

Planning Application Process

Pre-Application

Application

1

Applicant Research

- City records
- Zoning, Design Guidelines, City plans
- Site conditions
- Other City Department requirements



2

Initial Review

- Prepare preliminary drawings
- Consult with planner at counter
- Receive pre-application checklist



3

Prepare Submittal Packet

- Prepare packet per checklist
- Request Case Planner
- Submit pre-application packet



4

Pre-Application Review

- Planner reviews, gives feedback
- Applicant addresses feedback
- Applicant resubmits (1x max)



5

Entitlement Application

- Planner provides checklist
- Applicant prepares and submits
- Planner deems application complete



6

Prepare for Public Review

- Hearing date scheduled
- Planner prepares staff report
- Applicant posts public notice sign



7

Hearing and Decision

- Public and Board feedback
- Final decision letter issued
- 15-day appeal period



8

Plan Check

- Planner approves for submittal
- Applicant submits to Building Division
- Plan check feedback
- Applicant corrects and resubmits

