



DEPARTMENT OF PLANNING AND DEVELOPMENT
11710 Telegraph Road, Santa Fe Springs, CA 90670

PROJECT REVIEW PROCEDURES:

PRE-APPLICATION SUBMITTAL:

1. Applicant submits 1 set of plans (site plan, floor plan, and elevations) and 4 copies of a site plan for pre-application review.
2. Planning staff to meet and discuss proposed plans. Initial planning comments are compiled, however, all planners should visit site before finalizing comments. Meanwhile, site plans are distributed to Fire, Public Works and Police departments for initial comments (2 week turnaround).
3. Principal Planner to assign the potential project to a planner to manage.
4. Project planner compiles initial comments (not conditions of approval) receive from various departments.

NOTE: It's up to the project planner whether he/she wishes to provide comments in writing or redlined on the plans; two copies are needed: one copy to provide to the applicant and one for the file.

5. Project planner meets with the applicant to discuss:
 - o Initial comments on proposed plans.
 - o Items and fees required to formally submit application.
6. Applicant revises plans (per initial comments) and *formally* submits application.

APPLICATION SUBMITTAL:

7. Staff performs a quick review of application materials at counter.
 - o If no items are missing, take in application and date stamp all items received.
 - o If items are missing, application is rejected. Application checklist is provided to applicant to inform them of items required for submittal.

8. If project has not gone through pre-application review, Principal Planner to assign the submitted project to a planner to manage.
9. Project planner reviews application and deems project complete or incomplete within 30-days.
 - o If complete, send letter to notify applicant that application is complete and provide a *tentative* meeting date.
 - o If incomplete, prepare a letter to state the reasons why the application is incomplete.
10. Once application is deemed complete, project planner sends a Request for Conditions to various departments (2 week turnaround).
11. Project planner prepares staff report and any necessary environmental documents. Also, complete any required noticing for project.
12. Project planner to compile conditions from all departments and provide them to the applicant for review and agreement.

NOTE: It's up to the project planner whether he/she wishes to meet with the applicant or send the conditions to them. Applicant has to agree in writing, acknowledging receipt of and agreement on all conditions of approval.

13. Once the staff report is complete, the noticing requirements are met, and there is a consensus on the conditions of approval, then project planner schedules item for the Planning Commission (PC).

NOTE: Project planner to ensure that the staff report has been reviewed by the appropriate supervisors and that all colored attachments are provided for the PC. (Reports shall be provided to reviewer with incorporated corrections/comments before given to executive secretary for final review)

14. Project planner forwards the project heading to Principal Planner for creation of PC Agenda.
15. Project planner prepares a Powerpoint presentation of proposed project for PC meeting.

16. After PC meeting:
 - o Project planner prepares an approval letter and forward to Executive Secretary.
 - o Executive Secretary obtains signature from the Director of Planning and Development for signature and mails out the letter (within 5 days of PC meeting).