



APPLICATIONS FILING PROCESS

PRELIMINARY INFORMATION

Before starting a project, applicant should visit the City Planning Division public counter at City Hall to review with the planning staff the development standards and other zoning requirements related to any proposed development projects. City staff will determine what types of application/entitlements are necessary.



SUBMITTING THE PROJECT

When the project application is ready for submittal, bring the completed application to the City Planning Division public counter for review by a planner. The project will be assigned to a City Planner who will remain your point of contact with the City throughout the entire project development process.



REVIEWING THE APPLICATION FOR COMPLETENESS

After submittal, the assigned staff member will determine that the project is complete or incomplete, and identify any missing information. Staff will prepare the report including environmental documentation (unless applicant is instructed otherwise). Depending on the effect on the environment that will be determined by the environmental information form, a Negative Declaration or an Environmental Impact Report may be required to be prepared.



PUBLIC HEARING

The application will be scheduled at the next possible Planning Commission meeting after the application is determined complete, approximately 1-2 months, depending on the amount of time between the time of submittal and the next scheduled Planning Commission meeting



PROJECT APPROVED

The project is final.



PROJECT DENIED

The project is not approved, but the decision by the Planning Commission can be appealed to the City Council, the City Council decision is final.