

## NAVISP Site Plan Review

The adopted North Apple Valley Industrial Specific Plan (NAVISP) establishes land uses, development standards and guidelines for the 5,100-acre industrial Specific Plan area. Unique to the NAVISP, the Site Plan Review (SPR) permit process allows for the administrative review and approval for projects which propose permitted uses and conform to the requirements and development standards of the NAVISP. This letter illustrates the procedures and requirements for the processing of an SPR permit. A detailed description can be found on page III-50 of the NAVISP document.

Those projects which do not conform to the standards of the NAVISP (as identified in Table III-1, NAVISP) may require a Special Use Permit (SUP) or a Conditional Use Permit (CUP). Circumstances requiring a SUP or CUP should infrequently occur in the NAVISP. An SUP requires discretionary administrative review while a CUP requires Planning Commission approval and is subject to public hearing and full noticing requirements.

### Special Use Permit Process Summary

- Step 1:**        **Applicant submits complete application** (An applicant may request a Development Advisory Board meeting in order to gather development standards information and obtain free technical assistance pertinent to their project from each entitling division and various outside agencies and districts.)
  
- Step 2:**        **Town sends Conditions of Approval to applicant** (15 business days)  
Review by Town Divisions and outside agencies; comments and Conditions of Approval submitted; File Report prepared; Administrative approval letter with final Conditions of Approval prepared; approved Planning Division Conditions of Approval are sent to the applicant along with Acknowledgement of Conditions which are to be signed by the applicant accepting the Conditions of Approval.
  
- Step 3:**        **Applicant submits full working drawings and grading plans**
  
- Step 4:**        **Town checks plans and grading plans** (15 business days)  
Review by Planning, Engineering, and Building and Safety divisions
  
- Step 5:**        **Applicant corrects plans and resubmits to Town**
  
- Step 6:**        **Town completes second check** (10 business days)
  
- Step 7:**        (if necessary) Applicant corrects plans and resubmits **complete** plans to Town for review
  
- Step 8:**        **Public Works checks plans; Building and Safety issues permits**  
(5 business days)
  
- Step 9:**        **Applicant constructs facility**
  
- Step 10:**      **Final inspection process and Certificate of Occupancy issued**  
(Planning and Building and Safety divisions) Issued upon signoffs of Conditions by each division or agency (schedule may vary due to length and scope of corrections).

The estimated timeframe for obtaining full entitlements for the vast majority of projects is 120 calendar days from the date a **complete** application is received by the Town (assuming timely submittal of plans and complete corrections by second submittal). CUP applications may take several weeks longer dependent upon the type of CEQA noticing and public hearing requirements and the meeting schedule of the Town's Planning Commission.

**Site Plan Review  
Application and Approval Process**

Applicant	Town	Schedule
Submit Complete Application	Complex projects may be scheduled for a Development Review Committee meeting.	
Application deemed complete by Planning staff		Dependent upon completeness of application
	<ul style="list-style-type: none"> <li>▪ Review by Town Divisions and outside agencies;</li> <li>▪ Comments and Conditions of Approval Submitted;</li> <li>▪ File Report prepared;</li> <li>▪ Administrative approval letter with final Conditions of Approval prepared</li> </ul>	15 business days
	Conditions of Approval as approved by the Planning Department are sent to the applicant along with Acknowledgement of Conditions, to be signed by the applicant accepting the Conditions of Approval.	2 business days
Submit architectural and structural site plans and grading plans		Dependent upon applicant
	Plan check and grading plan check	20 business days
Plan corrections		Dependent upon applicant
(assuming corrections are complete)		
	<ul style="list-style-type: none"> <li>▪ Public Works inspection</li> <li>▪ Building Permit issued upon the approval of building plans</li> </ul>	5 business days
Construction		Dependent upon applicant
	Final inspection process (Building and Safety)	Dependent upon required corrections
	Certificate of Occupancy issued upon signoffs of Conditions by each Division and outside organization	5 business days