Entitlement Process 2 consists of more complex cases which need more detailed planning and environmental review. A Negative Declaration may not be adequate and an EIR may be necessary to complete the requisite environmental review.

Based on the timeframes on this chart a typical Entitlement Process 2 case will make it to a public hearing within 35 weeks if there is not an EIR or HANS II negotiation.

After the Principal Planner assigns the case to a staff planner the staff planner will review the case package to insure that all required information is present. If all the required information is not present the planner will contact the applicant for the necessary information. It is important that this contact happens quickly to insure that the applicant can provide the needed information as quickly as possible.

When the case application package is complete the planner then evaluates the project to ascertain whether any special studies are required. The planner shall meet with the applicant to discuss the projects in general and to explain the need for any required special studies and/or site plan revisions.

Once the applicant submits the revisions and/or special studies the case exhibit 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.)

During the EIR preparation process, or if no EIR when the planner receives the electronic transmittal comments he/she may schedule an optional meeting with the applicant to present progress to date and determine any special studies which need to be dealt with. As case manager, the planner will be aware of any significant issues that other departments may have with the project. At this point the planner sends the project to the Comprehensive Project Review (CPR) Committee meeting. Draft conditions of approval from each of the departments have been prepared and available to be discussed with the applicant. If problems or design issues need to be resolved the CPR is the forum to do this. The project can either clear CPR and be able to be scheduled for public hearing, or it may be delayed for project redesign or other outstanding issues to be resolved. The scope of the changes required will determine whether the project would need to be reregistered and return for another CPR, or be able to move forward at the planner’s discretion when individual issues have been resolved.

The project is now ready to schedule for public hearing (PC/BOS). 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.

### Entitlement Process Flowchart

1. **Project Planner completes initial review**
2. **Filing Package complete**
3. **Project Planner reviews cases and determines need for special studies**
4. **Optional applicant/staff preliminary review meeting**
5. **Applicant completes package including engineering exhibits and reports**
6. **Electronic Case Transmittal**
   - Final Assessment (if required)
   - Building & Safety
   - Flood
   - Schools
   - Cities
   - Geology
   - Health
   - Utilities
   - Parks
   - Fire
   - EDA
   - Animal Control

7. **Environmental review process started initial study prepared**
   - **Application Drive** (approx. 60-90 days)

8. **Project Planner receives comments electronically**
   - **EIR preparation by Consultant**
   - **Consultant Drive** (approx. 60-90 days)

9. **Negative Declaration NO EIR**
   - **No**
     - **EIR inadequately**
     - **EIR adequate**
       - Yes
       - No

10. **Positive Declaration EIR required**
    - **NO****P issued**
    - **EIR preparation by Consultant**
    - **Consultant Drive** (approx. 60-90 days)

11. **Planning Commission Scoping Session**
    - **To EIR Consultant (if necessary)**

12. **Finalize Environmental Document**
    - **Staff report/COMAR Package prepared**
    - **Depts. Clear LMS routes**
    - **final environmental document**
      - **Publish CEQA document**
      - **Schedule before appropriate hearing body**
      - **Official Public Hearing Notice**
      - **Final resolution adopted by appropriate body**

### Key Steps for Entitlement Process 2
- **Initial Review**: Project Planner completes the initial review of the project.
- **Special Studies**: Special studies include but are not limited to Traffic Study, Biological Study, Paleontological Study, Acoustical Study, Fiscal Impact Study, Line-of-Sight Study. Not all Special Studies are required for every project.
- **Application Drive**: The application drive is approximately 45 days in total. Depending on the scope or sensitivity of the project the planner may need to collaborate with the applicant to provide a community workshop. This outreach effort will provide local residents the opportunity to hear directly from the project proponent about project details. This will assist in resolution of any controversy and misinformation about the project.
- **Final Resolution**: The consultant prepared EIR is submitted to staff for review. If staff feels corrections are necessary the draft EIR with comments is returned to the consultant for review. If the project requires a HANS II negotiation it may take over 120 days to complete. Projects which require an EIR must adhere with the timeframes set forth in CEQA which may take over 180 days.
- **Public Hearing**: 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 hearing body**
  - Location of property which is the subject of the hearing.

If a case must go before the Board of Supervisors a Form 11a must be prepared and submitted to the Executive Office for clearance before the case may go to the Clerk of the Board for scheduling.

- **Filing Package Not Complete**: Project Planner contacts applicants for additional information & studies.