

# Permit and Service Delivery

## Performance Standards + Process Guide



**City of Murrieta**  
Development Services Department

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# Welcome to the City of Murrieta

**Thank you for your interest and investment in our city.** Murrieta is a prosperous, young 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. Incorporated in 1991 and located at the junction of the I-15 and I-215 freeways in the Murrieta Valley, the City continues to offer unique opportunities for economic growth and innovative development that helps promote Murrieta as the “Gem of the Valley.”

The Development Services Department (DSD) is responsible for implementing the land use goals, policies and regulations as established by the Murrieta City Council for both private and public development projects. The Planning Division and Building & Safety Division within DSD are responsible for ensuring that new development is consistent with those requirements and take lead in the review of ministerial and discretionary permit applications.

The City is interested in assisting you succeed in a manner that enhances the quality of life in Murrieta, within the context of our policy, regulatory and political framework. Like many urban communities in California, this framework can appear complex. The purpose of this document is to help explain the permit review process by providing a roadmap to show the regulatory permitting steps that need to be navigated in order to make your business or development venture in Murrieta a reality.

We are available to assist you throughout this process and welcome you to Murrieta.

**Jeff Murphy**

*Director*

*Development Services Department*



# Department and Applicant Responsibilities and Expectations

## Mission Statement and Guiding Principles

The Development Services Department (DSD) collectively prepared and implemented a [mission statement and guiding principles](#). The Department adheres to these and reinforces them daily. The Planning Division and Building and Safety Division within DSD provide services to applicants, along with assisting the public in understanding and engaging in project reviews 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. Project planners 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. DSD values the 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.

*The Department is strongly focused on facilitating quality projects.*

## Embrace Community Input

Murrieta 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 creates the project, 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 the same. The performance standards for meeting project timelines apply to 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 community and its policy and regulatory framework move faster through the review process. Therefore, the applicant does have control over its side of the project review timeline.

## Solve Problems Together

Project planners are to elevate issues, seeking supervisor or management involvement as soon as it becomes apparent that a problem cannot be resolved or may escalate. Applicants should follow the department's organizational hierarchy when working to resolve issues. First, seek to resolve the issue with the project planner. If necessary, request the planner's supervisor to attend a meeting. When an impasse is apparent, the Department offers [Project Issue Resolution](#) to get a determination on the issue with the Director. Sometimes a meeting can be much more productive than a series of emails.





# Getting Started: Community and Project Assistance Center

The Development Services Department operates workgroups, which are designed to meet the needs of diverse projects. The Community and Project Assistance Center is the starting point for applicants as they get ready to submit for project review. It is also where the community goes to get information about projects in their neighborhood, and anything else of interest. The Community and Project Assistance Center operates the public counter, along with general email and telephone inquiries on all matters prior to a project being assigned a planner.

## Beginning the Application Process

Applicants are strongly encouraged to contact the Community and Project Assistance Center to begin the application process. For simple projects, such as ministerial permits, this may merely involve submitting the application. Certain discretionary project applications and certain ministerial applications may only be submitted by appointment. Scheduling may be done at the counter, via phone or email at (951) 461-6061.

*An initial consultation can save significant time and costs, as staff can identify likely issues and set the project down the right path for review.*

## Development Review Committee (DRC)

Murrieta offers the Development Review Committee (DRC), a free interdisciplinary team meeting to preliminarily provide feedback on projects. These meetings are scheduled every Tuesday between 9:00 and 10:30 a.m. For more complex projects, such as discretionary permits, an initial consultation can save significant time and costs, as staff can identify likely issues and set the project down the right path for review. The City strongly encourages applicants to schedule a pre-application conference for complex projects through the Community and Project Assistance Center before submitting an application.





# Purpose of Project Reviews

The City of Murrieta 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; provide limited protection for investments in private property; 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 [development code](#), along with the [subdivision code](#). Existing area- or site-specific regulations may also apply to a property, including a [Specific Plan](#). Because the use of land is regulated, the City must review all projects against this policy and regulatory framework. Additionally, the state requires all projects to undergo environmental review, pursuant to the [California Environmental Quality Act \(CEQA\)](#), unless a finding can be made to exempt the project. In recent years, certain areas of the City have urbanized, allowing for legislative land use projects to be exempt from CEQA.

## Discretionary Review Process

The discretionary review process applies to all projects requiring a discretionary action, including legislative decisions and discretionary permits. Discretionary refers to projects that involve a level of judgment and discretion by the decision-maker in taking action to approve, approve with conditions or deny a project, with findings. Depending on the level of review, a decision-maker on a discretionary project is the Director of Development Services Department (typically delegated to the City Planner), Planning Commission or City Council. Between one-half to two-thirds of discretionary projects are acted upon by DSD. The Planning Commission is the final decision-maker on most of the remaining projects. A few projects are decided upon by the City Council, either because the project involves a legislative or policy action, or occasionally because a project is appealed. About two percent of projects are appealed to City Council.

## 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 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 and fire codes, along with engineering standards.



# Purpose of the California Environmental Quality Act

The [California Environmental Quality Act \(CEQA\)](#) has been in existence for over four 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.



## Common Types of Documents

In Murrieta, about 80 percent 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 Murrieta.

*In Murrieta, about 80 percent of discretionary projects are found to be exempt from CEQA.*

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MURRIETA

STAGE 2

Calif

MEDIA CHECK-IN



# General Process Overview

## Ministerial Project Review Process Overview

The ministerial project review process will be evaluated and updated in the upcoming fiscal year.

## Discretionary Project Review Overview

### Introduction

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



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

- STEP 1** **Pre-Application Conference**
- The purpose of a pre-application conference is to provide an opportunity to review the project with City staff in a preliminary form to finalize submittal requirements and receive a cursory identification of

potential issues with the project. A pre-application is recommended, but not required, for complex projects that require more evaluation than can be accomplished by the Community and Project Assistance Center.

The pre-application conference will generally include an interdisciplinary team of City staff. It should be held about 30 days prior to the anticipated submittal date to allow time to subsequently finalize application materials. There is no fee for this meeting. Benefits include increasing the likelihood that an application will be deemed complete following submittal and assuring that applicants prepare only the necessary application materials. These benefits reduce overall processing time and costs.

## STEP 2 Application Submittal

To submit an application, it must be done by appointment scheduled in advance for certain Level 1 and 2 projects and all Level 3 and higher project reviews. The materials are initially reviewed to determine if the quality and completeness is 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 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 planner is assigned. A letter is sent notifying the applicant that the City acknowledges receiving the application and assigned a project planner to it. The project planner will also make a

telephone call to the applicant.

The application is then prepared to be referred out to other City departments and outside agencies (if appropriate) for review.



During the referral period, the project planner conducts a 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 planner makes a determination for completeness, pursuant to the Permit Streamlining

Act (General Plan 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 cycle review 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 must 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 cycle review letter for a project that is deemed complete will include an approximate project timeline.

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

If feasible, the Planning Division 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 a tentative schedule.

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 identify and review all required technical studies in conjunction with the project plans. 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. CEQA requires the City to respond to any comments received on the draft environmental document. When all public comments are addressed, the environmental document is then finalized for adoption by the decision-maker.

