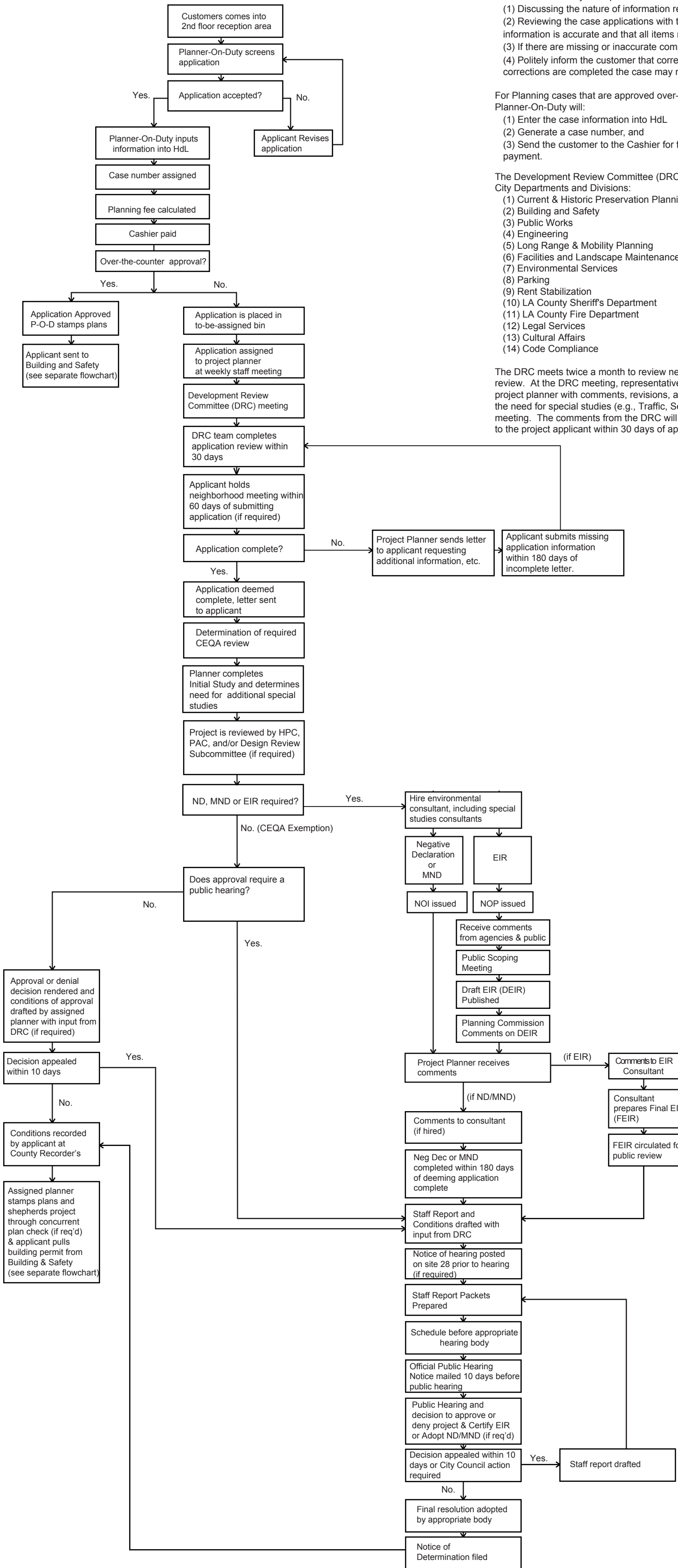


# CHPP Application Process Flowchart



Customers meet with the Planner-On-Duty (P-O-D) at the Planning Division Counter.

The Planner-On-Duty will:

- (1) Determine customer needs,
- (2) Determine if the proper applications have been obtained,
- (3) Through a cursory inspection determine if application has been completely filled out,
- (4) Direct customers who need to meet with Transportation, Public Works, or Building and Safety, to the appropriate counter for service, and
- (5) Start processing of application.

The Planner-On-Duty is responsible for:

- (1) Discussing the nature of information required or type of case submitted,
- (2) Reviewing the case applications with the customer to insure that the information is accurate and that all items required for submission are present
- (3) If there are missing or inaccurate components for the case package,
- (4) Politely inform the customer that corrections will be required and that until corrections are completed the case may not be taken in.

For Planning cases that are approved over-the-counter the Planner-On-Duty will:

- (1) Enter the case information into HdL
- (2) Generate a case number, and
- (3) Send the customer to the Cashier for fee payment.

The Development Review Committee (DRC) is comprised of representatives from the following City Departments and Divisions:

- (1) Current & Historic Preservation Planning
- (2) Building and Safety
- (3) Public Works
- (4) Engineering
- (5) Long Range & Mobility Planning
- (6) Facilities and Landscape Maintenance
- (7) Environmental Services
- (8) Parking
- (9) Rent Stabilization
- (10) LA County Sheriff's Department
- (11) LA County Fire Department
- (12) Legal Services
- (13) Cultural Affairs
- (14) Code Compliance

The DRC meets twice a month to review newly submitted applications requiring multi-departmental review. At the DRC meeting, representatives from the participating divisions will provide the project planner with comments, revisions, and concerns regarding the proposed project. Also, the need for special studies (e.g., Traffic, Sewer, Soils, Noise, etc.) will be addressed at this meeting. The comments from the DRC will be incorporated into a letter that will be submitted to the project applicant within 30 days of application submittal.