



Land Use Services – Planning Entitlement Process

Optional

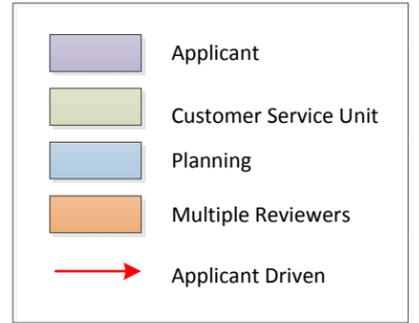
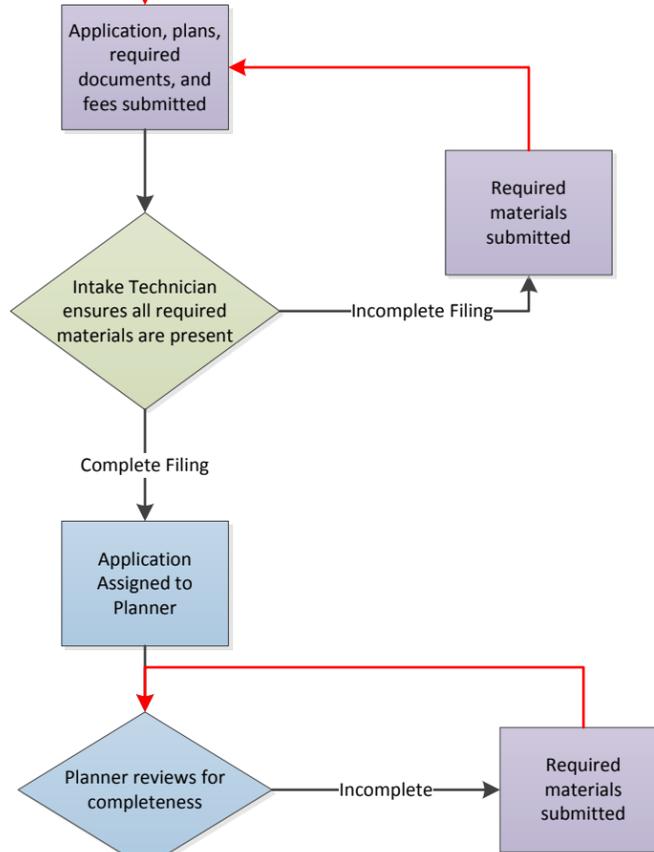
Pre-Application Meeting (Optional)

Pre-Application meetings are recommended to receive preliminary review and feedback for complex project proposals.

Intake Review

Each submittal ≈ 30 Days

Following the application intake at the public counter, the application is assigned to a planner. The planner will conduct an initial review to determine if sufficient information has been submitted to complete the formal review. When the application is deemed complete, it will be routed to the appropriate agencies for review.



Evaluation

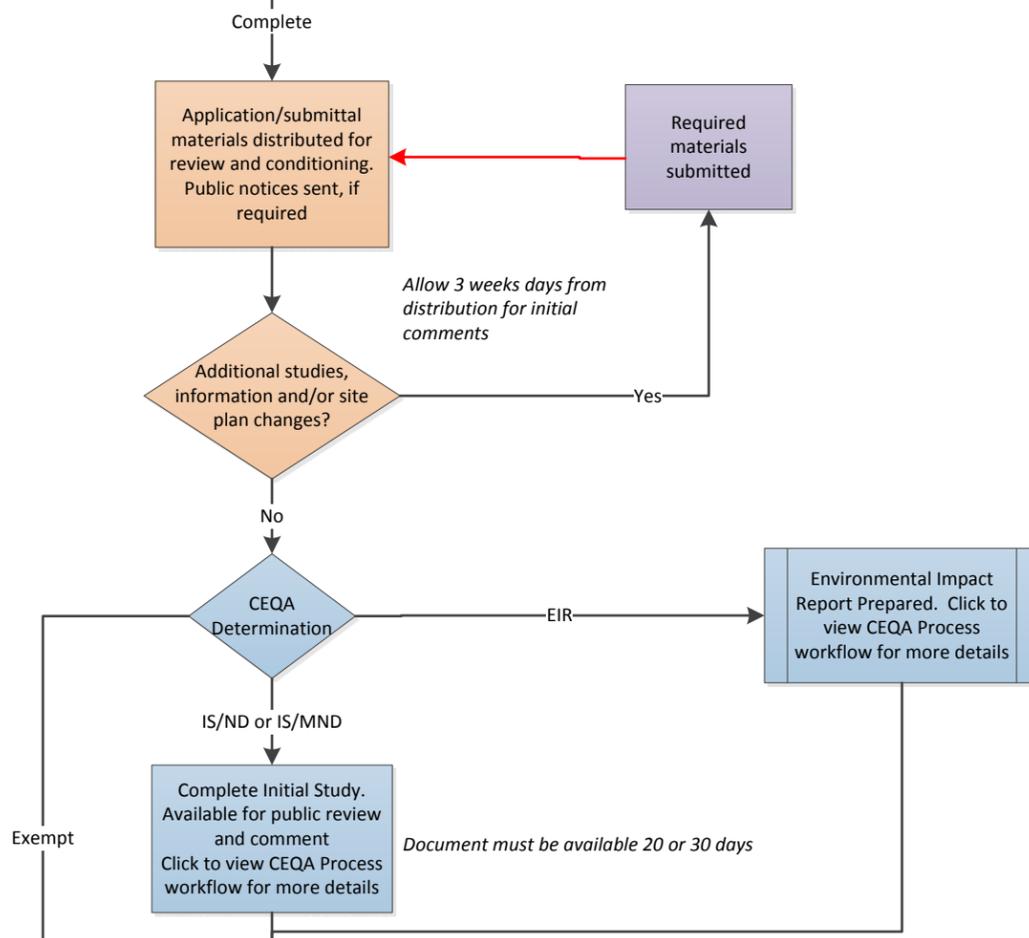
Simple Projects ≈ 30 days minimum

Complex Projects ≈ 90-120 days minimum*

Once the application has been accepted as complete it will be routed to various departments and agencies for review, comments, and conditions. Once all comments have been received, additional studies or further redesign of the project may be necessary.

If subject to environmental review under the California Environmental Quality Act (CEQA), an initial study (IS)/negative declaration (ND) or mitigated negative declaration (MND) will be prepared and made available for 20 or 30-day public review (30-day review is needed). If significant impacts are identified, an Environmental Impact Report (EIR) may be required.

*The timeline is an estimate and may take longer depending on the environmental issues being evaluated.



Decision

Staff Action ≈ 14 days minimum

Zoning Administrator (ZA) ≈ 30 days minimum

Planning Commission (PC) ≈ 45 days minimum

Board of Supervisors (BOS) ≈ 80 days minimum from PC recommendation

The decision process varies based on size, scope, and nature of the project.

If a public hearing is required, the planner will prepare the staff report, findings, and conditions of approval. A notice of hearing will be published in the local newspaper and mailed to surrounding property owners and other interested parties a minimum of 10 days before the hearing date.

Some projects, such as General Plan Amendments require multiple hearings, as PC only makes recommendation to the BOS.

