

A. WHAT IS A DISCRETIONARY APPROVAL/ENTITLEMENT?

A discretionary approval or entitlement is any permit or approval issued through the planning process. It is an approval granted from the Planning Commission or City Council that allows, for example, for a new use to be established, variances from the Zoning Code, a building to be constructed, rezones or changes the General Plan designation on a property, or tentatively changes the boundaries of real property. An entitlement is merely the first approval granted in the application process and additional permits are still needed prior to the commencement of construction (e.g., building permit, improvement permit, grading permit).

A discretionary approval or entitlement is distinct from projects, actions, or uses allowed by right per the Zoning Code. If a project is in full compliance with the Zoning Code and will be occupying an existing structure with no modifications to the exterior of the structure, only a building permit is needed to complete any interior work and no other entitlement is required. The General Entitlement Application form is provided in Appendix A. The building permit is granted through an administrative process as a ministerial act, in which nondiscretionary policy is applied to a project (see Chapter VII, Building Permits).

B. KINDS OF ENTITLEMENTS AND WHEN THEY ARE REQUIRED

B.1. VARIANCE

B.1.1. What is a Variance?

A Variance is an entitlement that allows the City the flexibility to determine if special exceptions to development standards are required so that a property may be enjoyed to the same extent of other properties in the same zoning district. Variances are only granted when special circumstances or hardships exist that deprive the property of privileges that other nearby properties in the same zoning district receive. Approval is determined through a public hearing process with the Planning Commission. Consideration of a Variance is a discretionary act. This allows the City to deny an application if it determines that the use will have a negative impact on the community. In order to approval a Variance, the City must make the following findings:

- a) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to the property or class of use in the same zone or vicinity;
- b) That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in such zone or vicinity in which the property is located;
- c) That such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant possessed by other property in the same zone and vicinity;
- d) That the granting of such variance will not adversely affect the comprehensive general plan.

B.1.2. When is a Variance Needed?

A Variance is an entitlement created to benefit the property owner and is not required by the City at any certain stage in the development process; rather, a variance is available for a

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property owner if the property owner/applicant thinks that it is needed. Pursuit of a variance is initiated by a property owner when the property owner feels that physical characteristics of his or her parcel deprive full enjoyment of the potential of the lot that other nearby properties with the same zoning designation enjoy. Circumstances that may warrant pursuit of a Variance include:

- a) A. Unique Lot
- b) B. Topography (slopes)
- c) C. Surroundings
- d) D. Shape
- e) Location
- f) Rivers or streams

As specified under State law (California Government Code Section 65906), a Variance may not be issued for a use; it may only be issued for the development of the property.

B.2. CONDITIONAL USE PERMIT

B.2.1. What is a Conditional Use Permit?

A Conditional Use Permit (CUP) grants an applicant the ability to use his or her parcel in a manner that is not allowed by right. A CUP allows the City flexibility to determine if a proposed land use on a specific site will be compatible with the environment and the General Plan. Approval is determined through a public hearing process with the Planning Commission. Consideration of a CUP is a discretionary act. This allows the City to deny an application if it determines that the use will have a negative impact on the community. City staff and the Planning Commission will evaluate such items as building placements and size, characteristics of use, traffic generation, noise, hours of operation, adequacy of parking, circulation, landscaping, and overall compatibility of the use with adjoining properties, and other development impacts. Conditions may be imposed as necessary to insure that the proposed use will be compatible with the surrounding properties and environment.

B.2.2. When is a Conditional Use Permit Needed?

The Zoning Code specifies what uses are permitted in any zone with a CUP. Prior to applying for a building permit or business license for any use that requires a use permit, the applicant must first apply for and receive approval for the use.

B.3. SITE PLAN REVIEW

B.3.1. What is a Site Plan Review?

A Site Plan Review is an entitlement that ensures the orderly development of the City, maintains the desired City character, and ensures the compatibility between uses. It provides a process to assess the design and layout of commercial, retail, industrial or institutional uses or multi-family residential development. Consideration of Site Plan Review is a discretionary act based on the City's General Plan, Zoning Ordinance, applicable Specific Plans or Planned Development

regulations, and other related City standards. This allows the City to act in a manner that ensures the compatibility of new development and conformance to adopted City standards, whether through approval, denial, or requiring the application of conditions as part of the approval. Approval is determined through a public hearing process with the Planning Commission and forwarded with a recommendation to City Council.

B.3.2. When is a Site Plan Review Needed?

A Site Plan Review is required for all applications for multifamily residential development, non-residential development, additions to projects where 500 or more gross square feet is being added to existing structures, and any other project the City Planner deems necessary. Single family homes and additions to single family homes are exempted from Site Plan Review. For additional exemptions, refer to section 17.116.030 of the City's Zoning Code. The Site Plan Review Entitlement must be obtained prior to the issuance of any building permits or other improvement plan permits.

B.4. HISTORIC ARCHITECTURAL REVIEW

B.4.1. What is Historic Architectural Review?

The Historic Architectural Review Entitlement requires that all construction, repair, or remodeling a structure within the Architectural Heritage and Historic Preservation District is consistent with the Mother Lode architectural style. The Architectural Heritage and Historic Preservation District applies to the historic district of Downtown Lone and allows the City to preserve, protect, and enhance the Mother Lode style of architecture for the benefit of the community. The Mother Lode style is defined by the Zoning Code as the type generally used in the Mother Lode area in the state from 1849 to 1860, and as exemplified by the Lone Hotel, Lone Parlor No. 33 Building, and Daniel Steuart Co. Store (section 17.76.060). Consideration of a Historic Architectural Review Entitlement is a discretionary act. This allows the City to act in a manner that ensures the compatibility of new development with the Mother Lode style of architecture and conformance to adopted City standards, whether through approval, denial, or requiring the application of conditions as part of the approval. Approval is determined through a public hearing process with the Planning Commission and forwarded with a recommendation to City Council.

B.4.2. When is Historic Architectural Review Needed?

Historic Architectural Review is needed prior to the issuance of any building permit for any construction and repairs of the exterior of a structure, building demolition, or building removal in the Architectural Heritage and Historic Preservation District. Approval is determined through a public hearing process with both the Planning Commission and City Council. Historic Architectural Review is not required for interior remodels or tenant improvements.

B.5. PLANNED DEVELOPMENT

B.5.1. What is a Planned Development?

A Planned Development (PD) is a special zoning district that allows for flexibility and the creation of unique regulations for large, comprehensive developments. A PD designation facilitates the creation of detailed development plans that are specific to the project area and are not governed strictly by the City Zoning Code. Often, a PD designation includes its own, unique development standards for the project. This approval is appropriate for large properties and

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allows for the creation of master-planned communities. Consideration of a PD is a discretionary act. This allows the City to act in a manner that ensures the compatibility of new development and conformance to adopted City standards, whether through approval, denial, or requiring the application of conditions as part of the approval.

B.5.2. When is a Planned Development Needed?