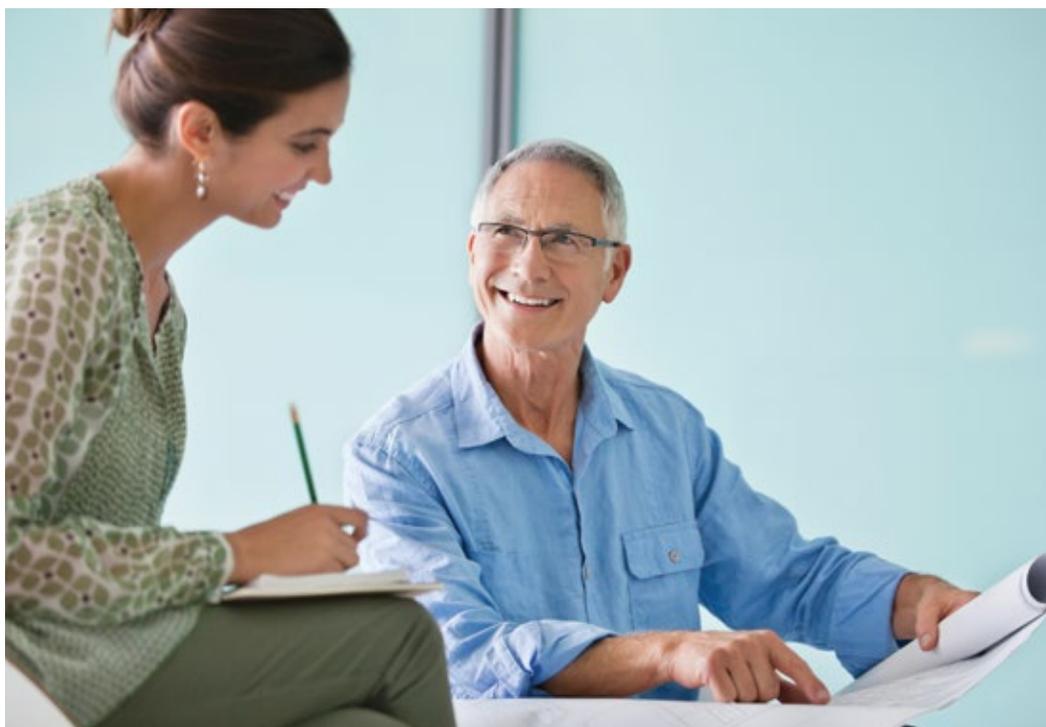
STEP  
4

## Public Hearing or Administrative Decision

Following the staff review process, the project is scheduled for a public hearing or administrative decision, as applicable. Public notice is prepared by staff for public hearings (Level 3 and higher). A notice of decision, staff report and resolution and/or ordinance, as applicable, are prepared. The applicant has no role or input in the preparation of these documents. However, the applicant may be asked to provide images for the PowerPoint presentation for Planning Commission and City Council hearings. It is strongly recommended that the applicant and/or representative appear at the Planning Commission and City Council hearings, as applicable. Applicants are encouraged to attend the public comment meeting (Administrative Hearing), if one is required for the project. 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 Level 4 reviews, 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—processed as a Level 5 review—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 Planning Division or Planning Commission has adopted a notice of decision or resolution stating its decision and filed a copy of the resolution with the Clerk, the applicant or any interested person disagreeing with the decision may appeal that decision to the City Council.



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 must submit revised plans for staff review that address the conditions of approval. Staff will clean out the file and retain documents per state law and the City's Records Retention Policy—once following entitlements and again after final inspections, if the project is implemented. Please note that most entitlements have an expiration date if not legally exercised within a certain time period.



# Project Review Policies

## Complete Submittals Required

An intake or project planner may completely reject an initial application or resubmittal that does not include the required materials. The DSD will not store any part of the package being re/submitted. 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.

*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 will be deemed complete, even if issues may remain, including compliance with standards or ongoing negotiation for level of project quality. Since the CEQA determination process may begin after a project is deemed complete, the potential or known need for technical studies/reports in support of the CEQA process is not cause alone for maintaining deemed incomplete status of a project.

## Maximum Review Cycles

A maximum of three cycle reviews are allowed. If a fourth review cycle is required, the outstanding issue(s) must be presented before a [Project Issue Resolution](#) meeting for resolution before comment letter is released. Once a project has concluded the maximum cycle reviews, it is forwarded to the decision-maker with a recommendation from staff.

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. CEQA documents prepared by consultants are subsequently reviewed by staff under the City's review performance standard.

No more than two of the initial review cycles may be deemed incomplete. If a project is deemed incomplete a second time, a meeting between the project planner, supervisor and applicant is required. If the resubmittal for the third cycle review is determined to be incomplete at intake or during review, the review is halted and a [Project Issue Resolution](#) held. A project that remains incomplete is forwarded to the decision-maker with a recommendation of denial.

To ensure effective implementation of this policy, reviews must be comprehensive. This also means that internal referral departments and outside agencies need to meet the performance standards. Comprehensive reviews avoid late hits of 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.





## Forecasted Timelines Provided

A forecasted timeline for getting a project to the decision-maker will be provided with the first cycle review letter and calibrated at each subsequent cycle review letter issuance. For discretionary projects, the timeline will include a 30-day window for reaching the decision-maker to allow for the noticing and docketing process. 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 performance standard on the review timeline. In those infrequent events, the project planner will inform the applicant of the delay. If a deadline is missed and an applicant does not hear from the project planner, the applicant should contact the project planner's supervisor for an update. Deviating from performance standards requires supervisor approval.

## Concurrent Processing

All discretionary projects are eligible for concurrent processing of ministerial permits once a project is deemed complete, unless authorized earlier at the sole discretion of the Director. Level 3 projects with a Tentative Parcel Map must request approval of the Director for concurrent processing, with joint

agreement by the City Engineer. Regardless of these accommodations for concurrent processing, if significant issues remain, concurrent processing may not be granted until the project stabilizes.

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. Concurrently processed permits track on the timeline for the higher service level performance standards of the associated discretionary permit. Project planners may indicate to an applicant that they are eligible for concurrent processing. As needed by the project planner or applicant, authorization for concurrent processing may be requested of a supervisor or Director.

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.



# Permit and Service Delivery Performance Standards

## Overview

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

SERVICE LEVEL	CATEGORY OF SERVICES	DESCRIPTION
<b>Level R</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>Level EZ</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>Level 1</b>	Simple ministerial permits, decisions or services	Involves simple ministerial permits and decisions or common services requiring a minimal level of review
<b>Level 2</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
<b>Level 3</b>	Administrative discretionary permits	All discretionary permits that result in a final decision by the Director
<b>Level 4</b>	Planning Commission discretionary permits	Any discretionary permit for which the Planning Commission is the final decision-maker
<b>Level 5</b>	City Council legislative actions	All land use actions for which the City Council is the final decision-maker
<b>Level X</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 Levels 3 through 5

## Level R 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 City Planner

## Level EZ Over-the-Counter Permits and Services

### Decision-Maker

Staff

### Appeal

Planning Commission

City Council for building and engineering matters

### Type

#### Permits

- Building permit—minor alterations, additions that do not add volume to the structure and repairs (per EsGil contract)

#### Services

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

### Timeline

24 hours/same business day

## Level 1 Simple Ministerial Permits, Decisions or Services

**Decision-Maker** Staff or Director

**Appeal** Planning Commission / City Council

**Type** **Permits**

- Building permit: non-complex apartments, condominiums and commercial projects (per EsGil contract)
- Building permit: non-complex residential projects (per EsGil contract)
- Simplified grading permit

**Decisions**

- Substantial Conformance Review—simple

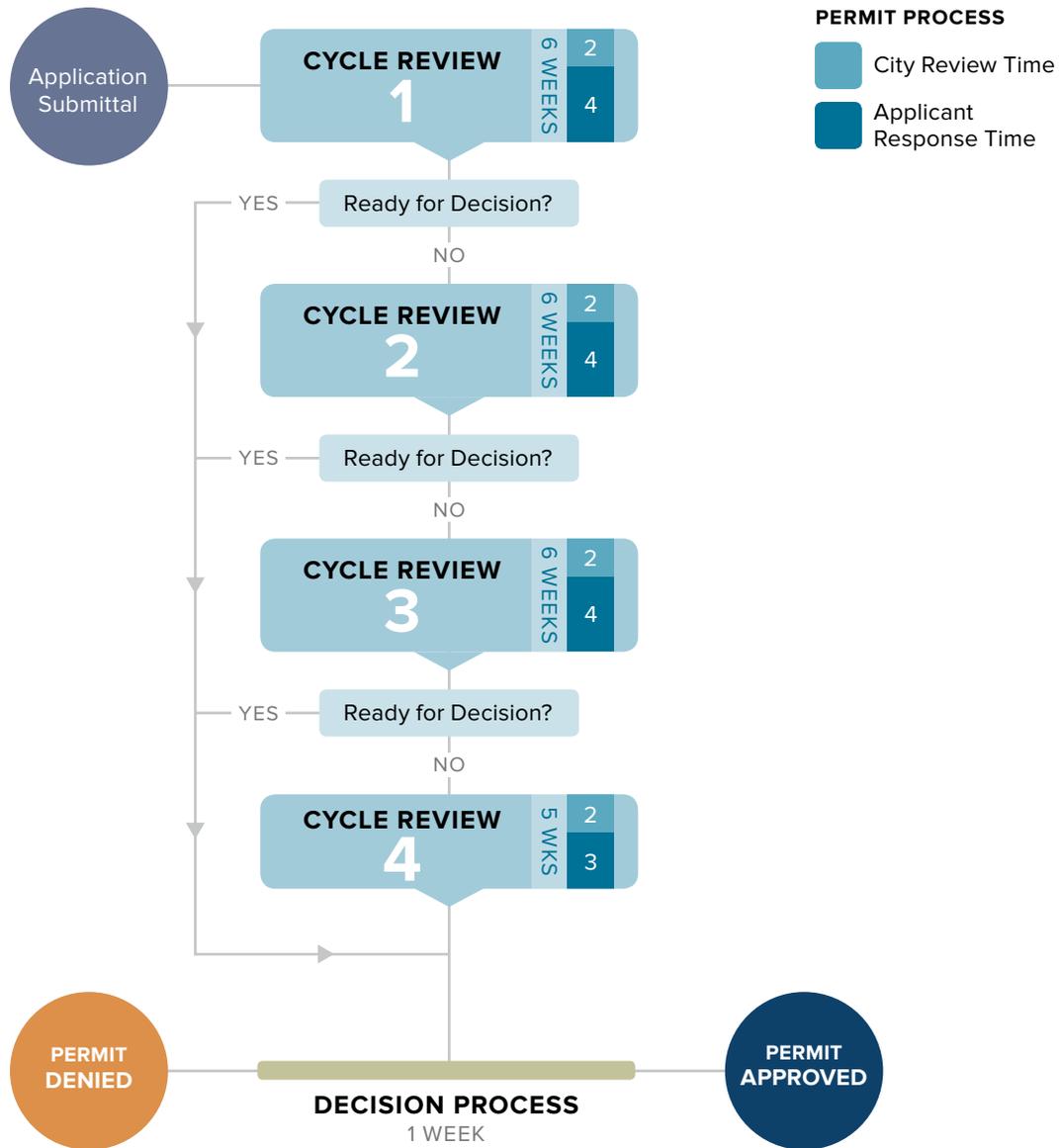
**Services**

- Information inquiry—fee for service request (e.g., zoning letter—no cycle reviews are required for service requests)
- Development Review Committee (Pre-application meeting notes—Cycle 1 City time only)

