

# **WHAT IS THE COUNTY PROCEDURE FOR PROCESSING THE PARKING PLAN AND DEVELOPMENT REVIEW?**

1. The application is submitted to the Planning Department.
2. The project is reviewed to determine if all required information has been submitted. A letter is sent to the applicant indicating that the application is complete or detailing what additional information is needed.
3. The project is routed to the various County agencies for review and comment (Engineering (Flood Control, Districts, and Commercial Plan Sections), Environmental Health, Fire, Road, and Planning Departments).
4. When all the various departments have commented on the project, a report will be prepared by the Planning Department and mailed to the applicant indicating that the review is complete and is either approved as submitted or a list of corrections will be provided.

Upon receipt of the report, the applicant needs to make the necessary corrections and resubmit the requested material to the Planning Department. Provide three copies of each page to be corrected and one reduced copy 11" x 17". If the corrections are not clear, the applicant can contact the department that required the correction.

If additional assistance is needed, a meeting including all the involved county departments can be scheduled to discuss the corrections. Contact the Planning Department so that a meeting time can be scheduled.

5. When corrections are required, the new information requested must be provided to the Planning Department and will then be forwarded to all departments for re-evaluation. Submit 3 copies of each page that requires correction along with a corrected 11" x 17" sheet.
6. If you have not received comments on your project within 15 days from the date of application, please contact the Planning Department (675-7821) to confirm the status of your application.
7. Attached is a flow chart showing the procedure that will be followed in processing parking plan and development review applications.