

Application Calendar and Process Major and Minor Architectural Review Applications

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Before you submit....
Understanding the Development Review process is the first step to a successfully completed application.

- Meet with a Planning Division staff member to discuss the project. Make an appointment by calling (650) 329-2441.
- Download forms and handouts from the Planning Division website (www.cityofpaloalto.org/planning-community/plandiv-planning_forms.html) or visit the Development Center and speak with the planner on duty.
- Compile *all* of the items on the submittal checklists.
- Make an appointment to submit the application. Call (650) 329-2441 to make an appointment.

2

The first 30 days...

- Once the applicant has submitted the application, City departments will review the plans and forms to ensure that the project meets all applicable codes and regulations.
- A Development Review Committee Meeting may be held to discuss the project among City department representatives. Contact the project planner for more information.
- If it is found that the project meets all codes and regulations, it will be deemed complete. The applicant will be sent a letter confirming the status of the application within 30-days of the application submittal.

3

An "incomplete" application....

- If it is found that the project does not meet all applicable codes and regulations, the project will be incomplete. The applicant will be sent a letter confirming the status of the incomplete application. The letter will contain a list of revisions that are required to continue application processing.
- Once the revisions have been submitted, the Planning Division will require *two weeks* to review the revised project.
- If it is found that the revised project meets all codes and regulations, it will be deemed complete. The applicant will be sent a letter confirming the status of the application.

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Once the application has been **deemed complete**, and if it is a **Major** application, processing will follow a typical schedule as listed to the right. This timeline is considered tentative and may be modified as needed to accommodate public hearing agendas, City closures, and/or a lack of quorum. If the application is for a **Minor** project, no public hearing is required. The Director's Decision will be made within two weeks.

| Action | Action Week | Tentative Action Date |
|--|-------------|-----------------------|
| Application Deemed Complete | Week 0 | |
| Environmental Assessment Available Friday | Week 2 | |
| ARB Hearing Advertised Friday | Week 3 | |
| Staff Report Available Thursday | Week 4 | |
| ARB Hearing Thursday | Week 5 | |
| Director's Decision Tuesday | Week 6 | |
| Appeal Period Ends Tuesday | Week 8 | |
| <p>Notes:</p> <ul style="list-style-type: none"> • If more than one ARB hearing is required, additional time will be added to the schedule. • Changes to the Environmental Assessment (Neg. Dec or Mit. Neg. Dec.) or extensive project analysis may require that additional time is added to the schedule. • Days of week stated above are typical, but subject to change. | | |