Planning Services
Discretionary Review Process
(February 2009)

CALL FOR APPOINTMENT TO SUBMIT
(530) 621-5355

1. PLANNER IN-TAKE AT COUNTER*
   - Application
   - Fees
   - Additional Materials
   - LMIS Input

1A. PRE-APPLICATION OPTION
   - Over the Counter
   - Minor
   - Major
   - Conceptual Review (5A)

2. CLERICAL IN-TAKE
   - Put application in folder
   - Create Word Directory
   - Transmit to Principal Planner

3B. PRINCIPAL PLANNER
   - Initial Review
   - Assign to Planner
   - LMIS Input

3A-1. ROUTE TO AG DEPT?
   Yes
   - 3A-2. AG COMMISSION MEETING
     - Discuss project’s impact to AG and Ag policies
     - Report back to planning staff
   No

3A-2. AG COMMISSION MEETING
   - Discuss project’s impact to AG and Ag policies
   - Report back to planning staff

4. PLANNER INITIAL REVIEW
   - Review File
   - Site visit/Aerial Photo
   - Preparation of Complete/Incomplete Letter

5. COMPLETE?
   Yes
   - 5A. CONCEPTUAL REVIEW OPTION
     - Staff Memo
       - I.D. Issues and Options
       - Notice to Neighbors (Optional)
       - Planning Commission Workshop
       - BOS Workshop
     - Submit Corrections
   No

5B. LETTER TO APPLICANT WITH DEFICIENCIES

6. COMPLETE LETTER PREPARED WITH ADVISORIES

7. CASE DISTRIBUTION
   - Request to Clerical for 15/30 day distribution
   - Distribute to Departments/Agencies
   - Set TAC Meeting

8. TAC MEETING
   - Applicant Meets with Department and Agency Representatives
   - Draft Conditions Presented

9. PLANNING QUEUE
   - Priority Processing
     - Commercial
     - Affordable Housing
     - All others determined by Complete Date

10. CEQA?
    Yes (Continue to 11)

~ weeks - months
45 Days
30 Days

* Please note that there are a number of external agencies that might require separate applications for review of the project. A list of these agencies is available at the Planning counter as well as at the department’s website.
11. ENV DOCUMENT PREPARATION
   • Initial Study
   • Negative Declaration
   • Mitigated Negative Declaration
   • Environmental Impact Report

12. REVIEW BY PRINCIPAL PLANNER

13. CORRECTIONS?
   Yes
   No

14. DISTRIBUTION TO APPLICANT
   • Review
   • Sign Agreement to Mitigation Measures

15A. STAFF SEPARATELY CIRCULATES NEGATIVE DECLARATION (30-DAY)
   [Future option, not available at this time]

15B. STAFF REPORT PREPARATION
   • Staff Report
   • Exhibits and Noticing List
   • Incorporate ND Comments

16. REVIEW BY PRINCIPAL PLANNER

17. CORRECTIONS?
   Yes
   No

18. REVIEW BY APPLICANT
   • Staff Report sent via email
   • Dept. Conditions of Approval

19. O.K?
   Yes
   No

20. PLANNER/Clerical PREPARE PUBLIC NOTICE
   • 500 Foot Notice
   • 10 Day Newspaper Notice/30 day ND Notice

21. PUBLIC HEARING
   • Zoning Administrator
   • Planning Commission
   • No Hearing

22. 10-DAY APPEAL?
   Yes
   No

23. NOD REQUIRED?
   Yes
   No

24. HAS APPLICANT PAID?
   Yes
   No

25. NOTICE OF DETERMINATION
   • DS Clerk prepares NOD
   • NOD filed with Records
   • NOD recorded

22A. BOS NOTICING
   • Hearing within 30 Days

22B. APPROVED?
   Yes
   No

22C. NO FURTHER COUNTY ACTION

23A. DECISION FINAL

23B. MINISTERIAL PERMIT PROCESS (Building Permit)

24A. Project subject to 180-day CEQA Challenge