Planning Department Workflow for Typical Projects
That Require Intake, Neighborhood Notice, Entitlements and/or California Environmental Quality Act (CEQA) Review

**Project Intake Phase**
- **CP’s Intake Team**: Sends Incomplete Application Notice (IAN) to sponsor:
  - Notice identifies missing materials

**Plan Check Letter Phase**
- **CP (and EP, if needed)**: Draft Plan Check Letter (PCL) and start analysis:
  - CP planner conducts detailed plan check to determine code-compliance, leads PCL
  - EP planner reviews environmental documents for substantive accuracy, identifies additional information needed to complete CEQA review
  - CP planner issues PCL within 30 days of IAN

**Project Analysis and Approval Phase**
- **CP (and EP, if needed)**: Completes Analysis:
  - CP drafts staff report (if needed), distributes hearing notification
  - EP completes CEQA review, publishes and distributes CEQA documents (if exemption, within 30 days of complete application determination)

**Key**
- Project review meeting
- Planning document issued
- Planning analysis
- Project sponsor deliverables
- Hearing
- Project approval

**Relevant Permit Streamlining Act (PSA) Timelines**
1. Comprehensive checklist of all submittal materials required is available to sponsor (Cal. Gov. Code § 65940).
2. Determination whether application is complete or not must occur within 30 days of application submittal (Cal. Gov. Code § 65943).
3. If a project is determined to be exempt from CEQA, it must be approved at a hearing or through a Project Approval Letter (PAL) deliverable within 30 days (Cal. Gov. Code § 65950); other CEQA document timelines as indicated in § 65950.

**PRJ Application Types**
- **Residential Project**: small-scale residential projects (8 Dwelling Units or less), decks, remodels, additional, facade alterations, etc.
- **Commercial Project**: small-scale commercial-only projects
- **Mixed-Use Project**: all other projects (more than 6 Dwelling Units, buildings over 10,000 sf, etc.)