**Timeline** 2–5 months

ROUNDS OF REVIEW	TOTAL CITY AND APPLICANT PROCESSING TIME
One Cycle Review	2 months
Two Cycle Reviews	3 months
Three Cycle Reviews	4 months
Four Cycle Reviews	5 months

# Level 1 Flow Chart



## Level 2 Complex Ministerial Permits, Decisions or Services

**Decision-Maker** Staff or Director

**Appeal** Planning Commission / City Council

**Type** **Permits**

- Building permit: complex or large commercial or industrial projects (per EsGil contract)
- Building permit: complex or large mixed use projects (per EsGil contract)
- Building permit: complex or large multifamily projects (per EsGil contract)
- Building permit: complex or large single family attached residential projects (per EsGil contract)
- Building permit: complex or large single family detached residential projects (per EsGil contract)
- Boundary (Lot Line) Adjustment
- Certificate of Compliance
- Final Parcel Map
- Final Subdivision Map
- Grading (environmental review may be required)

**Decisions**

- Public Convenience or Necessity finding for off-sale alcohol
- Substantial Conformance Review—complex

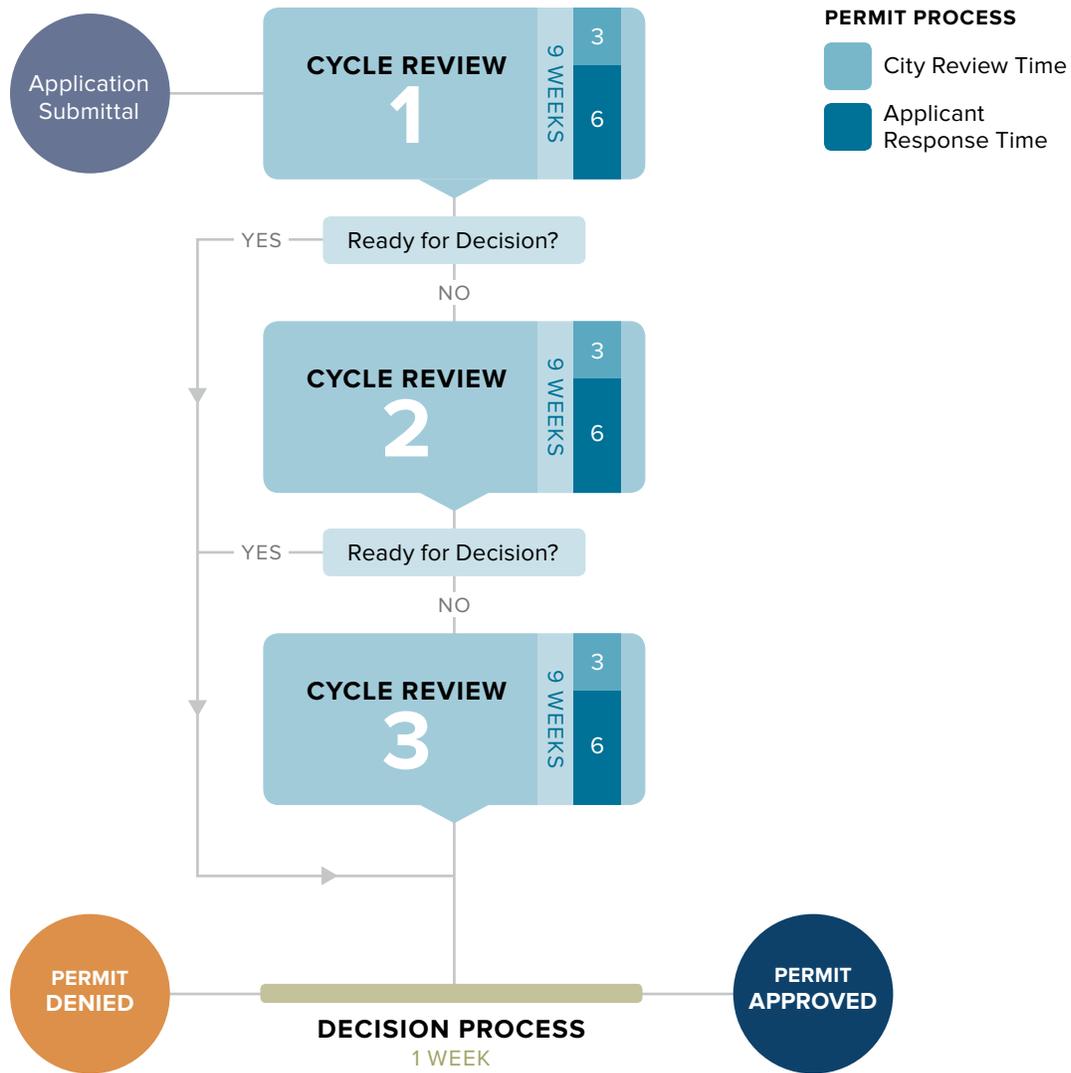
**Services**

- None

**Timeline** 2–8 months

<b>ROUNDS OF REVIEW</b>	<b>TOTAL CITY AND APPLICANT PROCESSING TIME</b>
One Cycle Review	2 months
Two Cycle Reviews	4 months
Three Cycle Reviews	6 months
Four Cycle Reviews	8 months

## Level 2 Flow Chart



## Level 3-NOD or Level 3-HRG Administrative Discretionary Permits with or without a Hearing

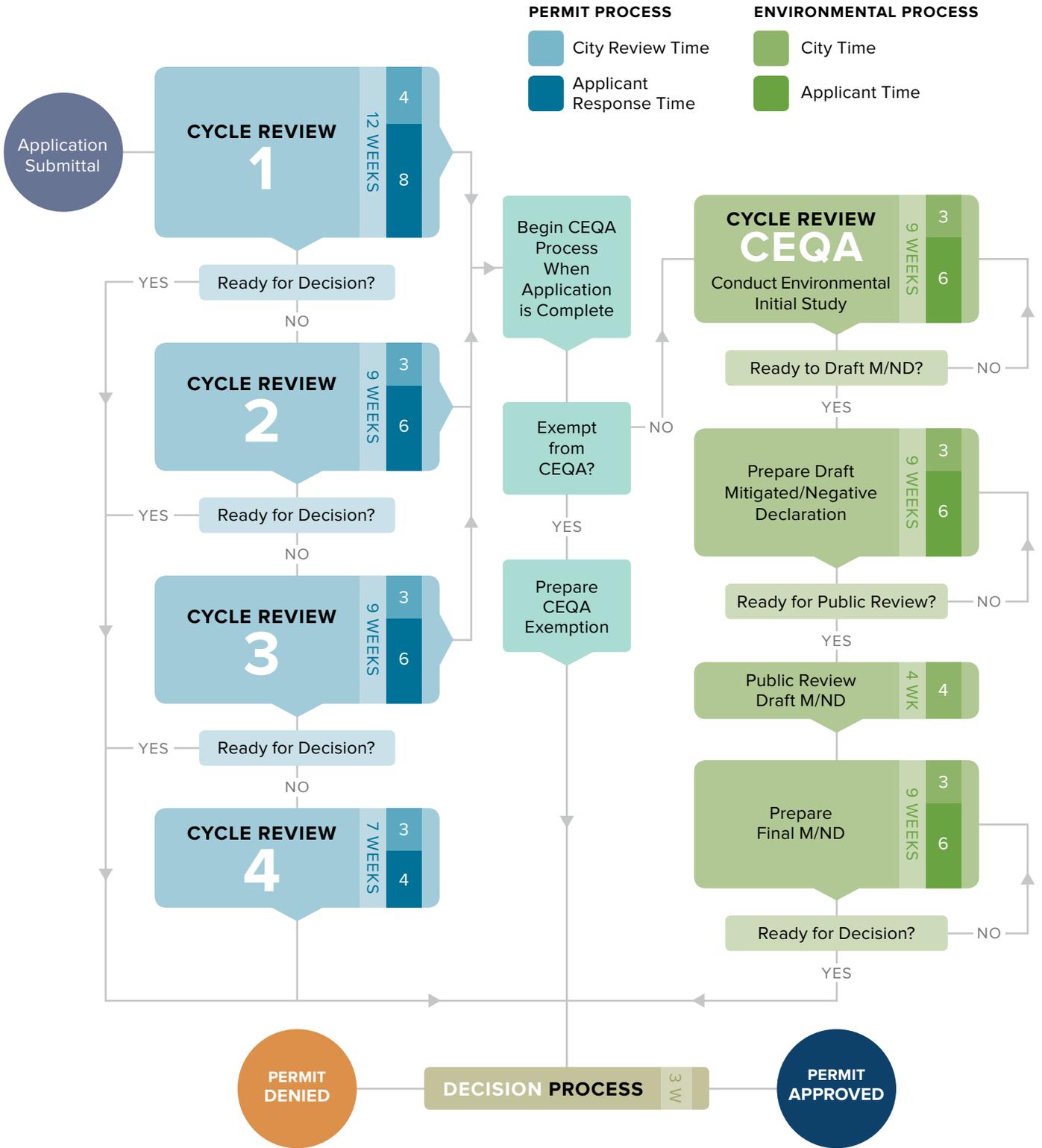
<b>Decision-Maker</b>	City Planner
<b>Appeal</b>	Planning Commission
<b>Type</b>	<ul style="list-style-type: none"> <li>• Development Plan</li> <li>• Minor Conditional Use Permit</li> <li>• Tentative Parcel Map (Residential)</li> <li>• Variance—administrative</li> </ul>
<b>Timeline</b>	<p>4–9 months 5–14 months if not exempt from CEQA*</p>