A PD is not required at any point in the application process by the City; rather, it is available as a tool that interested property owners may apply for. If a property owner desires to pursue a PD, he or she must apply for it prior to submitting any building applications. Due to the comprehensive nature of PDs, applicants are advised to make a pre-application meeting with the Planning Department to discuss the project prior to submitting a formal application. This will allow staff to review the request and provide feedback to the applicant.

B.6. SPECIFIC PLANS

B.6.1. What is a Specific Plan Entitlement?

A Specific Plan is a special zoning district that allows the creation of unique development standards that apply to a particular geographic area. These development standards supersede, as applicable, the standards of the Zoning Code for the given property. The Specific Plan allows for greater flexibility than the Zoning Code and is more comprehensive in its regulations, covering financing, infrastructure, phasing, and other relevant information (see Government Code Sections 65450-65457). It is appropriate for large areas or areas with special development needs and opportunities. Approval is determined through a public hearing process with the Planning Commission and City Council. Consideration of a Specific Plan is a discretionary act. This allows the City to act in a manner that ensures the compatibility of the Specific Plan with its surroundings and conformance to adopted City standards, whether through approval, denial, or requiring the application of conditions as part of the approval.

B.6.2. When is a Specific Plan Entitlement Needed?

A Specific Plan is an approval created to benefit the property owner and is not required by the City at any certain stage in the development process rather, the Specific Plan is available for a property owner if the property owner thinks that it is a beneficial approach to the development of property. However, the land use policies of the General Plan may strongly encourage use of a Specific Plan as part of the development process for certain areas of the City. If a property owner desires to pursue a Specific Plan, he or she must apply for it prior to submitting any building applications. Due to the comprehensive nature of Specific Plans, applicants are advised to make a pre-application meeting with the Planning Department to discuss the project prior to submitting a formal application. This will allow staff to review the request and provide feedback to the applicant.

B.7. REZONE

B.7.1. What is a Rezone?

A Rezone allows for a change in an existing zoning classification for a parcel or parcels to a different zoning classification consistent with the General Plan. Proposed rezones are evaluated for consistency with the General Plan. If not consistent with the General Plan, the rezone will be denied or a General Plan Amendment may be required. Consideration of a Rezone is a

discretionary act and must be consistent with the General Plan and other City policy documents; this allows the City to act in a manner that ensures the conformance to adopted City standards, whether through approval, denial, or requiring the application of conditions as part of the approval. Approval is determined through a public hearing process with the Planning Commission and City Council.

B.7.2. When is a Rezone Needed?

Whenever an applicant submits an application to use his or her property in a manner that is not allowed under the existing zoning designation for the property, a Rezone may be needed prior to the issuance of any building permits. A Rezone requires more comprehensive review than other entitlements; hence, the applicant is advised to make a pre-application meeting with Planning staff to discuss the project prior to submitting a formal application. This will allow staff to review the request and provide feedback to the applicant.

B.8. GENERAL PLAN AMENDMENT

B.8.1. What is a General Plan Amendment?

A General Plan Amendment allows for a change in the existing General Plan land use classification for a parcel or parcels. Where a Rezone is necessary to change a zoning designation of a property, the new zoning must be consistent with the General Plan. Therefore, a General Plan Amendment may also be necessary. Generally, the City will only consider General Plan Amendments as part of development applications that involve amendments to the Land Use Map and related discussions; text amendments that alter the specific policies of the General Plan are not encouraged at the project level. Consideration of a General Plan Amendment is a discretionary act. Approval is determined through a public hearing process with the Planning Commission and City Council. Per State law, the City is limited to a maximum of four General Plan land use amendments per year. As such, if requests for General Plan amendments are frequently requested, the City will group City Council consideration and possible approval of the amendments into quarterly events, as allowed under the law.

B.8.2. When is a General Plan Amendment Needed?

A General Plan Amendment must be obtained prior (or concurrently) to submitting an application for projects that either a) are inconsistent with the City's General Plan, or b) call for a zoning classification change where the proposed zoning is inconsistent with the City's General Plan. A General Plan Amendment is a comprehensive and involved process which may trigger environmental review. The applicant is advised to make an appointment with Planning staff to discuss the project prior to submitting a formal application. This will allow staff to review the request and provide feedback to the applicant.

B.9. BOUNDARY LINE ADJUSTMENT

B.9.1. What is a Boundary Line Adjustment?

A Boundary Line Adjustment (BLA) is granted for minor adjustments between four or less adjoining parcels. This also allows for changes to existing property lines or the consolidation of existing lot lines. BLAs do not create new parcels. BLAs are approved by the City Council, after a recommendation of the Planning Commission, because they double as the Final Map.

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B.9.2. When is a Boundary Line Adjustment Entitlement Needed?

A BLA entitlement is not required by the Planning Department at any specific point in the development or application process, but is available for the convenience of property owners who desire to make minor adjustments to property lines. However, consistent with the Building Code, a structure may not straddle a property line; therefore, a Boundary Line Adjustment may be necessary to relocate the boundary away from the structure or to build on the site at all. A property owner may apply for a BLA whenever it is needed. Once an application for a BLA has been approved, a notarized resolution with approved exhibits is sent to the applicant. It is the applicant's responsibility to file the BLA with the Amador County Recorder's Office within six (6) months of the approval date. To file the BLA, simply go to the Recorders' Office with the original resolution and related fees. The County will charge recording fees; please check with the Clerk-Recorder for the latest fee schedule at 209.223.6468. If the BLA is not filed within six (6) months of the approval date, it will become null and void.

B.10. TENTATIVE MAP FOR PARCEL MAP

B.10.1. What is a Tentative Map for Parcel Map Entitlement?

A Tentative Map for Parcel Map (4 or fewer parcels) allows for the subdivision of certain types and configuration of property. Proposed maps are evaluated for consistency with the California Subdivision Map Act, the City's General Plan, Zoning Ordinance, applicable Planned Development zoning, Specific Plans, City subdivision standards (Title 16 of the Municipal Code) and other related City standards. Consideration of a Tentative Map for Parcel Map is a discretionary act. This allows the City to ensure conformance to adopted City standards, whether through approval, denial, or requiring the application of conditions as part of the approval. Approval is determined through a public hearing process with the Planning Commission. For further information on Tentative Maps for Parcel Maps (4 or fewer parcels), refer to Chapter III, Subdivision of Land, of this manual.

B.10.2. When is a Tentative Map for Parcel Map Entitlement Needed?

A Tentative Map for Parcel Map (4 or fewer parcels) is the mechanism to subdivide those types of properties as specified in Section 66426 of the Government Code:

- a) Four or fewer parcels are being created;
- b) The land before division contains less than five acres, each parcel created by the division abuts upon a public street or highway, and no dedications are required by the legislative body;
- c) Each parcel created by the division has a gross area of 20 acres or more and has an approved access to a maintained public street or highway;
- d) The land being divided consists of one or more parcels of land is zoned for industrial or commercial development (generally C-1, C-2, C-3, and M-1), has approved access to a public street or highway, and has the approval of the City as to street alignments and widths;
- e) Each parcel being created has a gross area of not less than 40 acres or is not less than a quarter of a quarter section; and

- f) The land is solely for the creation of an environmental subdivision as specified in Government Code Section 66418.2.

