



## APPLICATIONS FILING PROCESS

### PRELIMINARY INFORMATION

Before starting a project, applicants should visit the City Planning Division public counter, Room 111 of City Hall to review with planning staff the development standards and other zoning requirements related to any proposed development project.

### PRE-SUBMITTAL REVIEW (optional)

Prior to submitting planning applications, applicants are encouraged to submit for a pre-submittal meeting where projects are reviewed and comments are offered by the Urban Designer and the 6 City divisions responsible for reviewing development applications and plan checks. This process enables applicants to get potentially critical project information up-front. A Pre-Submittal Review is scheduled through Building and Safety (310-458-8355).

### SCHEDULING AN APPOINTMENT

When the project application is ready for submittal to the City, call a City Planning staff assistant at (310) 458-8341 about 1 week in advance to schedule an appointment with a planner to review your application submittal at the City Planning Division public counter, Room 111 of City Hall. Appointments are available on Tuesdays from 9:00 to 11:30 AM and Thursdays from 10:00 to 12:30 am and 2:00 pm to 3:00 pm.

### REVIEWING THE APPLICATION FOR COMPLETENESS

During the appointment, the counter planner will review your application submittal and either accept it for filing as complete or return it to you identifying the additional material or information that is required to complete the application submittal for processing. If you are required to provide additional material, call the City Planning staff assistant to arrange another appointment with the counter planner that previously reviewed your application once you have compiled the necessary material.

### PROJECT MANAGER

Once your application has been filed, you will be assigned a Project Manager who will remain your point of contact with the City throughout the entire project development process. The Project Manager will also evaluate the project for compliance with the California Environmental Act (CEQA).