



County of San Diego, Planning & Development Services  
**COMMUNITY PLANNING OR SPONSOR  
GROUP PROJECT REVIEW**  
ZONING DIVISION

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Record ID(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Project Manager's Phone: \_\_\_\_\_

Scope of Review:

Board Policy I-1 states; “groups may advise the appropriate boards and commissions on discretionary projects as well as on planning and land use matters important to the community.” Planning & Development Services (PDS) has received an application for the project referenced above. PDS requests your Group evaluate and provide comment on the project in the following areas:

- The completeness and adequacy of the Project Description
- Compatibility of the project design with the character of the local community
- Consistency of the proposal with the Community Plan and applicable zoning regulations
- Specific concerns regarding the environmental effects of the project (e.g., traffic congestion, loss of biological resources, noise, water quality, depletion of groundwater resources)

Initial Review and Comment:

Shortly after an application submittal, a copy of the application materials will be forwarded to the Chair of the applicable Planning or Sponsor Group. The project should be scheduled for initial review and comment at the next Group meeting. The Group should provide comments on planning issues or informational needs to the PDS Project Manager.

Planning Group review and advisory vote:

- A. **Projects that do not require public review of a CEQA document:** The Group will be notified of the proposed hearing date by the PDS Project Manager. The project should be scheduled for review and advisory vote at the *next Group meeting*.
- B. **Projects that require public review of a CEQA document:** The Chair of the Planning Group will be noticed when an environmental document has been released for public review. The final review of the project by the Group, and any advisory vote taken, should occur *during the public review period*.

As part of its advisory role, the Group should provide comments on both the adequacy of any environmental document that is circulated and the planning issues associated with the proposed project. The comments provided by the Group will be forwarded to the decision-making body and considered by PDS in formulating its recommendation.

Notification of scheduled hearings:

In addition to the public notice and agenda requirements of the Brown Act, the Group Chair should notify the project applicant's point of contact and the PDS Project Manager at least two weeks in advance of the date and time of the scheduled meeting.



County of San Diego, Planning & Development Services  
**COMMUNITY PLANNING OR SPONSOR  
 GROUP PROJECT RECOMMENDATION**  
 ZONING DIVISION

Record ID(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Planning/Sponsor Group: \_\_\_\_\_

Results of Planning/Sponsor Group Review

Meeting Date: \_\_\_\_\_

**A. Comments made by the group on the proposed project.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Advisory Vote:** The Group  **Did**  **Did Not** make a formal recommendation, approval or denial on the project at this time.

If a formal recommendation was made, please check the appropriate box below:

- MOTION:**
- Approve without conditions
  - Approve with recommended conditions
  - Deny
  - Continue

**VOTE:** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Vacant/Absent

**C. Recommended conditions of approval:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reported by: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email recommendations to BOTH EMAILS;**  
 Project Manager listed in email (in this format): [Firstname.Lastname@sdcounty.ca.gov](mailto:Firstname.Lastname@sdcounty.ca.gov) and to  
[CommunityGroups.LUEG@sdcounty.ca.gov](mailto:CommunityGroups.LUEG@sdcounty.ca.gov)

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