



PERMIT STREAMLINING SERVICES

NO-COST SERVICES HELP YOUR PROJECT MOVE THROUGH THE PERMITTING PROCESS

PRELIMINARY PROJECT REVIEW [PPR]

Preliminary Project Review is a no-fee process designed to provide customers with initial feedback regarding their development concept or proposal. Customers begin by submitting an application form, project description, and preliminary site plan to the Planning Department. Professionally prepared application materials aren't required, though more detailed information helps generate more accurate feedback. The preliminary project information is reviewed by all the affected City Departments, and after 2 to 4 weeks, a letter is provided to the customer summarizing results of the City's preliminary review. Issues typically addressed during the preliminary project review include the identification of any major problems that would limit the feasibility of a project, a description of the process necessary to bring the project to fruition, and a list of the probable conditions of approval that should be anticipated if a formal application is eventually made.

PROJECT MANAGER & CUSTOMER LIAISON

After a formal application is submitted, the City assigns a project manager within the Community Development Department to act as a conduit to help customers move through the various steps in the development process. The City's project manager is typically a member of the Planning Department, where most projects begin. The project manager will help customers understand City processes and conditions of approval, and will introduce them to critical contacts in other departments, such as the Engineering and Building Departments. Customers are encouraged to rely on their project managers to obtain status reports on their projects and help ensure that unnecessary delays are avoided.



DEVELOPMENT ROUNDTABLE MEETING

Customers in the Community Development Department are encouraged to ask questions when they arise, and one-on-one meetings are regularly scheduled between project applicants and City staff to answer questions and iron out problems that sometimes pop up. When a customer has questions that affect multiple departments, it is sometimes helpful to schedule a development roundtable meeting where applicants are invited to meet with representatives of all the affected departments at the same time. At any point during the development process, a customer may request that the City schedule a development roundtable meeting. On occasion, City staff may suggest, proactively, that a customer participate in a development roundtable meeting. Meetings can be requested by contacting the customer's project manager or any member of the community development department, and typically take about 2 weeks to schedule.

LEARN MORE @

www.cityofmadera.ca.gov/incentives