B.11. TENTATIVE MAP FOR FINAL MAP

B.11.1. What is a Tentative Map for Final Map Entitlement?

Tentative Map for Final Map (5+ parcels) allows for the subdivision of property when a Tentative Map for Parcel Map (4 or fewer parcels) is not used. Proposed maps are evaluated for consistency with the California Subdivision Map Act, the City's General Plan, Zoning Ordinance, applicable Specific Plans and other related City standards. Consideration of a Tentative Map for Final Map is a discretionary act. This allows the City to ensure that the subdivision conforms to adopted City standards, whether through approval, denial, or requiring the application of conditions as part of the approval. Approval is determined through a public hearing process with the Planning Commission. For further information on Tentative Maps for Final Maps (5+ parcels), refer to Chapter III, Subdivision of Land, of this manual.

B.11.2. When is a Tentative Map for Final Map Entitlement Needed?

Tentative Map for Final Map (5+ parcels) is the mechanism to subdivide when creating five or more parcels, five or more condominiums, a community apartment project containing five or more parcels, or for the conversion of a dwelling to a stock cooperative containing five or more dwellings. This can generally be defined as any subdivision where a Tentative Parcel Map cannot be prepared.

C. SUBMITTAL REQUIREMENTS AND DEPOSITS

C.1. INTRODUCTION

Each discretionary approval or Entitlement has different submittal requirements and deposits associated with it¹. These are identified in Table III.C-1 (Discretionary Approval/Entitlement Deposits and Costs) below and in section C.2. All deposits identified below for discretionary approvals are deposits that are paid when the application for the Entitlement is submitted; in addition, the City will bill the applicant costs that are calculated on a time and materials basis for review and processing of the application. The City Staff Project Processing Time Card and Incidental Costs Expense Report used to calculate these additional project costs is provided in Appendix C.

¹ Deposits are considered partial payment for a City service, whereas fees are defined by the City as a fixed charge for City services (e.g., sewer fees). An applicant for a discretionary approval or entitlement must always provide a deposit for City services, but also must pay any City costs to complete the review and processing of the application. Costs are calculated on a time and materials basis based on the services provided (e.g., planning, engineering, fire, building, administrative). Because these costs are charges on a time and materials basis, they are not considered fees. By definition, a deposit is partial payment for City services. A fee is a fixed rate. Staff time to review and process applications are City services for which the applicants pay full costs. Fees only apply to fixed rate services, such as sewer services.

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TABLE III.C-1: DISCRETIONARY APPROVAL/ENTITLEMENT DEPOSITS AND COSTS

Discretionary Approval/Entitlement Deposits	
Variance	\$300 ¹
Conditional Use Permit	\$250 ¹
Site Plan Review	\$100 ¹
Planned Development (Establishment)	\$350 ¹
Rezone	\$350 ¹
General Plan Amendment	\$600 ¹
Boundary Line Adjustment	\$250 ¹
Tentative Map (for Parcel or Final Map)	\$300 plus \$4.00/lot ¹
Extension of a Tentative Map	\$250 ¹
Additional Deposits	
Environmental Review Deposit	\$250 ^{1, 2}
Appeals	\$150 ¹
Direct Costs	
City Planner	\$95/hour
Associate Planner	\$75/hour
Principal Engineer	\$90/hour
Associate Engineer	\$90/hour
City Attorney	\$95/hour
City Clerk	\$15/hour
Consultant fees for preparation of an EIR	As identified in the consultant's scope of work

1. Note: these charges are considered deposits. In addition to these deposits, the City will charge the applicant on a time and materials basis to complete the review and processing of the application, as specified above in Direct Cost.

2. Environmental review deposit is automatically required for all tentative maps, rezones, and General Plan amendments. It may also be required for other projects at the discretion of the City Planner if environmental review beyond an exemption is anticipated.

In addition to deposits required by the City, the applicant may also be required to pay additional fees to the State Department of Fish and Game for environmental review. These fees are paid to defray the costs of managing and protecting fish and wildlife, including, but not limited to, consulting with other public agencies, reviewing environmental documents, recommending mitigation measures, and developing monitoring programs. State Fish and Game fees are paid as part of the filing charges with Amador County. The Fish and Game fees are as depicted in Table III.C-2 (State Fish and Game Fees) below.

TABLE III.C-2: STATE FISH AND GAME FEES

CEQA Document	Fee
Notice of Exemption	No Fee
Negative Declarations	\$1,876.75
Mitigated Negative Declarations	\$1,876.75
Environmental Impact Report	\$2,606.75

C.2. SUBMITTAL REQUIREMENTS CHECKLIST

Table III.C-3 (Planning Application Submittal Requirements) details the required submittal items for each discretionary approval/entitlement. Any item identified by a shaded cell is required for that permit. Additional materials may be required at the discretion of the City.

Ten (10) full-sized sets of each plan and one (1) set of reduced exhibits at 11x17 size must be submitted. Reductions must be PMT or similar photographic reproductions. For General Plan Amendments and/or Zone Changes, 8½ X11 page size is acceptable. The City may also request digital copies of the plans/maps and will accept PDF copies in lieu of the reduced plan set.

TABLE III.C-3: PLANNING APPLICATION SUBMITTAL REQUIREMENTS

("X" denotes required item)	Variance	Conditional Use Permit	Site Plan Review	General Plan/ Specific Plan and Other Amendments / Rezone Planned Development	Boundary Line Adjustment/ Lot Merger	Parcel/ Subdivision Map
Signed Application, City Deposit and Fees	X	X	X	X	X	X
Detailed Project Description/Justification <ul style="list-style-type: none"> • Project description should be included in cover letters for larger projects • Resultant parcel descriptions for BLA applications • Supplemental application information for Variance applications 	X	X	X	X	X	X
Letter of Authorization	X	X	X	X	X	X
Preliminary Title Report (not more than one year old)	X	X	X	X	X	X

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("X" denotes required item)	Variance	Conditional Use Permit	Site Plan Review	General Plan/ Specific Plan and Other Amendments / Rezone Planned Development	Boundary Line Adjustment/ Lot Merger	Parcel/ Subdivision Map
<p>Exhibits</p> <p>Includes, as appropriate, but may not be limited to the following:</p> <ul style="list-style-type: none"> • Existing and proposed General Plan land use designation • Existing and proposed zoning designation • Existing and Proposed Planned Development or Specific Plan designations • Existing trees and trees proposed to be removed • Other exhibits as necessary 	X	X		X		X
<p>Site Plan</p> <ul style="list-style-type: none"> • Project name, acreage, north arrow, date of preparation and graphic scale • Name, address, and phone number of owner/applicant and person preparing plans • A vicinity map • Property lines (lot dimensions), building setback lines, and all easements of record • Limits of 100-year floodplain (if applicable) • Existing buildings and other structures on-site and adjacent properties • Proposed buildings and structures (if applicable) • Driveways and required parking (if applicable) • Landscaped areas (include location of existing trees) • Summary of project statistics including zoning, square footage and lot coverage • Show septic system and/or wells, if applicable • Show current use on adjoining parcels 	X	X	X	X	X	X
<p>Elevation Plan</p> <ul style="list-style-type: none"> • Project name, north arrow and scale • Building elevations from all sides (indicating direction) • All building materials and colors labeled on plans (for larger projects provide sample material boards with manufacturer, type of material and color name) 			X			

