



TIME LIMITS ON DISCRETIONARY PROJECTS P-1(E)

Development Services

Planning Division
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ACKNOWLEDGEMENT INFORMATION

Time limits on the processing of discretionary projects established by State law do not start until a project application is determined to be complete by the city. **The city has thirty calendar days from the date of application submittal to determine whether an application is complete or incomplete.** The State law, called the Permit Streamlining Act (California Government Code §§ 65920 et seq.), applies to “development projects,” which include subdivision maps and most discretionary development permit applications. It does not apply to ministerial actions (such as building permits, lot line adjustments, etc.) and does not apply to legislative actions (such as zoning district or map changes).

Permit application intake and project review must not begin unless a “duly filed” application package has been submitted and all required elements are accepted by the Planning Division. For the Planning Division to consider a project application duly filed, the application must be accompanied by all forms, documents and other relevant requirements specified in the Minimum Intake Submittal Requirements Checklist. If Planning staff finds that the checklist submittal requirements have been provided, the application must be considered duly filed and accepted for intake. The application is assigned a case number, the customer informed that application has been accepted for processing as of the date of intake, and the application routed to Planning Division management for assignment. **Under the Permit Streamlining Act, within thirty days of submittal of a duly filed development permit application, you will receive a letter stating whether the Land Use Review Application is complete or incomplete.** The case planner must deem an application “complete” pursuant to Government Code § 65943 if the applicant provides all the required information in the Completeness Determination Requirement Checklist. If it is determined “incomplete,” the case planner will transmit a letter to the applicant and will state what is needed to make this application complete. When the application is determined “complete,” the processing period will start upon the date of the completion letter.

The California Environmental Quality Act (CEQA) works together with the Permit Streamlining Act by commencing its environmental review after project application is complete. Development project applications that are not exempt from CEQA and are subject to environmental review are also subject to environmental review processing time limits pursuant to CEQA Guidelines. The State guidelines establish time limits for the three main components of environmental review: 1) the Initial Study; 2) Negative Declaration completion; and 3) Environmental Impact Report completion. **These processes and time limits are separate from the time limit and processes of Planning Department review of development project permit applications although the projects go through both processes unless they are categorically exempt.** After CEQA review, the Permit Streamlining Act controls again through project decision.

If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call please call (442) 339-2600 or email planning@carlsbadca.gov.

A few statutes or ordinances require agencies to make decisions on permits within time limits that are so short that review of the project under CEQA would be difficult. To enable the city to comply with both the Permit Streamlining Act statute and CEQA, the case planner must deem an application for a project not received for filing under the statute or ordinance until such time as progress toward completing the environmental documentation required by CEQA is sufficient to enable the city to finish the CEQA process within the short permit time limit.

BY SIGNING BELOW, I/We understand that this form must be completed as part of the application and documents that I/we have been informed of process requirements and timelines including: 1) time limits on determining application completeness; 2) notifying applicants in writing if their applications are complete; 3) time limits for environmental review; and, 4) disclosure to applicants about these time limits and certain aspects of the application review process.

Each city review letter will include a project processing schedule and estimated decision date that incorporates the time limits for processing projects. I/We also understand that if there are any concerns about the progression on the development application (e.g., the notice, review, or decision schedule) the Applicant, Property Owner, or Agent should immediately contact the case planner to discuss project processing, upcoming milestones, and/or timeline concerns. Time periods may be extended by mutual consent, within limits.

NAME OF PROJECT: _____

BRIEF SUMMARY OF PROJECT: _____

LOCATION: _____

CONTACT: Applicant Property Owner Agent

Signature: _____

Name: _____ Date: _____

This form must be stapled/attached to the application and shall be effective until replaced or revoked in writing.

NOTE: Not all discretionary projects are subject to the 30-day review period. And there might be circumstances that dictate a different processing timeline pursuant to state law.