

## Application Processing Timeline

City of Crescent City

Day	Action	Comments
1-30 (after submittal)	Initial Review	Staff checks for Completeness and accuracy of information and transmits the application to other departments and agencies for their review
30 (after submittal)	Send Complete or Incomplete Letter	A letter is sent confirming whether the application is complete or if additional information is needed
Indeterminate	Applicant provides information	If the application is incomplete, the applicant is responsible for providing the needed information and the processing clock stops. At this point, the cycle starts at the beginning with another 30 days to review the submitted or resubmitted plans/documents for completeness. This cycle will repeat until the application is deemed complete for processing.
31-45 (after project is complete)	Environmental Review	Staff conducts environmental review and prepares the necessary documents
45-50 (after project is complete)	10-Day Public Hearing Notice	If the project can be found to be exempt from the California Environmental Quality Act, the project will be noticed for the next available Planning Commission meeting
<b>OR</b>		
45-80 (after project is complete)	State Clearinghouse Review	If the project is not exempt from the California Environmental Quality Act, the prepared Initial Study will be sent to the State Clearinghouse for a mandatory 30-day review.
81-85 (after project is complete)	10-Day Public Hearing Notice	After the State Clearinghouse review period has ended, the project will be noticed for the next available Planning Commission meeting

This schedule is general and is subject to change based on the depth and scope of the proposed project. Less complex projects may not require the same length of time as more complex projects.