

DEVELOPER'S GUIDE

TO IMPERIAL VALLEY

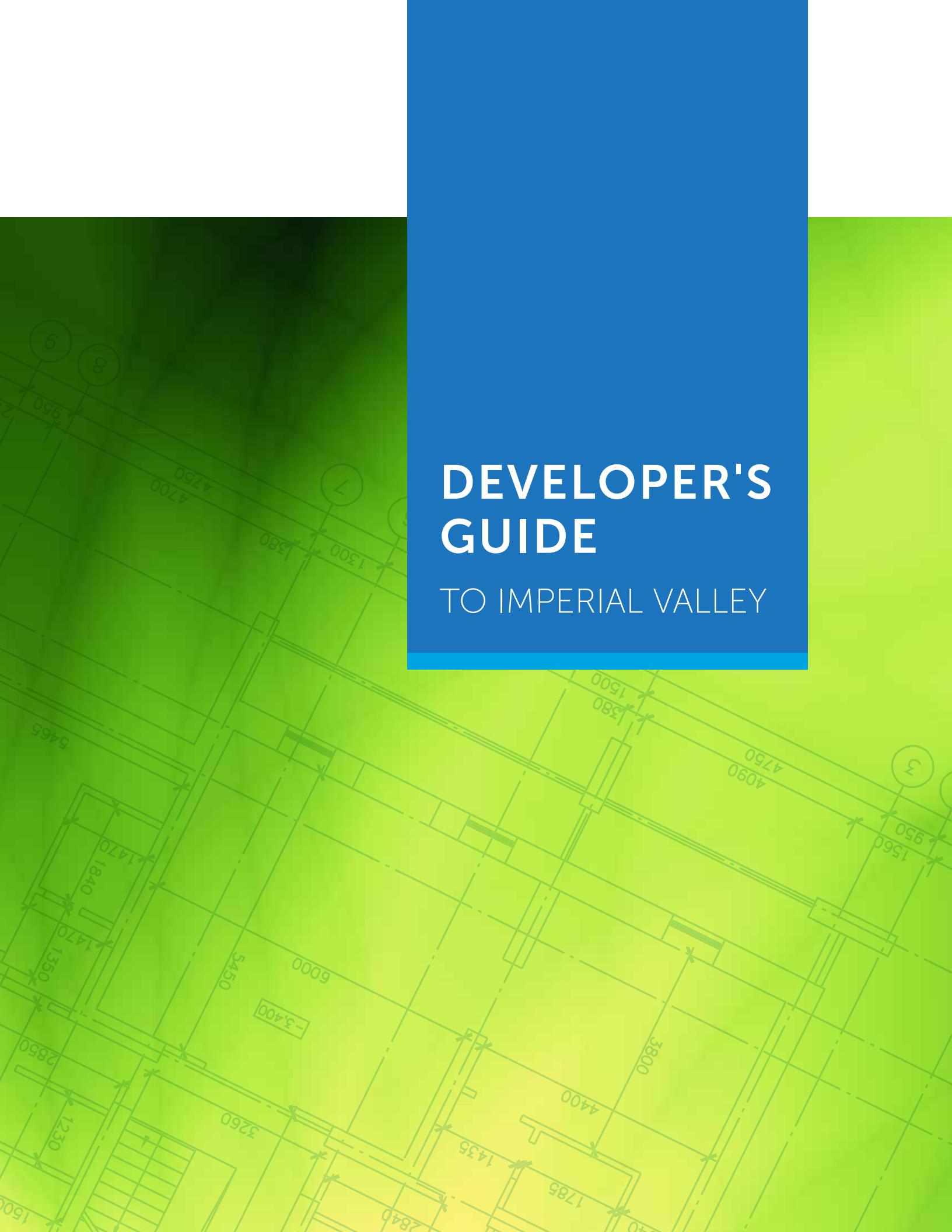




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INTRODUCTION

The Developer's Guide to Imperial Valley is a digest of the regulations and procedures that you are most likely to encounter when siting facilities in the Imperial Valley. It is designed to help you understand the review and permit process that is required of all development activity. It is intended to provide information about our regulatory processes to eliminate uncertainties and assist in the development of your project in a more timely fashion.

The Imperial Valley is a vibrant region that seeks both new construction and the renovation of our existing structures. The Developer's Guide is part of an effort to assist you with your development. The goal is to reduce the regulatory burden on developers while fulfilling the County's obligation to protect the public welfare.

Naturally, all conditions that you may encounter on your project cannot be anticipated. As such this guide should only be used as a reference. At the end of this publication, there is a list of those agencies and departments available to assist you and answer your questions. The Imperial Valley Economic Development Corporation (EDC) is another key resource within the region, and is available to help with navigating the development process across agencies and departments.

Acknowledgements

The Developer's Guide to Imperial Valley was prepared by Imperial Valley EDC, Cleantech San Diego and San Diego Regional EDC in partnership with Imperial Valley Planning & Development Services Department, Air Pollution Control District, Imperial Irrigation District Energy and Water Departments, Public Health Department, Public Works and the County Fire Department. Funding for the Guide's creation was provided by the California Energy Commission and California Workforce Investment Board's Regional Industry Clusters of Opportunity II (RICO) grant, in an effort to promote biofuel and biorenewables projects in the region.

This document is to be utilized solely as a reference guide. For the most current version check www.ivedc.com.
The procedures and/or ordinances contained herein may have changed since printing. The Imperial Valley Planning & Development Services Department is the final authority on all topics covered in this document.

December 2014

PRE-APPLICATION MEETING

The Imperial County Planning & Development Services Department is charged with "lead agency" status on land use development projects, and pursuant to Board Direction offers developers the opportunity to present their projects in an informal setting to the various departments and agencies under what is considered to be a "pre-application" meeting.

It is highly recommended to contact all agencies AS SOON AS POSSIBLE prior to the pre-application meeting to ensure attendance and to inquire about specific information required by the individual agencies. While not necessary to share proprietary technological information during this stage, the pre-application meeting is particularly important for projects involving emerging technologies and processes. Please see the Contact Information and Utility Connections sections of the Guide for specific outreach.

The purpose of the pre-application meeting is to allow anyone with a proposed project to present their project to the County regulatory as well as non-regulatory departments. In addition various non-county agencies may also be involved, depending on the type and scope of the projects. Agencies usually involved include the Imperial Irrigation District and Caltrans.

A pre-application meeting date will be set only after the proponent provides staff with thirty (30) copies of the project description and site plan. The documents are then circulated to various agencies for two weeks.

Upon conclusion of the applicant's presentation the various agencies present brief descriptions of their requirements, procedures and information that will be required at the time of formal application. The applicant/developer has the opportunity to ask all questions necessary.