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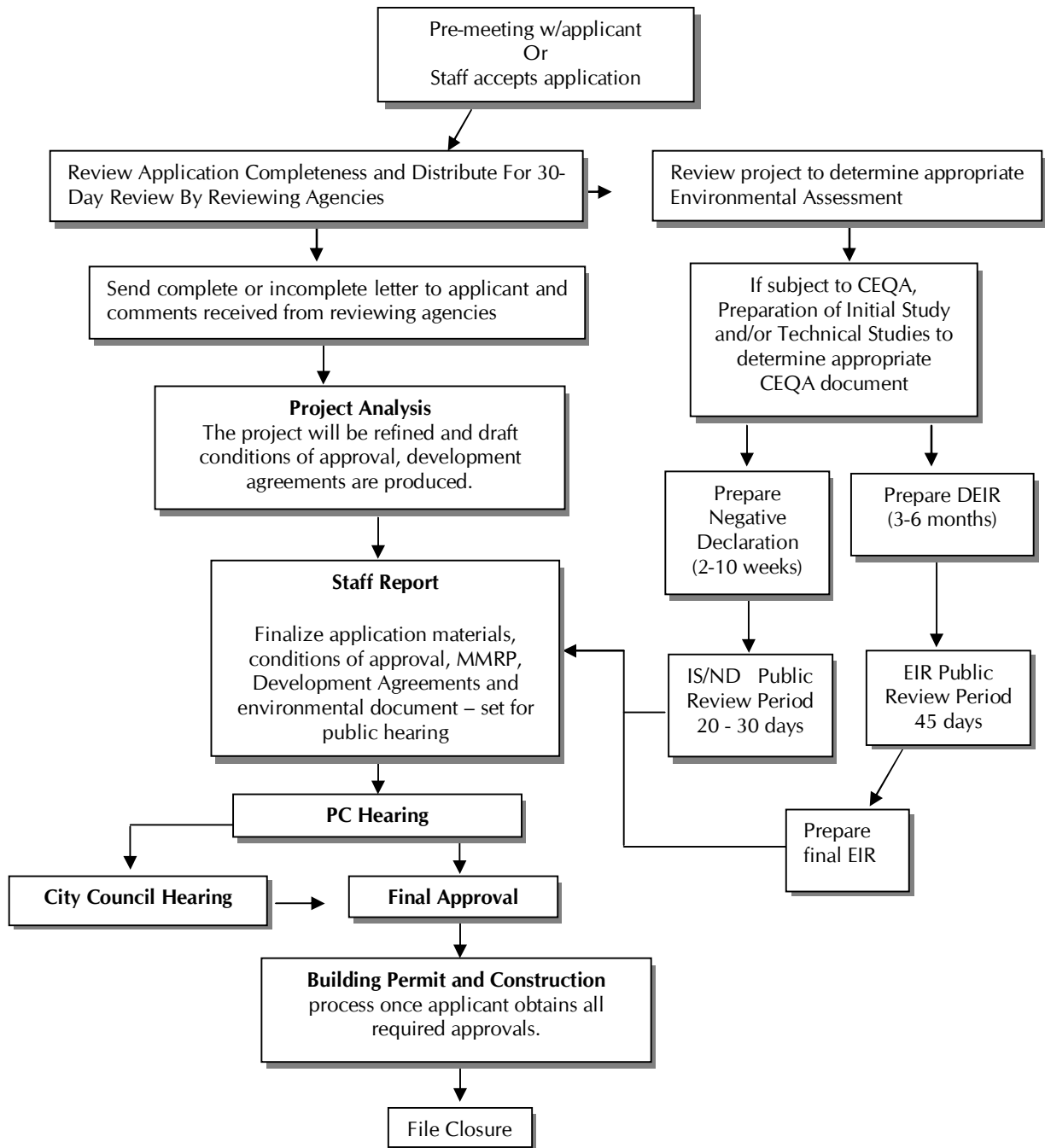
("X" denotes required item)	Variance	Conditional Use Permit	Site Plan Review	General Plan/ Specific Plan and Other Amendments / Rezone Planned Development	Boundary Line Adjustment/ Lot Merger	Parcel/ Subdivision Map
<p>Landscape Plan</p> <ul style="list-style-type: none"> • Project name, north arrow and scale • Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quantity; size; and water usage (Low, Medium, High) • A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical name & common name; quantity; size; and water usage (Low, Medium, High); height and width for mature shrubs. Replace height and width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided • Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.) • Shading calculations for parking areas • Detail of pedestrian plazas/site furniture and enhanced paving if not shown on site plan • Height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping 			X			
A lighting plan depicting the location, type and intensity of all proposed external fixtures and including treatment to reduce or eliminate off-site glare			X			
Proposed signage (freestanding and attached to buildings): size, height, location, aesthetic treatment, color scheme, and method of illumination			X			
Preliminary grading plan including pad, cut and fill slopes, and drainage low lines (if applicable)			X			X

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D. DEVELOPMENT REVIEW/ENTITLEMENT PROCESSING

This section describes the process for reviewing and processing applications for development review and entitlements. Figure III.D-1 (Summary of Typical Application Processing) visually describes what this process looks like.

FIGURE III.D-1: SUMMARY OF TYPICAL APPLICATION PROCESSING



D.1. PRE-APPLICATION

Pre-application meetings are encouraged and for some projects may be required. The meeting consists of the applicant meeting with planning staff to discuss the project, address any questions, and resolve confusions. The Planner will keep track of any discussion that takes place about a future project, including recording the subject property being discussed, person(s) meet with, and any other relevant details. This information will be used when an application is eventually submitted.

The City of Lone charges a deposit for pre-application meetings; however, this charge is credited towards the permit fee that the applicant is later required to pay.

D.2. APPLICATION SUBMITTAL

D.2.1. Application Overview

The City Planner will review the submittal against the Submittal Requirements Checklist in section C.2. There are general requirements that apply to all discretionary approvals and entitlements, as well as specific requirements that apply to specific project types. Review the submittal for all applicable requirements.

General requirements for all projects include:

- a) Signed Application, application deposit fees, and environmental fees
- b) Detailed Project Description
- c) Letter of Authorization (Unless Applicant is the Owner)
- d) Preliminary Title Report, not more than 60 days old
- e) Exhibits
- f) Site Plan

D.2.2. Application Submittal and Project File Setup

Application submittal takes place at the front counter of City Hall. Applicants submit the application to the City Planner (when on duty) or to the City Clerk/Receptionist Clerk. The staff member conducting project intake must check to see that all portions of the application form are completed and that all required application elements are included. Based on the discretionary approvals/entitlements requested, the staff member conducting application intake will confirm the necessary deposit from the City fee schedule, collect the deposit, log the deposit in the deposits ledger, and prepare a deposit receipt. Two copies of the receipt are made and attached to the application, along with two copies of the check. The original receipt is provided to the applicant. The staff member conducting application intake must stamp/date the application form, related forms, and all application materials prior to delivering to the City Planner.

