

Public Works Minor Use Permit / Conditional Use Permit / Village Use Permit / Site Development Permit / Tentative Parcel Map / Tentative Tract Map Entitlement Review Process

Note: Preliminary discussion with City staff prior to new development applications is recommended

Applicant submits plans to Planning Department. Planning Department transmits entitlement application to Public Works Department for comments

Public Works Department checks submittal for completeness, such as preliminary hydrology report, traffic study, (if required), preliminary Precise grading plan, preliminary WQMP

YES

Public Works staff prepares a memorandum of incompleteness and preliminary comments to the Planning Department

Discussion with developer/ engineer regarding preliminary comments prior to re-submittals

NO

Review of Technical Reports (approx. 30 days)

Public Works prepares Conditions of Approval

Discussion of Engineering Conditions of Approval with Planning Department staff and/or developer engineer

Recommended or draft Public Works Conditions of Approval are developed & submitted for staff, Planning Commission & City Council review