<b>ROUNDS OF REVIEW</b>	<b>TOTAL CITY AND APPLICANT PROCESSING TIME</b>
One Cycle Review	4 months
Two Cycle Reviews	6 months
Three Cycle Reviews	8 months
Four Cycle Reviews	9 months
Additional Time if Not Exempt from CEQA*	+1–5 months

*(95% of Level 3 projects are exempt)*

\*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.

# Level 3 Flow Chart



## Level 4 Planning Commission Discretionary Permits

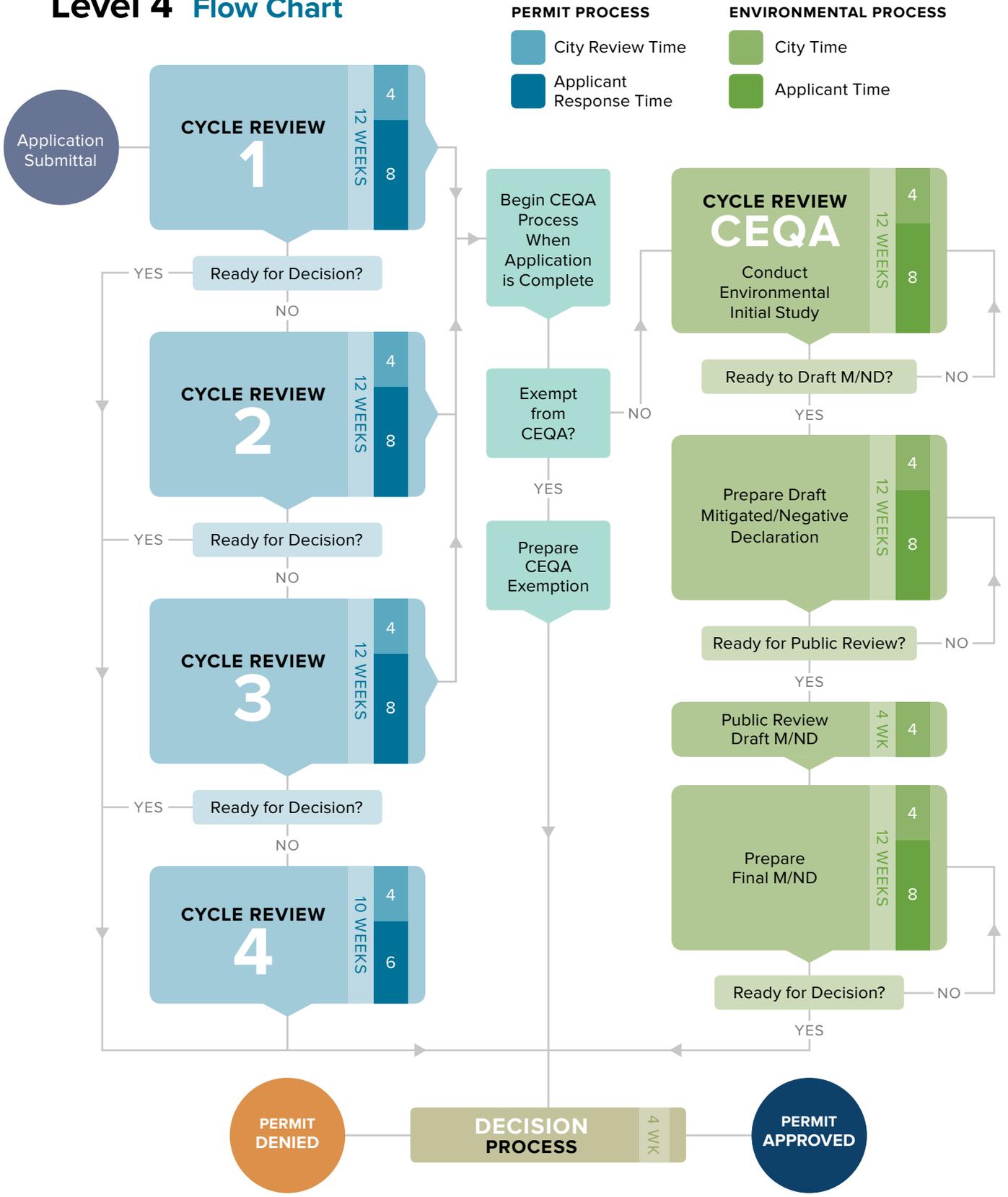
<b>Decision-Maker</b>	Planning Commission
<b>Appeal</b>	City Council
<b>Type</b>	<ul style="list-style-type: none"> <li>• Conditional Use Permit</li> <li>• Resolution Amendment</li> <li>• Tentative Parcel Map (Commercial/Industrial)</li> <li>• Tentative Subdivision Map</li> <li>• Variance—public hearing</li> </ul>
<b>Timeline</b>	<p>4–12 months</p> <p>5–18 months if not exempt from CEQA*</p>

<b>ROUNDS OF REVIEW</b>	<b>TOTAL CITY AND APPLICANT PROCESSING TIME</b>
One Cycle Review	4 months
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 Level 4 projects are exempt)*

\*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.

# Level 4 Flow Chart



## Level 5 City Council Legislative Actions

**Decision-Maker**

City Council

**Appeal**

Superior Court or Referendum

**Type**

- Development Agreement
- General Plan Amendment
- Pre-zoning
- Rezoning
- Specific Plan Amendment
- Specific Plan
- Development Code Amendment

**Timeline**

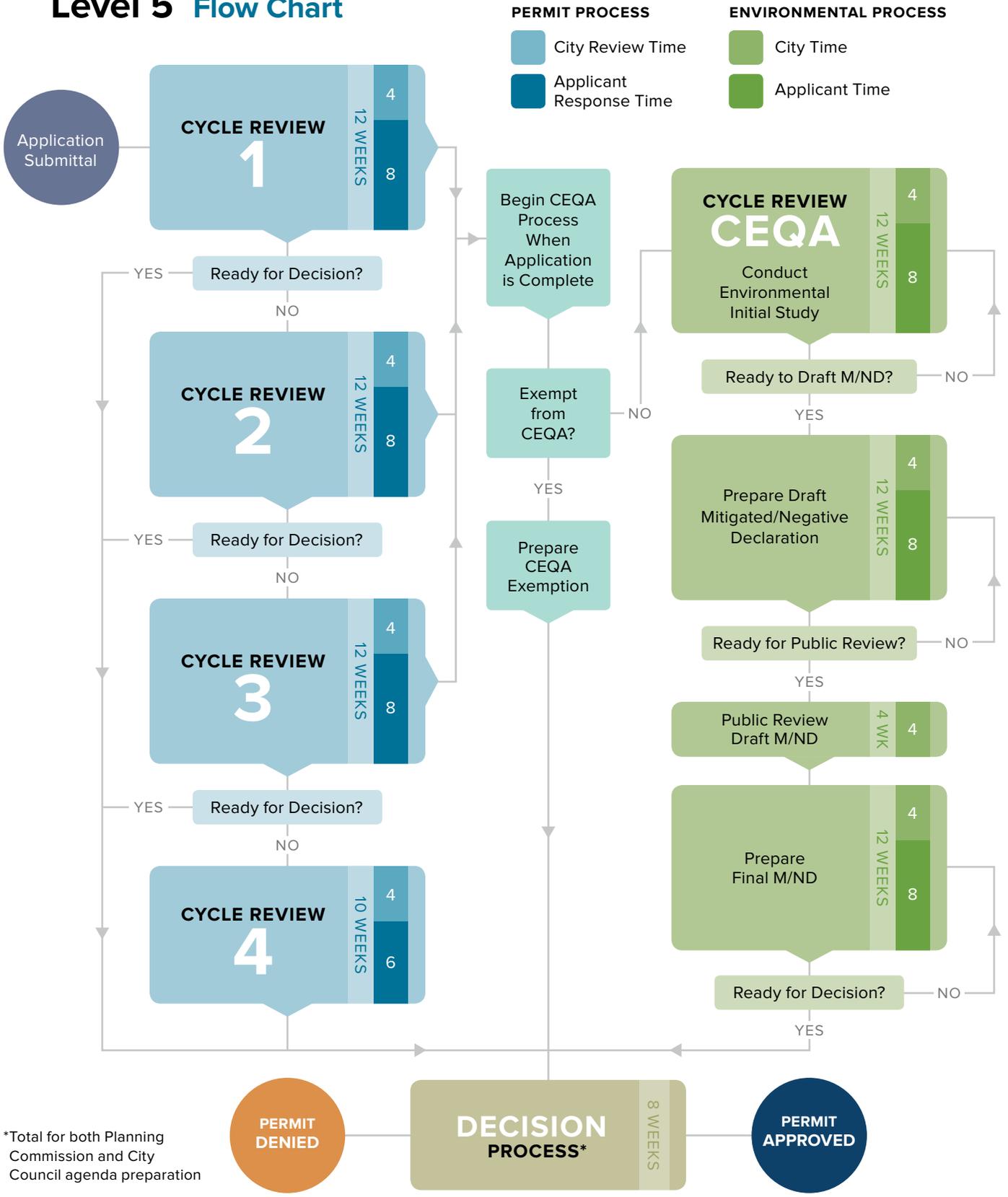
5–13 months  
6–19 months if not exempt from CEQA\*

