

Planning Department Standard Permit Review Times

Multiple factors affect entitlement review and processing including application completeness, project issue resolution, project workloads, and review authority. When planning your project and submitting required application(s) and materials, refer to our list of anticipated minimum review timeframes for Planning entitlements.

Application review is initiated by the submittal of a complete application and payment of all required fees. The minimum review time is based upon a complete application submittal.

REVIEW AUTHORITY & ENTITLEMENT TYPE	MINIMUM REVIEW TIME
DIRECTOR LEVEL	
Encroachment Permit	2 weeks
Planning Review of Building Permit	4 weeks
Sign Permit	4 weeks
Boundary Line Adjustment	4 weeks
Temporary Use Permit (Minor)	6 weeks
Entitlement Extension (Minor)	6 weeks
Landmark Alteration (Minor)	6 weeks
Site Plan Review	3 months
PLANNING COMMISSION/ CITY COUNCIL	
Entitlement Extension (Major)	3 months
Encroachment Agreement	3 months
Conditional Use Permit	4 months
Variance	4 months
Tentative Parcel Map	4 months
General Plan Amendment	9 months
Zoning Code Amendment/Rezoning	9 months

Planning Department General Planning Process

The City's Planning Application Page provides instructions for preparation and submittal of ALL planning entitlement applications. For an application to be accepted for processing, the application must provide all required information.

The planning entitlement review process is described below. Applicant action is **bolded**:

Application Submittal (first 30 days):

- 1. Applicant schedules a pre-Application meeting with the Planning Director for initial review.** *Note: This initial review and meeting does not replace or constitute as a review of the application for completeness. This is a courtesy meeting for the Applicant to address any project specific questions and requirements with City and outside agency staff prior to application submission.*
- 2. Application is submitted to city and fees are paid in full.**
3. Application is reviewed to ensure that minimum submittal requirements are met and then routed to the various departments.
4. Application is reviewed by the Planning Department for completeness and contact the applicant to provide this determination.

First Plan Review

5. Various City departments and other outside agencies, as necessary, review project application and respond with conditions of approval, any issues, or a request for additional information.
6. Planning Department collects issues, comments, or conditions of approval from reviewers and provides an Incomplete Letter, Complete letter, Issues Letter, and/or conditions of approval to applicant.

Subsequent Plan Review (if necessary)

- 7. Applicant re-submits application with required revisions. Applicant has a maximum of 90-days to respond, or the application is deemed "Denied".**
8. Application with revisions is re-routed to reviewing departments and agencies for review and comments.
9. Planning Department collects requests for revisions or conditions of approval from reviewers and provides Issues Letter or conditions of approval to applicant.

****Application cannot move beyond this stage until all issues are addressed and a Complete Letter is sent****

Public Meeting and Decision (beginning 6 weeks before meeting date)

10. After all conditions of approval have been received from reviewers, the Planning Department will begin preparing the application to be decided on by the review authority.
11. If the review authority is the Planning Director, no public meeting is required.
12. For many project proposals, review authority is the Planning Commission or City Council. The Planning Department will prepare for a public meeting or hearing by preparing a staff report, resolution, presentation, and noticing for the public meeting.
13. The Planning Department will field questions and comments from the community prior to the meeting/hearing date and prepares a summary for the Commission or Council for consideration in their decision. All written comments are a matter of public record.

Project Appeals

14. If an appeal of the review authority's decision is filed within 10 calendar days of the decision, the item will return to a separate review authority for final decision at a public hearing. The following is the appealing body for each level of review authority:

Reviewing Authority	Appeals Authority
Planning Director	Planning Commission
Planning Commission	City Council

Public noticing is required for all appeals prior to the public hearing.