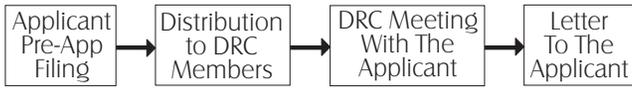
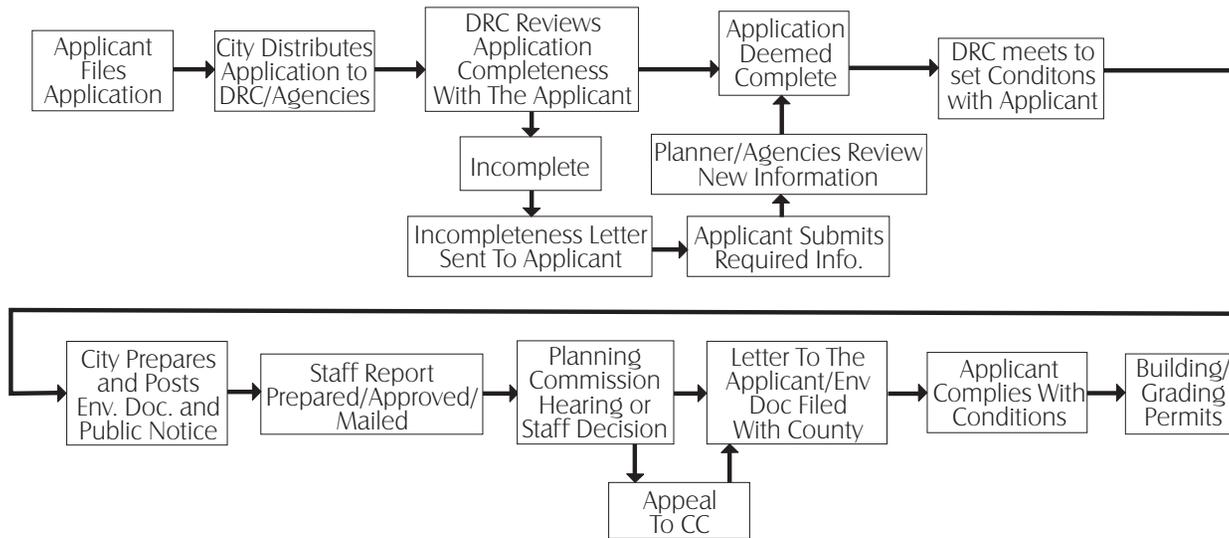


# PLOT PLAN REVIEW DEVELOPMENT APPLICATION PROCESSING

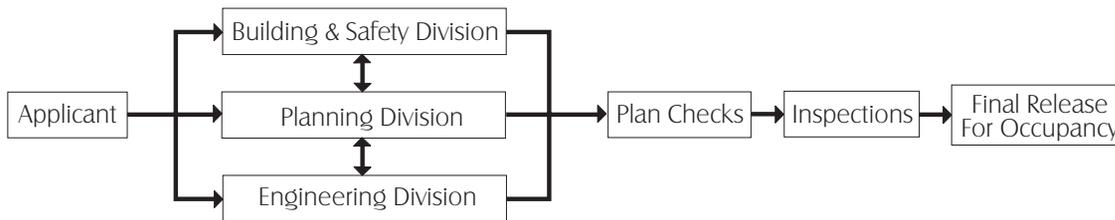
## PRE-APPLICATION (OPTIONAL)



## FORMAL APPLICATION



## POST APPROVAL COORDINATION



# CITY OF BIG BEAR LAKE

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# PLOT PLAN REVIEW

The Plot Plan Review (PPR) process is one of the ways the City reviews a proposed new development project. Through this review process the City can ensure that new construction meets the City's development standards, and that roads, utilities, parking, and other requirements are provided to serve the new use.

## When do I need to file a Plot Plan Review?

A PPR must be filed when an applicant wants to build a new commercial, industrial, or multifamily building or complex in a zone within the City where that use is principally permitted. A PPR may also be required when major additions are made to an existing development, or to permit a change of use in an existing building, if the new use has requirements that affect the site design (such as additional parking, access, or fire protection needs.)

## Where do I apply for a PPR?

You may obtain an application at the City Planning Division located at the Civic Center, 39707 Big Bear Blvd. A planner is available at the Planning Division public counter from 8:00 - 5:00 each weekday to assist you, or you may call (909) 866-5831 for an application and assistance.

## Can I file for a Preliminary Review?

The City encourages applicants to file for preliminary review of all projects. This review is called a pre-application, and requires only a short application form, a vicinity map, a conceptual plot plan, and the required fee. The project is reviewed by the Development Review Committee (DRC), which provides you with comments intended to help you with your final design plans.

## What is the DRC?

The DRC consists of representatives of the City divisions that review proposed development projects to ensure that they conform to City ordinances and design policies. The DRC includes representatives from the Planning, Building and Safety, Engineering, Fire, and Water departments, and other outside agencies as needed.

## What is needed to file a PPR?

The submittal requirements for a PPR are listed on the application (see Application For Plot Plan Review). Staff recommends that you consult a licensed architect and/or engineer for help in preparing the maps, studies, and other documents that are required with an application submittal. A list of architects and engineers who are licensed to do business with the City is available at the Planning Division counter.

## How does the City process my application?

After an application is deemed complete, the following steps are taken:

- ▶ If required by the California Environmental Quality Act, an environmental review is prepared by staff, distributed to the required agencies and a notice is posted for public review at the City of Big Bear Lake Civic Center, Post office, and Sheriff's Office.
- ▶ The project is reviewed by the DRC to determine whether it is complete, to review design issues and to develop conditions of approval. The applicant is invited to attend these meetings.
- ▶ A public hearing notice is prepared and printed in the newspaper; a staff report is prepared and distributed to the applicant, the property owner(s) and made available to the public; and the application is heard at a scheduled public hearing by the Planning Commission.

## How long does it take?

After an application is complete, the City can typically complete the review and decision process within six weeks. This time may need to be extended to address special design issues which may arise. State law requires that the City take action on development applications within six months of accepting a complete application, except when an Environmental Impact Report is needed.

## What happens after the decision?

**If the project is approved**, a confirmation letter, along with the final conditions of approval, will be mailed to the applicant and the environmental documents are filed with the County. The applicant may need to submit final maps and plans for condition compliance review. When all required changes are shown on the maps and plans, they are stamped "approved" and applicants may then proceed with the development of the project. Two years are allowed to complete the conditions of approval and obtain building permits to begin construction on the site or establish the use. An extension of up to one year may be granted upon application and approval.

**If the project is denied**, the Planning Commission's decision may be appealed to the City Council.

If the proposal is approved and there is a disagreement with any of the conditions of approval, an appeal may be filed. Any other person may also file an appeal if they oppose the decision on the proposal.

The appeal must be filed within 10 calendar days of the date of the decision. Appeal forms are available and may be filed at the Planning Division public counter along with the required fee.

A flow chart showing the steps in the process is on the back page of this brochure. If you have any questions about the process, please call the Planning Division at (909) 866-5831.