The intent of the pre-application process is to afford the applicant an opportunity to be advised early-on of all requirements by the regulatory agencies; of all possible forms of assistance by the economic development program if applicable; any by the various non-county agencies.

The applicant/developer needs to understand that until the Planning & Development Services Department receives the actual application, the "process" has not commenced, the application is not accepted, and additional requirements or information may be required at the time of application depending on the actual content of the application.

Consequently, any materials submitted during the pre-application process are not subject to the Permit Streamline Act. (Government Code Section 65920.)

Pre-Application Meeting Information

The Planning & Development Services Department of the County of Imperial, as well as the Board of Supervisors, encourages pre-application meetings to assure that the staff of the public and the reviewing agency have a clear understanding of the proposal being presented.

A meeting with each regulatory agency would be advised prior to a formal, pre-application may also be beneficial to allow the proponents to be better prepared for what they will encounter at the pre-application meeting. IVEDC can assist in presenting your project to these agencies.

To be productive, the proponent requesting a pre-application meeting should provide the following at a minimum:

Meeting Checklist

- 30 copies of project description and site plan two weeks prior to Pre-Application meeting so documents can be circulated among various agencies.
- Site plan of the proposed project site and the surrounding area, e.g. the State highway or County road and nearest drinking water source and sewer facilities that may be utilized for the proposed development.
- A proposed layout of the project with sufficient detail to be informative, but not necessarily a full engineered design.
- A project description that adequately defines the scope of the project, the type of project, impact area, proposed buildings and structures, access from adjacent roadways, location of driveway(s), and any existing facilities on-site.
- Information on common environmental issues such as traffic/circulation, air quality, c cultural/paleontological resources, wildlife resources that the project might affect or be affected by.
- Time frames or time constraints that the proponent proposes and any project phasing that may be involved.
- Questions that the proponent has on the land use or other process for County and other reviewing agency staff to address.

Agencies do not need privileged, technology-specific information. They only need to know the inputs and outputs of the project.

In many cases a project will require subsequent meetings; however, in some cases the reviewing agency staff can respond to the proponent within a few days on issues that might not have been made clear during the pre-application meeting.

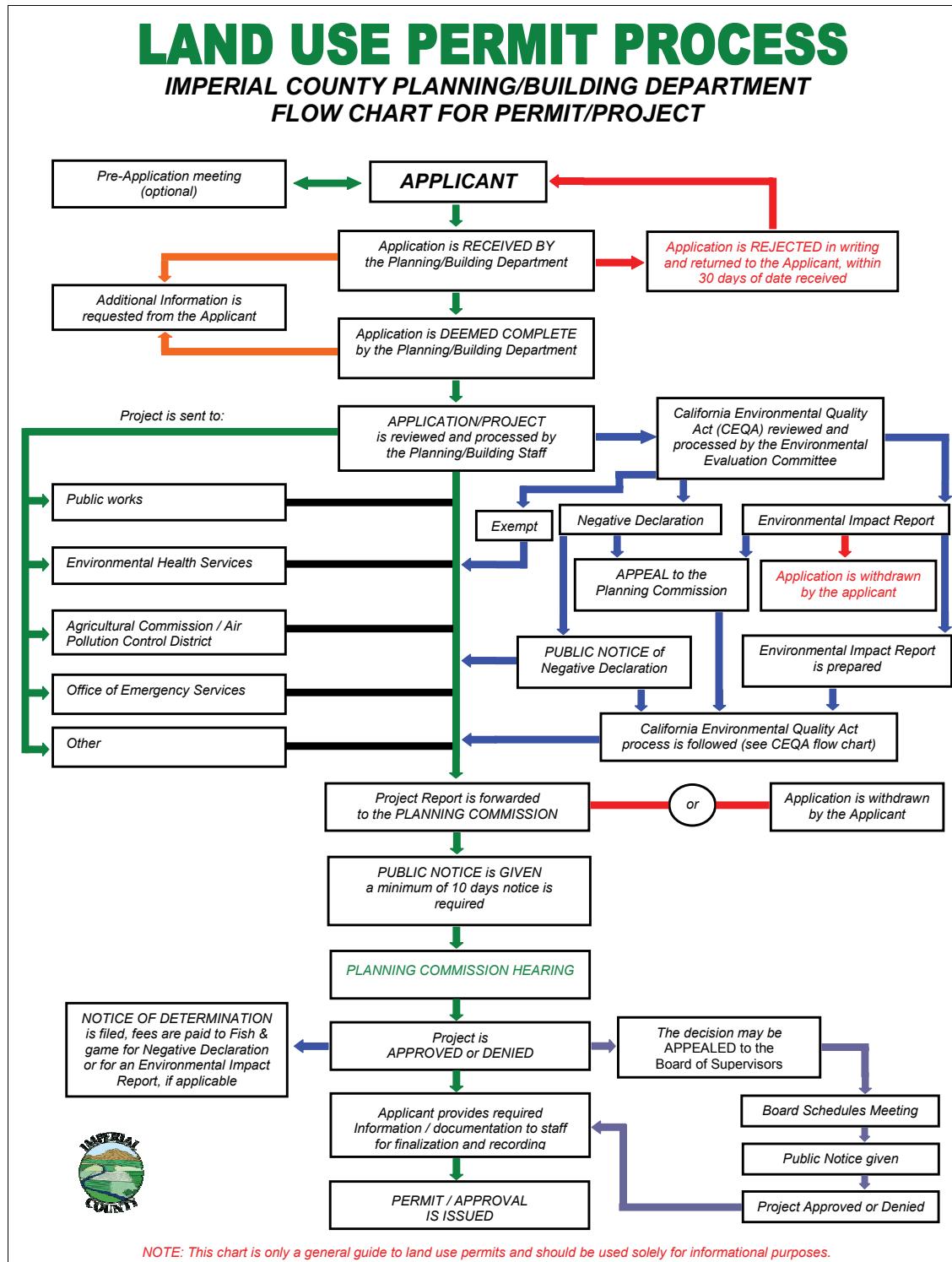
There are many projects that could best be handled in the form of a "specific plan" and there are guidelines for this process. If there are questions on this process, please ask the Planning & Development Services Department.

It needs to be understood by the proponent that the CEQA process and the process of hiring and administering the environmental documents is handled by the "lead agency" which in this case would be the County of Imperial.

If there are questions on the above, please be prepared to ask them prior to the meeting or at the time the meeting is held.

