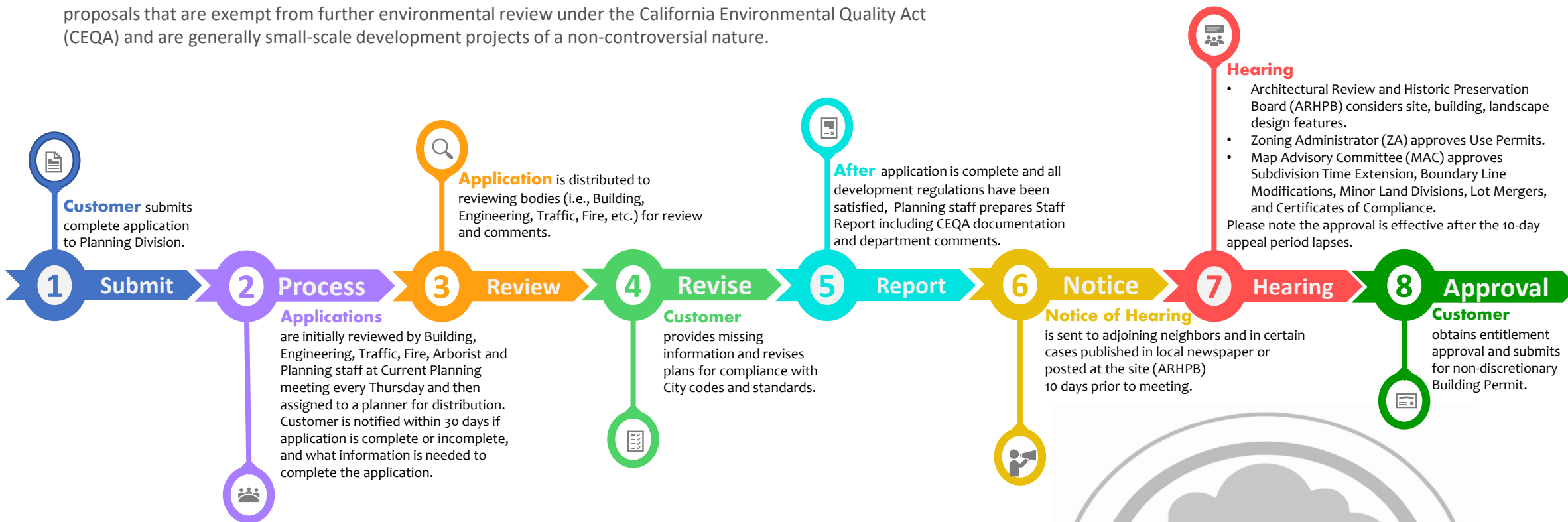# City of Chico: Planning Review Process – Minor Discretionary Projects *

*The majority of development projects are comprised of "minor discretionary projects" that include development proposals that are exempt from further environmental review under the California Environmental Quality Act (CEQA) and are generally small-scale development projects of a non-controversial nature.

1 Submit

Customer submits complete application to Planning Division.

2 Process

Applications are initially reviewed by Building, Engineering, Traffic, Fire, Arborist and Planning staff at Current Planning meeting every Thursday and then assigned to a planner for distribution. Customer is notified within 30 days if application is complete or incomplete, and what information is needed to complete the application.

3 Review

Application is distributed to reviewing bodies (i.e., Building, Engineering, Traffic, Fire, etc.) for review and comments.

4 Revise

Customer provides missing information and revises plans for compliance with City codes and standards.

5 Report

After application is complete and all development regulations have been satisfied, Planning staff prepares Staff Report including CEQA documentation and department comments.

6 Notice

Notice of Hearing is sent to adjoining neighbors and in certain cases published in local newspaper or posted at the site (ARHPB) 10 days prior to meeting.

7 Hearing

Hearing
- Architectural Review and Historic Preservation Board (ARHPB) considers site, building, landscape design features.
- Zoning Administrator (ZA) approves Use Permits.
- Map Advisory Committee (MAC) approves Subdivision Time Extension, Boundary Line Modifications, Minor Land Divisions, Lot Mergers, and Certificates of Compliance.

Please note the approval is effective after the 10-day appeal period lapses.

8 Approval

Customer obtains entitlement approval and submits for non-discretionary Building Permit.

Estimated Timeline

(color-coded to correspond with each phase in the review process)

| Start | 30 days | 1-3 months | 4 weeks | 10 days | Approved |