



Review Times:  
Engineering Services Department

**Engineering Case (E-Case)**

	Standard Review Time	Current Review Time
<b>Initial Submittal</b>	3 weeks	3 weeks
<b>2<sup>nd</sup> Submittal</b>	2 weeks	2 weeks
<b>3<sup>rd</sup> Submittal</b>	1 week	1 week
<b>4<sup>th</sup> and any Additional **</b>	1 week	1 week

\*\*note that additional review fees may apply beyond 3 submittals (not applicable to final approval documents) for ½ the amount of the original review fee.

**Engineering Document Review associated with a Land Use Case**

	Standard Review Time	Current Review Time
<b>Phase I – Internal review</b>	14 days	14 days
<b>Phase II – outside referrals</b>	30 days	30 days
<b>3<sup>rd</sup> Submittal</b>	3 weeks	3 weeks
<b>4<sup>th</sup> Submittal**</b>	2 weeks	2 weeks
<b>5<sup>th</sup> Submittal</b>	1 week	1 week
<b>6<sup>th</sup> and any Additional</b>	1 week	1 week

\*\*note that additional review fees may apply beyond 3 submittals for ½ the amount of the original review fee.

The Engineering Division’s policy on processing submittals. Applications are prioritized on a first come, first serve basis categories, no exceptions:

1. Blackline copies for approval by County
2. Resubmittal
3. Initial submittal

Complete submittals are those, which include all drawings and supporting reports. Partial or incomplete submittals that are missing one or more items applicable to the review process may be, at the discretion of the Engineering Division, held or returned until all required information is submitted. If you have any questions regarding what constitutes a complete submittal for a specific project, call the, Land Development Services Section, of the Engineering Division.

**When partial or incomplete plans are returned to the applicant, the resubmittal of those plans will be considered an initial submittal. Additional review fees may be assessed.**

Submittals received after 2:00 PM are logged in for the next business day