After a complete application is accepted, the City Planner will assign the project a file number by logging the application on the City Project Log. This file number is used as the City's tracking mechanism for hearings, payment/finance tracking, and records management.

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The City Planner will create a project folder for the project that is labeled with the file number and project name. The folder will contain the following sections:

- a) Overview and Approvals, including:
 - 1. The Development Application Project One-Sheet
 - 2. The Project Fee Sheet/Fee Card
 - 3. The Application form
- b) Correspondence, including:
 - 1. The original Transmittal Letter/Project Routing Sheet
 - 2. All returned correspondence
- c) Environmental, including:
 - 1. Any relevant environmental documentation
- d) Maps, including:
 - 1. All maps submitted with the project application

D.3. APPLICATION ROUTING

Is the project incomplete? The Planner will review the application materials to determine if all necessary information has been provided in order to complete the routing. An application that has deemed incomplete at this stage will not be routed until the necessary materials have been submitted.

If the application is ready to route, routing must occur within five days of application submittal to allow ample review time for other agencies. The Planner then prepares a Transmittal Letter/Project Routing Sheet that is distributed with a copy of the entire application and plan sets to agencies. Every application should be routed to all City Departments listed on the Project Routing Sheet. The Planner must select additional appropriate agencies that are potentially affected by the project to route project materials to. Elements of the proposed project should be reviewed to determine if the other agencies listed on the form should have the opportunity to review the application. The general areas of expertise for these agencies are as follows:

- a) Amador County Planning Department – Any project that is reasonably likely to impact County land use and/or is located within the City's Sphere of Influence or along the City/County Border.
- b) Amador County Public Works – Any project that is reasonably likely to impact County public services or facilities
- c) Amador County Transportation Commission – Any project that is reasonably likely to impact a regional transportation facility

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- d) California Regional Water Quality Control Board – Any project that is located along a waterway or a project that is reasonably likely to impact regional water quality or waterways
- e) Caltrans – Any project that is located along State Routes 104 or 124 or a project that is reasonably likely to impact a state highway
- f) Department of Conservation – Impacts to designated agricultural lands, consult the *current* State Farmland map to see if the project site is designated farmland
- g) Department of Fish and Game – regulation of California Endangered Species Act, Streambed Alteration permitting
- h) Amador Water Agency- Any project that is reasonably likely to affect the supply of water or provision of wastewater services
- i) Amador Regional Sewer Agency – Any project that is likely to affect the capacity of regional sewer services
- j) PG&E - Projects in need of electricity and/or natural gas services
- k) AT&T – Projects in need of telecommunications services
- l) Amador County Air Pollution Control District – Any project that is reasonably likely to affect the air resources of Amador County
- m) US Postmaster – Projects that propose new subdivisions
- n) Amador Unified School District – Any project that is adjacent to a school or reasonably likely to impact the capacity of the School District, or is a commercial project.

It is critical that the Planner provide a clear, detailed project description. A clear project description describes all requested approvals/entitlements, what type of development will occur, any details about the project that are not consistent with standards, and any other project information that is important for commenting agencies to know. Additionally, basic project information should be included, such as:

- a) Project application number
- b) Project Name
- c) Assessor's Parcel Number (APN)
- d) Location of the project
- e) A description of the application request and Project type (i.e. CUP, VAR, Parcel Map, etc.)
- f) Contact Planner
- g) Project acreage

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- h) Current and proposed (if applicable) zoning
- i) Current and proposed General Plan (if applicable) General Plan designation

When the project is routed, the Planner must include the date that comments must be returned to Planning. The due date is generally 14 days from the date the project was routed. If the application has been held or routing delayed for any reason, include the "start review time" and "comment due date" on the routing form to avoid confusion and indicate why there was a delay. For larger projects (e.g., new subdivisions of five or more parcels, multi-family development, non-residential development of more than 500 square feet), the Planner will schedule a project coordination review meeting mid-way through the routing period for introduction of the project. The planner should also include the project coordination date and time on the routing sheet.

D.4. APPLICATION PROCESSING

Within 30-days from the project receipt date, Staff must determine whether the application is complete or incomplete. Failure to notify the applicant automatically determines completeness. The steps to determine completeness are as follows:

- a) All Agency comments should be received by the Planner prior to the 30-day completeness timeframe.
- b) All comment letters shall be reviewed by the Planner to ensure that the completeness determinations by other agencies are legally valid. The Planner also reviews the application materials to ensure completeness and makes the official completeness determination.
- c) The Planner must prepare a completeness letter, which should include:
 - 1. Introduction to the Planner, providing all available contact methods.
 - 2. Clear statement as to whether the project is complete or incomplete.
 - 3. If the project is deemed incomplete, a clear statement explains what information is required to continue analysis of the project.
 - 4. Any project analysis performed to date (see additional information below).
 - 5. All comment letters received to date. A statement should be included to inform the applicant that review of the attached letters is required to ensure expeditious processing.
 - 6. If the application is complete, a statement must indicate that a CEQA determination will be forthcoming, within the next 30 days. If it is already known what studies are required, that information should be included in the text as well.
- d) This packet of material needs to be distributed to the applicant, property owner, and any other representative listed on the project application form. The letter must be sent *prior to expiration of the initial 30 day period*. A sample letter of completion is provided in Appendix C .

- e) Any additional information should be provided to the applicant that would provide good customer service. For example, even if an application is incomplete, should the applicant expect a lengthy CEQA process, include information about significant additional fees the applicant can expect to pay, such as State Fish and Game fees. This is the first opportunity for the applicant to “meet” the Planner. A thorough completeness letter is a good start to establish a successful relationship with the applicant.
- f) Conclude the letter with an offer to meet with and review the letter's contents with the applicant. If the Applicant wishes to meet, ensure that all appropriate staff is present to have a meaningful discussion and the project and direction for moving forward.

D.5. PROJECT REVIEW

Project analysis must be conducted by the planner within the initial 30 day review period. Any findings or project concerns from an analysis perspective should be included in the completeness letter. Project analysis includes:

- a) Review for compliance with:
 - 1. General Plan Policies, Goals, and Implementation Measures
 - 2. General Plan Land Use Map and Land Use Designation
 - 3. Zoning Code
 - 4. All applicable Planned Development or Specific Plan Areas documents (e.g., Castle Oaks Development Agreement)
 - 5. Any other relevant City policy, municipal code section (e.g., Architectural Heritage and Historic Preservation District)
- b) Do any prior actions effect development of the project site? Are there any previous project files? Review the historic APN books for County projects and the City's project database for prior actions. If so, review the files for prior opinions, conclusions, and actions. Keep thorough records of this review as the information will be included in the staff report to provide an historical land use perspective of the site.
- c) Review the Zoning Code discussion of each project entitlement to determine the appropriate scope of application review. What are the required findings that must be made to approval each entitlement? Is additional information needed about the project to fully evaluate consistency with the findings?
- d) Does the project “fit” with the surrounding land use and adapt to the environment? Land use compatibility issues can be ambiguous and difficult to characterize. Talk to the Planning Director about any potential land use issues if necessary.
- e) Go on a Site Visit. This will provide the Planner with an opportunity to visually understand the project and its affect on the surrounding area. Consider taking the Building Official, City Engineer, Fire Official, or other relevant departments on the site visit as well; this will help convey project context as project analysis is conducted.

