

**TIME LINE FOR ADMINISTRATIVE USE PERMITS,
SITE PLAN REVIEW AND VARIANCES (ADMINISTRATIVE ACTION)**

TASK	MAXIMUM TIME FOR COMPLETION	CUMULATIVE TIME
Submittal of Application		
File Set Up, Account Number Established	2 working days	2 days
Project referred to other City departments, responsible and trustee agencies, neighborhood task forces, residents and tenants within 300' of property, and other known interested parties. *	14 calendar days	16 days
Responses coordinated and interdepartmental meeting held regarding project.	5 working days	21-23 days
Applicant advised of status of application (completeness) and may be asked to provide any other information required to review plans.	1 day	22-24 days
If necessary, Applicant prepares revised plans and submits additional information necessary to continue processing permit.	In accordance with applicant's schedule.	
If revised plans are submitted, they may be re-circulated for review. Conditions of approval are prepared.	5 working days	27-29 days
If the project is exempt from environmental review, the Planning Director approves or denies the project and provides public notice. There is a 15-day appeal period. **	15 calendar days	42-44 days

**If initial referral to the public indicates there is opposition to the project, or if the scope of the project merits review before the Planning Commission, the application will be treated as a conditional use permit, and that process will be followed.*

*** If during the public notice period the project is appealed, the application will be scheduled before the Planning Commission and the time line for a conditional use permit will be followed.*