<b>ROUNDS OF REVIEW</b>	<b>TOTAL CITY AND APPLICANT PROCESSING TIME</b>
One Cycle Review	5 months
Two Cycle Reviews	7 months
Three Cycle Reviews	10 months
Four Cycle Reviews	13 months
Additional Time if Not Exempt from CEQA*	+1–6 months

*(Most Level 5 projects are subject to CEQA)*

\*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.

# Level 5 Flow Chart



## Level X Special Projects

**Decision-Maker** City Council

**Appeal** Superior Court or Referendum

**Type**

- Amendment Initiation Authorization for General Plan, Development Code
- Annexation
- CIP projects
- Coastal Commission appeals
- Easement release
- Policy initiatives
- Regulatory initiatives
- Right-of-way vacation

**Timeline** Per custom project schedule reviewed and approved by Director

# Standard Procedures for Project Reviews

## Ministerial Permit Procedures

The ministerial permit review process will be evaluated and updated in the coming fiscal year.

## 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 citizens transparency and predictability of the application process and status of applications.

## Procedures

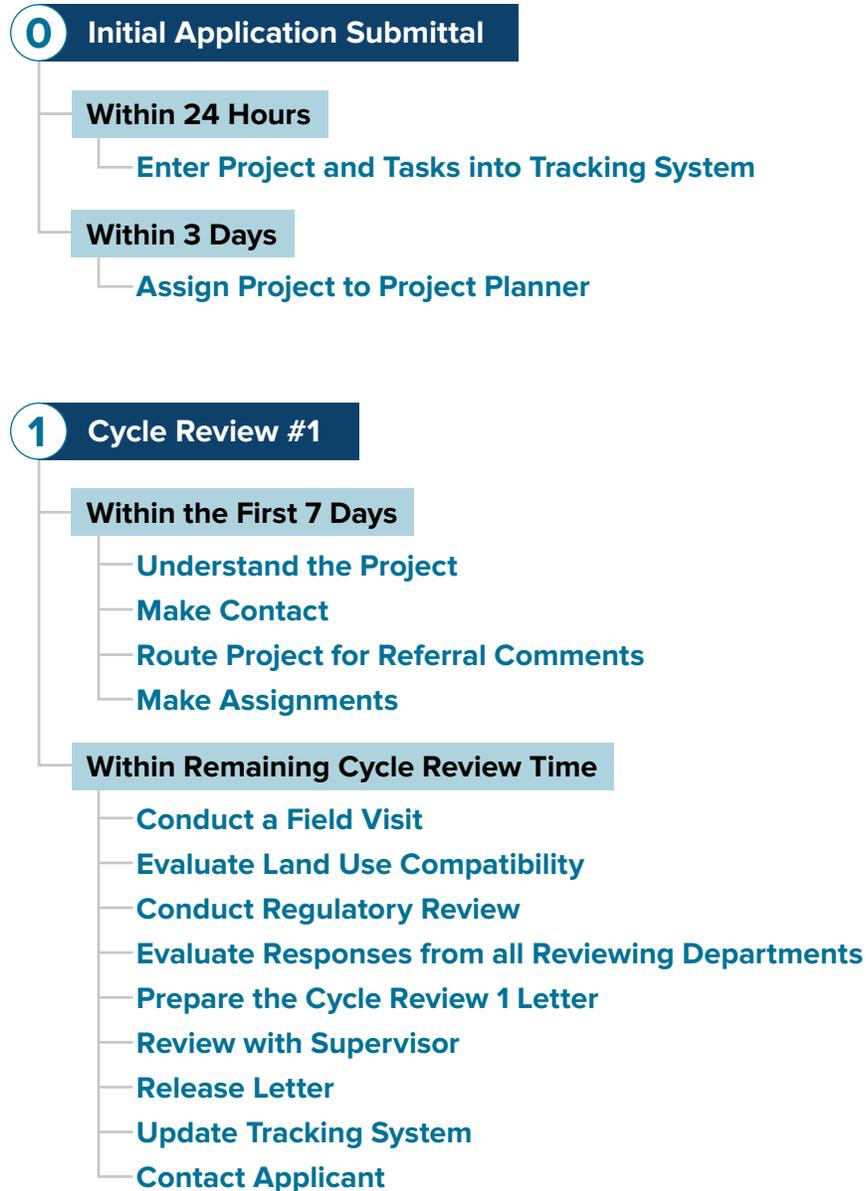
These procedures are for guidance only to staff/project planners and should be used in addition to professional judgment to provide and maintain high level quality customer service.

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

*Should an issue arise that causes a delay in our response, let the applicant know as soon as possible.*



## Procedure Step Summary



**2 Cycle Review #2**

Meet with Applicant

**Within the First 3 Days**

- Update Tracking System
- Route Project for Referral Comments
- Make Assignments

**Within Remaining Cycle Review Time**

- Verify that Issues were Addressed
- Evaluate Responses from all Reviewing Departments
- Update Supervisor
- Prepare the Cycle Review 2 Comment/Incomplete Letter
- Review with Supervisor
- Release Letter
- Contact Applicant
- Update Tracking System

**3 Cycle Review #3**

Meet with Applicant

Convene a Project Issue Resolution (PIR) Meeting if Still Incomplete

**Within the First 3 Days**

- Update Tracking System
- Route Project for Referral Comments
- Make Assignments

**Within Remaining Cycle Review Time**

- Verify that Issues were Addressed
- Evaluate Responses from All Reviewing Departments
- Update Supervisor
- Prepare the Cycle Review 3 Comment/Incomplete Letter
- Review with Supervisor
- Release Letter
- Contact Applicant
- Update Tracking System

**4 Cycle Review #4**

**Meet with Applicant**

**Within the First 3 Days**

- Update Tracking System
- Route Project for Referral Comments
- Make Assignments

**Within Remaining Cycle Review Time**

- Verify that Issues were Addressed
- Evaluate Responses from All Reviewing Departments
- Update Supervisor
- Prepare the Cycle Review 2 Comment/Incomplete Letter
- Review with Supervisor
- Release Letter
- Contact Applicant
- Update Tracking System

**5 Cycle Review CEQA**

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



## Procedure Step Detail

### 0 Initial Application Submittal

#### Within 24 Hours of Initial Application Submittal

- Intake Staff enters project and associated tasks into tracking system and GovPartner or (GSS). Refer to [Appendix A](#) for cycle review types and tasks for the different service levels.

#### Within 3 Days of Initial Application Submittal

- Senior Planner assigns the project to a Project Planner. Senior Planner will update tracking system and GSS with the new project planner information.
- Letter to applicant with planner contact information.

### 1 Cycle Review #1

#### Within the First 3 Days of the Assignment

- **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 acknowledgement letter including your contact information and provide a target release date for the Cycle Review Letter.
- **Route Project for Referral Comments.** Complete the routing sheets for Internal City Departments and Outside Agencies and routing attachment checklist sheet. Administrative staff will use the routing sheets to make necessary copies, assemble packet and complete the Referral Routing Process.
- **Make Assignments.** Create task assignments in tracking system 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

- **Conduct a Field Visit.** Visit and take pictures 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.
- **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 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 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 submittal. No new submittal will be accepted without a meeting.
- **Review with Supervisor.** Supervisor must review the comment letter for accuracy and completeness prior to releasing the letter to the applicant. A meeting task assignment must be assigned in tracking

system for the project planner to discuss and review the comment letter with the supervisor.

- **Release Letter.** Send Cycle Review 1 Incomplete/Comment Letter to applicant and representative and copy the property owner (if not the same as applicant).
- **Update Tracking System.** Project Planner must update tasks in tracking system.
- **Contact Applicant.** Contact the applicant to 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 tracking system.

