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**
  - Issues Complete Application Notice (CAN) letter to sponsor within 30 days of application submittal or re-submittal, if incomplete
  - Permit and Project Tracking System (PPTS) workflow status switches from “Submitted” to “Accomplished”
  - Notice includes preliminary determination of level of CEQA review
  - Fees requested based on CEQA document type indicated through preliminary screening
  - CP’s clerical staff conducts application review to verify all materials were submitted
  - Environmental Planning’s (EP) Intake Team conducts CEQA screening

- **Sponsor**
  - Submits Project (“PRJ”) Application with materials outlined in PRJ checklist

- **Current Planning (CP) Intake Team**
  - Determines application completeness within 30 days of submittal
  - CP’s clerical staff conducts application review to verify all materials were submitted
  - Environmental Planning’s (EP) Intake Team conducts CEQA screening

- **Application deemed complete**
  - CP’s Intake Team
  - Sends Incomplete Application Notice (IAN) to sponsor
  - Notice identifies missing materials

- **Application deemed incomplete**
  - CP’s case planner sends PCL to sponsor identifying requirements to get project to “code-compliant” status, enters PCL issuance date in PPTS
  - EP planner continues CEQA analysis

**PLAN CHECK LETTER PHASE**

- **Project is code-compliant and no additional EP materials required**
  - CP planner issues PCL within 30 days of CAN

- **Project not code-compliant and/or additional EP materials required**
  - CP (and EP, if needed)
    - Revises project to reach code-compliant status
    - Provides additional materials to EP if needed
    - Sponsor identifies requirements (from MMRP or Clean Construction commitment)
    - Environmental Review Officer Hearing to adopt Mitigation Monitoring and Reporting Program (MMRP) for CEQA documents (if needed)
    - One week after CEQA document publication

- **Draft Plan Check Letter (PCL) and start analysis within 30 days of CAN**
  - CP planner conducts detailed plan check to determine code-compliance, leads PCL process
  - EP planner reviews environmental documents for substantive accuracy, initiates CEQA analysis, identifies additional information needed to complete CEQA review and confirms preliminary determination of level of CEQA review within 30 days of CAN

- **CP (and EP, if needed)**
  - Once project is determined to be code-compliant, CP planner adds this date as an “event” to PPTS and notifies sponsor
  - CP planner coordinates with EP planner to confirm code-compliant status
  - EP planner continues CEQA analysis

- **Environmental Review Officer**
  - Hearing to adopt Mitigation Monitoring and Reporting Program (MMRP) for CEQA documents
  - Sponsors are notified of hearing requirements (if applicable)

**PROJECT ANALYSIS AND APPROVAL PHASE**

- **Planning Commission approval hearing required**
  - CP drafts staff report (if needed), distributes hearing notification

- **Planning Commission Hearing to approve project**
  - EP completes CEQA review, publishes and distributes CEQA documents (if exemption, within 30 days of complete application determination)

**PRJ Application Types**

- **Residential Project:** Small-scale residential projects (6 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 sq. ft.)

**Relevant Permit Streamlining Act (PSA) and Housing Accountability Act (HAA) 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 within 60 days (at a hearing or through a Project Approval Letter) (Cal. Gov. Code § 65950(b)[8]); other CEQA document timelines as indicated in § 65950.

Despite the 60-day timeline noted above, San Francisco Planning applies a 30-day timeline for all projects subject to exemptions (from CEQA exemption completion to approval).