

ATTACHMENT D

Planning Project Tasks

- Greet Applicant at the Front Counter
- Review application for completeness
- Collect fees/write receipt
- Take application to Director of Planning for review and assign to a Planner
- Give application to Planning Tech to create folder/write it on the board/copy of Assessor Parcel page
- Give to the Planner assigned
- Planner reviews the application
- Planner creates the project description/AO list/fills out agency notification list
- Planner returns the project folder to the Planning Tech to send to agencies
- Planning Tech creates cover letters to agencies and sends out the project for review
- Planning Tech sends application/cover letter/topo map/check to Northeast Information Center (NEIC)
- Within the two week review period Planner does a site visit and checks for code violations
- Planner receives agency comments and saves the hard copy in file and on the P drive
- Determine if application is complete
- Prepare the Initial Study (IS)(Average size is 50 pages)
- Inform GIS Planner of what Maps/Exhibits will be needed
- Prepare Notice of Completion(NOC)/Notice of Exemption(NOE)
- Prepare legal/notice of Negative Declaration
- IS/NOC/NOE/Legal reviewed by supervisor
- IS/NOC/NOE/Legal reviewed by the Director of Planning
- Make copies for AO List (Average number of AO's per project is 30)
- Make two copies of the IS and give to the Planning Tech to record
- Planning Tech makes copies to send out to the State Clearing House
- Planning Tech mails the copies (cost to mail)
- Prepare Staff Report for Planning Commission
- SR reviewed by supervisor
- SR reviewed by Director of Planning
- SR reviewed by County Counsel
- Once approved, give to Admin Secretary to upload to IQM2
- Give description to Planning Tech to prepare the Notice for the newspaper

- Admin Secretary will upload items/attachments, create the agenda, mail the packet to applicant/representative, and post the agenda
- Hold the public hearing (Director of Planning/Planner and Admin Secretary time)
- If Use Permit is approved, Planning Tech creates the Issued Use Permit
- If the parcel is under the Williamson Act than a Board of Supervisors SR needs to be prepared
- SR reviewed by supervisor
- SR reviewed by Director of Planning
- SR reviewed by County Counsel
- Once approved, give to Admin Secretary to upload to IQM2
- Planning Tech will send notice to the Clerk of the Board that will appear in the newspaper
- Hold the public Hearing (Director of Planning)
- If Use Permit is approved, Planning Tech creates the Issued Use Permit
- Use permit is sent to the applicant
- Entire project folder is scanned by the Planning Tech and filed away