




PLANNING DIVISION

MEMORANDUM

DATE: May 21, 2009

TO: Planning Division Personnel

FROM: Jerry Hittleman, City Planner 

SUBJECT: Planning Division Policy Directive 01-09 (Inactive Application Closure Policy)

Purpose & Intent: In order to increase efficiency and shorten process timelines on all applications received and in order to ensure that applications do not remain on file indefinitely, inactive projects over six months shall be closed to file.

Policy: It shall be the official Planning Division Policy to close a subject project file to archives 30 days from the date of mailing of a closure letter due to inactivity and continued processing.

Directive: Upon staff determination that a project application has been inactive/ dormant for a period of six months without a re-submittal addressing previous staff comments, the appropriate Staff Planner shall notify the last known applicant or their representative in writing that the subject project file will be closed and sent to archives. All Staff Planners shall utilize the form letter attached as exhibit (a) and found within the G: drive/letters/in-active project letters folder.

This correspondence shall begin the process of determining whether the applicant intends to continue their application process and to determine if there are certain mitigating factors that have resulted in a lack of response to previously sent comment letters. The applicant will be provided with the opportunity to discuss the status of their application with staff or to request that their application be withdrawn. A lack of response by the applicant will begin a process whereby staff deems the application withdrawn.



CITY OF OCEANSIDE

DEVELOPMENT SERVICES DEPARTMENT / PLANNING DIVISION

<Date>

<Name>

<Address>

<City, St Zip>

RE: <Project Name (Project ID)>

Dear Sir or Madame:

The Development Service Department/Planning Division records show that more than six (6) months have lapsed without any interaction with staff on a re-submittal for the above-referenced project.

If you are interested in addressing the last-sent staff comment letter (see attached), please contact me to discuss, and/or to set up a re-submittal appointment. If a re-submittal appointment is not requested within 30 days from the date of this letter, the status of the application will be changed to withdrawn due to inactivity, and the file will officially be closed. Once the file is officially closed, all extra associated maps and reports will be destroyed and the file will be sent to archives.

In order to determine if a partial refund of fees is warranted for work not performed on the subject project, you will need to submit a written request for refund to my attention. Any subsequent request to reinitiate a project after the file has been closed will require a new complete application for discretionary approval be submitted and applicable fees paid.

If you have any questions or need assistance, please contact me at 760-435-3520.

Sincerely,

<Planner Name>

<Title>

Attached: <last staff comment letter>

cc: File