



Entitlement Process I

Following the case intake at the public counter the case(s) are sent to the appropriate planning office for review. The case(s) are delivered to a Principal Planner who will assign the case(s) to a staff planner to act as the case manager. The staff planner will review the case package to insure that all required information has been submitted. If not all required information is present the planner will quickly contact the applicant for the additional information.

ENTITLEMENT PROCESS 1
MAJOR CASES

- ~ Parcel Maps
- ~ Plot Plans
- ~ Minor SMP
- ~ Minor CUP/PUP
- ~ Variances

Based on the timeframes on this chart a typical Entitlement Process 1 case will make it to a public hearing within 25 weeks if there is not a HANS II negotiation

7-14 days

Project Planner completes initial review

Filing package not complete

Project Planner contacts applicants for additional information & studies

Filing package complete

The case(s) are evaluated by the planner to ascertain whether any additional special studies are required. The planner shall meet with the applicant to discuss the project in general and to explain the need for the required special studies and/or site plan revisions.

Special Studies include but are not limited to: Traffic Study, Biological Study, Paleontological Study, Acoustical Study, Slope Stability Study, Air Quality analysis, Geological Study, Fiscal Impact Study. Not all Special Studies are required for every project.

Project Planner reviews cases and determines need for special studies

Optional applicant/staff preliminary review meeting

Applicant Driven – Approx. 30-60 days

Applicant completes package including engineering exhibits and reports

Once the applicant submits the revisions and/or special studies the case exhibits will be electronically submitted to various agencies for their review and comment. Special Studies will also be forwarded to the appropriate reviewing agency (Traffic Study to the Transportation Dept. or Geological Study to the County Geologist etc.)

Applicant Driven – Approx. 60 - 90 days

Electronic Case Transmittal		
Env. Assessment Initiated		
Building & Safety	Flood	Schools
Cities	Geology	Trans.
Cultural Resource	Health	Utilities
EDA	Legal Assistants	HANS II Up to 120 days
Fire	Parks	ALUC

The planner will also begin the required initial study for the environmental assessment. Generally this step in the process will take about 30 days to complete. However, if the project is located in a MSHCP Criteria Cell and requires negotiations under HANS II, it may require 120 days or more to complete

When the planner has received comments back from the responding agencies, and the special studies have been reviewed and deemed to be complete and adequate, the project may be deemed to be satisfactory and the final environmental review may be completed. However, further redesign may be required. The planner may schedule a meeting with the applicant at this point in the process to explain any problems at hand. If revisions are required, the changes will need to be retransmitted for comments depending on the scope and nature of the revision.

Yes

Project Planner receives comments electronically

8 days to complete

Project and all special studies received and deemed complete

Optional Staff / Applicant meeting

Community Workshop (if necessary)

Project redesign?

No

The project is now ready to schedule for public hearing (Director’s Hearing/Planning Commission). It is the project planner’s responsibility to prepare the staff report and insure that all conditions of approval by all departments are in the LMS and routes are cleared. The planner must review fee status before scheduling the case for public hearing. Cases with insufficient fee balances may not be scheduled for hearing. Additionally, the planner must finalize/publish the environmental documents and put together the necessary PowerPoint presentation.

Staff Report/COA Package prepared Depts. clear LMS routes

7-10 days

Finalize Environmental Assessments

Schedule before appropriate hearing body

10-21 days

Official Public Hearing Notice

Official public hearing notice must be given at least 10-days prior to the hearing. The notice must give:

- ~ Time
- ~Date Place of Hearing Identity of the
- ~Hearing body
- ~Location of property which is the subject of the hearing