III. DISCRETIONARY/ENTITLEMENTS REVIEW

Take pictures of the project site and note what, if any, existing uses are located on the parcel or adjacent parcels.

- f) When applicable, review the project for the following:
 - 1. Project design: Building orientation, color, architectural style, landscaping, lighting, etc
 - 2. Neighborhood compatibility: Assess whether the design is compatible with adjacent structures (e.g., height, bulk, setbacks, and style)
 - 3. Access and parking (e.g., any deficiencies, adequate sight distance for ingress and egress, adequate turnarounds and access for emergency vehicles)
 - 4. Environmental: Assess whether the project affects any significant environmental resources (e.g., trees, vegetations, wetlands, riparian habitats)
 - 5. Visual: Aesthetics
 - 6. Grading/erosion: Assess the proposed grading and areas requiring erosion control
- g) Comments or revisions to the project as a result of Project Analysis should be conveyed to the Applicant within the completeness letter.

D.6. CEQA REVIEW

Chapter IV (CEQA Guidelines) details the CEQA process. This section describes the Planner's role in determining when CEQA review is required, the appropriate level of environmental review for the project when it is required, and how to complete that review.

D.6.1. Applicability of CEQA

D.6.1.a. Government Action

CEQA applies to all discretionary government action. This may involve activities directly undertaken by the City, activities financed in whole or part by the City, or private activities that require approval by the City.

D.6.1.b. Discretionary and Ministerial Actions

CEQA applies in situations where the City uses its judgment in deciding how, and if, a project is approved. Such projects are called "discretionary." A discretionary decision requires the exercise of judgment in deciding whether to approve or disapprove of a particular activity. Discretionary projects may include rezoning, conditional use permits, General Plan amendments, variances, site plan and architectural review, etc.

"Ministerial" describes a governmental decision involving little or no personal judgment by City officials as to the wisdom or manner of carrying out a project. These projects are generally not subject to CEQA review. For example, the issuance of building permits, business licenses, hazardous materials permits, and final subdivision maps are ministerial items.

D.6.1.c. Time of Compliance

The City will comply with CEQA procedures as set forth in the CEQA guidelines, section IV of this manual, whenever the City proposes to carry out or approve a project. CEQA review, preparation, and certification of appropriate documentation occur prior to granting an approval of private projects or authorization of public projects. EIRs, Mitigated Negative Declarations, and Negative Declarations should be prepared as early as possible in the planning process to enable environmental considerations to influence project program and design, yet late enough to provide meaningful information for environmental assessment.

D.6.1.d Responsibility for Compliance

The City Planner shall ensure that the CEQA guidelines in section IV of this manual are followed for both public and private projects, either preparing or directing the preparation of necessary studies and environmental review. These guidelines apply to all agencies of the City.

D.6.2. First steps of the CEQA Process

Note that a comprehensive review of the California Environmental Quality Act (CEQA) and its requirements can be found in section IV, CEQA Guidelines. The following discussion is provided to shed light on the review process the Planner must conduct for making and following through on a CEQA determination are as follows.

- a) Review the Statutory Exemptions, Categorical Exemptions, and Special Situations sections of the CEQA Guidelines. Does the project meet the requirements of any exemption? If so, the project is likely exempt from further CEQA analysis and minimal follow up after the project has been acted upon by the approving authority will be required.
- b) If a project is moving forward with a recommendation of denial, CEQA review is not needed.

If the project is exempt from CEQA:

- a) The Planner prepares a Notice of Exemption (NOE) and signs, dates and files the NOE in the project file for later use.
- b) Following approval of the project by the approving authority, the Planner files it with the County Clerk-Recorder to complete the project's CEQA compliance (generally within five days of the final approval). The cost of filling the NOE is \$50. The Planner should request that the applicant provide the check either prior to the meeting or the next day. Checks must be made out to Amador County Clerk/Recorder. Filing of the NOE shortens the statute of limitation for filing a lawsuit against the project from 180 to 35 days.

If the project is not exempt from CEQA:

- a) An initial study is required, which will determine whether or not there may be significant environmental impacts.
- b) The Planner must review the Initial Study Checklist and identify any potential special studies that will be needed to complete the review and determine how each issue

III. DISCRETIONARY/ENTITLEMENTS REVIEW

area should be approached and analyzed. All studies shall be provided to the applicant if prepared by the City or through the City via a contract. It is the City's preference that studies are prepared by the City or through contract via the City; however the applicant has the right to prepare the studies, but the City reserves the right to have these studies peer-reviewed, at the applicant's expense.

- c) The Planner must then begin preparation of the initial study. This effort can be started prior to completion of all requisite special studies. The initial study will provide the technical back up to the following determinations:
 1. The project will have no significant impact or less than significant impact on the environment and therefore, a Negative Declaration will be filed.
 2. The project's impacts could be environmentally significant but are reduced to a level of non-significance because of mitigation measures placed as conditions on the project to mitigate potential environmental effects and therefore, a Mitigated Negative Declaration will be filed.
 3. If a Negative Declaration or Mitigated Negative Declaration is to be filed, the City's Initial Study document also serves as the Negative Declaration (IS/ND) or Mitigated Negative Declaration (IS/MND) document.
- d) Once the IS/ND or IS/MND is complete the Planner prepares a Notice of Intent (NOI) and a Notice of Completion (NOC) and provides them to the City Clerk for noticing in the paper and distribution to residents within 300 feet of the subject site. The City Clerk will post the NOI and distribute the document for a 30 day public review period. Under special circumstances a 20 day public review is possible if there are no state agencies involved in the process. *The project cannot be scheduled for a public hearing until after the comment period has closed.*

The Planner must provide the City Clerk with at least 10 days notice of the intent to circulate an environmental document so that he or she may plan accordingly.
- e) *Responses to Comments.* The Planner must prepare responses to all comments received on the environmental document. Responses must be included as part of the Environmental Analysis section of the project staff report. If no responses are received, a statement to this effect must be included in the Environmental Analysis section of the project staff report.
- f) *Recirculation.* If it is determined that it is necessary to revise and recirculate an environmental document, the Planner must hand the revised document with a new NOI, NOC to the City Clerk for recirculation. The process is the same as the original circulation.
- g) To complete the CEQA process, following action by the approving authority, the Planner prepares a Notice of Determination (NOD) and files it with State Clearinghouse and County Clerk-Recorder. The County Clerk-Recorder charges for the filing of the NOD. The current rates are a universal \$50 processing fee, plus \$1,876 for Negative Declarations and Mitigated Negative Declarations and \$2,606.75 for Environmental Impact Reports.

