



COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
APPLICATION PROCESSING TIME FRAME

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3-6 months or longer

NOTE: The Actual Time Frame for completing the processing of a specific Application depends on the type of Project, the number of technical and policy issues to be resolved, the complexity of the Project, and the completeness of the Application submittals. For further information, please consult the Planning Division at (805)237-3970 or e-mail: planning@prcity.com

Step	Task	Estimated Time
1	Initial Review – Application Submittal by Applicant Application Completeness and Issues Identification Letter Sent by City	Within 30 days of Submittal
2	Subsequent Review - Application Re-Submittal by Applicant <ul style="list-style-type: none"> ▪ Re-submittal = In Response to Letter Sent by the City Per Step #1 Above or Step #3B Below ▪ Re-Submittal Package to include the completeness items required and proposed alternatives to resolve identified issues [or project redesign] ▪ Re-Submittal Package to be reviewed by the City; Go to Step #3 Below 	Within 15 to 30 days of Re-Submittal
3	Review and Determination of Completeness by City A. Application Accepted as Complete for Processing Application Processed by City Processing Time: Individual Tasks to Complete <ul style="list-style-type: none"> ▪ Environmental Review ▪ Resolution of Outstanding Issues ▪ Holding of Technical and Development Review Meetings ▪ Preparation of draft Conditions of Approval ▪ Initiation of Public Notification Process ▪ Publication of Staff Report ▪ Holding of Public Hearing(s) ▪ Final Action, Approving, Denying, or Modifying the Application B. Application Deemed Incomplete Review by City to identify items not yet addressed Incompleteness Letter Released by City to Applicant Application cannot be processed further Incomplete Application = Placed On-Hold by City	Within 15 to 30 days of Submittal/Re-Submittal No more than 30 days after Submittal/Re-Submittal 30 to 60 days or longer. See Above Note No more than 30 days of Submittal/Re-Submittal Within 30 days Go back to Step #2 Until Deemed Complete Go Back to Step #2