

Community Development Department

# PERMIT AND Service Delivery



A guide for performance standards,  
process flows, responsibilities and expectations  
for development projects in the City of Carlsbad



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# WELCOME TO THE City of Carlsbad

## Thank you for your interest and investment in our city.

The City of Carlsbad is a coastal city that strives to provide innovative services and diverse business and housing options that improve upon the high quality of life that is expected from our residents, visitors and business owners. The city offers the charm of a small beach town with the conveniences of a full service city. As you wander streets lined with boutique shops and sidewalk cafes, you'll soon discover much more, including miles of coastline, world-class resorts and a thriving innovation economy.

The Community Development Department is responsible for implementing the land use goals, policies and regulations as established by the Carlsbad City Council for private development projects. The divisions of planning, building and land development engineering within the department are responsible for ensuring that new development is consistent with those requirements and lead the review of ministerial and discretionary permit applications.

The purpose of this guide is to provide a road map for navigating the regulatory and policy framework that will ultimately ensure your project is a great success.

We look forward to assisting you throughout this process and welcome you to the City of Carlsbad.

### **Jeff Murphy**

Director

Community Development Department



# DEPARTMENT AND APPLICANT Responsibilities and Expectations

## Mission, Vision and Community Values

The City of Carlsbad worked closely with community stakeholders to develop a citywide [mission and vision statement](#) as well as a set of [community and organizational values](#). The department adheres to these and reinforces them daily. The divisions of planning, building and land development engineering within the Community Development Department provide services to applicants, along with assisting the public in understanding and engaging in project reviews and to provide community input. Therefore, the project planner assigned to a discretionary permit application serves as the single point of contact and comprehensive project manager. For building permits, a building technician will be the point of contact. For grading, right of way and encroachment permits and improvement plans, an engineering technician or project engineer will serve that function. Project staff are expected to keep applicants informed about project status and check in with applicants periodically when the city is awaiting a response or resubmittal. Staff will respond to phone calls and emails within one business day.

## Quality Projects Expected

The department will assist applicants in identifying the elements that could lead to a successful, quality project. Staff will be proactive in anticipating issues and identifying potential solutions as part of the effort to promote and facilitate quality projects. The department values input from other departments and outside agencies, and will collaborate to incorporate associated review comments and work together to reconcile issues across disciplines. The department is strongly focused on facilitating quality projects.

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## Embrace Community Input

The City of Carlsbad is an engaged community, protective of its quality of life. Applicants should embrace the role of the community in providing input on projects and allocate resources to do so. The city recognizes that sometimes it is not





possible to satisfy everyone providing input. However, it is expected that applicants respect and thoughtfully respond to community input, which should be done in consultation with staff to ensure consistency with the city's policy and regulatory framework.

### Review Timelines are Collaborative

The department understands that applicants invest significant time and resources in preparing an application and responding to city reviews. Because the applicant prepares the project material, the city can nearly always process its side of the project review timeline faster than the applicant since the city's role as reviewer is simpler. The timelines described in the service level review categories later in this document assume the applicant will generally take about twice as long as the city during the review process. An applicant may move faster or slower; the city's review times will remain consistent. The performance standards for meeting project timelines apply to staff as well as applicants. To achieve a decision in the timeframes described, deadlines must be met and responsive submittals provided to the city. Quality projects that are respectful of

The performance standards for meeting project timelines apply to staff as well as applicants.

the community and its policy and regulatory framework move faster through the review process. Therefore, the applicant does not necessarily have control over its side of the project review timeline.

During the initial discretionary review cycle, the city will provide applicants with a processing schedule that will be updated and included in every cycle review letter. This schedule will identify the major tasks and assigned due dates for both staff and applicant to ensure that the project stays on track to meet targeted decision dates.

## Solve Problems Together

The department is dedicated to meeting customer service needs. Staff is expected to elevate issues, seeking supervisor or division manager involvement as soon as it becomes apparent that a problem cannot be resolved or may escalate. As a service to applicants, the city offers a [Guaranteed Second Opinion](#). Customers are free at any time to ask the supervisor or division manager for a meeting to discuss any one of the following issues:

- A perceived “late hit” comment
- Disagreements with staff interpretations of regulations;
- Requests for additional information or studies;
- Complaints regarding level of customer service; or,
- Disagreements regarding processing requirements.

If further resolution is needed, the department offers a [Project Issue Resolution](#) process to get a determination on the issue with the department director. Most times, a meeting can be much more productive than a series of emails or comment letters.







# GETTING STARTED: Development Services Center

The Development Services Center is the starting point for applicants as they get ready to submit for project review. It is also where the community visits to get information about projects in their neighborhood, and anything else of interest related to development. The Development Services Center is divided into sections (building, land development engineering and planning) and the assigned technicians collectively operate the public counter, along with general email and telephone inquiries on all matters prior to a permit being submitted.

## Preliminary Review

The city offers a [preliminary review](#) application to help simplify the permit review process. The purpose of this service is to provide an opportunity to review the project with city staff in a preliminary form and receive a cursory identification of potential project issues before a formal application is submitted. Addressing



comments in advance of formal submittal will help reduce permit review times and streamline project processing once an application is officially filed.

## Beginning the Application Process

Applicants first must contact the Development Services Center to begin the application process. For simple projects, such as ministerial permits, this may merely involve submitting the application. All discretionary project applications and certain complex ministerial applications may only be submitted by appointment. Applicants are encouraged to visit the respective division [website](#) to learn more.

## Development Review Team

The department staffs an internal Development Review Team (DRT); an interdisciplinary management team meeting to provide feedback and input on complex or controversial discretionary projects. Projects are typically presented before the DRT during initial project screen check review. The intent is for the DRT to quickly identify project issues and possible solutions and/or alternatives. In some cases, the applicant will be invited to attend the DRT, which meets monthly or as needed.

A preliminary review can save significant time and costs, as staff can identify likely issues and set the project down the right path for review.





## PURPOSE OF Project Reviews



The City of Carlsbad plans and regulates the use of land to protect the public health, safety and general welfare; ensure projects consider community design character; promote economic development; and plan for public infrastructure. The state requires the city to have a General Plan, which expresses the community's goals and policies for land use. In essence, the [General Plan](#) is an expression of the city's vision for how it will develop, shown visually in its [land use map](#). From the General Plan comes various regulations to implement it, including a [zoning map](#) and [zoning code](#), along with the [subdivision code](#), [Climate Action Plan](#), [TDM Ordinance](#) and [grading code](#). Existing area- or site-specific regulations may also apply to a property, including a specific plan or master plan. Depending on proximity to sensitive areas, other regulations may apply, such as the [Habitat Management Plan](#). Additionally, all projects must undergo environmental review, pursuant to the [California Environmental Quality Act \(CEQA\)](#) and [environmental code](#), unless a finding can be made to exempt the project. In recent years, as the city has nearly fully urbanized, most projects have been found exempt from CEQA.

## Ministerial Review Process

The ministerial review process applies to projects that require little to no discretion in making a decision, which in essence involve checking that a project complies with specific regulatory standards. These are typically building and engineering permits that are issued after legislative or discretionary actions have occurred entitling a project to be built. These permits are issued by staff and are intended to ensure compliance with adopted regulations and approved discretionary entitlements. An important part of the ministerial review process is to ensure public health, safety and welfare through application of adopted [uniform building codes](#) and [fire codes](#), along with engineering and planning standards.

## Discretionary Review Process

Some uses create impacts that adversely affect neighbors such as lighting, noise, and traffic and therefore require site-specific conditions or design changes. Also, some of the city's design standards are subjective and require a certain level of interpretation in their application. Because a certain level of discretion is applied, a discretionary permit may be required on certain projects before a building or engineering permit can be issued. Depending upon the level of review, a discretionary project may require review and approval by a City Official, the Planning Commission, or City Council.

Many discretionary projects are acted upon by the City Planner or City Engineer. The Planning Commission is the final decision-maker on most of the remaining projects and a few are decided upon by the City Council. For this reason, the discretionary permit, while not the final approval for construction purposes, is often the greatest hurdle. It is important to find out early whether discretionary permits are needed for your project as they result in additional timing and processes. This is why we encourage the use of the department's [preliminary review](#) application services.

Some of the city's design standards are subjective and require a certain level of interpretation in their application.

## The Coastal Zone

Roughly 37% of the city is within the Coastal Zone, which was established by the State of California and is administered by the [California Coastal Commission](#). In many cases, ordinarily routine projects require an additional level of review to obtain a [Coastal Development Permit \(CDP\)](#). To streamline the review process, the city has adopted [Local Coastal Program](#) and therefore has been delegated permit decision-making authority, except in very specific circumstances directly affecting coastal resources. Although the Coastal Zone covers a large portion of the city, only limited areas are within the Coastal Commission's appeal and original permit jurisdictions.





## Growth Management Program

Carefully managing growth and development is critical to maintaining the City of Carlsbad's excellent quality of life. In 1986, the City Council passed a growth management ordinance, which put conditions on how growth could occur, including the requirement that new development must plan for, construct and pay for the public infrastructure and facilities necessary to serve the new development. That November, city voters passed Proposition E, which affirmed the principles of the [Growth Management Program \(GMP\)](#). The ideology behind the GMP is to ensure that new development and growth does not outpace the performance standards established for public facilities such as roads, parks and emergency services. New development must be measured against the GMP standards and show that they comply with the requirements before being approved.

## Community Engagement

The city values projects that consider and address the reasonable needs and concerns of the community. To help ensure that applicants are aware of and have considered input from interested and affected stakeholders prior to consideration by city decision-makers, they are required to solicit public involvement on certain projects during the initial stages of the review process. [City Council Policy 84](#) and the [Public Involvement Guide](#) detail the procedures for the level of public input and engagement that is expected. Applicants are encouraged to engage the community, consider their issues and make reasonable attempts at modifying the project to address concerns.







# PURPOSE OF THE California Environmental Quality Act

The [California Environmental Quality Act \(CEQA\)](#) has been in existence for over five decades. CEQA requires state and local agencies to identify any significant environmental impacts of their discretionary or legislative actions and to avoid or mitigate those impacts, if feasible. The processes set forth in CEQA are intended to identify and disclose the effects of a project on the environment (biological, public infrastructure, etc.), affording public agencies the information needed to evaluate and make a decision on a project. CEQA is a process for disclosure and better decision-making in consideration of the environment. In general, CEQA only applies to discretionary projects.

## Common Types of Documents

When processing an application, cities must first determine whether a project is subject to CEQA, and if so, what type of environmental document (a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report) must be prepared and have it adopted or certified before final project approval is made. In Carlsbad, a significant number of discretionary projects are found to be exempt from CEQA. Most projects that are not exempt from CEQA receive a Negative Declaration determination, with or without mitigation measures. Occasionally, potentially significant impacts are identified and an Environmental Impact Report is prepared. There are many other types of CEQA documents, but these are the types typically used in Carlsbad.

In Carlsbad, a high percentage of discretionary projects are found to be exempt from CEQA.





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# GENERAL PROCESS Overview

## Ministerial Project Review Process Summary Overview

The ministerial project review process will be evaluated and provided in a future update to these guidelines.

## Discretionary Project Review Summary Overview

### Introduction

A process has been established for guiding projects through discretionary review. The process includes five basic steps:



A project lead is assigned to manage the discretionary review and decision of the project and will be the single point of contact. The project lead facilitates the review, but does not represent the interests of the applicant. The following is a general overview and not an all-encompassing description of all that may be involved in an individual project.



