



Development Review Process & Timeline Summary (For Most Applications)

Preapplication:

- Pre-application discussion with City staff (at the counter, on the telephone or by email.)
- A complimentary pre-review of conceptual plans will be provided by the City if desired by the applicant. The developer should submit four (4) sets of plans to the Planning Division for preliminary review and comments prior to submitting their application. Staff will review the plans, provide comments and forward them to the developer who should then revise the plans per the staff comments prior to submittal of a formal application.
- Application materials, including application form, fee schedule, environmental questionnaire, plan submittal requirements and process and timeline summary are given to applicant during the preapplication stage. Standards City specifications, the Zoning Ordinance and General Plan text and maps and a design review manual are also available for viewing or purchase upon request. Some of these documents are also available online at the web address shown above. The Zoning Ordinance is located in Chapter 17 of Municipal Code.
- Application fees do not include plan review by other city departments (other than the Planning Division.) A separate plan review deposit of \$500 or \$1000, depending on size, will be required for most projects.

Submittal & Review:

- Submittal of application, plans and fee by applicant need to be submitted to the City Planning Division. Regular business hours are Monday through Friday, excluding major holidays, from 8:00 AM to 5:00 PM.
- Staff determines if the application is complete; notifies the applicant if it is deficient in any way.
- When the application is deemed complete, staff routes it to local and governmental agencies for review (30 calendar day review time if state agencies are involved & 21 calendar day review time for local review only.)
- If a public hearing is necessary, then at least ten (10) days before the hearing, notice is published in the Lassen County Times and notice is sent to all property owners within 300 feet of the external boundaries of the subject property (600 feet if the application is for a General Plan Amendment.) The City provides the addresses for this notification.
- If the project is subject to the California Environmental Quality Act (CEQA) the review time may be considerably longer depending on the type of environmental document required. Consult with staff to determine if your project is categorically exempt from CEQA.
- Comments from agencies are forwarded to staff. A planning commission report and recommendation with conditions are prepared and are distributed to the Planning Commission and the applicant on the Friday before the Planning Commission meeting.

Hearing Body Decision:

- Planning Commission meetings are held on the 2nd and 4th Tuesdays of each month as necessary, depending on workload. The meetings begin at 6:30 PM and are located in the City Council Chambers at 66 N. Lassen Street, Susanville, CA, 96130. Applicants should be present at the Planning Commission meeting to provide information and answer questions from the Planning Commissioners.
- The Planning Commission reviews all applications for development of new structures or subdivisions except for single family homes, manufactured homes and duplexes. The Planning Commission has final decision authority for the following applications: Architectural and Site Plan Review, Use Permit, Variance, Tentative Parcel Map or Subdivision Map. The City Council has final decision authority for Zone Changes and General Plan Amendments.
- Appeals of Planning Commission decisions must be submitted to the City Clerk on a form provided by the City within five (5) business days after the final decisions for most applications or ten (10) business days for tentative parcel and subdivision maps. A fee is required.
- The Planning Commission is a quasi-judicial review body made up of lay members of the public appointed to serve on the commission by the City Council. The Planning Commission does not have an office within city hall. To avoid *ex-parte* contact, commission members should not be contacted prior to public meetings to garner support for your project.
- The typical review time for applications noted above is four (4) to 8 (eight) weeks from submittal to a Planning Commission meeting. This timeline can be longer with applications subject to the California Environmental Quality Act (CEQA.)

Building Permit:

- Once the project is approved by the Planning Commission the project owner/developer is required to submit building plans to the Building Division. Four (4) sets of plans are required. This process takes two (2) to (6) six weeks depending on staff workload and project details. After these plans are approved a permit is issued for construction of site improvements and/or a building permit. Fees will be applied at this stage of the process.
- Applications for Subdivision and Parcel Maps require submittal of final maps and approval by the City Council prior to recordation. Applications in the Miller-Fletcher Assessment District (Skyline Terrace area) require additional processing times for apportionment of assessments.
- Applications for Administrative Permits, Floodplain Permits, Home Occupation Permits and Lot Line Adjustments are administrative and are exempt from the above process.

For any questions regarding timelines and processes contact:

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