City Entitlement Process and Timeline

Application Review Process (New Construction)

Preliminary Project Review

STEP 1

- Proposed project submitted to the Planning Division
- Planner assigned to project and processed
- Project reviewed by the **Development Review Team** comprised of representatives from different Departments
- Comments provided to applicant
- Meeting with applicant and representatives from different Departments is offered
- 3-4 weeks for preliminary staff review and comments

Step 1 is Optional but Recommended

Project Review & **Environmental**

STEP 2

- Proposed project (Specific Plans, Conditional Use Permits, Tentative Maps, Zone Text Amendments, etc.) submitted to Planning Division for review
- Lead Planner assigned to project and processed. Initial application completeness review within 30 days. Typically faster if Pre-Application Review is done.
- Application deemed complete and routed to Development Review Team for departmental reviews and environmental assessment
- Applicant provided with correction letter. Process repeated as necessary until compliance with all applicable codes is reached.
- 2-4 months from initial submittal of application to Planning*

Approval Bodies Review

STEP 3

- Project scheduled for Design Review Committee, Planning Commission, and City Council approvals
- Public hearing notice sent a minimum of 10 days prior to scheduled public hearing
- ♦ Staff completes Staff Report, Resolutions and Conditions of Approval, as needed
- Project heard by approval authority
- 15-day appeal period shall be acknowledged
- 3-6 months from initial submittal of application to Planning*

Building Plan Check Review

STEP 4

- Detailed construction plans submitted to Building and Safety for review by applicable departments for compliance with building design and all conditions of approval
- First set of corrections provided 2-4 weeks from initial submittal
- Plans resubmitted and rerouted to departments for subsequent review as needed
- Subsequent review timeframe is 2 weeks
- Plan check approval and applicable fees paid prior to permit issuance
- City field inspections scheduled
- 6-18 months from initial submittal of application to **Planning**



On average, the following timeline applies:

3-4 Weeks

2-6 Months

* Timeframe provided only includes City Staff review. All resubmittal timeframes by applicant team addressing staff comments/corrections may vary, and are not within the scope of this Entitlement Process.

6-18 Months