### Preliminary Review

The purpose of a [preliminary review](#) with the department staff is to provide an opportunity to review the project with technical experts in a preliminary form to finalize submittal requirements and receive a cursory identification of potential issues with the project. This review is recommended, but

not required for all complex projects that require more evaluation and research than can be accomplished by front counter staff alone. Benefits of participating in this process include increasing the likelihood that an application will be deemed complete following formal permit submittal and assuring that consultants prepare only the necessary application materials. Resolving comments raised from the preliminary review tends to reduce overall processing time and costs.

## **STEP 2** Application Submittal

To submit a discretionary application, it must be done by appointment scheduled in advance. The materials are initially reviewed to determine if the quality and submittal documents are sufficient to begin the next step. Therefore, if all the required application materials are not provided when submitted or the quality of the materials is inadequate for conducting a review, the application may be rejected and not formally taken in by staff.

## **STEP 3** Staff and Agency Review

If staff has determined the application materials to be of sufficient quality and completeness to accept, then a file is created. At this point, a project lead (city staff planner) is assigned who will contact the applicant to introduce themselves and describe their understanding of the project to make sure that the department understands the scope of what is being proposed. The application is also routed to other city departments and outside agencies for review.

The initial completeness check is consolidated into a comment letter—an enhancement to the process over state regulations.

During the development review period, the project lead conducts a completeness check and an initial review of the project against city policies and regulations. Referral comments are consolidated and conflicting comments needing to be reconciled are flagged for resolution. During this first review, the project lead makes a determination for completeness, pursuant to the Permit Streamlining Act (PSA). General Plan, master/specific plans and zoning amendments are legislative actions not subject to the PSA, but the city uses the same process for these types of projects.

The initial completeness check is consolidated into a comment letter—an enhancement to the process over state regulations. The goal is that this letter identifies all the issues to address with the project. If the project is deemed incomplete, a letter is sent noting the deficiencies along with courtesy review comments. The applicant should attend a meeting with the project planner to review the comments prior to making a resubmittal. A response letter to the





comments from the applicant is required to be provided with the resubmittal. Occasionally, the cycle review letter may note that a subsequent submittal is not necessary for simple projects with few issues—the project application is complete and ready for the decision-maker. The initial and subsequent comment letters will include a processing schedule that will list major tasks and due dates for both staff and applicant to ensure that applications can stay on track to meet targeted decision dates. Pursuant with the PSA, all city response/review letters must be issued within 30 days of applicant submittal.

Ultimately, it is the expectation that the city will identify project issues and requirements at the start of every project so applicants have a clear expectation of the project issues, costs, and schedule. Staff will be proactive in anticipating issues and identifying potential solutions as part of the effort to promote and facilitate projects. To provide a reasonable level of certainty to applicants who are processing land development applications and minimize surprises, it is important for project issues and requirements to be identified early in the review process. If feasible, the department endeavors to make a CEQA determination concurrently with the completeness check—another enhancement to the process over state regulations. If the city finds that the project is not exempt from CEQA, a determination on the type of environmental document required will be made after



the completeness check during a subsequent review cycle. A cycle review letter will be provided about the CEQA determination, specific submittal requirements and an updated tentative schedule, as applicable.

For projects subject to CEQA, the Environmental Initial Study (EIS) review process commences after the project application is deemed complete. As part of this process, staff will review all required technical studies in conjunction with the project plans and EIS. Staff is required to render an environmental determination within 30 days of EIS receipt. This 30-day determination may be held in abeyance if the project plans or technical studies are not ready for review purposes and staff comments on the project application remain outstanding. When all environmental review comments are addressed and project plans and technical studies are completed for public review purposes, the EIS is completed and an environmental determination is made. Next, the draft environmental document is prepared. After the draft environmental document is prepared, it is published for public review. For non-exempt projects, CEQA only requires the city to respond to any comments received on the draft environmental document. However, it is the policy of the city to assess and respond to all comments received during or as a result of public review and circulation period. When all public comments are addressed, the environmental document is then finalized for adoption by the decision-maker.



STEP  
4

## Public Hearing or Administrative Decision

Following the staff and agency review process, certain projects are scheduled for a public hearing or administrative decision, as applicable.

Public notice is prepared by staff for public hearings and certain administrative permits. A notice of decision, staff report and resolution and/or ordinance, as applicable, are prepared. The applicant typically has no role or input in the preparation of these documents. However, the applicant may be asked to provide material boards and images for the presentation for Planning Commission and City Council hearings. Depending on the project and the required decision-making level, certain appeal periods apply. The Planning Commission or City Council may continue the project to a later meeting date, if a representative is not available to answer questions. For hearings, the Planning Commission will hear the request along with the staff recommendation and any public testimony. It will then make a decision to approve with conditions or deny the request. If the requested permit or action requires approval of the City Council, the Planning Commission will make a recommendation to the City Council to approve, approve with conditions or deny the request. The item will then be forwarded to the City Council for final action.

Within 10 days after City Planner or Planning Commission decision, the applicant or any interested person disagreeing with the decision may appeal the decision. City Planner decisions are appealable to the Planning Commission; Planning Commission appeals are considered by the City Council. The appeal filing fee must be paid upon submission of the appeal forms. The decision of the City Council is final. Certain projects may be appealed to the California Coastal Commission.

Most entitlements have an expiration date if not legally exercised within a certain time period.

STEP  
5

## Follow-Up

Once the discretionary review process has concluded with an approval or conditional approval, the project has gained entitlements to proceed, but additional follow-up activities are needed. The applicant may need to submit revised plans for staff review that address the conditions of approval (i.e., certifying an approved plan set). Staff will clean out the file and retain documents per state law and the city's records retention policy. Please note that most entitlements have an expiration date if not legally exercised within a certain time period (i.e., the applicant has a predetermined amount of time to act on an approved development permit.).





WOMEN'S CLOTHING BOUTIQUE

International Fashion

STAMPS 'N' STUFF

FRENCH BISTRO

BISTRO



# PROJECT REVIEW

## Policies

### Complete Submittals Required

At intake, a technician, project planner or engineer may completely reject an initial application or resubmittal that does not include the required materials. Applicants are responsible for managing their project teams and providing complete materials to enable an effective and efficient review by staff. Applicants with discretionary projects may only submit the initial application and subsequent resubmittals by appointment. All required materials in the re/submittal package must be present at submission, unless directed otherwise by staff.

All required materials in the re/submittal package must be present at submission.

### Deeming Projects Complete

A duly-filed application for a project that includes all required materials, which are in sufficient condition to utilize for review and allow for subsequent CEQA determination, will be deemed complete. A project may be deemed complete, even if issues remain, including compliance with standards or ongoing negotiation for level of project quality. Because the CEQA determination process typically occurs after a project is deemed complete, the need for accepted technical studies/reports in support of the CEQA process is cause for maintaining the “deemed incomplete” status of a project.

### Maximum Review Cycles

A project may be deemed incomplete for no more than two review cycles. If a project is deemed incomplete after review of the third submittal, a meeting between staff, supervisor and applicant is required. If the resubmittal for the fourth cycle review is determined to be incomplete at intake or during review, a [Project Issue Resolution](#) meeting with the director must be held. A project that remains incomplete after the fourth submittal may be forwarded to the decision-maker with a recommendation of denial. It should be noted that all cycle review letters shall be released within 30 days from the date of the applicant’s submittal.

When practical, the CEQA process is conducted concurrently with cycle reviews. A maximum of three CEQA review cycles are collectively allowed in preparing the initial study and draft environmental document. Preparation and review of the initial study and draft environmental document may be consolidated at the sole discretion of staff. Two CEQA review cycles are allowed for preparing the final environmental document, including responses to comments.

To ensure effective implementation of this policy, reviews must be comprehensive. This also means that internal department and outside agency reviews need to meet the performance standards. Comprehensive reviews avoid late hits or significant review comments later in the process. If an applicant substantively changes their project description during the review process, then they should expect the possibility of significant issues being identified as a result. A new application may be required to be submitted if a substantially different project is submitted after previous reviews.

### Forecasted Timelines Provided

Because the applicant creates the project, and the city receives and reviews this work, the city can nearly always process its side of the project review timeline faster





than the applicant. An applicant may move faster or slower; the City's review times will remain the same. Quality projects that are responsive to City review comments move faster through the review process. Therefore, the applicant has control over its side of the project review timeline, and ultimately the estimated decision date timeline. A forecasted timeline for getting a project to the decision-maker will be provided with the first cycle review letter and recalibrated at each subsequent cycle review letter issuance. For discretionary projects, in general the timeline will include an up to 60-day window for reaching the decision-maker to allow for the noticing and docketing process. Additional time will be required for projects that require City Council review and approval. Because of the volume of projects, significant issues occasionally identified during the review process that require internal city consideration, and regulatory requirements altering steps in the process, the city may miss a target date listed in the timeline. In those infrequent events, the project lead will inform the applicant of the delay and identify opportunities to make up the time. If a deadline is missed and an applicant does not hear from the project lead, the applicant should contact the project lead's supervisor for an update.

## Concurrent Processing

Pursuant to department policy, all discretionary projects are eligible to request [concurrent processing](#) of ministerial permits (building or engineering) once the application reaches a certain point in the discretionary review process. The sole exception involves applications for a single family Coastal Development Permit, which are allowed to submit for concurrent processing as early as when the application is submitted for the CDP. Regardless of the accommodations for concurrent processing, if significant issues remain, concurrent processing may not be granted until the issues are resolved.

Concurrent processing is sensible when the project is likely to remain relatively stable during the review process, with only minor issues remaining, such that ministerial permit application materials are unlikely to need a significant rework due to discretionary permit review comments.

Applicants undertaking concurrent processing must acknowledge in writing that they understand the risk of processing ministerial permits prior to approval of the discretionary entitlement and no ministerial permits will be issued until after discretionary permit approval and conclusion of the appeal period. Project leads are authorized to approve concurrent processing requests, unless directed otherwise by their supervisor.







# PERMIT AND SERVICE DELIVERY

## Performance Standards

### Overview

The Community Development Department, in coordination with other city departments involved in the project review process, has standardized project reviews into the following general eight service levels:

	SERVICE LEVEL	CATEGORY OF SERVICES	DESCRIPTION
MINISTERIAL	<b>Category 1</b>	Miscellaneous service	Includes any deliverable not covered under any other service level; typically involves a specialized deliverable not subject to public review nor resulting in a permit
	<b>Category 2</b>	Over-the-counter permits or services	Covers very simple ministerial permits or common service deliverables that can be reviewed and completed immediately or that same day
	<b>Category 3</b>	Simple ministerial permits, decisions or services	Involves simple ministerial permits and decisions or common services requiring a minimal level of review
	<b>Category 4</b>	Complex ministerial permits, decisions or services	Includes complicated or large ministerial permits, along with complex decisions and services requiring substantial and longer review times
DISCRETIONARY	<b>Category 5</b>	Administrative discretionary permits	All discretionary permits that result in a final decision by the City Planner or City Engineer
	<b>Category 6</b>	Planning Commission discretionary permits	Any discretionary permit for which the Planning Commission is the final decision-maker
	<b>Category 7</b>	City Council legislative actions/discretionary permits	All land use actions for which the City Council is the final decision-maker
	<b>Category 8</b>	Special projects	Any special, complex project subject to public review, which are typically citywide policy or regulatory initiatives or highly specialized projects that do not follow a standardized process in Categories 5 through 7

## Category 1 **Miscellaneous Services**

**Decision-Maker** Not applicable

**Appeal** Not applicable

**Type** **Permits**

- None

### **Services**

- Any and every internal or external deliverable not included as a listed service in any other service level; these types of services generally involve creating a deliverable, rather than reviewing a deliverable prepared by others and do not include a permit, or policy or legislative decision