LAND USE PERMIT PROCESS

FLOW CHART



IMPERIAL VALLEY AGENCIES

The Imperial Valley agencies responsible for guiding and permitting projects are Imperial Valley Planning & Development Services Department, Air Pollution Control District, Imperial Irrigation District Energy and Water Departments, Public Health Department, Public Works and the County Fire Department. To follow are the steps that both the developer and the agencies follow through pre-meeting preparation, process of approval and post-approval. Biorenewables projects are also subject to CEQA (process outlined in the next section of the Guide).

IMPERIAL COUNTRY PLANNING & DEVELOPMENT SERVICES DEPARTMENT

STEP 1 Pre-Meeting Preparation

DEVELOPER

Contact as soon as possible BEFORE site acquisition. The department can advice on zoning, but cannot directly refer a developer to a site.

A one page narrative with an introduction to the project and its logistics is recommended including:
Using haul equipment? Traffic support needed? Number of employees? Etc.

DEPARTMENT

Department will review logistics and give zoning advice and discuss the possible difficulties underlying every zoning choice.

Depending on the zone that is picked, project approval can last from 3-8 months.

STEP 2 Process of Approval *See Land Use Permitting Flow Chart*

STEP 3 Post-Approval

DEVELOPER

Maintain compliance with regulations.

DEPARTMENT

Projects will be monitored depending on the nature of the project. If environmental mitigation is needed, inspection might be daily or periodically.

AIR POLLUTION CONTROL DISTRICT (APCD)



STEP 1 Pre-Meeting Preparation

DEVELOPER

APCD should be contacted as soon as possible depending on how much data a developer is willing to provide.

Have an adequate description about the project to include:

- Location of the project,
- Environmental inputs and outputs the project will emit.

Data analysis should be done beforehand and it should include:

- Solvents used,
- Combust fuel used,
- Number of vehicles that will be used,
- Anything else that causes emissions and is pertinent to the project.

DEPARTMENT

APCD does not need to know proprietary details, but the more info a developer can provide, the better. APCD allows developers the option to mark information given to the department as classified. The files will be deleted shortly after application process is done.

A project can take from 6 months to 1-2 years in order to clear the process of approval. More time might be needed if it requires Federal or State oversight.

STEP 2 Process of Approval

DEVELOPER

After pre-meeting, turn in application with applicable fees along with emission and relevant data.

DEPARTMENT

APCD goes through three different approval processes:

I. PERMITTING

Process begins after the environmental document has been reviewed by engineers with data provided by developer.

II. PLANNING

The Planning process of the application is split into two section:

1. Monitoring Section: Project will have to demonstrate compliance with data.
2. Planning Section: APCD will use the data given to determine project interaction with other existing projects.

III. COMPLIANCE

Reviews and monitors the project in order to confirm continued compliance with regulations and previously recorded input and output data. Maintenance and compliance is reviewed yearly. Fee schedule are online.

STEP 3 Post-Approval

DEVELOPER

Maintain compliance with regulations

DEPARTMENT

APCD will inspect site annually to ensure compliance.

IMPERIAL IRRIGATION DISTRICT ENERGY DEPARTMENT



STEP 1 Pre-Meeting Preparation

DEVELOPER

Provide IID with the following information:

- What is the overall load of the project?
- What kW, HP, or Amps will be needed?
- Which location do you plan on using?

It's important to consult with IID about location in order to see if there is sufficient infrastructure in the area and if system upgrades will be required.

DEPARTMENT

Will perform a circuit analysis examining load requirements and how the project fits within the electrical system. It will also look at the project's impact along with other surrounding projects.

STEP 2 Process of Approval

DEVELOPER

With current and projected demands increasing for residential and commercial units within the district's service area, it is important for developer to establish a comprehensive development plan for the successful marketing of his/her project.

Requirements for Electric Service:

- Completion of all applicable forms in the Customer Information Packet*
- Collection of construction costs according to IID regulations*
- An AutoCAD electronic file along with the requirements listed in Section XI.
- Panel specifications.

Advanced Design Fees:

An advance fee must be paid to IID before a commitment will be granted.

- The Advance Design Fee will be paid to engineer a project and will be applied as a credit toward the IID cost of the project if it goes to completion.*

Eligibility for Engineering Design:

The district's Distribution Engineering Section prioritizes projects according to job package preparation and receipt of all required information and payments.

To be placed in the engineering schedule, the developer must submit:

- Completion of all related IID forms*
- Payment of advance design fees
- Plans, drawings and load data

Job Package Preparation and Release:

The time required to prepare a job package for construction will depend on size of job, complexity, right-of-way access, environmental or permit requirements.

The job package for construction will be released when all requirements have been met.

Construction Schedule:

Based on the estimated request date for electricity, the job package is released and placed on the district's construction schedule

Underground Facilities:

When underground facilities are to be included, the district will provide a complete set of specifications for each project or phase. It is the responsibility of the developer to provide and install, at the developer's expense, any underground work needed for construction. The district will provide inspections throughout the process.

Liability:

To eliminate any misunderstanding concerning the district's assumption of liability for personal injury or property damage prior to or following the completion of the underground duct and vault system by the developer, the developer will be required to acknowledge through the Indemnification Agreement* that the district assumes no responsibility for:

- Safety
- Maintenance
- Repair or corrections for any on-site or off-site electrical distribution.

Completion of the steps outlined above will allow the application to be placed on the engineering schedule.

Occupation of Facilities:

It is the responsibility of the developer to supply and maintain all necessary safeguards and to ensure a safe working environment during and after the construction and/or installation of the underground system.

Special Service Conditions:

During initial review, the district may determine that special service conditions exist due to one or more of the following:

- Existing distribution and/or transmission facilities do not have the capacity to serve the project.
- Special or additional right-of-way or easements may be required to serve the project.
- Special voltage and/or load demands could be imposed on existing facilities by the project.
- All right-of-way determined necessary to extend electrical service to any project shall be the sole responsibility of the developer.

Under these conditions the developer will be required to:

- Provide a two-acre substation site at a location determined by the district.
- Provide any additional rights-of-way or easements that the district determines necessary.

Plans, Drawings, and Load Data:

The district requires the developer to provide the following to the district's Project Management Office:

- Approved street lighting plan.
- Water, sewer and drainage plans.
- Precise grading and landscaping plans.
- Plot plans with building shown.
- Parcel and overall project map with phasing.
- Graphic scales on all AutoCAD drawings.
- All parcel map property corners or tract map boundary corners shall be tied to section or 1/4-section corners.
- One hard copy of total connected electrical loads for each building style or floor plan.
- Items to be included into their own separate layers are as follows:
 - Land Parcel Layer
 - Right of Way Layer
 - Centerline layer including Street Centerline Annotation
 - Public Utility Easement Layer

**All forms and more detailed information about the subject can be found on the DEVELOPER ENERGY PLANNING GUIDE.*

<http://www.iid.com/Modules>ShowDocument.aspx?documentid=2463>

DEPARTMENT

IID must set schedules to keep pace with the demands for electrical service. Upon receipt of the criteria mentioned in the Developer's section, IID will provide a proposed construction schedule.

