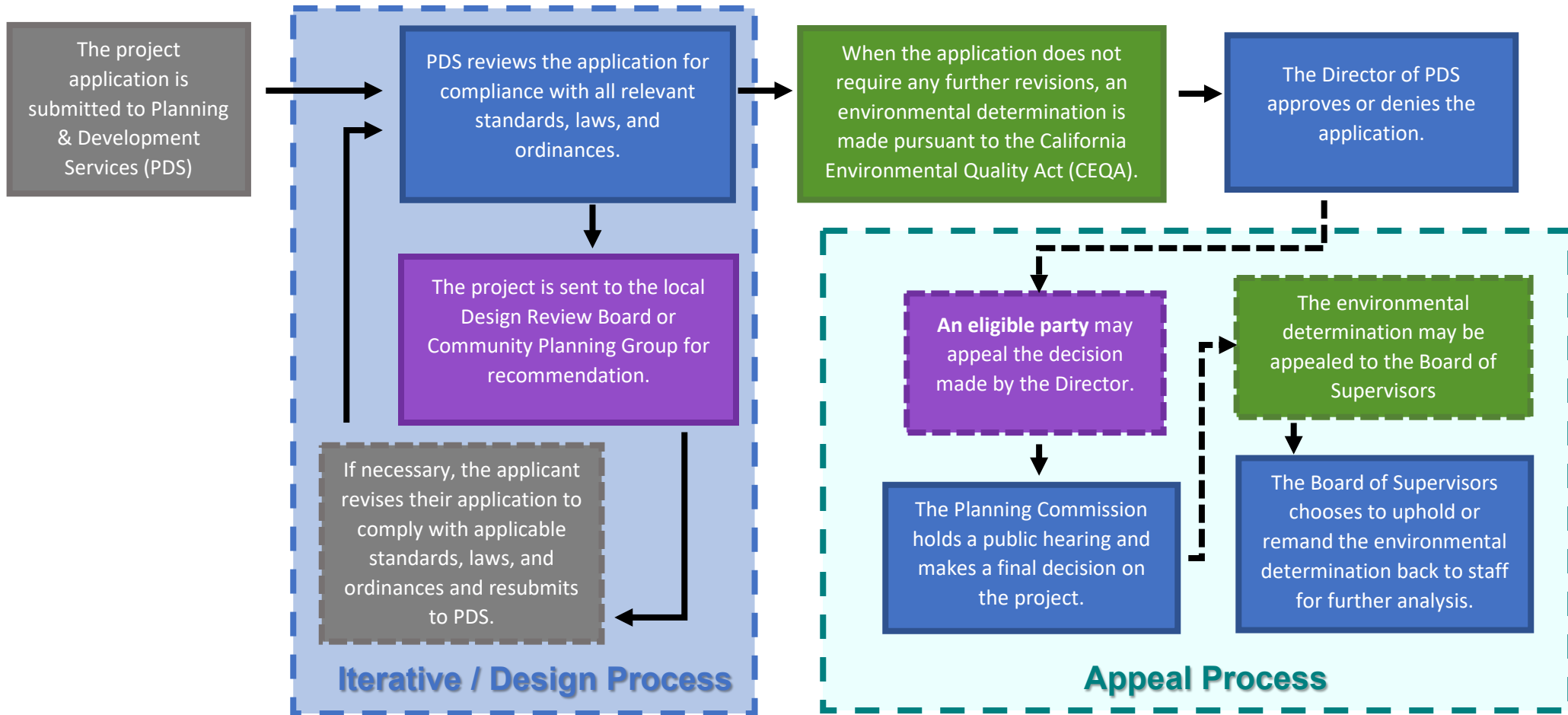




# Discretionary Process One

## *Director's Decisions*



Optional Initial Consultation Meeting – Prior to submittal, PDS suggests submitting for an optional initial consultation meeting to discuss the proposed project, the permit process, applicable ordinances, and potential issues. Information can also be obtained on our website, by calling our Building Services zoning counter, or by visiting our offices at 5510 Overland Avenue, Suite 110. It is also recommended that applicants contact their local community planning group and/or design review board early in the design process. The contact information for each community planning group chair can be found [here](#) and the contact information for each design review board chair can be found [here](#).

Application Submittal – The applicant submits a complete permit application to the zoning counter at 5510 Overland Ave., Suite 110. No appointment is needed, and applications can be submitted during normal business hours.

Design Review Board and/or Community Planning Group – If the application is complete, it will be routed to the local Design Review Board and/or Community Planning Group by PDS to be placed on the next possible agenda. The applicant should also contact the group to introduce themselves and ensure a representative will be available to attend the meeting. These groups usually meet once a month, and it is highly recommended that the applicant attend this meeting.

The Design Review Board and/or Community Planning Group will review the project within a public meeting and recommend approval or denial to PDS based upon consistency with the design guidelines or other applicable criteria. This determination is then forwarded to PDS. If approval is recommended, the group will also stamp the plans with their approval stamp and transmit these documents to PDS.

Staff Review – PDS reviews the application and ensures that all required forms, documents, and fees/deposits were submitted and are complete. If the application is complete, it will be assigned to a PDS Planner in our Project Planning Division. The PDS Planner reviews the project and determines if the proposed project is consistent with the Zoning Ordinance and other regulations.

Comments are also collected from several different departments, depending on the project. Departments typically involved in the review process include the Department of Environmental Health and Quality, Department of Public Works, County Fire Authority, and the Department of Parks and Recreation.

PDS issues a scoping letter to the applicant detailing required technical studies and corrections. Technical studies, figures, and other documents may be required to allow PDS to analyze the project and complete environmental review. This process, in conjunction with the Applicant Resubmittal process, reoccurs until the project documents can be accepted by the PDS Planner.

Applicant Resubmittal – The applicant addresses all corrections within the scoping or iteration letter. The PDS Planner is available to meet and discuss any comments or questions prior to resubmittal. The applicant resubmits a copy of all documents that were requested in the scoping or iteration letter. An additional deposit may also be required. Resubmittals are made to the Building Services zoning counter located at 5510 Overland Ave., Suite 110. This process, in conjunction with the Staff Review process, reoccurs until the project documents can be accepted by the PDS Planner.

Environmental Determination – Once all applicable technical studies and project documents are accepted by PDS, the Planner determines which type of environmental document is required to be processed as required by CEQA. The Planner then works with the environmental specialist to draft the required documentation. If the project is determined to require an exemption per CEQA Section 15183, a public hearing by the Zoning Administrator is required.

Director Decision – After finalizing staff review and analysis, PDS will issue a decision approving or denying the project. This decision is appealable to the Planning Commission.

Eligible Party – The property owner or applicant that is the subject of the decision being appealed, a property owner within 300 feet of the subject property, a person who receives permission to appeal the decision after a written petition to the Planning Commission, or a County Officer, Board, Commission or other County body which does not have jurisdiction over the appeal.

Planning Commission – The Planning Commission is a decision-making body made up of planning professionals appointed by the Board of Supervisors to make land use decisions on behalf of the elected officials. The Planning Commission acts as the approval for certain permit types, such as major subdivisions of land. In certain cases, the Planning Commission makes a recommendation to the Board of Supervisors for their decision regarding a land use project. Decisions made by the Director can be appealed to the Planning Commission.

Board of Supervisors – The Board of Supervisors is made up of five elected officials representing the five districts within the unincorporated County. The Board of Supervisors act as the approval body for complex land use projects, such as amendments to the County's General Plan and revisions to the Zoning Ordinance. Decisions made by the Planning Commission can be appealed to the Board of Supervisors.