**Timeline** Per custom schedule reviewed and approved by supervisor or Assistant Director





## Category 2 Over-the-Counter Permits and Services

**Decision-Maker**

Staff

**Appeal**

City Council

**Type****Permits**

- Building permits for basic improvements:
  - Water heater replacement
  - Air conditioner addition/replacement
  - Fire pit
  - Main electrical panel upgrade
  - Gas leak repair
  - Roof mounted solar
  - Re-roof
  - Interior fixture replacement
- Temporary signs—simple

**Services**

- Information inquiry—simple (e.g., property zoning)

**Timeline**

24 hours/same business day

## Category 3 Simple Ministerial Permits, Decisions or Services

### Decision-Maker

Staff, City Planner, Engineering Manager or Building Official

### Appeal

City Council

### Type

#### Permits

- Building permit for small or simple projects:
  - Room additions
  - Remodels
  - Tenant improvements
- Signs—simple permanent (appealable to Planning Commission)
- Right-of-way permit
- Private property permit

#### Services

- Information inquiry—fee for service request (e.g., zoning letter—no cycle reviews are required for service requests)

### Timeline

#### ROUNDS OF REVIEW

#### TOTAL CITY AND APPLICANT PROCESSING TIME

One Cycle Review

≈ 1.5 months total (1 month city review time)

Two Cycle Reviews

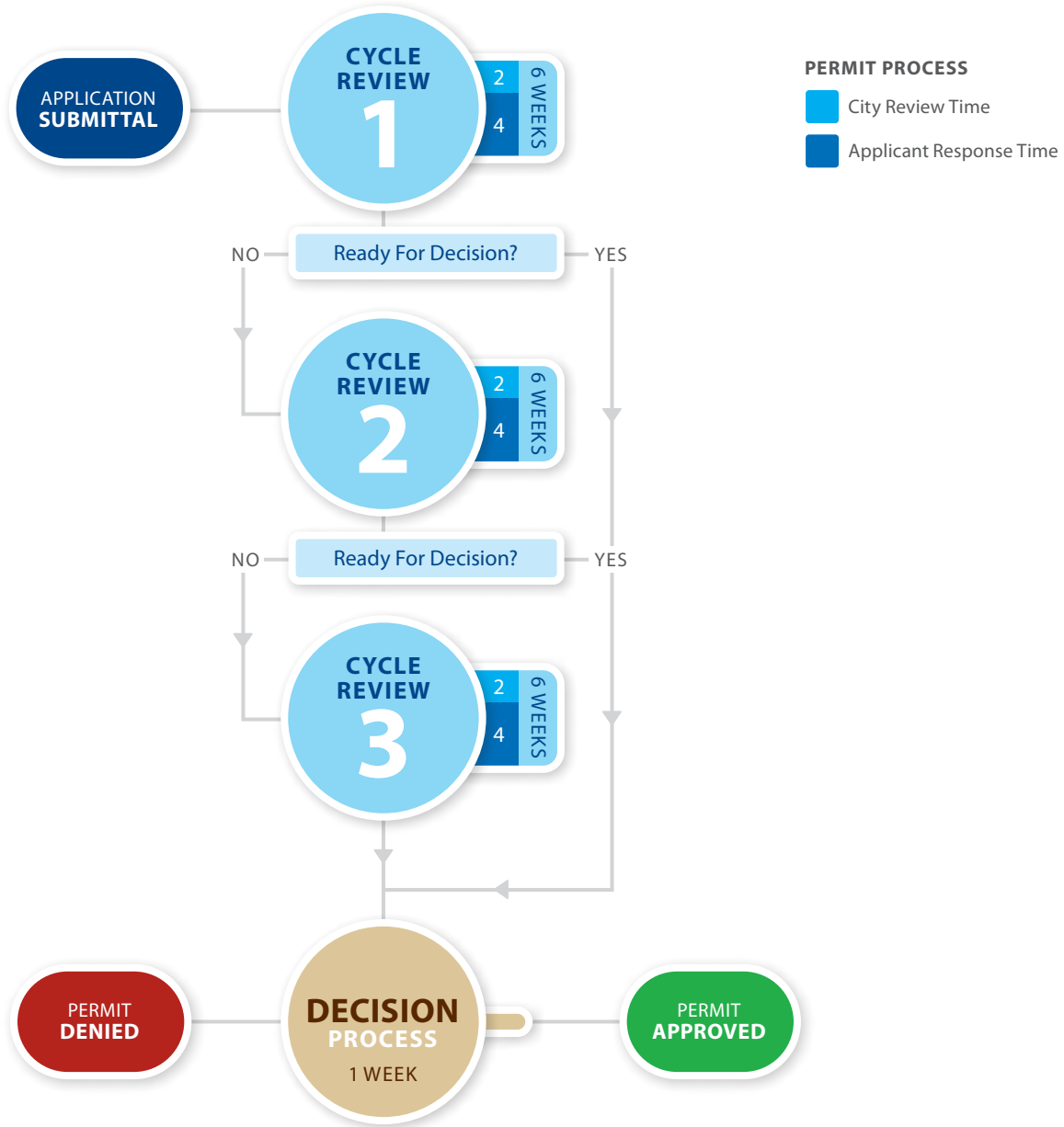
≈ 3 months

Three Cycle Reviews

≈ 4.5 months



## Category 3 Flow Chart



## Category 4 Complex Ministerial Permits, Decisions or Services

**Decision-Maker** City Planner, City Engineer or Building Official

**Appeal** City Council

- Type**
- Permits**
- Building permit for large or complex projects:
    - Commercial structure(s)
    - Industrial structure(s)
    - Multifamily structure(s)
    - Mixed use structure(s)
    - Custom single family home
  - Boundary (lot line) adjustment
  - Certificate of compliance
  - Final parcel map
  - Final subdivision map
  - Public improvement plan
  - Easement dedication

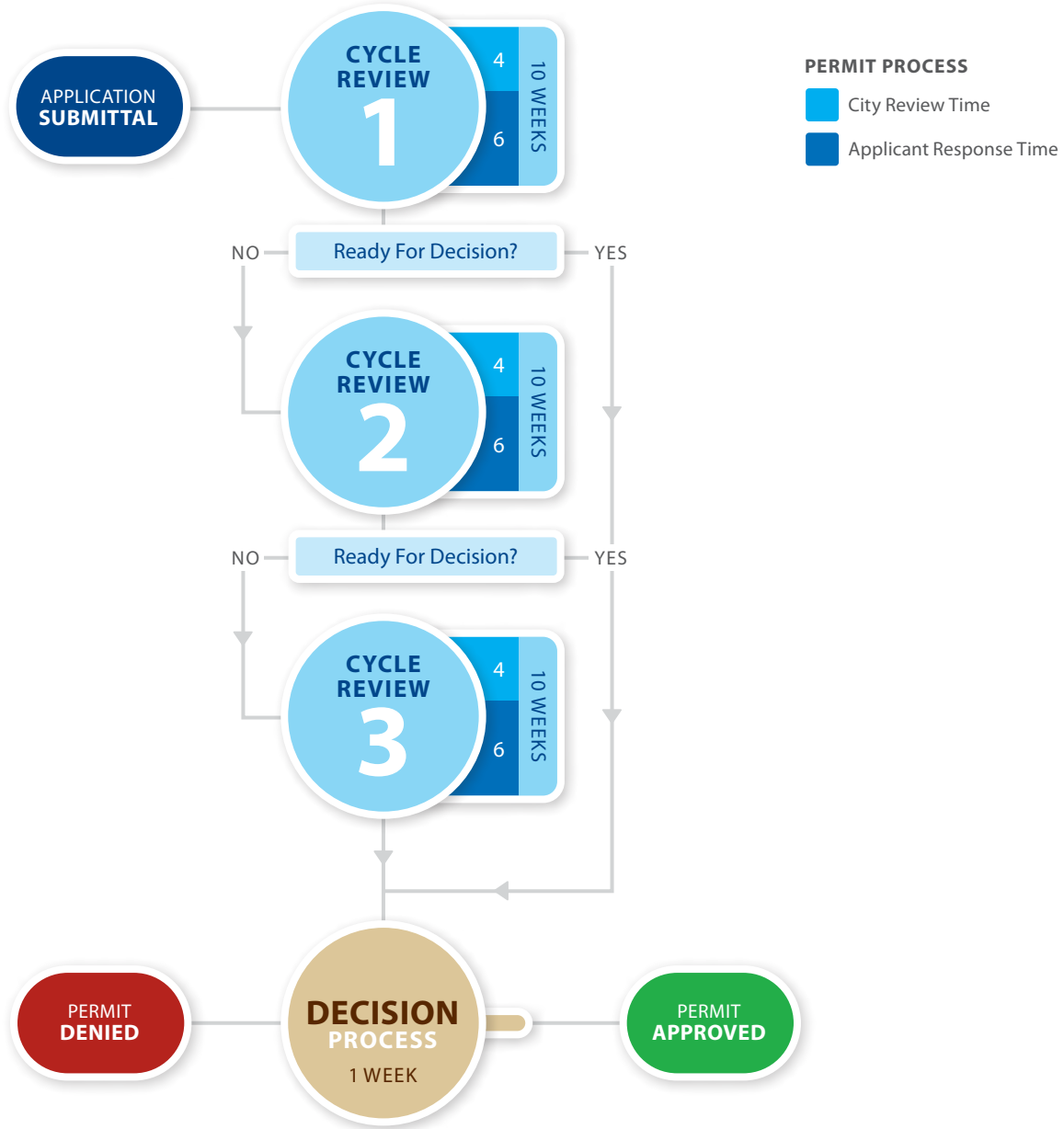
- Decisions**
- Substantial conformance review—complex
  - Consistency determination

- Services**
- None

<b>Timeline</b>	<b>ROUNDS OF REVIEW</b>	<b>TOTAL CITY AND APPLICANT PROCESSING TIME</b>
	One Cycle Review	≈ 3 months total (1 month city review time)
	Two Cycle Reviews	≈ 5 months
	Three Cycle Reviews	≈ 7 months



## Category 4 Flow Chart



## Category 5 Administrative Discretionary Permit

### Decision-Maker

City Planner or City Engineer

### Appeal

Planning Commission

### Type

- Coastal development permit—minor
- Site development permit—minor
- Conditional use permit—minor
- Sign program/permit
- Habitat management plan permit—minor
- Hillside development permit—minor
- Planned unit development—minor
- Subdivision—minor
- Map extension
- Variance—administrative

### Timeline

#### ROUNDS OF REVIEW

#### TOTAL CITY AND APPLICANT PROCESSING TIME

One Cycle Review	≈ 3 months total (1 month city review time)
Two Cycle Reviews	≈ 5 months
Three Cycle Reviews	≈ 8 months
Four Cycle Reviews*	≈ 9 months
Additional Time if Not Exempt from CEQA**	+1–5 months
(95% of Category 5 projects are exempt)	

\*Every effort shall be made to complete project reviews within three cycle reviews. Projects that still have project issues and require a fourth cycle review must have a Project Issue Resolution meeting with the director. Staff and applicant must attend the meeting.

\*\*Applicable to Mitigated/Negative Declarations and similar CEQA documents only. An M/ND that does not extend beyond the permit cycle reviews and does not involve responses to significant public comments will take about one month longer to process. An M/ND that takes the maximum allotted review cycles and involves responses to significant public comments could take an additional five months to process. Most M/NDs will be processed in between these minimum and maximum additional times.



