PLANNING DEPARTMENT

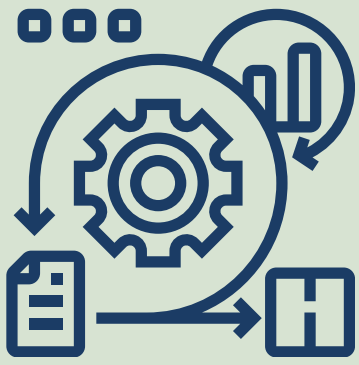
Land Use Entitlement Process

STEP 1: PRELIMINARY PROJECT REVIEW

- Use the City's Interactive General Plan Map Land Use Map to research properties of interest.
- Contact the Planning Department for Zoning inquires, the applicable entitlement application, and key details for a successful Project.
- Collaborate with the City's Economic Development Analyst for any possible Grant and Funding Opportunities.
- Schedule an informal meeting with City Staff.
- Consider completing the formal Preapplication Review Process to determine required improvements and potential Conditions of Approval prior to submitting for full entitlement review.

1-4 weeks (on-going)

STEP 2: PROJECT REVIEW & ENVIRONMENTAL



- Submit Project and fee via the Yucaipa Permit Exchange online application portal. Note: individual projects may be subject to initial deposit and actual cost billing.
- Project assigned to planner for processing and appropriate Environmental Review process considered.
- Completeness check (review of plans and other requirements) provided within 30 days of payment.
- Applicant is provided with either a Notice of Incomplete or Acceptance Letter via email.
- If applicable, preparation of the appropriate technical studies and Environmental Document (Initial Study/ND/MND, or EIR) to be completed by an On-Call Environmental Consultant team.
- Noticing of Project to City departments and adjacent property owners.
- Project Conditions of Approval considered, prepared, and provided to applicant.

2-12 months (depending on complexity and initial completeness check)

STEP 3: PUBLIC HEARING

- An Administrative Project is to be approved by the City Planner (Land Use Compliance Review, Home Occupation Permit, etc.)
- A proposed Discretionary Project (Conditional Use Permit, Tentative Tract Map, etc.) is scheduled for Planning Commission and/or subsequent City Council Approval.
- Proposed Discretionary Project is noticed 14-days prior to Public Hearing.
- Staff Completes Project Staff Report.
- Project heard by required reviewing body.
- 10 business day appeal period following review body's decision.

If approved, entitlement is active for 36 months

STEP 4: PLAN CHECK AND CONSTRUCTION

- Construction Documents (detailed construction plans) submitted to the Building & Safety for review by applicable department on Yucaipa Permit Exchange.
- Within 10 business days (Mon-Thurs) corrections provided to applicant.
- If corrections provided, plans to be resubmitted and redistributed to departments for review within 5 business days
- Plan check and applicable fees paid (Development Impact Fees, School Fees, Water/Sewer, etc.)
- Condition Compliance Check application provided to the Planning Department to ensure all Conditions of Project Approval are met prior to building permit issuance.
- City Field Inspections.
- Certificate of Occupancy issued.

3 - 18 months

CITY OF Yucaipa

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Find more information:
https://yucaipa.org/planning/