
**City of Citrus Heights
Community Development
Department**



**PROJECT
PROCESSING
GUIDE**

This brochure is a guide for the processing of most types of projects within the City of Citrus Heights.

City staff is committed to providing high quality, economical, responsive services to our community. We hope this information is useful to you as you plan your project.

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Casey Kempenaar, AICP
Community Development Director

Joseph Cuffe
Chief Building Official

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The Basics of Project Approval

With the exception of some very minor construction projects, all new construction and development in Citrus Heights requires review by Community Development Department staff, the Planning Commission, the City Council, or a combination of these entities.

All projects will fall into one of the following categories:

1. Some small construction projects and most building-mounted signs can be approved by the Community Development Department staff. These projects do not involve changes to City regulations or policies. In these cases, approval can generally be granted by staff.
2. Most large construction projects, as well as Use Permits, Variances, and land divisions require review and approval by the Planning Commission.
3. Certain types of projects which involve changes to City regulations or policies, changes of zoning, or the adoption of new plans (such as a Specific Plan) require approval by the City Council. Most of these projects require review by the Planning Commission, which makes a recommendation to the City Council. Council approval typically adds time to the approval process. The Council also considers appeals of decisions made by the Planning Commission, if an appeal is filed.

The length of time to review a project varies depending on the project's complexity.

1. If a project is subject to the requirements of the California Environmental Quality Act, it will require environmental review. Depending on the project and the type of environmental review required, this could add processing time.
2. If a project involves a combination of actions (such as a Design Review Permit and a Use Permit), both permits are reviewed and processed concurrently.

Finally, all construction plans must be reviewed by the Building Division, which then inspects the work as construction proceeds to ensure that the plans are followed. Our plan checking time is very short -- less than two weeks in most cases.

Streamlining the Process

Based on our experience, several items will help your project proceed quickly through the approval process:

1. *Bring a complete and detailed project.* If your application is incomplete or your project is not well thought out, it will require revision, which adds time.
 2. *Comply with City Codes and Regulations.* You may want to consider asking for a "pre-application" meeting to discuss your project's compliance to codes and regulations. Projects move faster through the process if there are minimal revisions to the design and plan.
 3. *Know the Process.* If you know the steps involved, you can help yourself by being better prepared to address the issues and questions which may arise. Our staff will be happy to explain our processes to you.
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Standard Review & Approval Authority and Timelines for Processing Projects

City of Citrus Heights
Community Development Department

Type of Project	Review and Approval by City Staff	Review and Approval by Planning Commission	Review and Approval by City Council	Estimated Processing Time
• Minor Construction	✓			Two weeks or less
• Minor Use Permit • Minor Variance • Temporary Use Permit • Design Review Permit (<5,000 sf commercial or 5 – 9 residential units)	✓			30 days
• Design Review Permit (>5,000 sf commercial or 10 or more residential units) • Major Variance • Use Permit • Parcel Maps (1 – 4 lots)		✓		2 - 3 months
• Subdivision Maps (5 or more lots) • Large or Complex Planning Project		✓		3 - 4 months
• Specific Plan • Zone change • Ordinance Text Amendment • General Plan Amendment			✓	6 months or more

This table shows the standard review and approval authority and timelines for the most common projects processed by the Community Development Department's Planning Division. For more detailed information on the steps involved in processing a project, please refer to the application checklists for each project type. Every project is unique, and may involve issues which are not identified on this chart. This chart does **not** guarantee any processing times. Our staff will be happy to assist you in determining potential meeting dates and timelines for your project.

We're Here to Serve

If we can be of assistance to you in any way, please feel free to contact us. We also welcome your suggestions for improving our forms, procedures, or regulations.

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