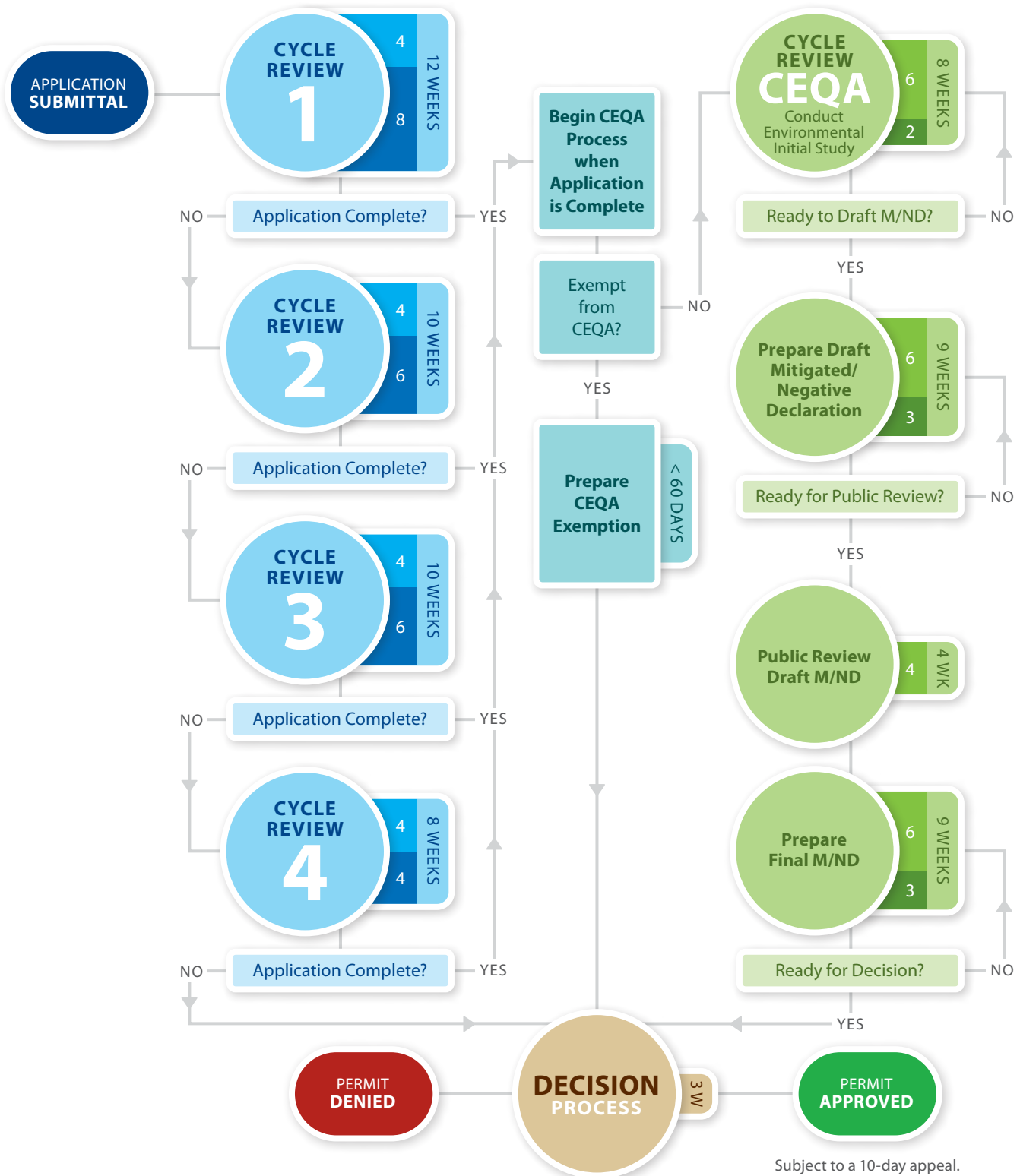
# Category 5 Flow Chart

**PERMIT PROCESS**

- City Review Time
- Applicant Response Time

**ENVIRONMENTAL PROCESS**

- City Time
- Applicant Time



## Category 6 Planning Commission Discretionary Permits

### Decision-Maker

Planning Commission

### Appeal

City Council

### Type

- Coastal development permit—major
- Site development plan
- Conditional use permit—major
- Habitat management plan permit—major
- Planned development permit—major
- Tentative subdivision map
- Special use permit
- Variance—Planning Commission determination

### Timeline

#### ROUNDS OF REVIEW

#### TOTAL CITY AND APPLICANT PROCESSING TIME

One Cycle Review	≈ 3 months total (1 month city review time)
Two Cycle Reviews	≈ 6 months
Three Cycle Reviews	≈ 9 months
Four Cycle Reviews*	≈ 12 months
Additional Time if Not Exempt from CEQA**	+1–6 months

(75% of Category 6 projects are exempt)

\*Every effort shall be made to complete project reviews within three cycle reviews. Projects that still have project issues and require a fourth cycle review must have a Project Issue Resolution meeting with the director. Staff and applicant must attend the meeting.

\*\* Applicable to Mitigated/Negative Declarations and similar CEQA documents only. An M/ND that does not extend beyond the permit cycle reviews and does not involve responses to significant public comments will take about one month longer to process. An M/ND that takes the maximum allotted review cycles and involves responses to significant public comments could take an additional six months to process. Most M/NDs will be processed in between these minimum and maximum additional times. A custom project schedule, subject to review and approval of the City Planner, will be prepared for projects requiring an EIR and similar CEQA documents. The goal will be to achieve a 12-month process to adoption/certification concurrent with discretionary project action after the project is deemed complete with an acceptable project description.



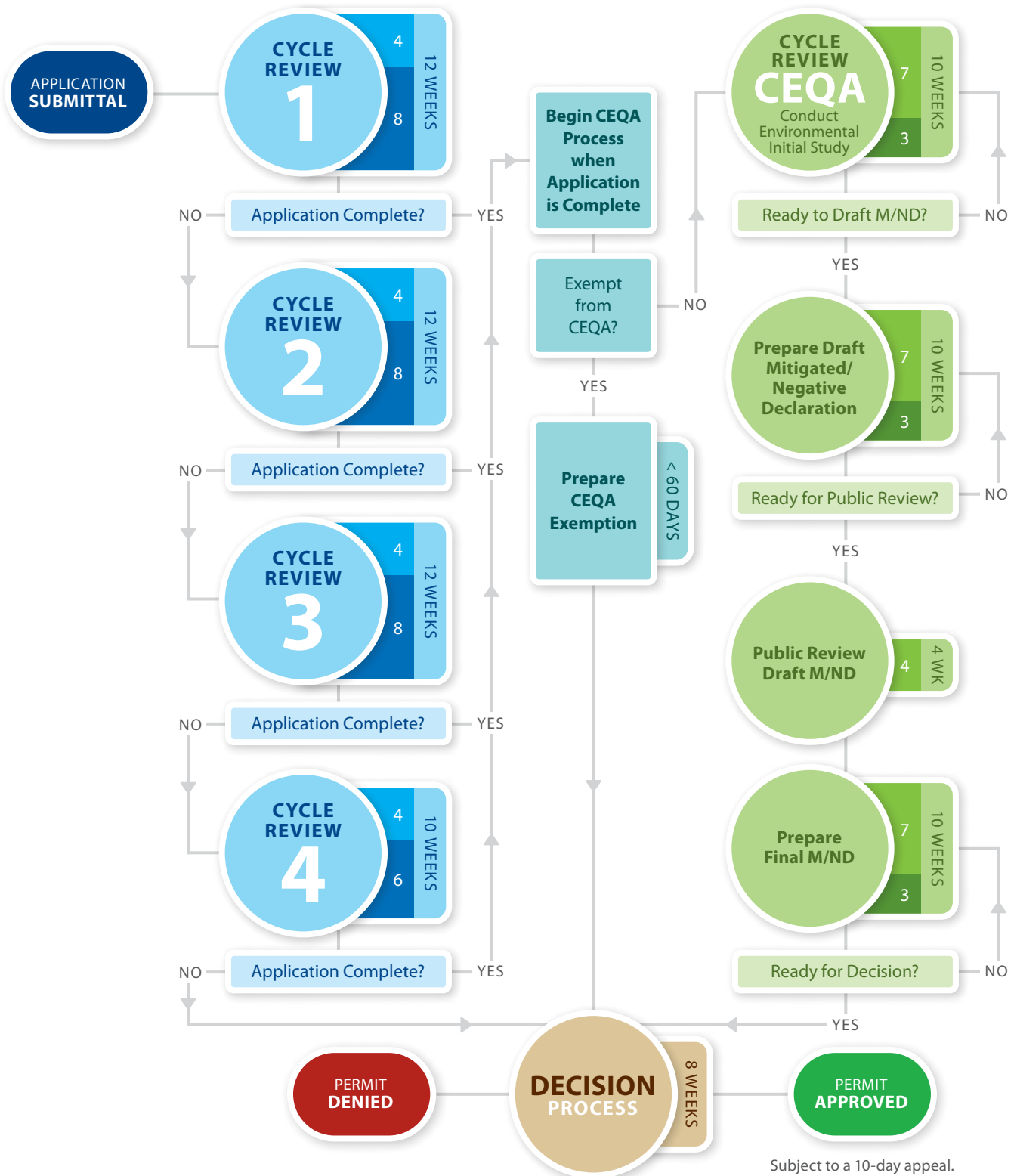
# Category 6 Flow Chart

**PERMIT PROCESS**

- City Review Time
- Applicant Response Time

**ENVIRONMENTAL PROCESS**

- City Time
- Applicant Time



## Category 7 City Council Legislative or Discretionary Actions

**Decision-Maker** City Council

**Appeal** Superior Court or Referendum

**Type**

- Development agreement
- General plan amendment
- Local coastal program amendment
- Rezoning
- Zoning code amendment
- Specific plan
- Specific plan amendment
- Local facilities management plan amendment
- Other development permits per code

### Timeline

#### ROUNDS OF REVIEW

#### TOTAL CITY AND APPLICANT PROCESSING TIME

One Cycle Review	≈ 3 months total (1 month city review time)*
Two Cycle Reviews	≈ 6 months
Three Cycle Reviews	≈ 9 months
Four Cycle Reviews**	≈ 12 months
Additional Time if not Exempt from CEQA***	+1–6 months

(Most Category 7 projects are subject to CEQA)

\* The PSA timelines only apply to non-legislative decisions (i.e. decisions that don't require policy or zone changes)

\*\* Every effort shall be made to complete project reviews within three cycle reviews. Projects that still have project issues and require a fourth cycle review must have a Project Issue Resolution meeting with the director. Staff and applicant must attend the meeting.

\*\*\* Applicable to Mitigated/Negative Declarations and similar CEQA documents only. An M/ND that does not extend beyond the permit cycle reviews and does not involve responses to significant public comments will take about one month longer to process. An M/ND that takes the maximum allotted review cycles and involves responses to significant public comments could take an additional six months to process. Most M/NDs will be processed in between these minimum and maximum additional times. A custom project schedule, subject to review and approval of the City Planner, will be prepared for projects requiring an EIR and similar CEQA documents. The goal will be to achieve a 12-month process to adoption/certification concurrent with discretionary project action after the project is deemed complete with an acceptable project description.



