

**SANTA CRUZ COUNTY PLANNING DEPARTMENT POLICY/ORDINANCE
INTERPRETATION**

Interpretation No.: APPLCTN-01 (Abandonment of Discretionary Permit Application)
Effective Date: 10/01/03
Originally Issued: 10/01/03

Question

When are incomplete discretionary applications subject to abandonment?

Applicable Ordinance Section(s)
§ 18.10.430

INTERPRETATION:

The process for abandonment of discretionary applications is as follows:

1. **Incomplete letter:** The Planner will prepare and send the incomplete letter within 30 days of the application submittal. The applicant will be given either 60 days or 90 days to submit the required information per 18.10.430. If the application is processed at Level I through V, they have 60 days to submit the information. If processed at Level VI or VII, they have 90 days to submit the information.
2. **Reminder letter.** If ALL of the requested information is not received at the end of the 60 to 90 day period, the project planner will send the applicant a copy of the incomplete letter with another, very short, letter explaining that they must submit the required information within 30 days or the application will be abandoned. This reminder letter must be sent certified mail. If the information has not been submitted because the applicant has not been able to obtain the information (soils report, biotic report, etc.) they must submit a letter, addressed to the Planning Director requesting an extension, explaining the reason for the delay, and providing a date by which the information will be submitted. This process is explained in 18.10.430(b).
3. **Abandonment.** If the requested information is not submitted, the application is abandoned and a notice of abandonment is mailed to the applicant.
4. **Exceptions.** There are three exceptions to this policy.
 - a. Requirements imposed by the County (e.g., plan line study or park designation review) or,
 - b. Pending ordinance/policy formation (e.g., rezoning) or,
 - c. Pending Litigation.
5. **Planning Department review agencies shall not exceed two application reroutes.** Applications that require more than two reroutes by planning department review agencies must be reviewed by the section manager to determine why the application should not be deemed complete for the purpose of scheduling it for consideration of a determination, or staff recommendation as appropriate, of denial without prejudice as defined in County Code Section 18.10.015.

Reason

Incomplete applications that are missing required submittal information that cannot be provided in a timely manner impede the prompt processing of other applications that are complete or can become complete within required timeframes and impact planner caseloads

Tom Burns, Planning Director

Date