



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 505**
Emergency Add-On Policy for Planning Commission Agenda

DATE: January 9, 2007/*Revised August 1, 2014*

CREATED BY: Land Development Division/Land Entitlements Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 505 Emergency Add-on Policy for Planning Commission Agenda. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

Scope:

The deadline to submit a complete package to the Planning Commission is sixteen calendar days for a Standard item or twenty-three calendar days for a Public Hearing (PH) item prior to the meeting date. This provides staff sufficient time to review the proposal, prepare a recommendation and coordinate the agenda. In order to provide additional flexibility to the development community in regards to scheduling their projects for Planning Commission consideration, the Emergency Add-On program has been created. This program will enable applicants to submit a complete package after the respective deadline.

Procedures:

1. The engineer will contact their Case Manager to inform staff that an Emergency Add-On will be submitted for a particular project by the respective deadline.
2. The engineer will submit the plat package along with a "Plat Approval Completeness Review" form with item(s) enclosed checked submitted on the respective Emergency Add-On Deadline.
3. A non-refundable Emergency Add-On fee of \$550.00 must also be submitted no later than the close of business (2) two days after the respective deadline. After this date, no other items may be scheduled due to publishing deadlines. *For example: if after the deadline occurs on Monday, the emergency add-on procedure is available until the close of business on Wednesday of the same week.* See Calendar template – next page.

4. The submittal also needs to include a completed [Emergency Add-On Application](#).
5. Staff will review the package and determine if the item is eligible for scheduling on the Planning Commission Agenda by the Emergency Add-On Deadline at noon. Only eligible packages that have been deemed complete will be processed for consideration.
6. If the applicant is not able to submit all required items by the Emergency Add-On Deadline at noon or the applicant opts to postpone or withdraw their item, there is a non-refundable fee of \$400.00.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Public Hearing (PH) Deadline		Emergency Add-On (PH) Deadline *			
	Standard Deadline		Emergency Add-On Standard Deadline *		If needed preapproval expedited review is available for a fee*	
	Emergency Add-On Deadline @ noon.**				5 day Pre-approval review deadline***	
			Planning Commission Meeting date			

**Emergency Add-On Application fee is assessed. Expedited review fee is per agency and are available to accommodate strict applicant timelines.*

***Plat package must be deemed complete by this date or item WILL be pulled from the agenda.*

****Any Agency/LOC related changes need to be resolved by the Friday prior to the Planning Commission meeting.*

Emergency Add-On Eligible Projects:

- Plats without variances
- Replats with Public hearing that do not include written notification
- Vacating Declarations
- Time Extensions
- Plat deferrals
- Plats being rescinded

If you have any questions regarding the Emergency Add-On procedures, please contact a Land Entitlement Section representative at (210) 207-1111.

Summary:

This Information Bulletin is for informational purposes only.

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