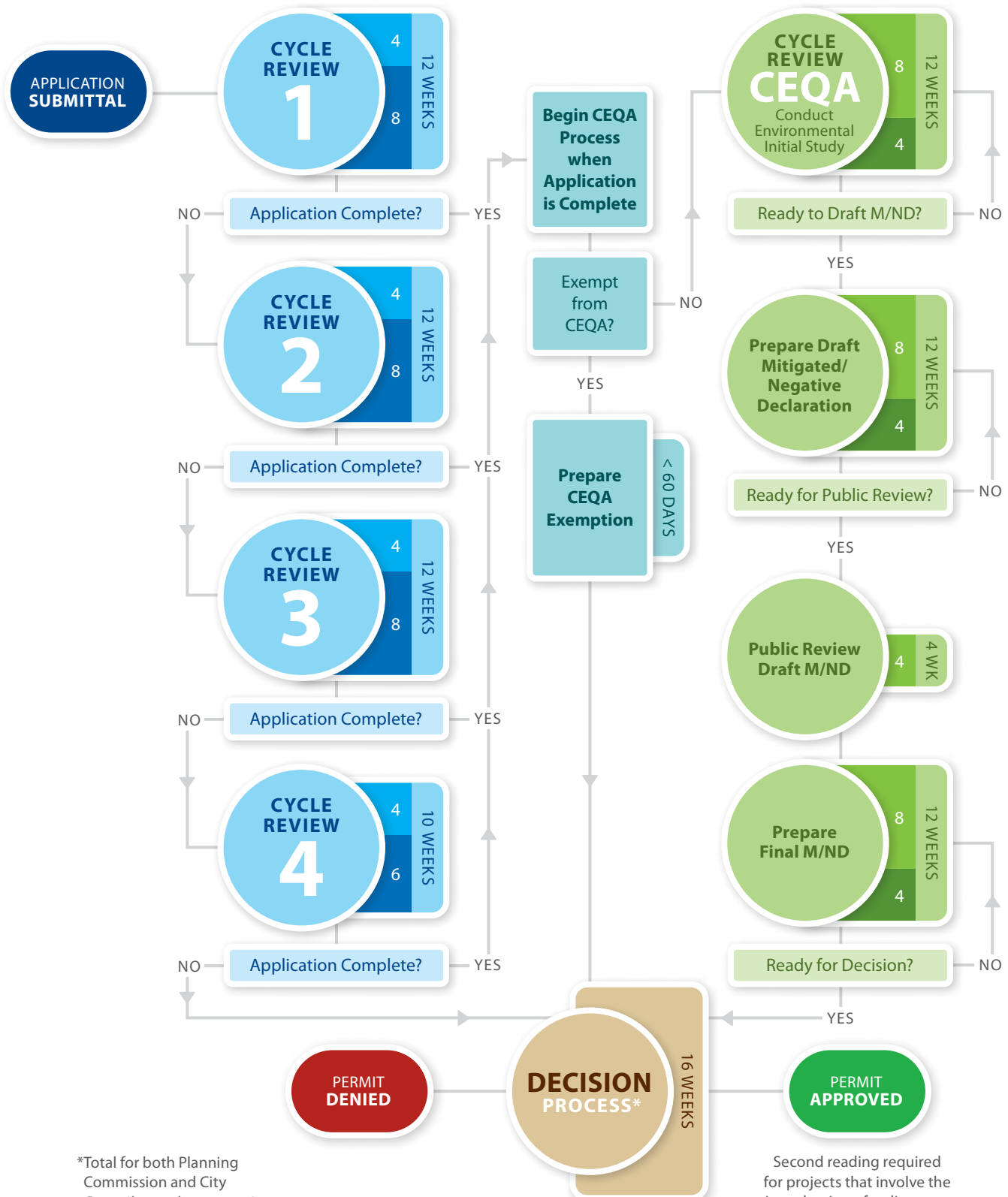
# Category 7 Flow Chart

**PERMIT PROCESS**

- City Review Time
- Applicant Response Time

**ENVIRONMENTAL PROCESS**

- City Time
- Applicant Time



\*Total for both Planning Commission and City Council agenda preparation

Second reading required for projects that involve the introduction of ordinances.

## Category 8 Special Projects

**Decision-Maker** City Council

**Appeal** Superior Court or Referendum

**Type**

- City Council policy amendment
- City-initiated regulatory initiative (i.e., municipal code amendment, coastal plan amendment)
- Department-initiated process improvement
- Other special assignment or study

**Timeline** Per custom project schedule

# STANDARD PROCEDURES FOR Project Reviews

## Ministerial Permit Procedures

The ministerial permit review process will be evaluated and memorialized in a future document update.

## Discretionary Permit, Policy and Legislative Procedures

### Purpose

Discretionary application review processes have been standardized into defined service levels and timelines to promote efficient and effective application processing in our commitment to excellence in public administration. The intended outcomes are high quality projects that are processed professionally. These procedures help staff to efficiently and effectively navigate the applicant through the permitting process. This will also provide applicants and residents transparency and predictability of the application process and status of applications.





## Procedures

These procedures are for guidance only and should be used in addition to professional judgment to provide and maintain high level quality customer service.

Also, we live up to our commitments. Should an issue arise that causes a delay in our response, staff will let the applicant know as soon as possible.

Should an issue arise that causes a delay... staff will let the applicant know as soon as possible.



## Procedure Step Summary

Below provides a summary outline of the procedural steps taken to complete a typical project review. Additional information on each step is provided later in this section.

0

### Initial Application Submittal – Three Business Days, Maximum

#### Within One Business Day

- Enter Project and Tasks into EnerGov

#### Within Two Business Days

- Assign Project to Project Lead

1

### Cycle Review 1 – 27 Calendar Days, Maximum

#### Within the First 5 Days of Submittal

- Understand the Project
- Make Contact
- Route Project for Comments
- Make Assignments

#### Within Remaining Cycle Review Time (25 Days)

- Conduct a Field Visit
- Verify that the Submittal Includes all the Required Materials to Complete the Application
- Evaluate Land Use Compatibility
- Conduct Regulatory Review
- Evaluate Responses from all Reviewing Departments
- Prepare the Cycle Review 1 (Complete/Incomplete Issues) Letter
- Review with Supervisor if Necessary
- Mail and Email Letter
- Update EnerGov
- Contact Applicant (Follow-Up)

## Procedure Step Summary (Continued)

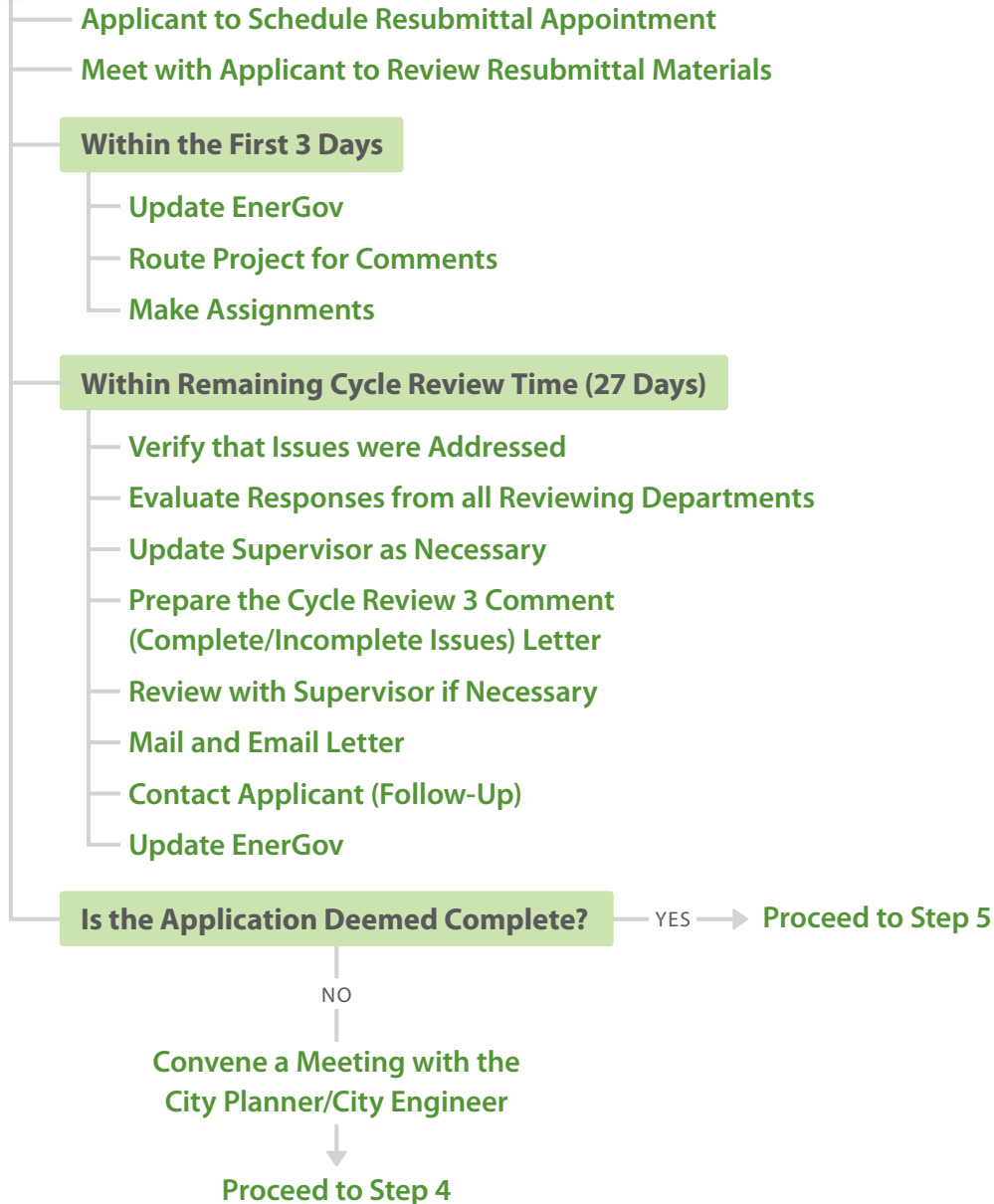




## Procedure Step Summary (Continued)

# 3

### Cycle Review 3 – 30 Calendar Days, Maximum



## Procedure Step Summary (Continued)

### 4

#### Cycle Review 4 – 30 Calendar Days, Maximum

- Applicant to Schedule Resubmittal Appointment
- Meet with Applicant to Review Resubmittal Materials

##### Within the First 3 Days

- Update EnerGov
- Route Project for Comments
- Make Assignments

##### Within Remaining Cycle Review Time (27 Days)

- Verify that Issues were Addressed
- Evaluate Responses from all Reviewing Departments
- Update Supervisor as Necessary
- Prepare the Cycle Review 4 Comment (Complete/Incomplete Issues) Letter
- Review with Supervisor if Necessary
- Mail and Email Letter
- Contact Applicant (Follow-Up)
- Update EnerGov
- Convene a Project Issue Resolution Meeting if Still Incomplete

### 5

#### Cycle Review CEQA

- Make Environmental Determination
- Conduct Initial Study
- Prepare Draft Environmental Document
- Proceed to Public Review
- Finalize Environmental Document



## Procedure Step Detail

The section below coincides with the outline above and provides more information on each step. The section is written to help staff better understand the roles and expectations of project review.

**0**

### Initial Application Submittal – Three Business Days, Maximum

#### Within One Business Day of Initial Application Submittal

- **Enter Project and Tasks into EnerGov.** Intake Staff enters project and associated tasks into EnerGov. Refer to [Appendix A](#) for cycle review types and tasks for the different service levels.

#### Within Two Business Days of Initial Application Submittal

- **Assign Project to Project Lead.** Manager assigns the project to staff and will update EnerGov with the new project lead information.



