



DEVELOPMENT REVIEW PROCESS

Subdivisions, Parcel Maps, Conditional Use Permits, and Variances

Growth Management System Allocation
Req'd per Chapter 19.02 of the Calistoga Municipal Code (CMC); Project must be consistent with General Plan and Zoning District.

Pre-application meeting with staff & Conceptual Review with Planning Commission (Recommended for Larger Projects)

1. Following the project intake at the public counter the project(s) are assigned to a staff planner to act as the project manager. The staff planner will review the proposal package to insure that all required information has been submitted. If not all required information is present the planner will quickly contact the applicant for the additional information.

Day 1: Formal Application Submitted

Day 2: Application forwarded to Project Planner for initial review

Application not complete

Project Planner contacts applicants for additional information & studies

Days 3 -7: Planner reviews and Distributes application materials to City Departments and outside agencies, as needed, for comments

Days 8-29: Plans reviewed by Planning and other Departments/agencies; Comments sent to Planner

Prior to Day 30: Determination made as to completeness of application¹

Application complete

Planner determines if project is subject to the California Environmental Quality Act (CEQA)

Project is exempt from CEQA; No Environmental Review Required

3. Following the receipt of comments the planner will complete the initial study (7-10 days) which will determine whether the project qualifies for a negative declaration, a mitigated negative declaration, or whether a Notice of Preparation (30-45 days) and attendant EIR must be prepared. Projects which require an EIR must adhere with the timeframes set forth in CEQA which may take over 180 days.

Project is subject to CEQA; staff determines if more information needed to complete the Initial Study of Environmental Impacts; Determination is made whether the project requires an EIR, Mitigated Negative Declaration (MND) or Negative Declaration (ND).

2. The project(s) are evaluated by the planner to ascertain whether any additional special studies are required. Special Studies may include but are not limited to: Traffic Study, Biological Study, Cultural Resources Study, Noise Study.

Project and all special studies received and appropriate environmental review conducted²

Environmental Review Complete³

Public Noticing; 10 days before public hearing (Projects requiring MND or ND require 20 days review period; EIRs require 45 day review period)

Staff Report Completed

Staff Reports distributed to Planning Commission approximately five days prior to public hearing

Planning Commission Action; Approved, Conditional Approve and/or Denied

Project approved or denied pending, 10 day appeal period
Action letter sent to applicant Appeals sent to Council

Initiate Application for Building Permit Processing