IMPERIAL IRRIGATION DISTRICT (IID) WATER DEPARTMENT



STEP 1 Pre-Meeting Preparation

DEVELOPER

The water department permitting process can be done parallel to the EIR. This can save a **CONSIDERABLE** amount of time and minimize project cost particularly for biorenewables projects.

Developer should provide the following for planning review of project:

- A project description including the location of the project, size, how much water will be needed annually, the classification of the business (residential, industrial, or agricultural), and other relevant logistic data.
- Also provide location of access, whether access is across IID facilities, if there are road widening proposed and if project will need to drain to IID drains.

DEPARTMENT

Even if EIR isn't complete, if contacted early, the Water Department can:

- Determine the impact that the project will have on IID infrastructure and facilities.
- Identify early potential changes to infrastructure or roadblocks, which might provide opportunities for rerouting IID facilities and thus may provide opportunities to reduce cost.

STEP 2 Process of Approval

DEVELOPER

The IID uses a four-phase approach to project completion consisting of planning, design, construction, and close-out phases. As IID owns the canal and drain system, policy requires that the IID either install or contract for the installation or modification of existing water delivery facilities.

Planning Phase:

- Reviewing potential IID system impacts and project alternatives, providing a corresponding opinion of cost.
- The Planning Phase is initiated by receipt of an appropriate nonrefundable deposit/fee by the entity and properly completed and signed forms:
 1. "Project Initiation and Planning Phase Payment"
 2. "Customer Service Project Agreement"
 3. "Indemnification Agreement"
- At the end of the planning phase, the entity will choose an alternative and provide funding for the design phase to address IID system impacts or choose to end the project process.
- A response to the deposit request must be received within a 90-day period.
- The entity can expect a planning review response within 30 days.

**If the entity requires a plan check prior to the planning phase, a separate deposit will be required.*

Design Phase

- Project management and engineering, survey investigations, design, and drafting.
- This phase can provide the developer with preliminary project opinion of cost for mitigation of IID system impacts.
- The Design Phase is initiated by:
 1. Receipt of appropriate deposit,
 2. Completion of form: "Project Design Phase Payment."
- The developer can expect completion of designer phase within 90 days (Time may vary based on other factors).
- If the entity chooses to end the project process or no response to the construction deposit request is received within a 30-day period, the entity will either be billed or refunded and the project cancelled.

Construction Phase:

In the construction phase the IID will either obtain a detailed construction bid or obtain a detailed construction opinion of cost.

- The EARLIEST construction can commence is 90 days after:
 1. Receipt of the construction phase deposit
 2. Receipt of a properly completed and signed "Customer Service Project Agreement."

** Construction may be delayed further during the IID's canal outage moratorium period, which spans: September 15th - November 1st of each year, or longer. Additional environmental issues may extend the project completion date. Developer is responsible to address all environmental mitigation of IID system impacts in their project environmental documentation*

DEPARTMENT

After completion of the project, the entity will be billed if costs exceed the construction bid amount and IID's opinion of internal costs, or the entity will be refunded if costs are less than these amounts.

- Project close-out is normally completed within 30 days after receipt of all outstanding invoices.

PUBLIC HEALTH DEPARTMENT

PUBLIC HEALTH DEPARTMENT PERMIT FLOW CHART

1. Land Use Approval – Siting Requirements

CEQA Review/
Consult with DEH

Amend Countywide
Integrated Waste
Management Plan

2. For Local Building Permit Issuance

Plan review for
building construction
permits – (15 days)

Plan review for
public water system –
(60 days)

Application for Solid
Waste Facility Permit –
(60 days)

Permit application for
on-site septic system –
(15 days)

If >200 service connections

If >3500 gpd, unsuitable soils

If full permit required

TO STATE

3. For Certificate of Occupancy at Project Completion

Water Potability
Review for Private
Water System

Water Testing and
Permit for Public Water
System

Final Certificate of
Compliance for Septic
System

Removal of all temporary
facilities, waste, and
infrastructure

STEP 1 Pre-Meeting Preparation

DEVELOPER

All applicants shall submit an application along with the initial \$57.00 EH building plan review fee.

Upon completion of the review, the applicant will be required to pay remaining balance, if any, of the plan review fee prior to receiving plan approval.

DEPARTMENT

Building plan reviews requiring additional review, based on the complexity of the review necessary, site limitations for complying with applicable regulations, and completeness and accuracy of documentation provided, will be classified as a Minor Impact, Moderate Impact, or Major Impact review.

Applicants will be notified of the anticipated plan review category and any changes to the plan review category prior to completion of the review process.

Examples of the types of building plans for each plan review category may include, but are not limited to:

Minor Impact – Routine agricultural buildings in A-1, A-2, and A-3 zones (for example, basic agricultural storage buildings without plumbing).

Moderate Impact – Simple residential and commercial remodels, standard construction trailers, covered patios, carports, swimming pools, water tanks and systems, and building additions less than 500 square feet.

Major Impact - New basic building construction, building or room additions (greater than 500 square feet), garages, offices, modifications to occupancy type, and a change or expansion of use

STEP 2 Process of Approval

DEVELOPER

Water

All proposed projects must demonstrate an approved water source, likely through surface canal water or a groundwater well. If there are no nearby water treatment facilities, the project will be required to provide potable water for drinking and for indoor plumbing fixtures.

Depending on the amount of people that that project will have the project itself may be subject to public water system requirements.

- A public water system is required if 25 or more persons are served for more than 60 days per year.
- If your project is required to meet the requirements of a public water system, an application, plan review, and engineered plans for a State-approved water treatment plant must be submitted to our office for review prior to building permit issuance.

Other considerations:

- A private point of entry water treatment system is required if a canal water supply is used for plumbing fixtures. Prior to building occupancy, a private water potability review application must be provided to our office. Please note that the sampling takes 2-3 weeks to complete through a California certified laboratory.
- Please note that installation of a groundwater well also requires Conditional Use Permit approval from the Imperial County Planning & Development Services Department.

Wastewater

If the proposed project is not capable of connecting to a municipal wastewater treatment facility, the project must install an on-site wastewater treatment system.

Prior to DEH concurrence on building permit issuance, plans for wastewater treatment and disposal must be approved. If eligible for a locally permitted on-site septic system, an application would need to be submitted to DEH along with a soil evaluation (i.e. percolation test, soil description, and groundwater boring) prepared by a licensed engineer. The size and type of on-site septic system would be based on the tests provided by the applicant's engineer.

