



THE PROCESS | Zoning Plan Check through Site Inspections Not Deferred Nor Appealable to Coastal Commission & No HOA

PREPARE or REVISE ZPC ITEMS		The Applicant prepares/revises/submits architectural plans and additional required items for Zoning Plan Check (ZPC).
ZONING		Staff evaluates plans and supplemental items for conformance to City development standards, and guides the applicant through the Zoning Plan Check review until the submitted items are deemed complete. For each submittal, 30 days is allotted for staff review.
PLAN CHECK		Once the Zoning Plan Check is deemed complete, staff prepares the public notice and if applicable, a staff report or overview sheet for the public hearing.
SCHEDULE FOR PUBLIC HEARING		Once the public notice is approved, the Senior Permit Aide informs the applicant of items and fee payment(s) that the applicant must submit prior to scheduling for the public hearing. The submittal items include but are not limited to listing service materials, certified staking, and reduced-sized plan sets for the Design Review Board.
	_	For <i>Administrative Design Review</i> , public notices must be mailed and (if applicable) certified staking must be prepared at least 14 days prior to the hearing.
V		For Design Review Board (DRB), public notices must be mailed and (if applicable) certified staking must be prepared at least 28 days prior to the hearing.
PRE-PUBLIC HEARING ACTIVITIES		Written Comments from the public will be distributed to the DRB for review.
		If applicable, the <i>applicant holds an open house for the public</i> .
		If applicable, the DRB/staff visits the project site .
PUBLIC HEARING		For <i>Administrative Design Review</i> , the hearing is administered by the Senior Permit Aide and attended by the applicant and any interested members of the public. If public concerns are not resolved, the project may proceeds to review by the <i>Design Review Board</i> .
		For Design Review Board , the hearing is administered by the DRB and attended by the applicant and any interested members of the public. The applicant and public may provide comments. If public, staff or DRB concerns are not resolved, the project may be continued up to two hearings. A final decision is made by the DRB .
APPEAL PERIOD		After the DRB makes a final decision, a two-week appeal period immediately follows, during which anyone may appeal the DRB's decision.
		If <i>appealed</i> , the project will be scheduled for City Council review, where the ultimate decision is made. If <i>no appeals</i> occur, then on the first working day after the appeal period ends, the applicant may proceed to the Building Division to begin the <i>Building Plan Check</i> process.
BLDG. DIV, PUB. WORKS, CITY CLERK, & INSPECTIONS		 Bldg. Division Reviews plans per Building & Safety regulations For REP Public Works Confirms final design matches what they initially approved For REP City Clerk Records final REP application with final exhibit & signatures Building and Public Works Permits Issued Site inspections scheduled

PROCESS: From Zoning Plan Check to Permit Issuance*

*<u>Note</u>: This does not include projects that need an Administrative Coastal Development Permit for an Accessory Dwelling Unit nor projects that require a Revocable Encroachment Permit.

