



An Applicant's Guide for Development Services Application Submittals During Temporary City Hall Closure

On Friday, March 13, 2020 in the interest of preserving the health and safety of our employees and the public and under emergency authority granted by the City Council, the City Manager ordered closure of all City facilities to the public, until further notice. While closed to public contact, City Hall will be staffed during normal business hours Monday-Thursday from 7:30AM – 6:00PM. Below is a step-by-step guideline for all application (Planning and Building and Safety) intake and review during this temporary closure.

1

Communication with Development Services Staff

- Applicants would need to consult with Development Services Staff **PRIOR** to receiving any submittal
 - Please contact Planning staff at (909) 620-2191 for entitlements or other planning applications and Building & Safety staff at (909) 620-2371 for Plan Checks or other building permits.

2

Application and Clearance for Submittal

- All Planning applications can be found at: <http://www.ci.pomona.ca.us/index.php/development-services-home/planning/planningdocuments>
- All Building and Safety applications can be found at: <http://www.ci.pomona.ca.us/index.php/development-services-home/building-a-safety/building-safety-forms>
- Once Development Services Staff have cleared a project for submittal, applicants will be directed by Staff to submit their plans electronically or as hard copies.
- Below is a breakdown of the submittal procedures for each of the aforementioned mediums.

3

For Electronic Submittals

Applicant will submit plans electronically utilizing two different avenues:

- Via email to a specific Permit Technician or Administrative Assistant listed
- Via a Dropbox link for all other relevant departments

Note:

- ❖ The Dropbox link for plan submittals and application packages will be provided to applicants by Staff once they have received clearance for electronic submittal.

For Hard Copy Submittals

Applicant will drop off their application package to our designated drop-off point located on the western side of Garey Ave., just south of Mission Blvd (see below)



4

Payment of Fees

- Once Development Services Staff have taken in an application or plan check, an invoice will be generated and sent to a project's listed points of contact.
 - Applicant's may pay their invoiced balance by either:
 - A. Mailing check to City of Pomona, 505 S. Garey Ave., Box 660, Pomona, CA 91769
 - B. Placing payments in silver drop box in the east parking lot of City Hall
 - Please only submit check or money order payments

5

Application Received

- Once fees have been successfully processed, Development Services Staff will begin their initial review
 - Relevant Staff from respective departments will reach out to listed points of contact for updates.