



# TRINITY COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

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Ed Prestley, Deputy Director

## MEMORANDUM

DATE: June 21, 2024

TO: Planning Project Applicants and Members of the Public

FROM: Deputy Director of Community Development Department, Ed Prestley

SUBJECT: Planning Division Policy - TCC (§) Section 17.30E.030

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**Purpose:** The purpose of this memorandum is to notify project applicants, authorized agents, and the public at large, that the Division will now utilize Trinity County Code (TCC) Section 17.30E.030, in order to communicate that the applicant and/or authorized agent must fulfil incomplete project items in 30-days or the Director will withdraw and close the project. Re-application would then be required if the applicant wishes to pursue the project.

**Method:** The Division will formally notify project applicants and/or authorized agents of the 30-day timeline by sending a formal incomplete letter using certified mail. If you would like to verify or add an authorized agent to your project, please contact the Planning Division.

**Record Retention Policy:** In the event of project closure, the Division will retain the file record based on the parameters outlined in Resolution No. 2018-028. These records can be accessed to possibly support documentation for re-application of a closed project. A copy of this resolution can be obtained at the County Administrators Office via email or during business hours.

### Referenced Code Section:

#### **17.30E.030 - Requests for additional information—Withdrawal of application.**

A. If the planning director determines that further information is required, he shall so inform the applicant specifying the information requested.

B. An applicant shall provide requested information to the planning director within thirty days after such information has been requested unless a different time period has been mutually agreed to between the applicant and the planning director. After an application has been certified as complete, the planning director shall not extend the period beyond the thirty-day period unless the applicant agrees to waive or extend the one-year time limit provided by Government Code Section 65950 for the number of days that the information period is extended beyond thirty days.

C. Any application shall be deemed withdrawn and all filing fees forfeited if the information requested has not been provided within the time specified in subsection B above; provided, however, that within ten days of such action the applicant may appeal to the commission.

D. The commission may grant an extension of time if it determines there are unusual circumstances, beyond the control of the applicant, which have precluded timely compliance with the request.

E. The commission may relieve an applicant from providing information requested by the director if it determines that the information is not necessary or relevant to the decisions to be made and issues to be considered by the county with respect to the project.

F. If an applicant has provided information responding to a request pursuant to this section and the planning director has not requested further information or determined that information to be unsatisfactory within twenty days after receipt of the information, the application shall be deemed to be certified as complete.

G. At any time after an application has been certified as complete, the planning director may request further information pursuant to this section based upon any change in the project, any change in the circumstances applicable to the project or if so directed by the commission, board of supervisors, or any other governmental body having jurisdiction by law over the project. The foregoing application withdrawal provisions shall also apply to requests for information pursuant to this section.