## Procedure Step Detail (Continued)

**1**

### Cycle Review 1 – 27 Calendar Days, Maximum

#### Within the First 5 Days of Submittal

- **Understand the Project.** Thoroughly review the application material to ensure that you fully understand the request.
- **Make Contact.** Call or email the applicant contact to introduce yourself and ask any clarifying questions about the project. After contact, prepare and send the acknowledgment email including your contact information and provide a target release date for the Cycle Review Letter.
- **Route Project for Comments.** Administrative staff will use internal routing protocols to make necessary copies, assemble packet and distribute plans and studies to appropriate departments and agencies.
- **Make Assignments.** Create task assignments in EnerGov up to the deliverable. Refer to [Appendix A](#) for cycle review types and appropriate tasks for the different service levels.

#### Within the Remaining Allotted Cycle Review Time (25 Days)

- **Conduct a Field Visit.** Visit and take photos of the site and adjacent surroundings.
- **Evaluate Land Use Compatibility.** Do a review of the project for land use compatibility issues in relation to existing uses in the surrounding area. Is the project compatible with the surrounding community? For maps, determine what the existing parcelization is around the site. Review the surrounding parcelization to determine whether the project would be compatible with existing parcelization. Review grading compatibility with surrounding areas.
- **Conduct Regulatory Review.** Review for project compliance with all applicable regulations, policies, design standards, etc.
- **Evaluate Responses from all Reviewing Departments.** Ensure that you have received responses from all reviewing departments, and review each comment carefully. If additional studies or project changes are being requested, you should inquire with the reviewer and understand the

## Procedure Step Detail (Continued)

basis of the request and determine if the studies or changes are needed. Contact reviewers if you have any concerns or questions regarding their comments and reconcile any conflicts.

- **Prepare the Cycle Review 1 (Complete/Incomplete Issues) Letter.** Prepare the Cycle Review Letter, which typically includes the following:
  - A statement of completeness pursuant to Section 65943 of the Government Code. Refer to “Completeness Checklist”;
  - A project description;
  - Estimate of target decision date;
  - Detailed discussion of comprehensive issues and how to correct;
  - Include language in the comment letter to require a meeting with the applicant and representative and staff (project planner and other city department staff if necessary) to review the comments before the next resubmittal. No new resubmittal will be accepted without a meeting.
- **Review with Supervisor if Necessary.** For complex or controversial projects, the supervisor should review the comment letter for accuracy and completeness prior to releasing the letter to the applicant.
- **Mail and Email Letter.** Mail and email Cycle Review 1 (Complete/Incomplete Issues) Letter to applicant and representative and copy the property owner (if not the same as applicant).
- **Update EnerGov.** Project lead must update tasks in EnerGov. All correspondences related to the project must be uploaded and stored in EnerGov.
- **Contact Applicant.** Contact the applicant and offer to schedule a meeting to review the comments. If the application is incomplete, work with the applicant to develop a plan to ensure that the next resubmittal is complete. A meeting task assignment must be entered into EnerGov.

## Procedure Step Detail (Continued)

**2**

### Cycle Review 2 – 30 Calendar Days, Maximum

- **Applicant to Schedule Resubmittal Appointment.**
- **Meet with Applicant to Review Resubmittal Materials.** A meeting task assignment must be assigned in EnerGov for the project planner to schedule a meeting with the applicant to review Cycle Review 2. During the meeting, review the resubmittal for responsiveness to comments and/or that requested information was provided. If the submittal is complete, accept the submittal and provide the applicant with a target release date for your response. No incomplete submittal will be accepted.

#### Within the First 3 Days of the Resubmittal

- **Update EnerGov.** Project lead must update tasks in EnerGov.
- **Route Project for Comments.** Administrative staff will use internal routing protocols to make necessary copies, assemble packet and distribute plans and studies to appropriate departments and agencies.
- **Make Assignments.** Create task assignments in EnerGov. Refer to [Appendix A](#) for cycle review types and appropriate tasks for the different service levels.

#### Within the Remaining Allotted Cycle Review Time (27 Days)

- **Verify that Issues were Addressed.** Review the resubmittal and determine if the applicant provided adequate responses to issues raised in the first comment letter.
- **Evaluate Responses from all Reviewing Departments.** Ensure that you have received responses from all reviewing departments, and review each comment carefully. Do not ask for studies or require project changes unless you understand the basis of the request and agree that they are needed. Contact reviewers if you have any concerns or questions regarding their comments and reconcile any conflicts.



## Procedure Step Detail (Continued)

- **Evaluate Enhanced Stakeholder Outreach Program if Required.**  
Review and consider the public input received, including the results from Policy 84 outreach (if applicable). Provide directions to the applicant on how the project could be modified to address any noted concerns, if determined appropriate.
- **Update Supervisor as Necessary.** If application remains incomplete, staff will discuss project review with the supervisor to discuss pending issues and develop a plan to ensure that the applicant's next submittal is complete.
- **Prepare the Cycle Review 2 Comment (Complete/Incomplete Issues) Letter.** Prepare the Cycle Review Letter, which typically includes the following:
  - A statement of completeness pursuant to Section 65943 of the Government Code;
  - Estimate of target decision date (explain reason if it is different from initial target date);
  - Summary of issues and how to correct;
  - Include language in the comment letter to require a meeting with the applicant/representative and staff (project planner, supervisor and other city department staff if necessary) to review the comments before the next submittal. No new submittal will be accepted without a meeting.
- **Review with Supervisor if Necessary.** Supervisor should review the comment letter for accuracy and completeness prior to releasing the letter to the applicant, especially if major project issues remain.
- **Mail and Email Letter.** Mail and email Cycle Review 2 (Complete/Incomplete Issues) Letter to applicant/representative and copy the property owner (if not the same as applicant).
- **Contact Applicant.** Contact the applicant and schedule a meeting to the review comments. If the application is incomplete, work with the applicant to develop a plan to ensure that the next submittal is complete. A meeting task assignment must be entered into EnerGov.
- **Update EnerGov.** Project Planner must update tasks in EnerGov.

## Procedure Step Detail (Continued)

**3**

### Cycle Review 3 – 30 Calendar Days, Maximum

Follow the same procedures listed in Cycle Review 2 with the following modification.

- **Convene a Meeting with the City Planner/City Engineer if Still Incomplete.** If application remains incomplete, staff must discuss outstanding issues with the supervisor and City Planner/City Engineer. Schedule a meeting with the project applicant, technical team and property owner (if different) to discuss remaining issues and develop a plan to move the project forward to decision.

**4**

### Cycle Review 4 – 30 Calendar Days, Maximum

Follow the same procedures listed in Cycle Review 2, with the following modification.

- **Convene a Project Issue Resolution Meeting if Still Incomplete.** If project issues are not concluded before the 4th cycle review letter is issued, convene a Project Issue Resolution (PIR) with the department director pursuant to information bulletin CD-10 (Guaranteed Second Opinion & Project Issue Resolution) to discuss outstanding issues and develop a final direction to move the project forward to decision. The results of the PIR meeting will be incorporated into the cycle letter. If due to scheduling, the meeting must occur after the cycle review letter due date, release the letter and follow up with a separate letter outlining the results of the PIR.

**5**

### Cycle Review CEQA

- **Preliminary Review.** The city is allowed 30 days to review for completeness applications for permits or other entitlements for use. While conducting this review for completeness (cycle reviews 1, 2, 3, or 4,) the project lead should be alert for environmental issues that require additional explanation by the applicant. Once an application is deemed

## Procedure Step Detail (Continued)

complete, the city shall begin the formal evaluation of the project and must first determine whether an activity is subject to CEQA.

- **Make Environmental Determination.** The project lead must make an environmental determination within 30 days of the date the application is deemed complete. If the project is determined to be exempt from environmental review, the project lead must update the application environmental status on EnerGov to '**Exempt**' and proceed with preparing the staff report, resolution and project conditions and present for final decision or hearing within 60 days from exemption determination.
- **Conduct Initial Study.** If an initial study is required, the project lead must contact the applicant/representative to inform them of the CEQA determination. Staff shall then initiate the Environmental Initial Study (EIS). The project lead must change CEQA Determination status of application in EnerGov as appropriate. For an EIR, retain a consultant (if necessary), issue the Notice of Preparation and conduct a Scoping Meeting. The project lead will take the lead in assigning subsequent applicable CEQA-related tasks in EnerGov all the way to the next CEQA deliverable. Refer to [Appendix B](#) for CEQA tasks. The project lead must coordinate with the supervisor or City Planner to ensure that all CEQA-related tasks are assigned accordingly out to the next deliverable and continuously updated in EnerGov. Permit Cycle Reviews and CEQA Cycle Reviews must be synchronized. Use the Cycle Review CEQA tasks upon receipt of the EIS. For an EIR, the initial study may be waived.
- **Prepare Draft Environmental Document.** Once all technical reports are received, reviewed and accepted as adequate, the initial study is finalized. The draft environmental document is then prepared. Update EnerGov tasks accordingly to document the work flow for preparing the draft environmental document. Permit Cycle Reviews and CEQA Cycle Reviews must be synchronized.
- **Proceed to Public Review.** Prepare all required noticing, production and distribution for publishing the environmental document. Public review period is 20, 30 or 45 days, depending on the type of CEQA document.
- **Finalize Environmental Document.** Respond to any comments. Evaluate whether a full or partial recirculation is required due to the comments. Prepare the final environment document. Permit Cycle Reviews and CEQA Cycle Reviews must be synchronized. The project is now ready for the decision process.





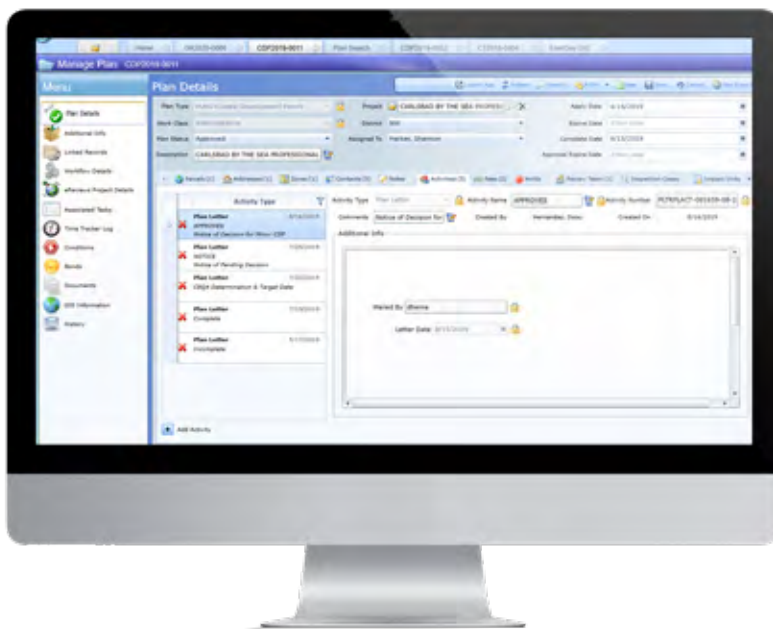


# EnerGov

The department uses EnerGov, a project management and open government application. This application allows staff to manage project caseloads, task assignments, workflows, and timelines in accordance with the performance standards, processes and procedures described in this document. EnerGov can generate a myriad of reports that allow staff, supervisors and managers to monitor and track productivity and to ensure timely delivery of work products.

Supervisors in the department provide training and support to staff in their respective workgroup/division to ensure effective and consistent use of EnerGov and to encourage feedback for periodic enhancements. Staff are responsible for keeping information current and accurate in EnerGov for the projects they manage and task assignments that they are given, per the procedures described in [Section 9](#) and supplemented in [Appendix A](#) of this guidebook. Staff must keep tasks up-to-date up to the next deliverable to ensure efficient and effective operations and use EnerGov as the main repository for all project related correspondences.