D.6.3. Processing Environmental Impact Reports

If the project's impacts could be environmentally significant and may not be reduced to a level of non-significance following incorporation of mitigation measures, an Environmental Impact Report (EIR) is required. To prepare an EIR:

- a) Contact the City's on-call environmental services coordinator to determine the scope of work, budget, and schedule for the EIR.
- b) Meet with the Applicant to review the scope of work, budget, and anticipated schedule for the EIR. The Applicant is responsible for all fees associated with the preparation of the EIR. Fees for technical studies/environmental assessments and additional CEQA deposits are collected prior to start of work on an EIR.

Note: The Planner will not be working directly on the EIR. Therefore, it is imperative that the Planner maintain contact with staff working on the document, providing information as needed, periodically informing the applicant of the progress, etc.

- c) CEQA staff prepares a Notice of Preparation (NOP) that is sent to the State Clearinghouse for a 30-day review by responsible agencies, trustee agencies, and federal agencies. The NOP includes a copy of the initial study, project description, a location map, and a description of the significant effects of the project. Additionally, the Planner prepares a mailing list of all responsible and trustee agencies as well as other interested parties and directly distributes the NOP to those parties.
- d) Following completion of all special studies, CEQA staff prepares an administrative draft EIR (DEIR). The DEIR is submitted for distribution and reviewed by all appropriate City staff including Planning, Public Works, City Attorney, and all others.
- e) Once approved, the DEIR is finalized and circulated *for public review for 45 days* with a Notice of Availability (NOA). The DEIR, NOA, and Notice of Completion (NOC) are filed with the State Clearinghouse.
- f) All public comments received in response to the DEIR must be retained and addressed within the Final EIR (FEIR). The project cannot be scheduled for a public hearing until the FEIR is available for public review and sent directly to the commenters for a period of 10 days.
- g) Following action by the approving authority, the Planner files a Notice of Determination (NOD) with the State Clearinghouse and County Clerk-Recorder to complete the project's CEQA compliance. The County Clerk-Recorder charges for the filing of the NOD. The current rates are a universal \$50 processing fee, plus \$1,876 for Negative Declarations and Mitigated Negative Declarations and \$2,606.75 for Environmental Impact Reports. The Planner should discuss and request a check from the applicant for the appropriate amount prior to the public hearing. Request that the applicant bring the check to the public hearing. The NOD must be filed within 5 days of project approval.

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D.7. STAFF REPORTS

D.7.1. Preparing the Planning Commission Staff Report

The staff report is the document provided to the Planning Commission conveying all relevant project information. Basic information that must be provided in the staff report and steps to be taken by the Planner includes:

- a) Project vicinity and specific location (written and shown in a graphic).
- b) Current General Plan land use and zoning designations of the project site. Also include these designations for adjacent properties to provide context.
- c) A thorough and accurate project description including all specific entitlements, details associated with site development, and any other relevant information about the proposed development.
- d) Analyze each project entitlement individually – Is the proposed development consistent with general plan policies and land use? Is a rezone required? Does the project comply with all applicable zoning code standards? If not, how does the project deviate? Will deviations result in negative impacts to the project, immediately surrounding area, or the community at large?
- e) If applicable, provide detailed analysis of any potential neighborhood or land use compatibility issues.
- f) Discuss any relevant issues from other departments such as infrastructure, any unusual conditions, letters from the public, etc.
- g) Are there any other adopted City policies that project may or may not comply with?
- h) Provide a short description of the project-specific CEQA process including the CEQA determination.
- i) Is there any other information about the project that the decision maker's should know? If so, always include that information in the staff report.
- j) Provide a clear description of the staff recommendation. The recommendation should be supported by the information provided throughout the staff report. Provide action language that supports the recommendation including a separate action to adopt the CEQA documentation (as applicable) and a second action to approve/disapprove the project.
- k) Include Findings for each individual entitlement (i.e. Rezone, Conditional Use Permit, etc.). Every staff report must include a General Plan consistency finding and a CEQA finding reflecting the CEQA determination.
- l) Staff report attachments typically include:
 1. Project Exhibits (site plans, building elevations, tentative subdivision maps, etc)
 2. CEQA Documentation (excluding Notices of Exemption)

3. Conditions of Approval (included as an exhibit to the approving resolution)
 4. Mitigation Monitoring and Reporting Program (typically included as part of the Conditions of Approval)
 5. Project Correspondence
 6. Resolution
 7. Ordinance (Rezones only), required for City Council staff reports but should be drafted for the Planning Commission packet
 8. Other relevant information, if applicable (CEQA Studies)
- m) The staff report, including all attachments must be submitted to the City Clerk a minimum of 5 calendar days prior to the Planning Commission public hearing date for distribution to the Planning Commission.

D.7.2. Preparing the City Council Staff Report

The staff report is the document provided to the City Council conveying all relevant project information and relevant deliberations made by the Planning Commission. Basic information that must be provided in the staff report and steps to be taken by the Planner includes:

- a) If the project requires City Council action, identify a potential City Council hearing date with the City Manager prior to scheduling the Planning Commission meeting. The City Council hearing should be scheduled as soon as possible following the Planning Commission meeting. Coordinate all City Council agenda items with the City Clerk and City Manager.
- b) The City Council staff report should be prepared utilizing most of the written sections included in the Planning Commission staff report.
- c) The Planning Commission recommendation supersedes the staff recommendation in all cases. Update the recommendation to accurately reflect the Planning Commission action. If necessary, review the meeting tapes or minutes to ensure the recommendation is correct.
- d) A section entitled "Planning Commission Meeting" should be added into the City Council staff report after the project analysis discussion. This section should provide a short summary of the Planning Commission hearing including any public comment and/or project details discussed at the Planning Commission hearing.
- e) If the project is an appeal of the Planning Commission hearing, staff writes the report "de novo" (as if it's being heard for the first time by any local reviewing authority).
 1. The City Council staff report discusses the Planning Commission's decision and evaluation the project, the environmental impacts, and any development issues.
 2. The Planning Commission staff report and all associated exhibits and attachments are included as reference. Staff's role is to support the Commission's decision.

III. DISCRETIONARY/ENTITLEMENTS REVIEW

- f) The draft staff report must be submitted to the City Manager a minimum of 8 days before the City Council public hearing. Depending upon the project, the City Attorney may also need to review the report.
- g) The FINAL staff report including all attachments must be submitted to the City Clerk's office a minimum of 5 days prior to the City Council public hearing date for distribution to the City Council.

D.8. PUBLIC HEARINGS

D.8.1. Public Hearing Notices

D.8.1.a. Overview

Prior to any public hearings, the City is required by law to follow strict public hearing notice requirements for all Planning Commission and City Council meetings. Public hearing notices ensure that citizens of the City are sufficiently notified of planning deliberations that may affect them or be of interest to them. The City uses public hearing notices to communicate with citizens and give them the opportunity to participate in the decision-making process. All property owners within 300 feet of the project must be noticed by the City.

