

Applicants queue up at the Pod (Reception Desk) to sign in for service, and meet with a Planning Technician. Follow the process outlined in the Counter/Case Intake (White Boxes) Section

BUILDING AND GRADING

Once the Land Use Technician completes the input of the Building/Grading Permit information into the LMS along with any conditions of approval, the customer is directed to the Environmental Health counter. When the customer is finished with Environmental Health he/she is directed back to the Pod to let the Planning Technician know that he/she is ready to go to the planning counter. The customer will then wait until they are called for the next available Building Inspector.

For Over-the-counter building permits the Building Inspector will review the plans submitted by the customer at the counter. If the plans are acceptable, the Building Inspector will complete the input into LMS started by the Land Use Technician, generate a fee sheet, and send the customer to the cashier with the fee sheet to pay the required fee. Upon fee payment the customer returns to the Building Inspector and the building permit is issued.

BUILDING PERMIT

When the customer is called to the Building and Safety counter the Building Inspector will accept 5 sets of the plans. For single family residences the Building Inspector will require that the permit application includes sufficient information, and whether a grading and/or compaction report is required. The plans are logged in and distributed. One set will go to Planning for review and comparison to the approved planning exhibit and conditions of approval, one set will go to Fire and review, and the remaining two sets will stay with Building and Safety.

When the plan check is completed the applicant is notified to either come in and pick up the plans and obtain their building permit, or to pick up the plans to make corrections. If corrections are required the customer must make the changes, and resubmit the plans for a subsequent plan check cycle along with a transmittal showing the response to the corrections. This is to be submitted on the 12th floor.

Grading Permit

For a Grading Permit a determination is made by a Land Use Technician whether the project is located within an MSHCP criteria cell. If located in such a cell a HANS I review will be required. The Land Use Technician will provide the necessary HANS application to the client. Planning Department staff will perform the HANS review before the grading plans may be submitted for Plan Check. (Please see chart at bottom of page)

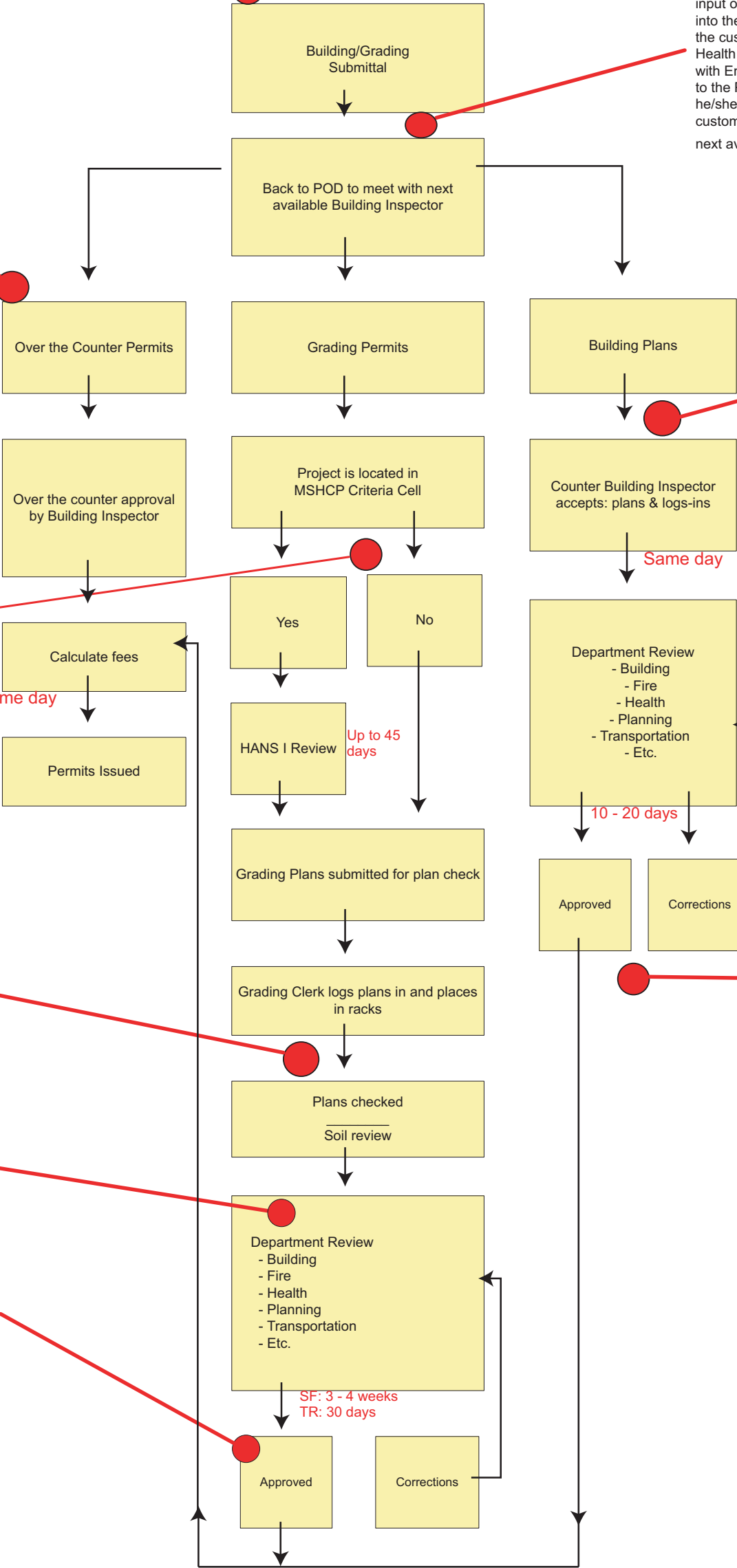
If the grading project is not situated within a cell area the Land Use Technician inputs the information into the LMS and directs the customer back to the Pod to let the Planning Technician know that he/she is ready to go to the Building & Safety Counter. The customer will then wait until they are called for the next available Building Inspector.

