



CONCURRENT PROCESSING GUIDE

BACKGROUND

To help reduce permit processing times, applicants often request that building permits and rough or precise grading plans be reviewed concurrently with the review of related discretionary permits. However, there are risks associated with concurrent processing in that project changes required as part of the discretionary review process also need to be made to the construction drawings. This can result in duplicative and multiple plan reviews, which result in additional staff time and added substantial project costs to the customer. As such, concurrent processing is limited to noncontroversial projects where ministerial permit application materials are unlikely to need a significant rework due to discretionary permit review comments, including:

- Approved projects that are in the appeal period.
- Projects close to approval with all departmental reviews complete, and with only minor issues left to resolve.

ELIGIBILITY REQUIREMENTS

Concurrent processing will be assessed based upon staff workload, staffing levels, and other factors at the time of the request, and only when each criterion below is fully met.

A Service Request shall be submitted to planning@encinitasca.gov along with the fee to assess if the project is eligible for concurrent processing. Building permit or grading permit submittals with active discretionary projects will not be accepted without the approved concurrence form authorized by the City.

Criteria:

- The project is conceptually complete and conditions of approval are issued, with a pending legal notice, pending approval, or pending appeal period.
- No major controversy or opposition to the project exists.
- The project planner and their supervisor, along with the Principal Engineer, approve concurrent processing.
- Exception: Concurrent submittal for Accessory Dwelling Units is allowed at any time with or following initial discretionary CDP application submittal, unless another discretionary approval is required, in which case the above criteria apply.

APPROVAL AND QUESTIONS

When consistent with the eligibility requirements as outlined above, concurrent processing may be approved as follows:

Building Permits: The project planner who is processing the discretionary permit may approve requests for concurrent processing of the building permit, subject to the approval of the Development Services Director,

Rough and Precise Grading Plans: With the permission of both the project planner processing the discretionary permit and the principal engineer, requests for concurrent processing of rough or precise grading plans may be approved, subject to the approval of the Engineering Director and the Development Services Director.

Any questions should be directed to the project planner who is processing the discretionary permit application.

CONCURRENT PROCESSING HOLD HARMLESS AGREEMENT

Applicants undertaking concurrent processing must acknowledge in writing that they understand the risk of processing ministerial permits prior to approval of the discretionary entitlement. No ministerial permits will be issued until after discretionary permit approval and following the conclusion of the appeal period. The applicant shall submit a signed Concurrent Permit Processing Hold Harmless Agreement (Form PLN-218) acknowledging that concurrent permit review will be performed at the applicant's risk pursuant to the adopted City of Encinitas Refund Policy.