DRAFT

Planning Services Discretionary Review Process

(June 2008)

[redacted]

1. PLANNER IN-TAKE AT COUNTER
- Application
- Fees
- Additional Materials
- LMIS Input

1.A PRE-APPLICATION OPTION
- Over the Counter
- Minor ($300, 5 Hour Max)
- Major ($1200, Time & Materials)

2. CLERICAL IN-TAKE
- Create File
- Scan Application
- Create Word Directory
- Transmit to Principal Planner

3A. AGENCY ROUTING
- Electronic Distribution of Application and Site Plan to: DOT, Env. Mgmt, Fire, Bldg, EID.
- Request comments within 10 days to Principal Planner

3B. PRINCIPAL PLANNER
- Initial Review
- Assigns Case
- LMIS Input

3A-1. ROUTE TO AG DEPT?

No

Yes

[redacted]

4. PLANNER INITIAL REVIEW
- Review File
- Site visit/Aerial Photo
- Preparation of Complete/Incomplete Letter

Submit Corrections

5A CONCEPTUAL REVIEW OPTION
- Staff Memo
  - ✓ I.D. Issues and Options
- Notice (Optional)
- Planning Commission Workshop

Yes

5. COMPLETE?

No

5B. LETTER TO APPLICANT WITH DEFICIENCIES

Yes

6. COMPLETE LETTER PREPARED WITH ADVISORIES

7. CASE DISTRIBUTION
- Request to Clerical for15/30 day distribution
- Distribute to Departments/Agencies
- Set TAC Meeting

8. TAC MEETING
- Applicant Meets with Department and Agency Representatives
- Draft Conditions Presented

[redacted]

10. CEQA?

No *(Continue to 15.B)*

Yes *(Continue to 11)*

Submitted by Cyndi Schaefer
at Board Hearing of 6/17/08
#50

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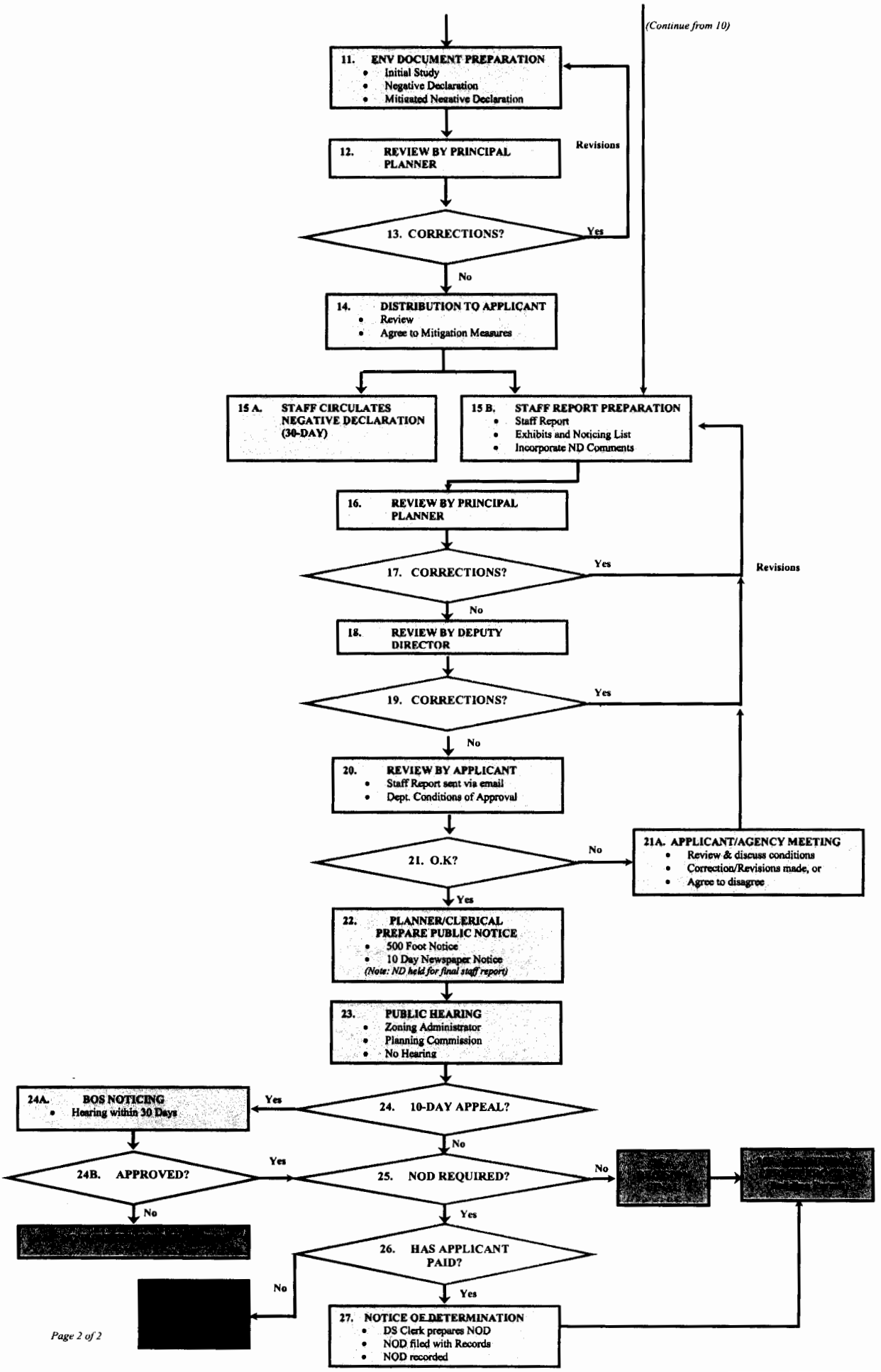
(Continue from 10)
11. ENV DOCUMENT PREPARATION
• Initial Study
• Negative Declaration
• Mitigated Negative Declaration
12. REVIEW BY PRINCIPAL PLANNER
Revisions
13. CORRECTIONS?
Yes
No
14. DISTRIBUTION TO APPLICANT
• Review
• Agree to Mitigation Measures
15 A. STAFF CIRCULATES NEGATIVE DECLARATION (30-DAY)
15 B. STAFF REPORT PREPARATION
• Staff Report
• Exhibits and Noticing List
• Incorporate ND Comments
16. REVIEW BY PRINCIPAL PLANNER
17. CORRECTIONS?
Yes
Revisions
No
18. REVIEW BY DEPUTY DIRECTOR
19. CORRECTIONS?
Yes
No
20. REVIEW BY APPLICANT
• Staff Report sent via email
• Dept. Conditions of Approval
21. O.K?
No
21A. APPLICANT/AGENCY MEETING
• Review & discuss conditions
• Correction/Revisions made, or
• Agree to disagree
Yes
22. PLANNER/CLERICAL PREPARE PUBLIC NOTICE
• 500 Foot Notice
• 10 Day Newspaper Notice
(Note: ND held for final staff report)
23. PUBLIC HEARING
• Zoning Administrator
• Planning Commission
• No Hearing
24. 10-DAY APPEAL?
Yes
24A. BOS NOTICING
• Hearing within 30 Days
24B. APPROVED?
Yes
No
No
25. NOD REQUIRED?
No
Yes
26. HAS APPLICANT PAID?
No
Yes
27. NOTICE OF DETERMINATION
• DS Clerk prepares NOD
• NOD filed with Records
• NOD recorded