

SB 330 PRELIMINARY APPLICATION SUBMITTAL PROCESS

STEP 1

Project proponent submits a preliminary application (PA) to the Planning Department's "Planning In-Box" at Planning@delmar.ca.us. **Both the PA and checklist are attached to this guide.** City staff will review and determine if all materials and information have been provided such that the PA may be "deemed submitted." If materials are found to be missing, the proponent will be informed in writing.

STEP 2

Within 180 days of the City's determination of "deemed submitted," project proponent submits an application(s) for a development project (including, but not limited to, a Design Review Permit, Coastal Development Permit, etc.), including payment of any fee(s) or deposit(s). If no submittal is made within that timeframe, the PA will expire and a new application would be required. If the submittal is determined to be incomplete, correspondence will be forwarded to the proponent within 30 days detailing any missing materials and/or information.

STEP 3

Project proponent provides written response to the City's correspondence within 90 days. If no response is provided within that timeframe, the PA would expire, and a new application would be required.

STEP 4

Upon resubmittal of revised materials, if additional information is required, as with Step 2 above, City will provide additional correspondence within 30 calendar days. Once all materials, information and fees have been provided, the application will be deemed "complete."

STEP 5

City staff will make a determination of the project's applicability to the California Environmental Quality Act (CEQA), ultimately providing a determination of "not a project," or preparing a Notice of Exemption, Negative Declaration (ND), Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR).

STEP 6

In accordance with requirements and procedure in the Del Mar Municipal Code, the development project will be noticed to the public, heard and determined by the Planning Commission, Design Review Board and/or City Council as applicable. SB 330 requires the City to approve or disapprove most development projects within 90 days of certifying or adopting an environmental document pursuant to CEQA. Moreover, no more than five hearings may occur to reach a determination. Construction of the housing development project must begin within 2.5 years following issuance of final approvals.