Minor Planning Cases

Minor Planning Cases Transmitted

- Certificate of Compliance (COC)
- Conditional Certificate of Compliance (CCOC)
- Merger of Contiguous parcels (CPM)
- Lot Line Adjustment (LLA)
- Setback Adjustment (SBA)
- Second Unit Permit (SUP)
- Unit Phasing Maps (UPS)

Transmitted to the Appropriate County Department:
- Building and Safety – Grading
- Environmental Health
- Fire Department
- Flood Department
- Survey
- Transportation

Project Planner receives comments

Changes/Corrections

Decision made on case and/or sent to County Recorder

Decision made on case

For Minor Planning Cases that need to be transmitted the planner will: (1) Verify that all applicable information has been submitted and is correct. This includes exhibits, grant deeds and other supporting documents as listed on the application. (2) Transmit the case which includes exhibits and other supporting documents to the appropriate county department for review. These departments include, but are not limited to those listed in the chart. (3) While awaiting comments the planner reviews the case for conformance with Planning Department ordinances, guidelines and policies. (4) After receiving comments from the other departments the planner combines these comments/corrections and returns them to the applicant. (5) After corrected exhibits have been received back from the applicant the planner transmits the case out again if necessary and repeats steps 2-4 until the case is correct and complete. (6) After a corrected exhibit has been accepted and the other county departments have cleared/conditioned the project a decision is made on the case. (7) For Certificates of Compliance after the decision is made the case is then sent to the County Recorder, all other applications that require recordation must be recorded by the applicant.

30 days

For Minor Planning Cases that include the option of a public hearing the planner will: (1) Verify that all applicable information has been submitted and is correct. This includes exhibits, grant deeds and other supporting documents as listed on the application. (2) The planner reviews the case for conformance with Planning Department ordinances, guidelines and policies. (3) After reviewing the planner requests any corrections or additional information from the applicant. (4) After corrected exhibits have been received back from the applicant, the planner repeats steps 2 and 3 until the case is correct and complete. (5) Once the case has been deemed complete public notification is mailed out to surrounding property owners. (6) a) If not hearing is requested the case is conditioned and a decision is made. b) If a hearing is requested the planner schedules the case before the appropriate hearing body and an official public hearing notice is mailed out to the surrounding property owners. (7) A decision is made by the hearing body and the case is conditioned appropriately.

30-90 days

For Minor Planning Cases that are non-transmitted and do not require a public hearing, the planner will: (1) Verify that all applicable information has been submitted and is correct. This includes exhibits, grant deeds and other supporting documents as listed on the application. (2) The planner reviews the case for conformance with Planning Department ordinances, guidelines and policies. (3) After reviewing the planner requests any corrections or additional information from the applicant. (4) After corrected exhibits have been received back from the applicant, the planner repeats steps 2 and 3 until the case is correct and complete. (5) After a corrected exhibit has been accepted the planner conditions the project and a decision is made on the case.