

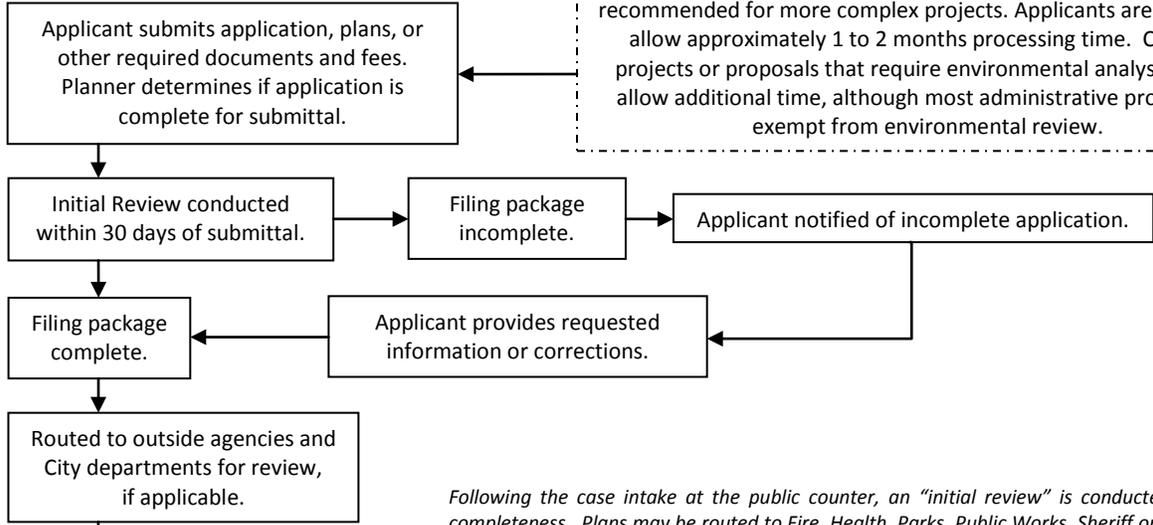


# APPLICATION PROCESS – Land Use Entitlement Application at the Administrative Level

CITY OF CALIMESA - PLANNING DIVISION

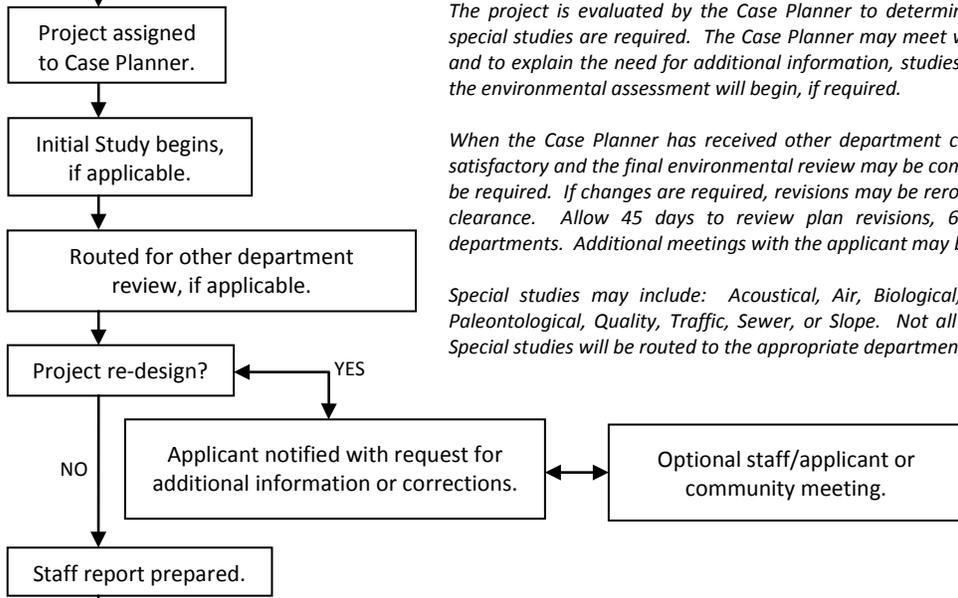
**START:** Consultation with planning staff is recommended before submitting an application. Preliminary applications are also recommended for more complex projects. Applicants are advised to allow approximately 1 to 2 months processing time. Complex projects or proposals that require environmental analysis should allow additional time, although most administrative projects are exempt from environmental review.

**PHASE I  
INITIAL REVIEW**



Following the case intake at the public counter, an "initial review" is conducted to determine completeness. Plans may be routed to Fire, Health, Parks, Public Works, Sheriff or other agencies. When the application is deemed complete for assignment, the application will be assigned to a Case Planner.

