



DEVELOPMENT SERVICES APPLICATION INTAKE AND ROUTING PROCEDURES

PRE-APPLICATION

I. Initial Contact (Optional)

Customer contact often times occurs with an initial zoning inquiry at the Development Services Front Counter. During this initial contact/inquiry, the Development Services Technician (DST) responds to questions and prepares an Initial Zoning Information Form (IZIF) in the City's project tracking system. The IZIF should have a brief description of the inquiry and basic information about the parcel, such as the General Plan designation, applicable zoning and development regulations, and any information that was provided to the customer.

II. Pre-Application Process (Optional)

The applicant may request a pre-application meeting with City staff to go over their specific development or land use proposal. The applicant must submit an application for pre-application review with at least four sets of plans, and pay a fee to the DST at the front counter. The DST will initialize the pre-application and give it to a Project Manager who will route the plans and comment form to the applicable division/department with a comment deadline date. City staff will review the plans and prepare preliminary comments then return them to the Project Manager who will inform the applicant that preliminary comments are ready for pick up or to schedule an optional pre-application meeting.

Pre-application Meeting

During the pre-application meeting, the applicant may ask City staff more specific questions about the project's development potential and processing including schedule, fees or deposits, and preliminary identification of significant issues. Following the pre-application meeting, the Project Manager prepares "Pre-application Meeting Notes" which would be provided to the applicant, and a copy is placed in the City's automated project racking system for future reference. The Pre-application Meeting Notes should include the following minimum information:

- 1) Detailed project description;
- 2) Development regulations applicable to the project;
- 3) Application Form and Checklists with standard and special submittal noted;
- 4) Estimated processing schedule;

- 5) Identification of preliminary environmental issues, if possible; and
- 6) Recommendations made at the meeting, including referrals to other departments

Pre-application meetings are optional, but recommended, particularly for complex projects. The Project Manager will advise the applicant that any subsequent meetings with City staff prior to application submittal will require additional fees/deposits.

PRE-SUBMITTAL

III. Pre-Submittal Meeting (Optional) and Completeness Check (Mandatory)

Prior to submitting a full application package, applicants are encouraged to schedule a pre-submittal meeting with the Project Manager regarding the project. One copy of a completed application form, a set of the project plans and other documents (previously specified by the Project Manager) should be provided by the applicant at the meeting. The purpose of the meeting is to verify that the application package includes all the necessary information required for processing the request as outlined in the application checklist. The completeness check ensures that a project application is complete before it's routed for review and comment by City departments/divisions. The Project Manager will conduct the completeness check of the application package.

Complete Application: A project application will be deemed complete for processing if all the materials submitted meet the requirements of the submittal checklist for the application type. If the application is deemed complete, the application checklist will be initialed by a Project Manager or Senior Planner and provided to the applicant at the pre-submittal meeting along with instructions for a full submittal as outlined in the applicable application checklist. The applicant and Project Manager will schedule a meeting, at the earliest possible time, to formally submit the required number of copies of the application package for intake.

Incomplete Application: If the application is incomplete, the Project Manager or Senior Planner will outline the missing items on the application intake checklist and set up a follow-up meeting with the applicant to confirm the incomplete items have been satisfied and initial the checklist. Re-submittal of an incomplete application will be given to the original Project Manager or Senior Planner who conducted the first completeness check to do a second completeness review. Once the application is deemed complete, the application follows the intake and routing process outlined below.