Solid Waste

All proposed projects within Imperial County shall contract with a licensed waste hauler to provide collection bins for waste hauling services.

Solid waste generated by the project must be taken to a permitted solid waste disposal and/or recycling facility, including any non-hazardous ash or waste byproducts of the project.

Depending on the type of alternative energy production project and the fuel feedstock to be utilized, a solid waste material handling permit may also be required for the energy production facility itself, which may also require an amendment to the Countywide Integrated Waste Management Plan.

Hazardous Materials/Waste

If the facility is proposing to handle hazardous materials or waste in amounts greater than those listed below, a Business Emergency Response Plan and Inventory is required. Please submit the information to the State Department of Toxic Substance Control, which is the local CUPA for Imperial County.

- 55 gallons for liquids;
- 500 pounds for solids; or
- 200 cubic feet for compressed gases

Please note that if extremely hazardous materials or radiological materials are handled, the business may be subject to the CUPA program even if the minimum quantities indicated are not met.

Basins

Prior to the issuance of a grading permit by the Imperial County Department of Planning & Development Services, a review of any proposed basin designs (retention, detention, stormwater, etc.) will need to be conducted by DEH to ensure they are designed to drain within 72 hours, thereby reducing the potential for mosquito propagation.

A Mosquito Abatement Plan may also be required by DEH/Vector Control District prior to approval of the stormwater management plan for the project. Please contact DEH in order to obtain all necessary requirements for creating a plan.

Construction Phase

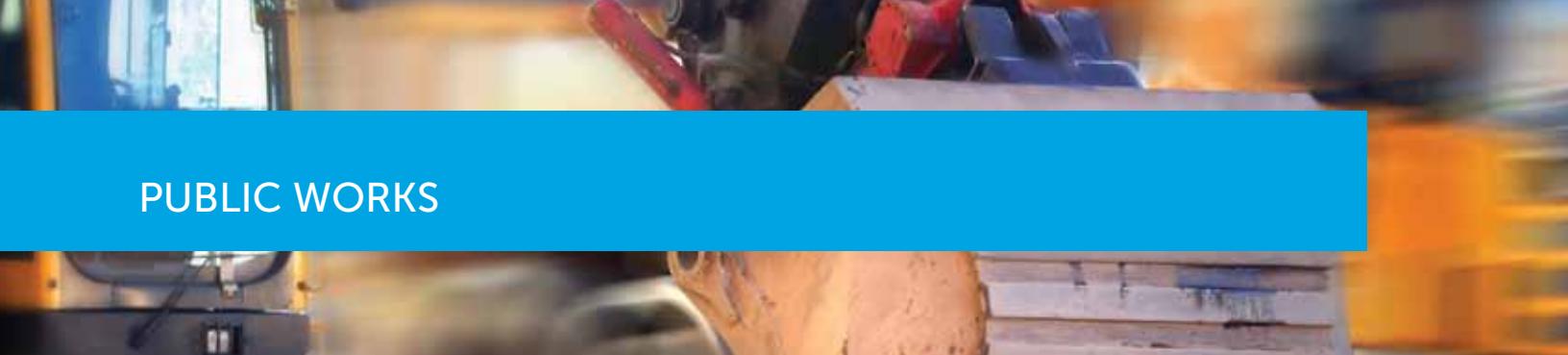
The Imperial County Division of Environmental Health has sanitary requirements for construction offices/trailers and for field construction workers, particularly for projects that have a long timeline for completion. A plan review application will need to be submitted to DEH for each building permit requested. No construction offices will be permitted without an acceptable feasibility study for permanent building water and wastewater infrastructure.

Reviews and monitors the project in order to confirm continued compliance with regulations and previously recorded input and output data. Fee schedule are online.

STEP 3 Post-Approval

DEVELOPER

Developer will have to maintain compliance with health regulations.



PUBLIC WORKS

STEP 1 Pre-Meeting Preparation

DEVELOPER

Engineering Plan Check Information:

All plan checking and review of grading and improvement plans for Parcel Maps, Tract Maps, Conditional Use Permits and/or grading permits will be billed directly to the private developer/owner. A plan check deposit is required specifically for this by Public Works and will be billed against during the plan approval process. Minimum deposit for plan checking for the consultant plan checking service is \$2,500 for one-sheet grading permit plans, minor subdivisions with one-sheet grading only or minor CUPs. Minimum deposit for multi-sheet grading or improvements, major subdivisions or major CUPs shall require a minimum of \$5,000. The Public Works Director may approve lower minimum plan check deposit depending upon circumstances.

DEPARTMENT

Engineering Plan Check Information:

Public Works staff will perform initial plan check and/or the Department's consultant plan checking service as determined by the County. **Approximate turnaround time is 10 working days from submittal acceptance date, barring unusual circumstances and depending upon complexity and number of plan sheets.**

Please note that the final plan check and signoff is by the County.

STEP 2 Process of Approval

DEPARTMENT

Public Works staff reviews encroachment permit information provided and proceeds as follows:

- a. Review application and additional information for completeness, making recommendations/changes to meet this Department's requirements.
- b. Check for any Conditions of Approvals or other requirements associated with the site, including, but not limited to; Conditional Use Permits, Parcel Maps, Zone Changes or Building Permits, etc.
- c. Ensure Conditions of Approvals or other requirements such as Right-of-Way dedications, Grading and Drainage Plans/Studies or other Road Improvement Plans that have been approved.
- d. Determine the amount of permit fees and request fees from applicant. The applicant will be required to submit quantities and "take offs" along with drawing to expedite the process. This information provides data for determination of the required fees.
- e. When item "C" and "D" above have been addressed, staff writes up permit and contacts applicant to provide Hold Harmless Agreement and Insurance Certificates (if required).

- f. After the above items have been addressed and are completed, the Department sends the applicant the Encroachment Permit with attached conditions/stipulations. As Built Plans will be required in most cases.
- g. After construction, and if the permit was made out of the contractor (on a larger project), then the owner must obtain an Operate and Maintain Permit. This is a condition of the Construction Encroachment Permit. The fee is the "Basic Permit Deposit", which is \$85.00 at the present time unless the fee schedule is updated.

STEP 3 Post-Approval

DEPARTMENT

Encroachment Permits are typically issued for a 6-month period. Time extensions may be granted as necessary for the current extension fee in effect.



COUNTY FIRE DEPARTMENT

STEP 1 Pre-Meeting Preparation

DEVELOPER

For commercial and industrial buildings, meeting the fire code standards is required based on a variety of factors including:

- Building's size
- Intended use
- Occupancy numbers

These factors help determine design of exits, alarm requirements and sprinkler requirements.

