



PROJECT PROCESSING AND APPEAL PROCEDURES

The procedure for processing includes the following steps. This is a general guide and may be modified and/or supplemented from time to time by the Transportation and Land Management Agency.

1. Locate the property involved and determine how the zoning and General Plan apply to the property in question. This can be done at the planning counter in the Transportation and Land Management Agency. Note that special rules apply to the land use designations within areas not covered by area plans. See sections on Interpreting the General Plan's Intent and the General Plan Certainty System, above.
2. Obtain the necessary application(s) and discuss any questions/concerns with the planning staff. Confirm the issue of General Plan consistency to the maximum extent possible at this time.
3. Obtain copies of the necessary zoning and General Plan documents, or arrange access to them for purposes of documenting required information in the application forms (especially if amendment to Foundation Components or Extraordinary Circumstances are involved - see the General Plan Certainty System section, above).
4. Schedule a pre-filing meeting with County staff to ensure that there is a clear understanding of what is involved in processing the project. Resolve any consistency questions and related procedures at this time.
5. Submit the required application materials and schedule a filing conference, if advised to do so, at the pre-filing meeting.
6. Proceed with the hearing process as specified by the County.

The Transportation and Land Management Agency will advise regarding those actions that can be handled administratively (that is, by County staff) and those that must proceed through Planning Commission and Board of Supervisors hearings. Other decision-making entities may be established in the County system as well.

In the event a finding at the staff level is unacceptable to an applicant, it may be appealed to the Planning Commission according to the rules and procedures specified by the Agency. Particular attention should be paid to the time limits for such appeals.

If the applicant does not find the Planning Commission decision acceptable, it may be appealed to the Board of Supervisors. Again, special note should be taken regarding time limits for such an appeal.