**PHASE II  
EVALUATION**

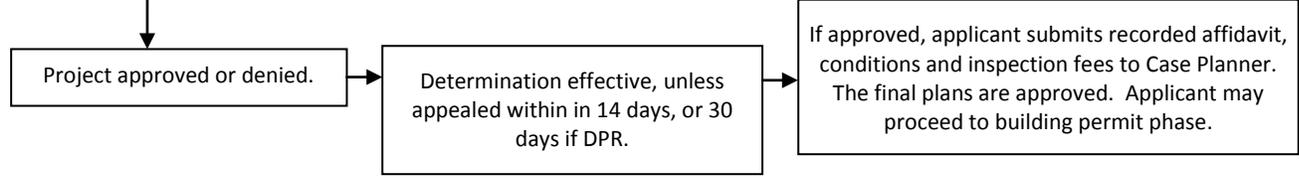


The project is evaluated by the Case Planner to determine if additional information, reports or special studies are required. The Case Planner may meet with the applicant to discuss the project and to explain the need for additional information, studies or plan revisions. The Initial Study for the environmental assessment will begin, if required.

When the Case Planner has received other department comments, the project may be deemed satisfactory and the final environmental review may be completed. However, further redesign may be required. If changes are required, revisions may be rerouted to the appropriate department for clearance. Allow 45 days to review plan revisions, 60 days if plans are routed to other departments. Additional meetings with the applicant may be required.

Special studies may include: Acoustical, Air, Biological, Fiscal Impact, Geological, Historical, Paleontological, Quality, Traffic, Sewer, or Slope. Not all studies are required for every project. Special studies will be routed to the appropriate department for review.

**PHASE III  
CONSIDERATION**





## GENERAL INFORMATION – Land Use Entitlement Application at the Administrative Level

CITY OF CALIMESA - PLANNING DEPARTMENT

### Why do I need a Minor Conditional Use Permit or other minor discretionary permit?

- Certain land uses, although allowed in particular zoning districts, are only permitted under special conditions. These uses require a discretionary permit, such as a Minor Conditional Use Permit (MCUP) or Minor Development Plan Review (MDPR). The City must review these uses through an administrative review before making a decision to approve or deny the request.
- Once a complete application has been submitted, applicants are encouraged to work with the Case Planner to provide information, or to possibly revise plans so they are consistent with the General Plan and the Municipal Code prior to project approval.
- The application and plans, depending upon the proposal, will likely be routed to various outside agencies or departments within the City, all of whom may be required to review the application, and include the Fire Department, Public Works, Sheriff or other county, state or federal agencies.
- The case planner prepares discusses the project with the City's Community Development Director and makes a recommendation. Upon approval by the Community Development Director, the plans are stamped approved and a letter is sent to the applicant with conditions of approval.
- The decision to approve or deny a request will be made only after considering evidence and facts provided by the applicant, planning staff, other county departments, and any other interested party. It is the applicant's responsibility (not staff) to substantiate the project and the Burden of Proof. Staff makes a recommendation based on its own findings but is there only to present an objective opinion based on facts and compliance with City codes and State law.
- The City's Community Development Director, in approving a request, may impose conditions which are deemed necessary to ensure that the project will be in accordance with the Burden of Proof. Conditions imposed may involve any pertinent factors affecting the establishment or operation and maintenance of the requested use, including but not limited to:
  - ✓ Special yards, open spaces and buffer areas.
  - ✓ Fences and walls.
  - ✓ Landscaping and maintenance of the property.
  - ✓ Materials, colors and styles.
  - ✓ Parking facilities, including vehicular ingress and egress, and surfacing.
  - ✓ Street and highway dedications and improvements, including sidewalks, curbs and gutters
  - ✓ Water supply and fire protection.
  - ✓ Regulation of nuisance factors such as noise, vibrations, smoke, dust, dirt, odors, gases, noxious matter, heat, and glare.
  - ✓ Regulation of operating hours and days.
  - ✓ Sign regulations.
  - ✓ A specified timeframe in which development must commence.
  - ✓ Other conditions found necessary to ensure the project supports the policies and goals of the General Plan or applicable Community Plan, and the Zoning Ordinance.
- The City's Community Development Director decision may be appealed to the Planning Commission. Appeals must be received within 14 days of the administrative decision, with the exception of Development Plan Reviews, which have a 30-day appeal period. If an appeal is not received, the decision is effective on the 15<sup>th</sup> (or 31<sup>st</sup>) day of the administrative decision.
- Applicants are advised to allow approximately 1 to 2 months processing time. Complex projects or proposals that require environmental analysis should allow for additional time.