DEPARTMENT

The bureau assesses the roadway and water resources for the development project. It ensures that the plans provide enough water to supply hydrants and sprinkler systems.

Roadway plans are evaluated to determine if access and turning areas meet requirements for large firefighting vehicles. Fire prevention methods continue for the life of the building during and after construction.

STEP 2 Process of Approval

DEVELOPER

Contractors:

Contractor submitting plans shall:

- Provide a valid State Contractor's License number
- Provide a valid County of Imperial business license number
- Provide a signed copy of the project contract/proposal
- Provide a minimum of three copies of plans (the Fire Department will retain one copy)
- Include the property's APN/Parcel Number on the plans in BLOCK LETTER

STEP 3 Post-Approval

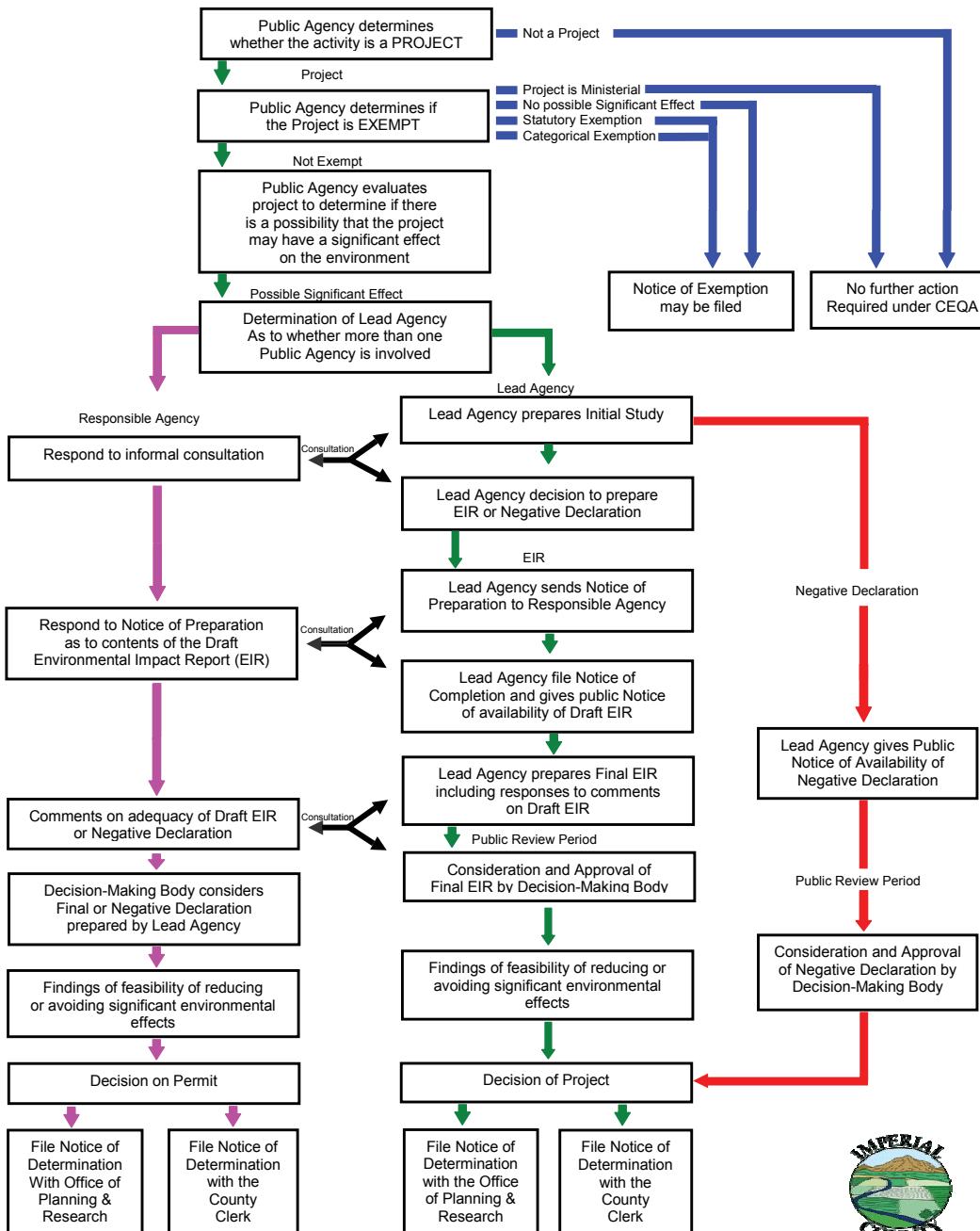
DEPARTMENT

Building will undergo an annual inspection by the fire prevention. The bureau may find cluttered exit passages, overloaded electrical circuits, dangerous heating units, flammable material issues and other concerns that the business must correct.

CEQA APPLICATION PROCESS

CEQA PROCESS FLOW CHART

*Imperial County Planning/Building Department
Flow Chart of CEQA Process*



NOTE: This chart is intended for the EIR process contemplated by these guidelines. This language in the guidelines takes precedence.



APPLICATION SUBMISSION

Submit application with check for all applicable fees. After application is received:

Application can be deemed COMPLETE, INCOMPLETE, or REJECTED if:

- (A) **COMPLETE:** Application/Project is reviewed by planning/building department.
- (B) **INCOMPLETE:** Staff shall inform the Applicant in writing, by Letter of Transmittal and advise the Applicant what is necessary to make the application complete. Applicant has 60 days to provide necessary documentation for completion.
 - (1) If incomplete after 60 days, The Planning & Development Services Department shall refund only those fees not already used in the processing of the application, and applicant must file new application with full fees and will be deemed a "NEW" application.
- (C) **REJECTED:** The Planning & Development Services Department shall refund only those fees not already used in the processing of the application, and applicant must file new application with full fees and will be deemed a "NEW" application.

APPLICATION REVIEW

The project will be reviewed in accordance with CEQA and the next steps will be determined based on the project being EXEMPT or not.

- (A) If project is deemed **EXEMPT**, a Notice of Exemption may be filed.
 - (1) The Notice shall include:
 - (a) brief description of the project;
 - (b) finding that the project is exempt from CEQA, including a citation to the Guidelines section or statute under which it is found to be exempt; and
 - (c) a brief statement of reasons to support the finding.
 - (2) The Notice of Exemption may be filed with the County Clerk/Recorder within five working days of the project's approval. Copies of such notice shall be made available for public inspection and a list of such notices shall be posted by the Office of the Clerk and shall remain posted for a period of 30 days.
 - (3) The appeal procedure shall essentially be the same as an appeal of an EEC decision. The Applicant, submitting Department or interested party may appeal by submitting appropriate fees.
- (B) If **NOT EXEMPT**, Public Agency evaluates project to determine if there is a possibility that the project may have a significant effect on the environment. Environmental impact is reviewed by lead agencies and all applicable agencies such as Public Works, Environmental Health Services, Agricultural Commissioner/Air Pollution Control District, and others.

