

*Due to increased demand, limited resources, and time constraints, standard response times to permit review have been protracted and permit submittals may take longer than under normal operations. The Planning Division anticipates returning to standard processing and response times by Fall 2022. Thank you for your patience and understanding as city operations are reestablished following the coronavirus pandemic.

PLANNING DIVISION STANDARD PERMIT REVIEW TIMES

Multiple factors affect entitlement review including application completeness, project issues resolution, project workloads, and review authority. When planning your project and submitting required application(s), refer to our list of anticipated minimum review timeframes for Planning entitlements.

Application review is initiated by the submittal of a complete application and payment of all required fees. The Minimum Review Time is based upon a complete application submittal.

REVIEW AUTHORITY & ENTITLEMENT TYPE	MINIMUM REVIEW TIME <i>Anticipated times through Fall 2022</i>
DIRECTOR-LEVEL	
Zoning Clearance	30 Days
Cannabis Zoning Clearance	16 Weeks
Zoning Verification Letter	8 Weeks
Planning Review of Building Permit	8 Weeks
Temporary Use Permit (Housing)	12 Weeks
Temporary Use Permit (Non-housing)	12 Weeks
Tree Removal Permit	16 Weeks
Sign Permit	16 Weeks
Tentative Map Status Letter	16 Weeks
Entitlement Extension	16 Weeks
Utility Certificate	6 Months
ZONING ADMINISTRATOR	
Minor Conditional Use Permit	6 Months
Minor Design Review	6 Months
Minor Landmark Alteration Permit	6 Months
Minor Hillside Development Permit	6 Months
Minor Variance (including Sign Variance)	6 Months
DESIGN REVIEW BOARD & CULTURAL HERITAGE BOARD	
Concept Review	16 Weeks
Major Design Review	12 Months
Major Landmark Alteration Permit	12 Months
PLANNING COMMISSION	
Entitlement Extension	8 Months
Major Hillside Development Permit	12 Months
Major Conditional Use Permit	12 Months
Major Variance	12 Months
Tentative Map	18 Months
CITY COUNCIL	
General Plan Amendment (including Map)	18 Months
Zoning Code Amendment (including Map)	18 Months
Utility Certificate	12 Months

PLANNING DIVISION GENERAL PLANNING PROCESS

The City's [PLANNING APPLICATION PORTAL](http://SRCity.org/PlanningApplicationPortal) (SRCity.org/PlanningApplicationPortal) provides instructions for preparation and submittal of ALL Planning Entitlement Applications. In order for an application to be accepted for processing, the application must provide all required information.

*The Planning entitlement review process is described below (Applicant action is **bold**):*

Application Submittal (first 30 days)

- 1. Application is submitted to Permit Submittal and fees are paid.**
2. Application is reviewed to ensure that minimum submittal requirements are met and then routed to the Planning Department.
3. Application is assigned to a Project Planner. The Planner will review for completeness and contact the applicant to provide this determination.
4. Application is routed for First Plan Review.

First Plan Review

5. Various City departments and other Outside Agencies, as necessary, review project application and respond with conditions of approval, any issues, or a request for additional information.
6. Project Planner collects issues, comments, or conditions of approval from reviewers and provides an Incomplete/Complete Letter, Issues Letter, or conditions of approval to applicant.

Subsequent Plan Review (if necessary)

- 7. Applicant re-submits application with required revisions.**
8. Application with revisions is re-routed to reviewing departments and agencies for review and comments.
9. Project Planner collects requests for revisions or conditions of approval from reviewers and provides Issues Letter or conditions of approval to applicant.

Public Meeting and Decision (beginning 6 weeks before meeting date)

10. After all conditions of approval have been received from reviewers, the Project Planner will begin preparing the application to be decided on by the review authority.
11. If the review authority is the Director of Planning, no public meeting is required.
12. For many project proposals, the review authority is a Board or Commission. To prepare for a public meeting/hearing, the Project Planner drafts the Staff Report, Resolution, Presentation, and noticing of the public meeting.
13. Project Planner fields questions and comments from the community prior to the meeting/hearing date and prepares a summary for the Review Authority for consideration in their decision. All written comments are a matter of public record.

Appeals

- 14.** If an appeal of the review authority's decision is filed within 10 calendar days of the decision, the item will return to a separate review authority for final decision at a public hearing. See [Zoning Code Chapter 20-62 – Appeals](#) for more information.