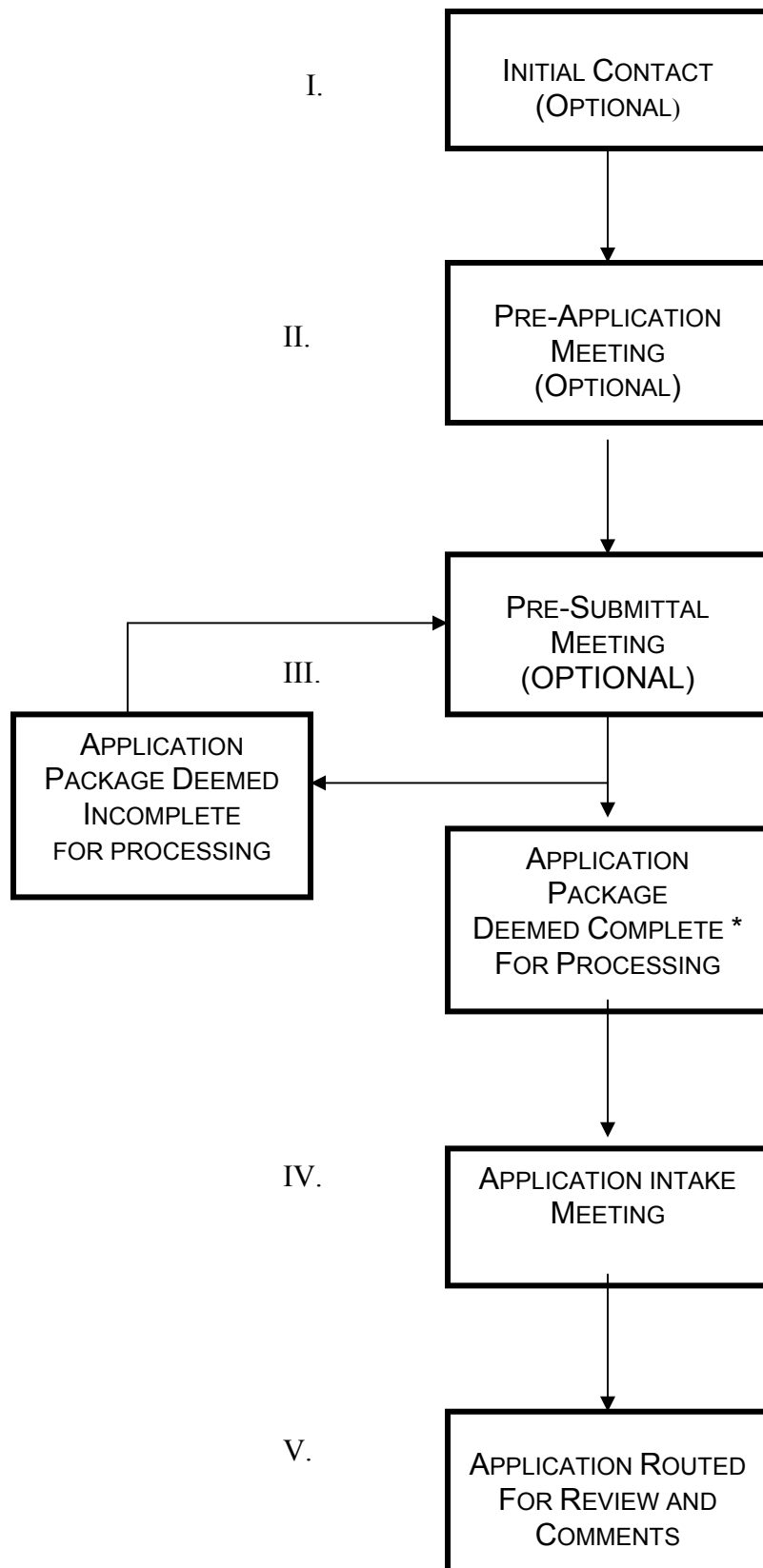
Walk-in Submittals: In instances where no pre-application meeting was held, no previous contact with city staff has been made, and a pre-submittal meeting was not scheduled, a Senior Planner will perform the completeness check. The

application will be logged in but the completeness check may take from two weeks to 30 days to complete. Upon review of the application, the Senior Planner will contact the applicant for the next step in the process. A fee will be collected to cover the costs of the completeness review done through a walk-in submittal.

APPLICATION ROUTING

- IV.** When the applicant submits the required number of documents and plans at the counter, the Project Manager or Senior Planner who conducted the completeness check will forward the application to be routed for review and will do the following:
- Sign off submittal checklist stating the application is ready for processing and indicates on routing sheet if any outside agencies need to review the application;
 - Gives the application to the DST who will initialize it in the project tracking system and take in fees/deposits;
 - The DST gives the application package to Development Planning administrative staff for routing to required staff and outside agencies. Administrative staff creates the project file and routes copies of the application and plans to the various departments and forwards the new file to the assigned Project Manager.

APPLICATION INTAKE AND ROUTING FLOW CHART



* Walk-in applications submittals may take up to 30 days to deem complete for processing.