00020	PIAZZA D' ORO REVISION	RICHARD GREENBAUER	CONDITC
CUP11-00021	HOLIDAY INN	RICHARD GREENBAUER	CONDITC
CUP11-00022	SUNDANCE CUP RENEWAL	SCOTT NIGHTINGALE	CONDITC
CUP11-00023	ANITA'S RESTAURANT	SCOTT NIGHTINGALE	CONDITC
CUP11-00024	OCEANSIDE MESA	SCOTT NIGHTINGALE	CONDITC
CUP11-00025	FULTON FAMILY CHIROPRACTI	SCOTT NIGHTINGALE	CONDITC
CUP11-00026	PLANET FITNESS	SCOTT NIGHTINGALE	CONDITC
RACUP11-00000	Synergie Aesthetic massage sy	SHAN BABICK	R ADMIN
RCUP11-00001	AT&T	SHAN BABICK	R CONDN

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Figure 8 Reviewing Records

5.0 Filtering Your Search Criteria

5.1 Planning Project Numbering and Project Types

Several Departments and Divisions use ProjectTRAK for data entry; therefore, there are many project types and project numbers that are not associated directly with Planning. The list below will help narrow your searches to the particular projects you are interested in. For example, if you're interested in all Conditional Use Permits for the year 2010 you would search for all **project numbers** that **begin with "CUP10"** and if you're looking for all Conditional Use Permits then you would search for **project numbers** that **begin with "CUP"**.

Project Prefix	Project Numbering Example	Project Type
LCPA	LCPA11-00001	LOCAL COASTAL PLAN AMEND

Project Prefix	Project Numbering Example	Project Type
ALUCP	ALUCP11-00001	AIRPORT LAND USE COMPAT PLN
BL	BL11-00001	BUSINESS LICENSE
ER	ER11-00001	ENVIRONMENTAL REVIEW
ABC	ABC11-00001	ABC LICENSE REVIEW
SC	SC11-00001	SUBSTANTIAL CONFORMITY
AD	AD11-00001	ADDRESS ASSIGNMENT
ST	ST11-00001	STREET ASSIGNMENT
MAC	MAC11-00001	MILLS CONTRACT
TE	TE11-00001	TRASH ENCLOSURE
HD	HD11-00001	HILLSIDE DEVELOPMENT
COFF	COFF11-00001	COFFEE CART
COCO	COCO11-00001	CONDOMINIUM CONVERSION
PD	PD11-00001	PLANNED DEVELOPMENT
PBD	PBD11-00001	PLANNED BLOCK DEVELOPMENT
AAB	AAB11-00001	AMBIENT AIR BALLOONS
SCH	SCH11-00001	SMALL CRAFT HARBOR
CSP	CSP11-00001	COMPREHENSIVE SIGN PROG
S	S11-00001	SPECIFIC
GPA	GPA11-00001	GENERAL PLAN AMENDMENT
ZA	ZA11-00001	ZONE AMENDMENT
T	T11-00001	TRACT MAP
P	P11-00001	TENTATIVE PARCEL MAP
D	D11-00001	DEVELOPMENT PLAN
CUP	CUP11-00001	CONDITIONAL USE PERMIT
V	V11-00001	VARIANCE

Project Prefix	Project Numbering Example	Project Type
RC	RC11-00001	COASTAL PERMIT
H	H11-00001	HISTORIC PERMIT
ADP	ADP11-00001	ADMIN DEV PLAN
AAP	AAP11-00001	AGRICULTURE ACTIVITY PERMIT
MU	MU11-00001	MIXED USE
ACP	ACP11-00001	ADMIN COASTAL PERMIT
ACUP	ACUP11-00001	ADMIN COND USE PERMIT
ZO	ZO11-00001	ZONING OVERLAY
REQ	REQ11-00001	REQ FOR ARCHIVE
DA	DA11-00001	DEVELOPMENT AGRMT
CEQA	CEQA11-00001	CEQA
OUTDR	OUTDR11-00001	OUTDOOR PERMITS
CCF	CCF11-00001	CHILD CARE FACILITY
CCP	CCP11-00001	CITY COUNCIL POLICY
PPP	PPP11-00001	PLANNING POLICY PROGRAM
VP	VP11-00001	VISION PLAN
LCPA	LCPA11-00001	LOCAL COASTAL PLAN AMEND

Table 1 Project Types and Prefixes

5.2 Parcel Numbers (APN)

If you want to search for projects in an area, then the APN may be the search field to use. For example if you know the parcel number of your home is 165-121-23 then you would search for all **APN** that **BEGIN WITH 165** or **165121**.

PROJECTS Search

Search Field and operator: APN BEGINS WITH Search String: 165121 Search

(Double-Click Row for Details)

Project Number	Project Name	Project Planner	Project
G-02255	EL CAMINO NORTH SHOPPING		ENG GRA
SC09-00058	T-Mobile substantial Conformity	SCOTT NIGHTINGALE	SUBST C
SC10-00019	T-mobile Revision @ 2741 Vista	SCOTT NIGHTINGALE	SUBST C
SC10-00009	Q's Outdoor Patio	SCOTT NIGHTINGALE	SUBST C
CUP09-00012	Q- Restaurant & Sports Bar	RICHARD GREENBAUER	CONDITC
CUP10-00037	REQUEST TO ALLOW ENTERTA	SCOTT NIGHTINGALE	CONDITC
G-02256	EL CAMINO NORTH SHOPPING		ENG GRA
SC11-00013	CHILTS	SCOTT NIGHTINGALE	SUBST C
OUTDR10-00002	QUIZNOS OUTDOOR EATING	SCOTT NIGHTINGALE	OUTDOO

The results in the diagram above show all projects that have an **APN** that **BEGINS WITH 165121**. To broaden the search, simply search for all projects that **BEGIN WITH 165**.

5.3 Address, Street Name & Street Number

When you search for projects by address, you have the choice of searching by the Street Number, Street Name, or Address fields. Using broad parameters will return more results. For example, if you want to search for a new project on the 1700 block of Vista Way then you would select **Address** or **Street Name** **CONTAINS "Vista"**, and then sort the results by double-clicking on the Address or Street Number column.

5.4 Project Planner & Project Name

Perhaps you have been reading City Council Agenda minutes and/or Planning Commission Agendas and you know the name of the project then the **Project Name** would be the best field to search by. Or, if you spoke to a particular person about a project and you want to check up on it, then you can search by the **Project Planner** field.