EnerGov can generate a myriad of reports that allow staff, supervisors and managers to monitor and track productivity and to ensure timely delivery of work products.







## APPENDICES

- A. Procedures for EnerGov
- B. CEQA Procedures for EnerGov

## Appendix A EnerGov Planning Process Tasks

### Discretionary Review Tasks

PROCESS STEP	TASK NAME	DESCRIPTION	ASSIGNER	ASSIGNEE
<b>Preliminary Review (Optional/Suggested)</b>				
Intake	Technician: Application Intake/Fees	Task for Technician to process application, create record in permit system, collect fees	Technician	Technician
Assign Review Team	Planning Supervisor: Assign Planner	Task for Supervisor to assign project to Planner	Supervisor	Planner
	Engineering Supervisor: Assign Engineer	Task for Supervisor to assign project to Engineer	Supervisor	Engineer
Distribution	Distribute Plans	Distribution of plans and reports to reviewers	Planner	Planning Tracking Desk
Review	Discretionary Review	Task for staff/departments to review project	Planner	Planner
	Planner: Administrative Letter	Task for Planner to compile department comments and finalize review letter	Planner	Planner
<b>Initial Review</b>				
Intake	Technician: Application Intake/Fees	Task for Technician to process application, create record in system, collect fees	Technician	Technician
Create Sub-Plans	Create/Link Associated Plan Cases	Task for Technician to create additional records in permit system for concurrent/associated land use applications	Technician	Technician
Assign Review Team	Planning Supervisor: Assign Planner	Task for Supervisor to assign project to Planner	Supervisor	Planner
	Engineering Supervisor: Assign Engineer	Task for Supervisor to assign project to Engineer	Supervisor	Engineer
	Planner: Intake Acknowledgment Email	Task for Planner to send acknowledgment email to applicant	Planner	Planner
	Planner: Assign Department Reviews	Task for Planner to assign departments to review project	Planner	Planning Tracking Desk
Public Noticing (App on file)	Planner: Radius Letter/Labels from Applicant	Task for Planner to collect noticing package from applicant	Planner	Planner
	Planner: Create Notice	Task for Planner to create public notice	Planner	Planner
	Admin: Mail Notice	Task for Planner to assign Admin to mail public notice	Planner	Admin
	Planner: Enhanced Stakeholder Outreach by Applicant	Task for Planner to verify applicant held enhanced outreach, if applicable	Planner	Planner

PROCESS STEP	TASK NAME	DESCRIPTION	ASSIGNER	ASSIGNEE
<b>Cycle Review 1</b>				
	Completeness Review	Task for Planner to review application and supporting documents for completeness prior to CEQA determination	Planner	Planner
	Discretionary Review	Task for Planner to review application and supporting documents against land use codes & regulations	Planner	Planner
	CEQA Exemption Determination	Task for Planner to make CEQA determination	Planner	Planner
	Planner: Department Comment Coord	Task for Planner to collect & review department comments for consistency	Planner	Planner
	Planner: Schedule Meeting with Applicant	Task for Planner to schedule meeting with applicant to discuss review comments	Planner	Planner
	Planner: Prepare Review Letter	Task for Planner to assign Admin to finalize review letter	Planner	Admin
	Planner: Track Applicant Response	Task for Planner to track the applicants resubmittal to city	Planner	Planner
Pre-Resubmittal	Planner: Review Draft Documents/ Plans	Task for Planner to review draft document/plans applicant requests staff review prior to resubmittal	Planner	Planner
	Planner: Applicant Meeting	Task for Planner to attend meeting requested by applicant prior to resubmittal	Planner	Planner
	Planner: Public Engagement	Task for Planner to meet with public/interested parties to discuss project	Planner	Planner
	Planner: Department Issue Coordination	Task for Planner to coordinate with applicant & departments to resolve issues	Planner	Planner
<b>Cycle Review 2</b>				
	Planner: Meet Applicant/Application Intake	Task for Planner to schedule a meeting with applicant to review resubmittal documents	Planner	Planner
	Completeness Review	Task for Planner to review application and supporting documents for completeness prior to CEQA determination, if not deemed complete on previous cycle	Planner	Planner
	Discretionary Review	Task for Planner to review application and supporting documents against land use codes & regulations	Planner	Planner
	Planner: Department Comment Coord	Task for Planner to collect & review department comments for consistency	Planner	Planner
	Planner: Schedule Meeting with Applicant	Task for Planner to schedule meeting with applicant to discuss review comments	Planner	Planner
	Planner: Prepare Review Letter	Task for Planner to assign Admin to finalize review letter	Planner	Admin
	Planner: Track Applicant Response	Task for Planner to track the applicant's resubmittal to city	Planner	Planner
Pre-Resubmittal	Planner/Engineer: Review Draft Documents/Plans	Task for Planner to review draft document/plans applicant requests staff review prior to resubmittal	Planner	Planner
	Planner/Engineer: Applicant Meeting	Task for Planner to attend meeting requested by applicant prior to resubmittal	Planner	Planner
	Planner/Engineer: Public Engagement	Task for Planner to meet with public/interested parties to discuss project	Planner	Planner
	Planner: Department Issue Coordination	Task for Planner to coordinate with applicant & departments to resolve issues	Planner	Planner



PROCESS STEP	TASK NAME	DESCRIPTION	ASSIGNER	ASSIGNEE
<b>Cycle Review 3</b>				
	Planner: Meet Applicant/Application Intake	Task for Planner to schedule a meeting with applicant to review resubmittal documents	Planner	Planner
	Completeness Review	Task for Planner to review application and supporting documents for completeness prior to CEQA determination, if not deemed complete on previous cycle	Planner	Planner
	Discretionary Review	Task for Planner to review application and supporting documents against land use codes & regulations	Planner	Planner
	Planner: Department Comment Coord	Task for Planner to collect & review department comments for consistency	Planner	Planner
	Planner: Schedule Meeting with Applicant	Task for Planner to schedule meeting with applicant to discuss review comments	Planner	Planner
	Planner: Prepare Review Letter	Task for Planner to assign Admin to finalize review letter	Planner	Admin
	Planner: Track Applicant Response	Task for Planner to track the applicant's resubmittal to city	Planner	Planner
Pre-Resubmittal	Planner: Review Draft Documents/ Plans	Task for Planner to review draft document/plans applicant requests staff review prior to resubmittal	Planner	Planner
	Planner: Applicant Meeting	Task for Planner to attend meeting requested by applicant prior to resubmittal	Planner	Planner
	Planner: Public Engagement	Task for Planner to meet with public/interested parties to discuss project	Planner	Planner
	Planner: Department Issue Coordination	Task for Planner to coordinate with applicant & departments to resolve issues	Planner	Planner
<b>Cycle Review 4</b>				
	Planner: Meet Applicant/Application Intake	Task for Planner to schedule a meeting with applicant to review resubmittal documents	Planner	Planner
	Completeness Review	Task for Planner to review application and supporting documents for completeness prior to CEQA determination, if not deemed complete on previous cycle	Planner	Planner
	Discretionary Review	Task for Planner to review application and supporting documents against land use codes & regulations	Planner	Planner
	Planner: Department Comment Coord	Task for Planner to collect & review Department comments for consistency	Planner	Planner
Project Issue Resolution (if additional cycle required)	Step applies if staff determines project requires an additional cycle review		Planner	Planner
	Planner: Discuss with Supervisor	Task for Planner to discuss outstanding project issues with supervisor	Planner	Planner
	Planner: Schedule PIR Meeting	Task for Planner to schedule project for PIR meeting	Planner	Planner
	Planner/Admin: Inform Applicant on PIR Meeting Date	Task for Planner to inform applicant on PIR meeting date	Planner	Planner
	Schedule Meeting with Applicant	Task for Planner to schedule a meeting with applicant to discuss the review comments	Planner	Planner
	Planner: Prepare Review Letter	Task for Planner to assign Admin to finalize review letter	Planner	Admin
	Track Applicant Response	Task for Planner to track the applicants resubmittal to city	Planner	Planner

PROCESS STEP	TASK NAME	DESCRIPTION	ASSIGNER	ASSIGNEE
Pre-Resubmittal	Planner: Review Draft Documents/ Plans	Task for Planner to review draft document/plans applicant requests staff review prior to resubmittal	Planner	Planner
	Planner: Applicant Meeting	Task for Planner to attend meeting requested by applicant prior to resubmittal	Planner	Planner
	Planner: Public Engagement	Task for Planner to meet with public/interested parties to discuss project	Planner	Planner
	Planner: Department Issue Coordination	Task for Planner to coordinate with applicant & departments to resolve issues	Planner	Planner
<b>Category 5 Projects</b>				
Final Decision	Planner: Request/Assemble Final Project Documents	Task for Planner to request final project documents from applicant	Planner	Planner
	Planner: Review Final Project Documents	Task for Planner to review final project documents	Planner	Planner
	Planner: Ready for Decision	Task for Planner to determine project is ready for final decision	Planner	Planner
10-Day Notice	Planner: Radius Letter/Labels from Applicant	Task for Planner to collect radius letter and labels from applicant	Planner	Planner
	Planner: Create Notice	Task for Planner to prepare public notice	Planner	Planner
	Admin: Mail Notice	Task for Planner to assign Admin to mail public notice	Planner	Admin
	Planner: Prep Draft Decision	Task for Planner to prepare draft decision document	Planner	Planner
	Planner: Schedule Administrative Hearing	Task for Planner to schedule administrative hearing for project, if required	Planner	Planner
	Supervisor: Administrative Approval Letter	Task for Planner to assign Supervisor to sign approval letter	Planner	Supervisor
Coastal	Planner: Draft Notice of Final Action	Task for Planner to prepare notice of final action	Planner	Planner
	Admin: Send Notice	Task for Planner to assign Admin to mail notice to Coastal Commission	Planner	Admin
Coastal in Appeal Zone	Planner: Send Decision Package to Coastal Commission	Task for Planner to send decision package to Coastal Commission	Planner	Planner
Post-Approval Follow-Up	Planner: QA/QC Record	Task for Planner to perform quality control on project correspondence and final documents in advance of scanning	Planner	Planner
	Admin: Process Documents in ECM	Task for Planner to assign Admin to process files for final scanning/upload to record system	Planner	Admin
	Planner: Notice of Final Action	Task for Planner to prepare final notice of final action	Planner	Planner
	Admin: Project Closeout	Task for Admin to review and update data in permit system accurately reflects project status/history	Admin	Admin
<b>Category 6 Projects</b>				
Final Decision	Planner: Request/Assemble Final Project Documents	Task for Planner to request final project documents from applicant	Planner	Planner
	Planner: Review Final Project Documents	Task for Planner to review final project documents	Planner	Planner
	Planner: Ready for Decision	Task for Planner to determine project is ready for final decision	Planner	Planner
Planning Commission Noticing	Planner: Radius Letter/Labels from Applicant	Task for Planner to collect radius letter and labels from applicant	Planner	Planner
	Planner: Create Notice	Task for Planner to prepare public notice	Planner	Planner
	Admin: Mail Notice	Task for Planner to assign Admin to mail public notice	Planner	Admin

