

Planning Project Submittal Process

Formal Application Submittal

Step 1

Formal submittal of application materials. If items identified on the application checklist have been provided, Planner stamps plans as received and take in the submittal

Step 2

Project planner reviews application materials and deems the submittal complete or incomplete. CEQA review starts at this time.

Within 30 days

>Step 5

Draft conditions of approval are compiled and sent to the applicant for review and written agreement

Step 6

Once consensus on the conditions has been obtained, project planner will prepare the staff report and schedule the item for a public hearing

Step 3

If complete, a request for comments and conditions is sent out to all departments

Within 2 weeks

If Incomplete, a letter will be sent to the applicant with the items that need to be addressed

Step 4

If required, a draft CEQA document will be circulated for public comment

Step 7

Held 2nd Monday of the month

Item goes before Planning Commission for their consideration

*Note: some projects may also require City Council approval

Step 8

Within 5 Days

Decision letter sent to the applicant. Applicant has 14 days to appeal the decision. An NOE/ NOD is filed with the County Recorders Office to document the decision made for CEQA