

# Planning Services Discretionary Review Process (June 2008)

Submitted by Louise Appel  
at Board Hearing of 9-30-08  
#31

## CALL FOR APPOINTMENT TO SUBMIT

**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?**

**3A-2. AG COMMISSION MEETING**

- Distribute agenda to AG and Applicant
- Report back to Planning staff

**5A. CONCEPTUAL REVIEW OPTION**

- Staff Memo
- ✓ I.D. Issues and Options
- Notice (Optional)
- Planning Commission Workshop

**4. PLANNER INITIAL REVIEW**

- Review File
- Site visit/Aerial Photo
- Preparation of Complete/Incomplete Letter

**5B. LETTER TO APPLICANT WITH DEFICIENCIES**

**5. COMPLETE?**

**6. COMPLETE LETTER PREPARED WITH ADVISORIES**

**7. CASE DISTRIBUTION**

- Request to Clerical for 15/30 day distribution
- Distribute to Departments/Agencies
- Set TAC Meeting

**8. TAC MEETING**

- Applicant Meets with Department and Agency Representatives
- Draft Conditions Presented

**9. PLANNING QUEUE**

- Priority Processing
- ✓ Commercial
- ✓ Affordable Housing
- ✓ All others determined by Complete Date

**10. CEQA?**

30 Days

45 Days

~ weeks - months

