

GUIDELINES:

There are many variables that determine the significance of a particular change for a specific project. Some of these factors include:

- Was the change an issue during the project approval? (*for instance, raising pad heights when the level of the proposed grading was a major issue in the project approval*)
- Does the change require a variance from city standards not already approved?
- Does the change require additional or higher retaining walls? Are the retaining walls visible?
- Does the change alter drainage patterns from the approved tentative map/tentative parcel map?
- Does the change potentially impact adjoining property owners?
- Is the proposed change covered by the previous environmental review and approval?
- Does the change increase the number of residential lots or units?
- Are the slope heights or locations significantly different on the proposed change?
- Does the change significantly modify the public utility layout or project circulation?

PROCEDURE:

The city engineering planchecker will review the final/parcel map, grading and improvement plans against the approved tentative map/tentative parcel map as part of their plancheck review. The planchecker will flag any differences for the city project engineer. The city project engineer will take the lead role in determining substantial conformance with the approved tentative map/tentative parcel map. The project engineer will coordinate with the Engineering Manager – Land Development Engineering (performing in the capacity of city engineer) as to whether the design shown on the engineering plans and final/parcel map can be found to substantially conform to the approved tentative map/tentative parcel map, would substantially conform after processing an SCE, or does not substantially conform. The city engineer will consult with the city planner and staff. If the submittal of an SCE is required for a finding of substantial conformance, the project engineer will inform the applicant to submit and process the SCE application. If it is determined that the design does not substantially conform to the approved tentative map/tentative parcel map, the project engineer will inform the applicant in writing to submit an application for amendments to the discretionary approvals.

If an SCE is required, the application for SCE will be submitted to the Land Development Engineering Division and the appropriate fees collected. The application package will include the items indicated on the submittal checklist. The SCE will be assigned, where feasible, to the original project engineer, and also distributed to the Planning Division and any other affected city departments or utility agencies. The city engineer will meet with the city planner and any affected city departments or utility agencies. The city engineer, based on a concurrence with the city planner, will make a determination as to substantial conformance. Once approved, a revised SCE mylar will be submitted, approved, scanned and hung per the current procedures.