

Process Flowchart:

MINOR PROJECT PROCESS

This flowchart is for minor projects such as
Administrative Permit Review; Permanent
and Temporary Signs; Temporary Use
Permits; and Water Efficient Landscape
Applications

COMPLETENESS REVIEW PROJECT SUBMITTED Internal review by Project Planner and Development Review Submittal of application, supporting Committee (DRC) for missing information from application materials, and fees. See application required for processing (submittal checklist). Review for submittal requirements. compliance with codes and regulations. PROJECT PLANNER ASSIGNED Is the Application **Application Revision and** Project Planner evaluates the project and **Deemed Complete?** Resubmittal is the primary contact for the applicant. No Yes CALIFORNIA ENVIRONMENTAL **QUALITY ACT** See CEQA Process Flowchart. **DECISION BY COMMUNITY DEVELOPMENT DIRECTOR OR** DESIGNEE Decision is made to approve or deny the request. **CEQA EVALUATION COMPLETE** APPEAL? An appeal may be filed within 15 calendar days of the decision. See Appeals Process Flowchart. Ministerial approvals may not be appealed.