

Memorandum

Date: October 1, 2026

To: Land Use Applicants and Applicant Representatives

From: Tanya Washington, AICP *TW*
Director of Planning

Re: **Submission Deadlines and Changes to Public Hearing Materials**

In our continued effort to promote public transparency, allow sufficient time for the proper evaluation of submitted materials, and support the orderly preparation of Planning Commission and Board of County Supervisors public hearings, the Planning Office is implementing the following requirements effective immediately.

Applicant Presentations

Applicants must submit their presentations to the appropriate Clerk **no later than two business days before** the scheduled public hearing. Timely submission is necessary to ensure that presentations can be properly processed and are made available at the public hearing. Applicants are strongly encouraged to submit their materials as early as practicable and must comply with all other established submission deadlines. Please refer to the [Land Use Application Due Dates for Public Hearings](#) schedule for more details.

Changes to Public Hearing Documents

Once the first newspaper advertisement for a public hearing has been published, County staff will not revise, supplement, amend, replace, change, or withdraw any documents included in the applicable Planning Commission or Board of County Supervisors agenda item. This restriction applies to both the hard-copy materials available for public inspection in the appropriate Clerk's Office and the electronic materials posted on the County website.

If an applicant wishes to present revised, supplemented, or amended documents or withdraw previously submitted documents after the first newspaper advertisement has been published, the applicant may present the requested changes directly to the Planning Commission or Board of County Supervisors during the scheduled public hearing. Any such materials will not be incorporated into the published agenda item by County staff before the public hearing.

Applicants are responsible for ensuring that all submissions are complete, accurate, and provided by the established deadlines. Failure to submit all materials in a timely manner may limit County staff's ability to evaluate the information, incorporate it into the County staff analysis and recommendation(s), and/or include it in the hard-copy materials available for public inspection in the appropriate Clerk's Office and the electronic materials posted on the County website.

Thank you for your cooperation and continued partnership in maintaining a transparent, accurate, and efficient public hearing process. Questions regarding these requirements should be directed to the assigned case planner or the Planning Office.

Tanya Washington