

City Entitlement Process and Time Line

Application Review Process (New Construction)

Preliminary
Project Review
(3 to 4 weeks)

STEP 1

PRE-APPLICATION MEETING (PAM)

- Proposed project submitted to the Planning Division
- Assigned to planner for processing
- Project reviewed by the Development Advisory Board (DAB) comprised of representatives from different departments
- Comments provided to applicant
- PAM required prior to formal application submittal
- **3 to 4 weeks for DAB meeting to occur**

Project Review &
Environmental
(6 to 12 months)

STEP 2

FORMAL APPLICATION SUBMITTAL INTAKE

- Proposed project (Design Reviews, Administrative Site Plans, Conditional Use Permits, Tentative Tract Maps, etc.) submitted to the Planning Division for review
- Assigned to planner for processing
- DAB scheduled within 30 days of submittal for department review
- Environmental considered
- Applicant provided with correction letter
- **6 to 12 months from submittal of application to approval**
- Environmental Impact Reports (EIRs)

Approval Bodies
Review

STEP 3

ENTITLEMENT APPROVAL BY RESPONSIBLE REVIEW BODY

- Project scheduled for Planning Commission approval and/or City Council/Director Approval
- Proposed project (Design Reviews, Conditional Use Permits, Tentative Tract Maps, etc.) noticed for public hearing
- Noticing due 30 days prior to hearing
- Staff completes the Staff Report
- Project heard by required review body
- 15 Day appeal period by applicant or resident

Plan Check and
Construction
Time frame varies

STEP 4

PLAN CHECK (CONSTRUCTION DOCUMENTS) SUBMITTAL

- Construction Documents (detailed construction plans) submitted to Building & Safety for review by applicable departments
- Within 4 to 6 weeks first corrections provided to applicant
- Plans resubmitted and redistributed to departments.
- Resubmittal time frame is 2 weeks
- Plan check approval and applicable fees paid
- City field inspections scheduled

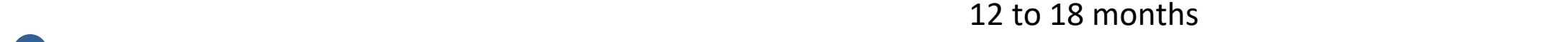
On average, the following time lines apply

3 to 4 weeks

TIME LINE



6 to 12 months



12 to 18 months