D.8.1.b. Timing Requirements

Legally, the City is required to publish a public hearing notice for all City Council or Planning Commission meetings in the local newspaper a minimum of 10 days prior to the meeting date. Because Lone's local paper, the Amador Ledger Dispatch, is published on Fridays and all City Council and Planning Commission meetings are held on Tuesdays, for practical purposes, all public hearing notices must be published 11 days prior to the meeting (one week from the Friday before the Tuesday meeting). Yet before the public hearing notice can be published in the newspaper, it must be reviewed by the City Clerk and submitted in accordance with newspaper deadlines. Therefore, the Planner must submit the public hearing notice to the City Clerk by the end of the work day on the Tuesday 14 days before the meeting.

D.8.1.c. Content Requirements

The public hearing notice should be as descriptive and informative as possible. It must contain several items at a minimum, as listed below.

- a) The decision-making body holding the meeting (i.e., either the City Council or Planning Commission)
- b) The project description, which includes at a minimum:
 1. The City-assigned project number
 2. The entitlement sought by the applicant
 3. The address of the project site
 4. The Assessor's Parcel Number of the project site
 5. General Plan designation

6. Zoning designation
 7. Any special requirements needed for project approval
 8. Any additional information on the project, including existing use, site limitations, available parking spots, etc.
- c) The date and location of the meeting
 - d) Information for submitting written comments to the City Clerk
 - e) Instructions to obtain additional information on the project

For hearings on larger projects that involve five or more parcels, the Planner may opt to omit the addresses and Assessor's Parcel Numbers for each parcel from the public hearing notice, provided that the public hearing notice includes a map that shows the context of all the parcels and clearly communicates the project location. The Planner may choose to do this for purposes of clarity and brevity. However, the public hearing notice for projects that involve five or more parcels must either include a list of all parcel addresses and Assessor's Parcel Numbers or a map of all parcel locations. Projects involving less than five parcels must still include a list of all parcel addresses and Assessor's Parcel Numbers, but a map may be used as a supplement if the Planner deems it helpful.

D.8.2. The Planning Commission Hearing

The following steps outline the Planning Commission public hearing process, and include tasks the Planner must complete:

- a) If there have been any changes to the project or conditions of approval or last minute correspondence concerning the project since the staff report has been submitted to the Planning Commission, prepare a memorandum detailing these changes to the Planning Commission. This memo should be circulated via email prior to the meeting and provided in hard copy on the dais.
- b) If the project is best described using maps, figures, and exhibits from the report, prepare a staff presentation using the Planning Department's PowerPoint format. The presentation provides a summary of the project information included in the staff report and should include maps, project site plans, building elevations, and any other relevant graphics to convey the project details. The presentation should also mention any changes described in the memorandum provided to the Planning Commission. Conclude with the staff recommendation.
- c) Prior to the hearing, check in with the project applicant by phone. Provide a short description of how the upcoming hearing is expected to go, discuss any project changes if applicable, and any other project details to ensure a smooth public hearing. Inform the Planning Director of the applicant's general disposition prior to noon on the day of the public hearing.
- d) Rehearse the staff presentation as needed. Be prepared to answer any questions and provide any additional information. Think about the project in detail and try to anticipate questions that may or may not be addressed in the staff report. If you were the decision maker, what would you want to know?

III. DISCRETIONARY/ENTITLEMENTS REVIEW

- e) Be prompt and prepared at the beginning of Planning Commission meeting.
- f) The hearing for the item will generally begin with the Chairman calling the item by title and summarizing the request. Planning staff will then present the project and answer any immediate questions from the Commission. The Chairman will then call for public comments. This provides both the applicant (who goes first) and the general public with an opportunity to address the Commission on the project. Following the presentation and public comment, the Planning Commission will deliberate and take action on the project. If the Planning Commission is the final approving authority, complete the CEQA process for the project and follow the File Closure procedures described below.

D.8.3. City Council Hearing

The following steps outline the City Council public hearing process, and include tasks the Planner must complete:

- a) The City Council hearing process is much the same as the Planning Commission process described above. Prepare the draft presentation using information from the Planning Commission presentation. Include the discussion of the Planning Commission meeting that is summarized in the staff report.
- b) Prior to the hearing, check in with the project applicant by phone. Provide a short description of how the upcoming hearing is expected to go, discuss any project changes if applicable, and any other project details to ensure a smooth public hearing.
- c) Rehearse the staff presentation as needed. Be prepared to answer any questions and provide any additional information. Think about the project in detail and try to anticipate questions that may or may not be addressed in the staff report. If you were the decision maker, what would you want to know?
- d) The hearing for the item will generally begin with the Mayor calling the item by title and summarizing the request. Planning staff will then present the project and answer any immediate questions from the Council. The Mayor will then call for public comments. This provides both the applicant (who goes first) and the general public with an opportunity to address the Council on the project. Following the presentation and public comment, the City Council will deliberate and take action on the project. Complete the CEQA process for the project and follow the File Closure procedures described below.

D.9. STEPS FOR FINALIZING APPLICATION DOCUMENTS

After the public hearing process is complete, the Planner must take the following steps to finalize the application documents:

- a) Make sure final corrections to the conditions of approval have been modified according to direction received at the hearing of the City Council and/or Planning Commission.
- b) Date stamp and approve all exhibits as approved at the hearing.

- c) Notify the applicant/agencies in writing of the project approval and modified conditions of approval:
 - 1. Attach Resolution or Ordinance with Exhibits:
 - 2. Final Conditions of Approval
 - 3. Plans/Maps
 - 4. Copy the letter with attachments to agencies responsible for enforcement/monitoring condition compliance.
 - 5. Direct the applicant to review the conditions and sign and return a copy of the transmittal letter. Doing so provide their acknowledgement of receipt of the packet and acceptance of the conditions.

- d) Prepare and collect fee (payable to Amador County Clerk-Recorder) for filing final documents with the County Clerk's Office. Note: the Notice of Determination or Notice of Exemption shall be filed with the Clerk and also with OPR within five days of approval.
 - 1. File Notice of Exemption for Categorically Exempt projects (currently \$50.00 fee)
 - 2. File Notice of Determination (Negative or Mitigated Negative Declaration) (\$50.00 fee)
 - 3. Negative or Mitigated Negative Declaration fee is \$1,876 (+\$50.00 NOD fee).
 - 4. Environmental Impact Fee is \$2,606.75 (+50.00 NOD fee)
 - 5. File Certificate of De Minimus or Fish and Game Fee.

D.10. FILE CLOSURE

Once the Planning Commission and/or City Council have taken action on the project, several steps must take place to officially complete and close the project. The Planner must always use the file closing checklist below in order to close the file properly.

File closure includes:

- a) Providing revised conditions of approval (if applicable) to the City Clerk to finalize the resolution or ordinance.
- b) Place a copy of the Conditions of Approval in the file for plan checking.
- c) Collecting fees and filing all applicable CEQA documents with the County Clerk-Recorder and State Clearinghouse. Refer to section IV of this manual for more CEQA information.
- d) Provide the applicant with a final letter of action. Attach the signed ordinance and signed resolution with conditions of approval (if available). Retain a copy for the hard file.

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- e) Organize the hard file.
- f) Organize the electronic file.
- g) Make sure the file contains the latest maps and exhibits.