## 2

### Cycle Review #2

- **Meet with Applicant.** A meeting task assignment must be assigned in tracking system for the project planner to schedule a meeting with the applicant to review Cycle Review #2 submittal for completeness. 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 Tracking System.** Project Planner must update tasks in tracking system.
- **Route Project for Referral Comments.** Complete the routing sheets for Internal City Departments and routing attachment checklist sheet. Administrative staff will use the routing sheets to make necessary copies, assemble packet and complete the Referral Routing Process.
- **Make Assignments.** Create task assignments in tracking system. Refer to [Appendix A](#) for cycle review types and appropriate tasks for the different service levels.



#### Within the Remaining Allotted Cycle Review Time

- **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.
- **Update Supervisor.** If application remains incomplete, staff must assign a meeting task in tracking system to meet 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/Incomplete 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.** Supervisor must review the comment letter for accuracy and completeness prior to releasing the letter to the applicant. A meeting task assignment must be assigned in tracking system for the project planner to discuss and review the comment letter with the supervisor.
  - **Release Letter.** Send Cycle Review 2 Comment Letter to applicant/representative and copy the property owner (if not the same as applicant).
  - **Contact Applicant.** Contact the applicant to 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 tracking system.
  - **Update Tracking System.** Project Planner must update tasks in tracking system.

### 3

#### Cycle Review #3

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

- **Convene a Project Issue Resolution (PIR) Meeting if Still Incomplete.** If application remains incomplete, staff must discuss outstanding issues with the supervisor. Schedule a PIR conference 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

Follow the same procedures listed in Cycle Review #2.

## 5

### Cycle Review CEQA

- **Make Environmental Determination.** The Project Planner 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 Planner must update the application environmental status on tracking system to *'Exempt'*. If an initial study is required, the Project Planner must contact the applicant/representative to submit an Application for Environmental Initial Study (EIS) with the fee and all EIS application submittal



requirements. In the City, consultants are used for all environmental documents.

- **Conduct Initial Study.** Technical studies/reports are routed to referral reviews for comment. Upon receipt of EIS application and fee, the Project Planner assigns the required task in tracking system and gives EIS application materials to the environmental consultant. The Project Planner will take the lead in assigning subsequent applicable CEQA-related tasks in tracking system all the way to the next CEQA deliverable. Refer to [Appendix B](#) for CEQA tasks. The Project Planner must ensure that all CEQA-related tasks are assigned accordingly out to the next deliverable and continuously updated in tracking system. 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 tracking system 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.

## APPENDICES

- A. Permit Processing Procedures
- B. CEQA Procedures
- C. Document Templates *(future)*
- D. Review Checklists *(future)*
- E. [Applications and Forms](#)
- F. [Planning Documents](#)
- G. [Fees](#)
- H. [Department Directory](#)