PROCESS STEP	TASK NAME	DESCRIPTION	ASSIGNER	ASSIGNEE
Planning Commission Meeting	Planner: Prepare/Process Staff Report	Task for Planner to draft staff report, route for review, edit and prepare for final approval	Planner	Planner
	Planner: Request Hearing Date & Inform Applicant	Task for Planner to set tentative schedule for PC hearing and update applicant	Planner	Planner
	Planner: Prepare PowerPoint	Task for Planner to prepare PowerPoint presentation	Planner	Planner
	Planner: DCC Meeting	Task for Planner to assign Admin to schedule meeting with applicant to discuss staff report and conditions	Planner	Admin
	Planner: PC Briefings	Task for Planner to attend Planning Commission briefings	Planner	Planner
	Planner: PC Hearing	Task for Planner to attend/present at Planning Commission hearing	Planner	Planner
	Admin: Notice of Decision Letter	Task for Admin to prepare notice of decision letter	Planner	Admin
	Planner: QA/QC Conditions	Task for Planner to update decision documents resulting from public hearing	Planner	Planner
Coastal	Planner: Draft Notice of Final Action	Task for Planner to prepare notice of final action	Planner	Planner
	Admin: Send Notice	Task for Planner to assign Admin to mail notice to Coastal Commission	Planner	Admin
Coastal in Appeal Zone	Planner: Send Decision Package to Coastal Commission	Task for Planner to send decision package to Coastal Commission	Planner	Planner
Post-Approval Follow-Up	Planner: QA/QC Record	Task for Planner to perform quality control on project correspondence and final documents in advance of scanning	Planner	Planner
	Admin: Process Documents in ECM	Task for Planner to assign Admin to process files for final scanning/upload to record system	Planner	Admin
	Planner: Notice of Final Action	Task for Planner to prepare notice of final action	Planner	Planner
	Admin: Project Closeout	Task for Admin to review and update data in permit system accurately reflects project status/history	Admin	Admin
<b>Category 7 Projects</b>				
Final Decision	Planner: Request/Assemble Final Project Documents	Task for Planner to request final project documents from applicant	Planner	Planner
	Planner: Review Final Project Documents	Task for Planner to review final project documents	Planner	Planner
	Planner: Ready for Decision	Task for Planner to determine project is ready for final decision	Planner	Planner
Planning Commission Noticing	Planner: Radius Letter/Labels from Applicant	Task for Planner to collect radius letter and labels from applicant	Planner	Planner
	Planner: Create Notice	Task for Planner to prepare public notice	Planner	Planner
	Admin: Mail Notice	Task for Planner to assign Admin to mail public notice	Planner	Admin
Planning Commission Meeting	Planner: Prepare Staff Report	Task to Planner to draft staff report, route for review, edit and prepare for final approval	Planner	Planner
	Planner: Request Hearing Date & Inform Applicant	Task for Planner to set tentative schedule for PC hearing and update applicant	Planner	Planner
	Planner: Prepare PowerPoint	Task for Planner to prepare PowerPoint presentation	Planner	Planner
	Planner: Schedule/Attend DCC Meeting	Task for Planner to assign Admin to schedule meeting with applicant to discuss staff report and conditions	Planner	Admin
	Planner: PC Briefings	Task for Planner to attend Planning Commission briefings	Planner	Planner
	Planner: Attend/Present at PC Hearing	Task for Planner to attend/present at Planning Commission hearing	Planner	Planner
	Planner: QA/QC Conditions	Task for Planner to update decision documents resulting from public hearing	Planner	Planner



PROCESS STEP	TASK NAME	DESCRIPTION	ASSIGNER	ASSIGNEE
City Council Noticing	Planner: Radius Letter/labels from Applicant	Task for Planner to collect radius letter and labels from applicant	Planner	Planner
	Planner: Create Notice	Task for Planner to prepare public notice	Planner	Planner
	Admin: Mail Notice	Task for Planner to assign Admin to mail public notice	Planner	Admin
City Council Meeting	Planner: Request Hearing Date & Inform Applicant	Task for Planner to set tentative schedule for PC hearing and update applicant	Planner	Planner
	Planner: Prepare/Process Staff Report	Task to Planner for draft staff report, route for review, edit and prepare for final approval	Planner	Planner
	Planner: Prepare PowerPoint	Task for Planner to prepare PowerPoint presentation	Planner	Planner
	Planner: CC Briefings	Task for Planner to attend City Council briefings	Planner	Planner
	Planner: Attend/Present at CC Meeting	Task for Planner to attend/present at City Council hearing	Planner	Planner
	Planner: QA/QC Conditions	Task for Planner to update decision documents resulting from public hearing	Planner	Planner
Coastal	Planner: Draft Notice of Final Action	Task for Planner to prepare notice of final action	Planner	Planner
	Admin: Send Notice	Task for Planner to assign Admin to mail notice to Coastal Commission	Planner	Admin
Coastal in Appeal Zone	Planner: Send Decision Package to Coastal Commission	Task for Planner to send decision package to Coastal Commission	Planner	Planner
Post-Approval Follow-Up	Planner: QA/QC Record	Task for Planner to perform quality control on project correspondence and final documents in advance of scanning	Planner	Planner
	Admin: Process Documents in ECM	Task for Planner to assign Admin to process files for final scanning/upload to record system	Planner	Admin
	Planner: Notice of Final Action	Task for Planner to prepare notice of final action	Planner	Planner
	Admin: Project Closeout	Task for Admin to review and update data in permit system accurately reflects project status/history	Admin	Admin
<b>Appeals to Planning Commission (PC)</b>				
Intake	Technician: Appeal Application Intake/Fees	Task for Technician to process application, create record in system, collect fees	Technician	Technician
	Planner: Prepare/Process Staff Report	Task for Planner to draft staff report, route for review, edit and prepare for final approval	Planner	Planner
	Planner: Request Hearing Date & Inform Applicant	Task for Planner to set tentative schedule for PC hearing and update applicant	Planner	Planner
	Planner: Create Notice	Task for Planner to prepare public notice	Planner	Planner
	Admin: Mail Notice	Task for Planner to assign Admin to mail public notice	Planner	Admin
	Planner: Prepare PowerPoint	Task for Planner to prepare PowerPoint presentation	Planner	Planner
	Planner: Attend PC Briefings	Task for Planner to attend Planning Commission briefings	Planner	Planner
	Planner: Attend/Present at PC Hearing	Task for Planner to attend/present at Planning Commission hearing	Planner	Planner
	Planner: Notice of Decision Letter	Task for Admin to prepare notice of decision letter	Planner	Admin
	Planner: QA/QC Conditions	Task for Planner to update decision documents resulting from public hearing	Planner	Planner

PROCESS STEP	TASK NAME	DESCRIPTION	ASSIGNER	ASSIGNEE
<b>Appeals to City Council (CC)</b>				
Intake	City Clerk: Appeal Application Intake/Fees	City Clerk forward the appeal application and copy of receipt for fees	Supervisor	Planner
	Planner: Prepare/Process Staff Report	Task to Planner to draft staff report, route for review, edit and prepare for final approval	Planner	Planner
	Planner: Request Hearing Date & Inform Applicant	Task for Planner to set tentative schedule for City Council hearing and update applicant	Planner	Planner
	Planner: Create Notice	Task for Planner to prepare public notice	Planner	Planner
	Admin: Mail Notice	Task for Planner to assign City Clerk to mail public notice	Planner	City Clerk
	Planner: Prepare PowerPoint	Task for Planner to prepare PowerPoint presentation	Planner	Planner
	Planner: Attend CC Briefings	Task for Planner to attend City Council briefings	Planner	Planner
	Planner: Attend/Present at CC Meeting	Task for Planner to attend/present at City Council hearing	Planner	Planner
	Planner: Notice of Decision Letter	Task for Admin to prepare notice of decision letter	Planner	Admin
	Planner: QA/QC Conditions	Task for Planner to update decision documents resulting from public hearing	Planner	Planner



## Appendix B CEQA Procedures for EnerGov

### CEQA M/ND Tasks

Start Preliminary Review		
Issue Exemption	<b>CITY/CONSULTANT ONLY</b>	
Request Initial Study		
Initial Study: 1st Review Cycle		
Initial Study: Applicant Responds to 1st Review Cycle Comments		
Initial Study: 2nd Review Cycle		
Initial Study: Applicant Responds to 2nd Review Cycle Comments		
Initial Study: 3rd Review Cycle		
Initial Study: Applicant Responds to 3rd Review Cycle Comments		
Draft M/ND: Prepare Draft Document	<b>CITY/CONSULTANT AND APPLICANT CYCLING DURING CYCLE REVIEWS 1, 2, 3, 4 CYCLE REVIEW CEQA COMMENCES</b>	
Draft M/ND: Support: Reproduction		
Draft M/ND: Support: Mail Public Review Notice		
Draft M/ND: Support: Advertise Public Review Notice		
Draft M/ND: Support: Post Public Review Notice		
Draft M/ND: Support: Mail Document to OPR		
Draft M/ND: Publish Public Review Notice		<b>WAITING DURING PUBLIC/ AGENCY REVIEW PERIOD</b>
Draft M/ND: Public Review Period		
Final M/ND: Staff Responds to Comments		<b>CITY/CONSULTANT AND APPLICANT</b>
Final M/ND: Applicant Responds to Comments		
Final M/ND: Complete Response to Comments		
Final M/ND: Finalize Document		
Final M/ND: Request NOD Filing Fees/CDFW waiver	<b>CITY/CONSULTANT ONLY</b>	
Final M/ND: Mail Document to Responsible Agencies		
M/ND: File NOD/Fees/CDFW Waiver		



**CEQA EIR Tasks**

DEIR: Procure Consultant

DEIR: Prepare NOP/Scoping Meeting Notice

DEIR: Support: Mail NOP/Scoping Meeting Notice

DEIR: Support: Advertise NOP/Scoping Meeting Notice

DEIR: Support: Post NOP/Scoping Meeting Notice

DEIR: Support: Mail NOP to OPR

DEIR: Publish NOP

DEIR: Scoping Meeting

DEIR: NOP Period

DEIR Technical Studies: Review 1st Screencheck

DEIR Technical Studies: Consultant Responds to 1st Screencheck Comments

DEIR Technical Studies: Review 2nd Screencheck

DEIR Technical Studies: Consultant Responds to 2nd Screencheck Comments

DEIR Technical Studies: Review 3rd Screencheck

DEIR Technical Studies: Consultant Responds to 3rd Screencheck Comments

DEIR: Review 1st Screencheck

DEIR: Consultant Responds to 1st Screencheck Comments

DEIR: Review 2nd Screencheck

DEIR: Consultant Responds to 2nd Screencheck Comments

DEIR: Review 3rd Screencheck

DEIR: Consultant Responds to 3rd Screencheck Comments

DEIR: Support: Mail Public Review Notice

DEIR: Support: Advertise Public Review Notice

DEIR: Support: Post Public Review Notice

DEIR: Support: Mail Document to OPR

DEIR: Publish Public Review Notice

DEIR: Public Review

FEIR: Responses to Comments: Review 1st Screencheck

FEIR: Responses to Comments: Consultant Responds to 1st Screencheck Comments

FEIR: Responses to Comments: Review 2nd Screencheck

FEIR: Responses to Comments: Consultant Responds to 2nd Screencheck Comments

FEIR: Responses to Comments: Review 3rd Screencheck

FEIR: Responses to Comments: Consultant Responds to 3rd Screencheck Comments

FEIR: Consultant Prepares Findings, MMRP, Overriding Considerations

FEIR: Review Findings, MMRP, Overriding Considerations

FEIR: Consultant Responds to Comments on Findings, MMRP, Overriding Considerations

FEIR: Complete Findings, MMRP, Overriding Considerations

FEIR: Finalize Document

FEIR: Request NOD Filing Fees/CDFW Waiver

FEIR: Mail Document to Responsible Agencies

FEIR: File NOD/Fees/CDFW Waiver





**Community Development Department**

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 City of  
**Carlsbad**