

**TIME LINE FOR CONDITIONAL USE PERMITS,
SITE PLAN REVIEW AND VARIANCES (PLANNING COMMISSION REVIEW)**

TASK	MAXIMUM TIME FOR COMPLETION	CUMULATIVE TIME
Submittal of Application		
File Set Up, Account Number Established	2 working days	2 days
Project referred to other City departments, responsible and trustee agencies, neighborhood task forces, residents and tenants within 300' of property, and other known interested parties.	14 calendar days	16 days
Responses coordinated and interdepartmental meeting held regarding project.	5 working days	21-23 days
Applicant advised of status of application (completeness) and may be asked to provide any other information required to review plans.	1 day	22-24 days
Applicant prepares revised plans and submits additional information necessary to continue processing permit.	In accordance with applicant's schedule.	
Applicant submits revised plans, which may be re-circulated for review. Determination is made whether project is categorically exempt from CEQA or if a negative declaration is required. *	5 working days	27-29 days
Planning Commission report, conditions and findings are prepared and circulated for in-house review. *	10 working days	39 days
Public Notice provided and project scheduled for next available Planning Commission hearing.	12- 30 calendar days, depending upon hearing dates	51 to 69 days
Ten-day appeal period. **		61-79 days

* If a negative declaration is required, additional time will be necessary to prepare and post the environmental document.

**If appealed, the application to sent to City Council for final action, which adds approximately four weeks to the process.