■ Biorenewables projects are subject to CEQA.

INITIAL STUDY BY EEC

The Planning & Development Services Department, as Lead Agency, shall review all project applications subject to CEQA and determine on a case-by-case basis those activities, which fall within an existing EIR, Mitigated Negative Declaration, or Negative Declaration that is adequate to cover a project.

(A) Lead Agency determines whether to prepare EIR or Negative Declaration.

(1) If Negative Declaration is to be prepared,

- (a) Lead Agency gives Public Notice of Availability of Negative Declaration. It must be APPEALED to planning commission.
- (b) After public review period, Consideration and Approval of Negative Declaration by Decision-Making Body will be considered.

(2) If EIR is to be prepared,

- (a) Lead Agency sends Notice of Preparation to Responsible Agency,
- (b) Lead Agency prepares DRAFT EIR,
- (c) Lead Agency files Notice of Completion and gives public Notice of availability of Draft EIR,
- (d) After Public Review Period, Lead Agency prepares Final EIR including responses to comments on Draft EIR,
- (e) Consideration and Approval of Final EIR by Decision-Making Body,
- (f) Findings of feasibility of reducing or avoiding significant environmental effects are considered.

APPROVAL

After a PLANNING COMMISSION HEARING, project will be **APPROVED** or **DENIED**.

(A) If **DENIED**,

- (1) The decision may be APPEALED to the Board of Supervisors.
- (2) The Board will schedule a meeting,
- (3) Public Notice will be given,
- (4) Then, the project will be APPROVED or DENIED/

(B) If **APPROVED**,

- (1) NOTICE OF DETERMINATION is filed with Office of Planning & Research, with the county clerk, and fees are paid.
- (2) Applicant provides required information/documentation to staff for finalization and recording.
- (3) PERMIT/APPROVAL is issued.

ZONING

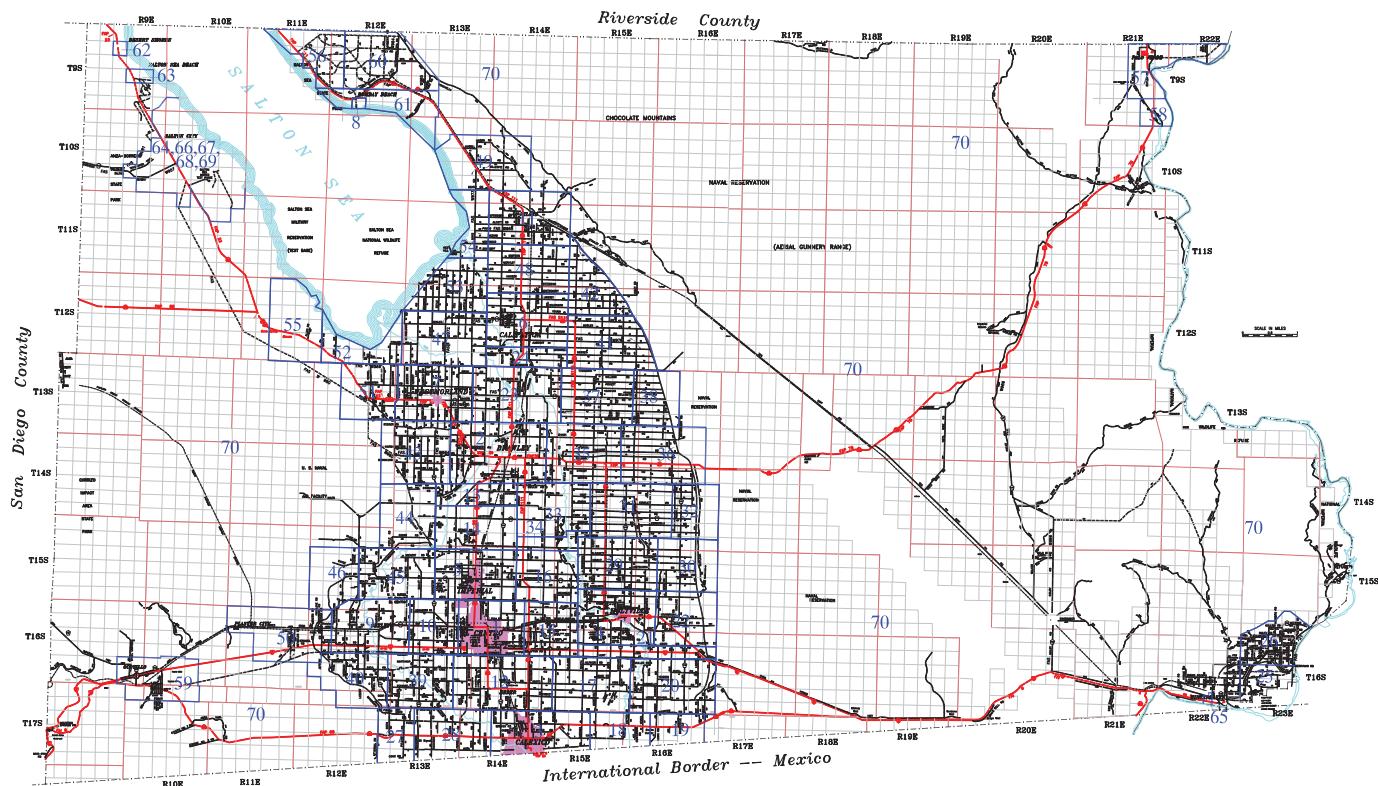
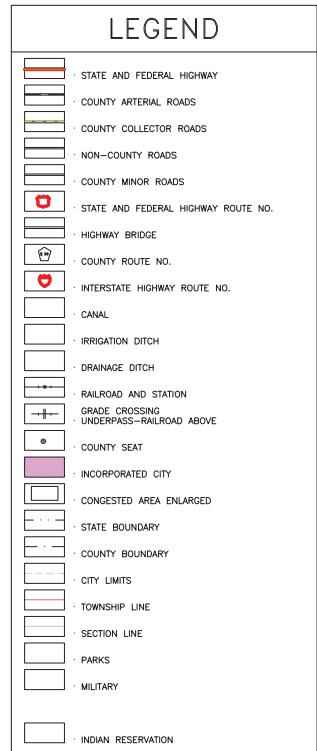
The Imperial County Planning & Development Services Department provides detailed zoning information at www.icpds.com.