When the customer is called to the Building & Safety counter the Building Inspector will accept 3 sets of the plans for grading plan check. A Grading Clerk will log the plans in and place them on the new grading plans rack.

The grading plans are checked by Building & Safety and other departments as needed and a review of the soils report occurs. If corrections are required the customer is notified, picks up the plans, and must return with the corrections.

When the plans are approved the customer is notified to come in to the regional office to pay their fees and have their grading permit issued.

If a developer disturbs more than one acre, he is required to submit to the Grading division a copy of the Receipt of Notice of Intent (NOI) he processes with the appropriate State Water Resources Quality Control Board (SWRQCB) having jurisdiction over the project in order to comply with the requirements of the National Pollutant Discharge Elimination System (NPDES). The NOI shall included the Wast Dischargers Identification Number (WDID) assigned the project by the SWRQCB. This information serves as proof that the developer has complied with the initial NPDES requirements.



For acceptable plans, the customer returns to the office, signs in at the Pod, and waits for the next available Building Inspector. The Building Inspector will complete the input into LMS started by the Land Use Technician, generate a fee sheet, and send the customer to the cashier with the fee sheet to pay the required fee. Upon fee payment the customer returns to the Building Inspector and the building permit is issued. Pending all department conditions being satisfied.

Note: A building permit will not be issued until the need for a grading permit and/or compaction report is determined. Lots requiring a grading permit and/or compaction report will not be approved until the Building Division approves the permitted grading.

No permit will be released for issuance until rough grading inspection is approved.

Habitat Evaluation and Acquisition Negotiation Strategy (HANS)
Processing of initial single family dwelling (SFD) grading applications

If proposed grading is in a Criteria Area	If Proposed grading is not in a Criteria Area
Land Use accepts SFD grading application, and creates a HANS condition on the grading permit. The text of the condition should state “HANS review and Approval Required Prior to Permit Issuance”. The condition needs to be set at the “60 milestone” (prior to permit issuance). Grading plans are the forwarded to grading for review.	If less than One (1) acre, proceed with permit.
Land Use creates a HANS case (on LMS when available and/or using the “Property Owner Initiated Habitat Evaluation and Acquisition Negotiation Strategy [HANS] Application” form) and forwards the HANS case to the Planning Department HANS team. HANS team either: 1) clears the project per MSHCP criteria or 2) identifies with a letter and a corresponding GIS map to the applicant the “least sensitive portion of the site”, and provide the Land Use Section with a copy. The HANS team will place a condition of approval under the “prior to grading permit issuance” milestone on the grading permit in LMS that requires Land Use to check that the grading plan for the SFD and appurtenant structures (eg: roads, water tanks, grading, barns, ect.) are contained in the “least sensitive portion of the site” as determined by the HANS exhibits.	If more than one (1) acre, applicant may be required to perform a Habitat Assessment (only if the proposed SFD is within any survey area for narrow endemics or other species such as Burrowing Owl: if the Habitat Assessment performed shows the potential for suitable habitat, a focused survey for the affected narrow endemics or other species would be required). The Habitat Assessment goes to the County Biologist for approval after which Land Use may issue the permit.
When the HANS team has completed their process, including the receipt and verification of any dedications, easements, etc., the will return the completed HANS case and clear the “HANS Review and Approval Required Prior to Permit Issuance “ condition on the grading permit, so that Land Use may issue permits.	