# Appendix A

## Permit Processing Procedures

### Cycle Review Tasks

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
<b>Intake</b>					
Intake Admin: Acknowledgement Letter	This task is for the admin staff to prepare the acknowledgement letter per template.	Land Use Permit	Intake Planner	Senior Planner	Planning and Building
Intake Admin: Create Large/Small Folder	This task is for the admin staff to create the case folder.	Land Use Permit	Intake Planner	Administrative Staff	Planning and Building
<b>Cycle Review 1</b>					
Cycle Review 1 Admin: Initial Submittal Referral Routing	This task is for the project planner to prepare the routing materials and for admin staff to route the initial submittal materials to necessary outside agencies for review and comments.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
CEQA: Start Preliminary Review	Task assigned to project planner to review initial submittal.	CEQA	Project Planner	Environmental Coordinator	Planning and Building
Cycle Review 1: Referral Response	Task to track status of responses from City departments and outside agencies.	Land Use Permit	Project Planner	Project Planner	Referral
Cycle Review 1: Comment Letter	Task for planner to prepare and complete the first comment/incomplete letter and send to applicant.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Meeting: Schedule with Supervisor	Task to meet with the supervisor to discuss and review the comment letter for accuracy and completeness prior to releasing the letter to the applicant.	Land Use Permit	Project Planner	Supervisor	Planning and Building
Applicant Response 1	Task to track the status of the applicant's response to 1st comment/incomplete letter.	Land Use Permit	Project Planner	Project Planner	Applicant
Meeting: Schedule with Applicant (As Needed)	Task to meet with the applicant to discuss the 1st comment/incomplete letter.	Land Use Permit	Project Planner	Project Planner	Planning and Building
<b>Cycle Review 2</b>					
Meeting: Schedule with Applicant	Task to meet with applicant to review 2nd submittal to ensure that it is complete and addresses all comments included in the 1st comment/incomplete letter. No incomplete submittal shall be accepted.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Intake: Cycle Review 2 Submittal Received	Task to initiate Cycle Review 2	Land Use Permit	Project Planner	Project Planner	Planning and Building
Cycle Review 2 Admin: Re-submittal Referral Routing	This task is for the project planner to prepare the routing materials and for admin staff to route the 2nd submittal materials to city departments for review and comments.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
Cycle Review 2: Referral Response	Task to track status of responses from City departments.	Land Use Permit	Project Planner	Project Planner	Referral
Cycle Review 2: Comment Letter	Task for project planner to prepare and complete comment/incomplete letter and send to applicant.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Meeting: Schedule with Supervisor	Task to meet with Supervisor if the 2nd submittal remains incomplete and/or to discuss and review the 2nd comment letter for accuracy and completeness prior to releasing the letter to the applicant.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Applicant Response 2	Task to track the status of applicant's response to 2nd comment/incomplete letter	Land Use Permit	Project Planner	Project Planner	Applicant
Meeting: Schedule with Applicant	Task to schedule a meeting with the applicant if the application is still incomplete. If application is complete, schedule meeting only if deemed necessary.	Land Use Permit	Project Planner	Project Planner	Planning and Building
<b>Cycle Review 3</b>					
Meeting: Schedule with Applicant	Task to meet with applicant to review 3rd submittal to ensure that it is complete and addresses all comments included in the 2nd comment/incomplete letter. No incomplete submittal shall be accepted.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Intake: Cycle Review 3 Submittal Received	Task to initiate Cycle Review 3	Land Use Permit	Project Planner	Project Planner	Planning and Building
Cycle Review 3 Admin: Re-submittal Referral Routing	This task is for the project planner to prepare the routing materials and for admin staff to route the 3rd submittal materials to necessary city departments for review and comments.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Cycle Review 3: Referral Response	Task to track status of responses from City departments and outside agencies.	Land Use Permit	Project Planner	Project Planner	Referral
Cycle Review 3: Comment Letter	Task for project planner to prepare, complete and send 3rd comment letter to the applicant. Application is expected to be deemed complete after the 3rd submittal.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Meeting: Schedule with Supervisor	Task to meet with Supervisor to discuss and review the 3rd comment letter for accuracy and completeness prior to releasing the letter to the applicant.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Applicant Response 3	Task to track status of applicant's response to 3rd comment letter.	Land Use Permit	Project Planner	Project Planner	Applicant
Meeting: Schedule with Applicant	Task to schedule a meeting with the applicant to discuss comments on 3rd submittal if <u>necessary</u> .	Land Use Permit	Project Planner	Project Planner	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
<b>Cycle Review 4</b>					
Meeting: Schedule with Applicant (To review and receive resubmittal)	Task to meet with applicant to review 4th submittal to ensure that it is complete and addresses all comments included in the 3rd comment letter.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Intake: Cycle Review 4 Submittal Received	Task to initiate Cycle Review 4	Land Use Permit	Project Planner	Project Planner	Planning and Building
Cycle Review 4 Admin: Re-submittal Referral Routing	Task to route Cycle Review 4 materials to necessary City departments and outside agencies.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Cycle Review 4: Referral Response	Task to track status of responses from City departments and outside agencies.	Land Use Permit	Project Planner	Project Planner	Referral
Cycle Review 4: Comment Letter	Task for project planner to prepare, complete and send 4th comment letter to the applicant. Application is expected to be deemed complete after the 4th submittal.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Meeting: Schedule with Supervisor	Task to meet with Supervisor to discuss and review the 4th comment letter for accuracy and completeness prior to releasing the letter to the applicant.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Applicant Response 4	Task to track status of applicant's response to 4th comment letter.	Land Use Permit	Project Planner	Project Planner	Applicant
Meeting: Schedule with Applicant	Task to schedule a meeting with the applicant to discuss comments on 4th submittal if deemed necessary.	Land Use Permit	Project Planner	Project Planner	Planning and Building
<b>Decision (Level 1 &amp; 2)</b>					
Permit Decision Document: Planner Deems Project Ready for Decision	This task should be assigned after the project planner has determined that the application is ready for a decision.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Prepare Notice Package	Task for the admin staff to prepare the legal notice maps and list (GIS to prepare map and obtain labels). This task must be assigned 3 weeks in advance of the legal notice being sent to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Draft Public Legal Notice	Task for project planner/admin staff to prepare the legal notice.	Land Use Permit	Project Planner	Project Planner / Administrative Staff	Planning and Building
Noticing: Project Planner Review Legal Notice	Task assign to project planner to review the legal notice if the notice was prepared by admin staff.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Release Public Legal Notice Newspaper	Task for admin staff to send the legal notice to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Mail Public Legal Notice	Task for admin staff to send out the legal notice in mail.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
Permit Decision Document: Draft to Supervisor	Task for project planner to prepare the draft of the permit decision document (i.e., Notice of Decision, Substantial Conformance, Certificate of Compliance, etc.) to submit to supervisor for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Permit Decision Document: Supervisor Reviews Draft	Task for supervisor to review the draft of the permit decision document.	Land Use Permit	Project Planner	Supervisor	Planning and Building
Permit Decision Document: Draft to City Planner	Task for project planner to make edits to supervisor comments and provide final draft to the City Planner for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Permit Decision Document: City Planner Reviews Draft	Task for the City Planner to review the final draft.	Land Use Permit	Project Planner	City Planner	Planning and Building
Permit Decision Document: Final to City Planner	Task for project planner to make edits to comments, if any, by the City Planner and provide the Final document to the City Planner for final signature.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Permit Decision Document: City Planner Approves Final	Task for the City Planner to review and sign the final permit decision document.	Land Use Permit	Project Planner	City Planner	Planning and Building
<b>Decision (Level 3 (NOD))</b>					
Permit Decision Document: Planner Deems Project Ready for Decision	This task should be assigned after the project planner has determined that the application is ready for a decision.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Prepare Notice Package	Task for admin staff to update the legal notice maps and list (GIS to prepare map). This task must be assigned 3 weeks in advance of the legal notice being sent to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Draft Public Legal Notice	Task for project planner/admin staff to prepare the legal notice.	Land Use Permit	Project Planner	Project Planner / Administrative Staff	Planning and Building
Noticing: Project Planner Review Legal Notice	Task assign to project planner to review the legal notice if the notice was prepared by admin staff.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Release Public Legal Notice Newspaper	Task for admin staff to send the legal notice to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Mail Public Legal Notice	Task for admin staff to send out the legal notice in mail.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Permit Decision Document: Draft to Supervisor	Task for project planner to prepare the draft of the permit decision document (Notice of Decision) and submit to supervisor for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Permit Decision Document: Supervisor Reviews Draft	Task for supervisor to review the Draft Notice of Decision (NOD).	Land Use Permit	Project Planner	Supervisor	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
Permit Decision Document: Draft to City Planner	Task for project planner to make edits to supervisor comments and provide final draft of NOD to the City Planner for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Permit Decision Document: City Planner Reviews Draft	Task for the City Planner to review the final draft of NOD.	Land Use Permit	Project Planner	City Planner	Planning and Building
Permit Decision Document: Final to City Planner	Task for project planner to make edits to comments, if any, by the City Planner and provide the Final NOD to the City Planner for final signature.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Permit Decision Document: City Planner Approves Final	Task for the City Planner to review and sign the final NOD.	Land Use Permit	Project Planner	City Planner	Planning and Building
<b>Decision (Level 3 (HRG))</b>					
Permit Decision Document: Planner Deems Project Ready for Decision	This task should be assigned after the project planner has determined that the application is ready for a decision.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Prepare Notice Package	Task for admin staff to prepare the legal notice maps and list (GIS to prepare map and obtain labels). This task must be assigned 3 weeks in advance of the legal notice being sent to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Draft Public Legal Notice	Task for project planner/admin staff to prepare the legal notice.	Land Use Permit	Project Planner	Project Planner / Administrative Staff	Planning and Building
Noticing: Project Planner Reviews Legal Notice	Task assign to project planner to review the legal notice if the notice was prepared by admin staff.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Release Public Legal Notice Newspaper	Task for admin staff to send the legal notice to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Mail Public Legal Notice	Task for admin staff to send out the legal notice in mail.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Prepare and Post Administrative Hearing Agenda	Task for project planner to draft and post the administrative hearing agenda at least 72 hours prior to the hearing.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Permit Decision Document: Draft to Supervisor	Task for project planner to prepare the draft of the permit decision document (Notice of Decision) and submit to supervisor for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Permit Decision Document: Supervisor Reviews Draft	Task for supervisor to review the Draft Notice of Decision (NOD).	Land Use Permit	Project Planner	Supervisor	Planning and Building
Permit Decision Document: Draft to City Planner	Task for project planner to make edits to supervisor comments and provide draft of NOD to the City Planner for review.	Land Use Permit	Project Planner	City Planner	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
Permit Decision Document: City Planner Reviews Draft	Task for the City Planner to review the draft of NOD.	Land Use Permit	Project Planner	City Planner	Planning and Building
Permit Decision Document: Final to City Planner	Task for project planner to make edits to comments, if any, by the City Planner and provide the Final NOD to the City Planner for final signature.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Permit Decision Document: City Planner Approves Final	Task for the City Planner to review and sign the final NOD.	Land Use Permit	Project Planner	City Planner	Planning and Building
<b>Decision (Level 4)</b>					
Permit Decision Document: Planner Deems Project Ready for Decision	This task should be assigned after the application is deemed complete <b>and</b> the planner has determined that the application is ready for a Planning Commission Hearing.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Prepare Notice Package	Task for admin staff to prepare the legal notice maps and list (GIS to prepare map and obtain labels). This task must be assigned 2 weeks in advance of the legal notice being sent to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Draft Public Legal Notice	Task for project planner/admin staff to prepare the legal notice.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Release Public Legal Notice Newspaper	Task for admin staff to send the legal notice to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Mail Public Legal Notice	Task for admin staff to send out the legal notice in mail.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Planning Commission: Agenda Report Draft to Supervisor / City Attorney	Task for project planner to prepare the Agenda Report and provide to supervisor and city attorney by the deadline to review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: Supervisor Reviews Draft Agenda Report	Task for supervisor to review the draft Agenda Report.	Land Use Permit	Project Planner	Supervisor	Planning and Building
Planning Commission: Agenda Report Draft to City Planner	Task for project planner to make edits to supervisor comments on the Agenda Report and submit draft to City Planner for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: Resolution Review by City Attorney	Task for City Attorney to review PC resolution	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: City Planner Reviews Draft Agenda Report	Task for City Planner to review the draft Agenda Report.	Land Use Permit	Project Planner	City Planner	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
Planning Commission: Agenda Report Final to City Planner	Task for project planner to make edits to comments by City Planner and submit final draft to the City Planner for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: City Planner Approves Final Agenda Report	Task for City Planner to review and approve final draft of Agenda Report.	Land Use Permit	Project Planner	City Planner	Planning and Building
Planning Commission: Prepare Presentation	Task for project planner to prepare the PowerPoint Presentation for the hearing.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: Final Electronic Resolution to City Planner	Task to send the final resolution to the City Planner for review before getting signature from the Chair of the Planning Commission.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: Admin: Final Resolution to Commission Chair	Task for admin staff or project planner to finalize the resolution, print it on acid free paper, and notifying the PC Chairperson that the resolution is ready for signature.	Land Use Permit	Project Planner	Project Planner	Planning and Building
<b>Decision (Level 5)</b>					
Permit Decision Document: Planner Deems Project Ready for Decision	This task should be assigned after the application is deemed complete <b>and</b> the planner has determined that the application is ready for a Planning Commission Hearing.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Prepare Notice Package	If notification is required, task for admin staff to update the legal notice maps and list (GIS to prepare map). This task must be assigned 3 weeks in advance of the legal notice being sent to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Draft Public Legal Notice	Task for project planner/admin staff to prepare the legal notice.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Release Public Legal Notice Newspaper	Task for admin staff to send the legal notice to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Mail Public Legal Notice	Task for admin staff to do the mail merge and send out the legal notice in mail.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Planning Commission: Agenda Report Draft to Supervisor / City Attorney	Task for project planner to prepare the Agenda Report and provide to supervisor and city attorney by the deadline to review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: Supervisor Reviews Draft Agenda Report	Task for supervisor to review the draft Agenda Report.	Land Use Permit	Project Planner	Supervisor	Planning and Building
Planning Commission: Agenda Report Draft to City Planner	Task for project planner to make edits to supervisor comments on the Agenda Report and submit draft to City Planner for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
Planning Commission: City Planner Reviews Draft Agenda Report	Task for City Planner to review the draft Agenda Report.	Land Use Permit	Project Planner	City Planner	Planning and Building
Planning Commission: Agenda Report Final to City Planner	Task for project planner to make edits to comments by City Planner and submit final draft to the City Planner for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: City Planner Approves Final Agenda Report	Task for City Planner to review and approve final draft of Agenda Report.	Land Use Permit	Project Planner	City Planner	Planning and Building
Planning Commission: Prepare Presentation	Task for project planner to prepare the PowerPoint Presentation for the hearing.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission: Final Electronic Resolution to City Planner	Task to send the final resolution to the City Planner for review before getting signature from the Chair of the Planning Commission.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Planning Commission Admin: Final Resolution to Commission Chair	Task for admin staff to finalize the resolution, print it on acid free paper, and notifying the PC Chairperson that the resolution is ready for signature.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Legal Notices	Prepare legal notice; request maps from GIS; give notices to city clerk	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Draft Agenda Report to Supervisor	Task for project planner to prepare the agenda report and submit to the supervisor by the deadline.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Supervisor Reviews Draft Agenda Report	Task for supervisor to review the agenda report and provide comments to the project planner.	Land Use Permit	Project Planner	Supervisor	Planning and Building
City Council: Draft Agenda Report to City Planner	Task for project planner to make edits to comments from supervisor and submit draft agenda report to the City Planner for review by the deadline.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: City Planner Reviews Draft Agenda Report	Task for City Planner to review the draft agenda report and provide comments to the project planner.	Land Use Permit	Project Planner	City Planner	Planning and Building
City Council: Draft Agenda Report to Director	Task for project planner to make edits to comments from the City Planner and submit the draft agenda report to the Director for review by the deadline.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Director Reviews Draft Agenda Report	Task for the Director to review the draft Agenda Report and provide comments to the project planner.	Land Use Permit	Project Planner	Director	Planning and Building
City Council: Final Agenda Report to Director	Task for project planner to make edits to comments by the Director and submit the final draft to the Director for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
City Council: Director Reviews Final Agenda Report	Task for the Director to review the final draft of the Agenda Report.	Land Use Permit	Project Planner	Director	Planning and Building
City Council: Agenda Report Review by City Attorney	This task only applies if the City Attorney needs to review the agenda report for legal purposes. Prepare and review ordinances and resolutions by attorney	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Agenda Report Review by Finance Director	This task only applies if the project requires fiscal responsibilities from the City.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Prepare PowerPoint Presentation	Task for project planner to prepare the PowerPoint presentation and provide copies to the City Clerk prior to the hearing.	Land Use Permit	Project Planner	Project Planner	Planning and Building
<b>Appeals</b>					
Meet and Confer	Project planner to schedule meet and confer conference with applicant and appellant.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Prepare Notice Package	Task for admin staff to prepare the legal notice maps and list. This task must be assigned 3 weeks in advance of the legal notice for the appeal hearing being sent to the local newspaper.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Prepare Notice Labels	Task for admin staff to prepare notice labels from the applicant. This task must be assigned 3 weeks in advance of the legal notice for the appeal hearing being sent to the local newspaper. Request GIS.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Draft Public Legal Notice	Task for project planner/admin staff to prepare the legal notice for the appeal hearing.	Land Use Permit	Project Planner	Project Planner	Planning and Building
Noticing Admin: Release Public Legal Notice Newspaper	Task for admin staff to send the legal notice to the local newspaper, if Planning Commission. If City Council, give to City Clerk.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
Noticing Admin: Mail Public Legal Notice	Task for admin staff to do the mail merge and send out the legal notice in mail.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building
City Council: Draft Agenda Report to Supervisor	Task for project planner to prepare the agenda report and submit to the supervisor by the deadline.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Supervisor Reviews Draft Agenda Report	Task for supervisor to review the agenda report and provide comments to the project planner.	Land Use Permit	Project Planner	Supervisor	Planning and Building
City Council: Draft Agenda Report to City Planner	Task for project planner to make edits to comments from supervisor and submit draft agenda report to the City Planner for review by the deadline.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: City Planner Reviews Draft Agenda Report	Task for City Planner to review the draft agenda report and provide comments to the project planner.	Land Use Permit	Project Planner	City Planner	Planning and Building