Navigating Zoning Website

Zoning Map: ICPDS provides detailed zoning maps under the hyperlink **Check Your Zoning** or web address: <http://www.icpds.com/?pid=614>. Use **Index to Zoning** in order to find the **Imperial County Index Zoning Map**. This zoning index can be used to locate your correct zone map, which can be viewed in greater detail under **Check Your Zoning**.

General Plan: A general plan includes 10 different industrial elements which can be viewed by following the path: **Main Page> Land Use Documents> General Plan** or by the web address <http://www.icpds.com/?pid=571>. The hyperlink under the General Plan section: **General Plan Overview** provides more details.

Zoning Definitions: **Zoning Definitions** document can be used to differentiate between light, medium, and heavy industrial needs and classifications.



RESOURCES

Imperial Valley is home to many sophisticated land use consultants as well as the following non-profit organizations with experience assisting developers site projects in the region.

Imperial Valley EDC

Imperial Valley Economic Development Corporation (IVEDC) is a partnership of private enterprise and local government that is united by the common vision of expanding and diversifying our economy. Investors/members include a host of public and private organizations that benefit from the growth of our regional economy.

IVEDC provides complimentary information, facilitation and referral services within the following areas:

- Site Selection
- Utility Acquisition
- Workforce Development
- Entitlement Processing
- Incentive Analysis & Financial Options
- Economic Forecasting and Market Analysis

IVEDC clients are assured confidentiality. We act as a facilitator and information provider. In registering with our offices, we will work with you to accomplish your goals. The investment you make in our region directly benefits the local economy through job creation and business expansion and attraction, which is our top priority. Our ability to work with your organization to market your success will assure mutual benefits for our clients and the region.

Cleantech San Diego

Cleantech San Diego is a nonprofit member organization that positions the greater San Diego region, including Imperial County and Baja California, as a global leader in the cleantech economy. The organization achieves this by fostering collaborations across the private-public-academic landscape, leading advocacy efforts to promote cleantech priorities, and encouraging investment in the San Diego region.

Cleantech San Diego's membership includes more than 100 local businesses, universities, governments, and nonprofits committed to advancing sustainable solutions for the benefit of the economy and the environment.

San Diego Regional EDC

San Diego Regional EDC mobilizes business, government and civic leaders to maximize the region's economic prosperity. We serve regionally by supporting local companies, implementing programs to help retain businesses, and advocating for policies that enhance the region's economic competitiveness. We lead efforts to bring new investment and new companies to the region. We collaborate with industry associations and partners to approach cohesively our regional issues. We market the region to highlight the region's incredible talent and quality of life keeping them here.

San Diego Regional EDC is a nonprofit corporation funded by more than 150 companies and public partners committed to enhancing regional prosperity. The strength of our private sector support enables us to provide our services free of charge. Our network of partners makes us most effective as we work to spur job growth across critical sectors within our economy.

UTILITY CONNECTIONS

Electricity & Water

The Imperial Valley Irrigation District (IID) provides electricity and water.

IID Energy

Attn: Portfolio Manager
333 S. Waterman Ave.
El Centro, CA 92243
Tel: (760) 482-3300
www.iid.com

IID Water

Attn: Chief Engineer
333 E. Barioni Blvd.
P.O. Box 937
Imperial, CA 92251
Tel: (760) 339-9265
www.iid.com

Natural Gas

The Southern California Gas Company provides natural gas.

Attn: Senior Account Executive
211 N. Sunrise Way
Palm Springs, CA 92262
Tel: (909) 335-7615
www.socalgas.com

Waste Management

Allied Waste and CR&R Waste and Recycling Services provide waste management and recycling services.

Allied Waste

a Republic Services Company
Attn: Customer Services Representative
3354 Dogwood Road
Imperial, CA 92251
Tel: (760)427-4362
www.republicservices.com

CR&R Waste Management and Recycling Services

Attn: General Manager
599 E. Main Street
El Centro, CA 92243
Tel: (760) 482-5656
www.republicservices.com

Telephone & High Speed Internet

AT&T and Time Warner Cable provide telephone and high speed internet.

AT&T

Attn: Technical Solutions Consultant
5738 Pacific Center Blvd Ste. 200
San Diego, CA 92121
Tel: (858) 344-7837
www.att.com

Time Warner Cable

Attn: Sales Account Executive
313 N. 8th Street
El Centro, CA 92243
Tel: (760) 335-4817
www.timewarnercable.com

CONTACT INFORMATION

Planning & Development Services Department

Attn: Planning & Development Services Director
801 W Main Street
El Centro, CA 92243
Tel: (760) 482-4236
www.icpds.com

Air Pollution Control District

Attn: APC Division Manager
150 S. 9th Street
El Centro, CA 92243
Tel: (760) 482-4606
www.co.imperial.ca.us/AirPollution

IID Electric Project Management Office

Attn: Project Manager
333 S. Waterman Ave.
El Centro, CA 92243
Tel: (760) 482-3300
www.iid.com

IID Water

Attn: Chief Engineer
333 E. Barioni Blvd.
P.O. Box 937
Imperial, CA 92251
Tel: (760) 339-9265
www.iid.com

Public Health Department

Attn: Environmental Health Services Manager
797 W. Main St. Suite B
El Centro, CA. 92243
Tel: (760) 336-8530
www.icphd.org

Public Works

Attn: Permit Specialist
155 S. 11th Street
El Centro, CA 92243
Tel: (760) 482-4462
www.co.imperial.ca.us/publicwork/

Imperial County Fire Department

Attn: Deputy Fire Marshal
1078 Dogwood Road
Heber, CA 92249
Tel: (760) 482-2420
www.co.imperial.ca.us/firedepartment/

California Dept. of Transportation (Caltrans) District 11

Imperial Valley Project Manager
4050 Taylor Street,
Building 1, Floor 2, Office #03, MS-122
San Diego, CA 92110
Tel: (619) 718-7835
www.dot.ca.gov/dist11/

California Water Quality Control Board

Supervising Water Resource Control Engineer
73-720 Fred Waring Dr. Suite 100
Palm Desert, CA 92260
Tel: 760-776-8972
<http://www.waterboards.ca.gov/coloradoriver/>

Imperial Valley EDC

Attn: VP of Business Services
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243
Tel: (760) 353-8332
www.lvedc.com

Cleantech San Diego

Attn: President
9191 Towne Centre Drive, Suite 410
San Diego CA 92122
Tel: (858) 568-7777
www.cleantechsandiego.org

San Diego Regional EDC

Attn: VP of Economic Development
530 B. Street, 7th Floor
San Diego, CA 92101
Tel: (619) 234-8484
www.sandiegobusiness.org

