



DEVELOPMENT PROCESS APPLICATION FLOW CHART

SUBMITTAL OF APPLICATION & DEVELOPMENT REVIEW COMMITTEE REVIEW

4 Weeks

CEQA PROCESS

12-18 Weeks

RESUBMITTAL OF APPLICATION

4-8 Weeks

APPLICATION ACCEPTED

1 Week

DEVELOPMENT REVIEW COMMITTEE HEARING

1 Week

APPROVAL

PLANNING COMMISSION HEARING

6-8 Weeks

APPROVAL

CITY COUNCIL HEARING

5-7 Weeks

APPROVAL

- If the project is determined to be exempt from CEQA, this section is not applicable.
- If the project requires a CEQA document, it should be process when submitting or during the review of an application, to avoid delays on the acceptance of the application.
- An application could be resubmitted during the CEQA process but must be completed before the application could be accepted and scheduled for a hearing.
- The CEQA document could take up to 12-18 weeks to complete depending on the type of CEQA document required for the project.

- Planning Commission public hearing schedule.
- Staff drafts Planning Commission staff report and resolution.
- Post hearing notices and send radius notices.
- Compile and distribute agenda.
- If the project requires City Council approval, see City Council section below.
- If the project is approved, letter of approval will be sent with conditions of approval and resolution.
- Approval effective 10 days after public hearing unless appealed to the City Council.

- The application will be reviewed by DRC and determination will be made if the project is incomplete or accepted within 4 weeks from submittal date.
- If the project is determined to be incomplete, a comment letter will be sent to the applicant.
- If the project is accepted, see application accepted section below.

- This assumes that one or more resubmittals may require revisions.
- Every resubmittal will take 4 weeks to review.
- If the project is accepted, see section below.

- All comments have been addressed and application is accepted.
- For the application to be accepted, the CEQA process must also be completed.
- Draft conditions of approval send to the applicant.
- If application requires Planning Commission approval, see Planning Commission section.

- DRC public hearing schedule.
- Post hearing notices and send radius notices
- If the project is approved, letter of approval will be sent with conditions of approval.
- Approval effective 10 days after public hearing unless appealed to the Planning Commission.

- City Council public hearing schedule.
- Staff drafts City Council staff report and resolution or ordinance.
- Post Hearing Notices and send radius notices.
- Compile and distribute agenda.
- If the project is approved, letter of approval will be sent with conditions of approval and resolution or ordinance.
- Approval effective 10 days after public hearing or 30 days after second reading depending on application submitted.