TASK NAMES	DESCRIPTION	TASK CATEGORIES	ASSIGNER	ASSIGNEE	CHESS BOARD
City Council: Draft Agenda Report to Director	Task for project planner to make edits to comments from the City Planner and submit the draft agenda report to the Director for review by the deadline.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Director Reviews Draft Agenda Report	Task for the Director to review the draft Agenda Report and provide comments to the project planner.	Land Use Permit	Project Planner	Director	Planning and Building
City Council: Final Agenda Report to Director	Task for project planner to make edits to comments by the Director and submit the final draft to the Director for review.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Director Reviews Final Agenda Report	Task for the Director to review the final draft of the Agenda Report.	Land Use Permit	Project Planner	Director	Planning and Building
City Council: Agenda Report Review by City Attorney	This task only applies if the City Attorney needs to review the agenda report for legal purposes.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Agenda Report Review by Finance Director	This task only applies if the appeal requires fiscal responsibilities from the City.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council: Final Agenda Report to City Manager	Task for the project to submit the final Agenda Report to the City Manager’s Office by the deadline and to coordinate completion of the web version of the report with admin staff.	Land Use Permit	Project Planner	Project Planner	Planning and Building
City Council Admin: Send Final Decision to Applicant	Task for project planner/admin staff to send final Resolution to the applicant.	Land Use Permit	Project Planner	Administrative Staff	Planning and Building

## Appendix B

### CEQA Procedures

#### 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	<b>CITY/CONSULTANT AND APPLICANT CYCLING DURING CYCLE REVIEWS 1, 2, 3, 4</b>
Draft M/ND: Prepare Draft Document	<b>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

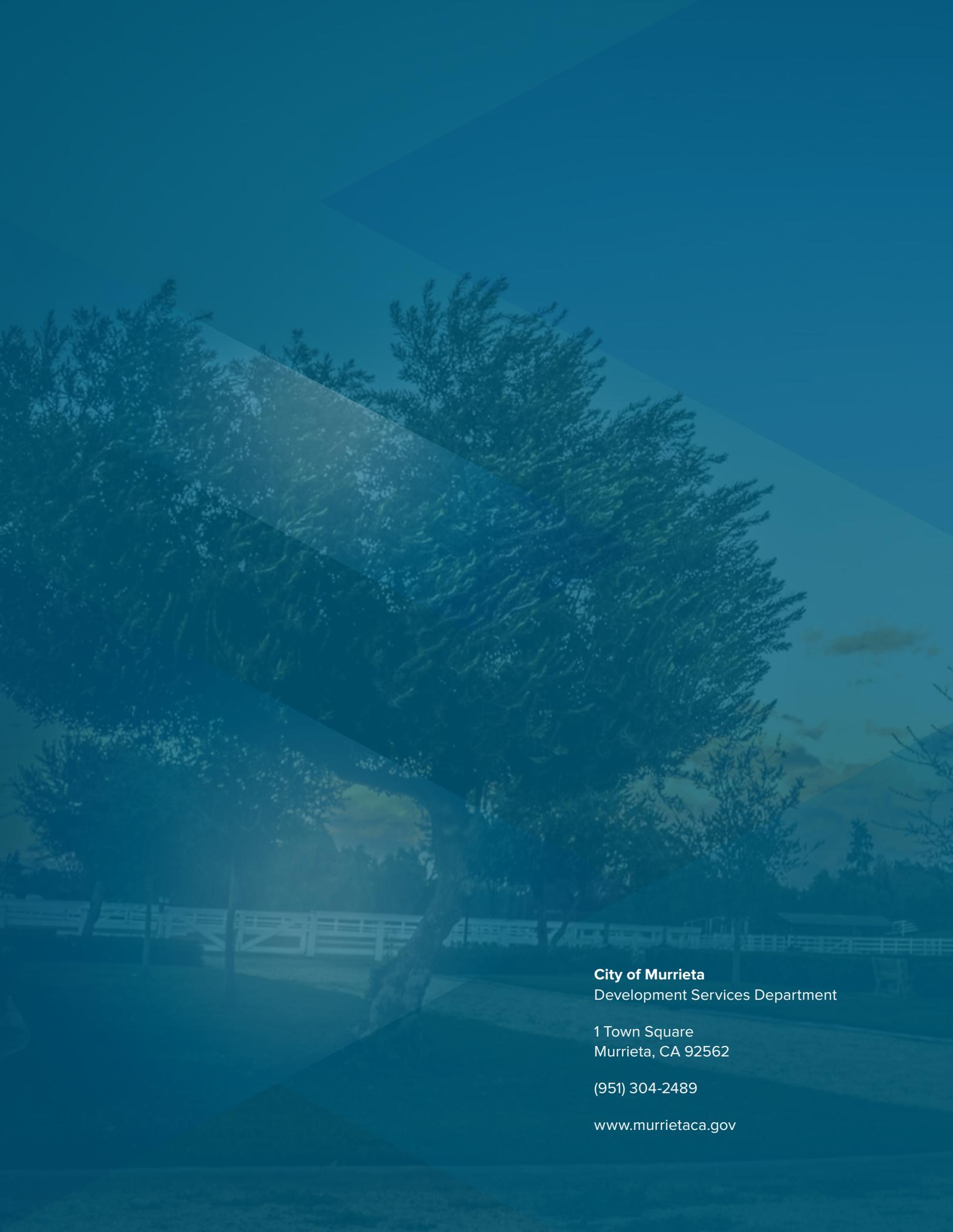
FEIR: Finalize Document

FEIR: Request NOD Filing Fees/CDFW Waiver

FEIR: Mail Document to Responsible Agencies

FEIR: File NOD/Fees/CDFW Waiver





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