HCD Review Process and Timelines – Submittal and review of Draft Housing Elements –

While HCD will be seeking to review draft housing element submittals in less than the 60 day statutory review period, uncertainty of workload and the number of submittals under review at a given time makes it difficult to commit to specified timeframes for review. The chart below is provided to detail the general steps and applicable timeframes for a typical draft housing element submittal. HCD will grant priority review status for elements eligible to receive a streamlined update based on the criteria provided in the Department’s HE Update Guidance. Specifically, if two elements received on same day – one eligible for streamlined review and the other subject to a standard review, the streamlined review element will be reviewed first.

**Streamlined Template**

- Element received by HCD
- Within 1 week: HCD Analyst contacts jurisdiction to confirm receipt
- Within 2 weeks:
  - Completeness Review Determination
  - Streamlined Review Eligibility Verified

**Standard Review**

- Within 2 weeks: Completeness Review Determination
- Within 30 days: HCD analyst completes review including consideration of public comments received
- Week 5:
  - HCD analyst conducts conversation with jurisdiction and consultants (if applicable) to discuss preliminary review and areas requiring clarification and/or additional information to address statutory requirements
  - Post conversation:
    - Follow up with third parties, as needed to ensure comments are understood
  - Clarifying revisions received from Local government in response to preliminary review discussion.
    - **note: local governments should ensure revisions are subject to public input and consideration as appropriate.**
- Weeks 6-8
  - HCD analyst finalizes review, including review of revisions received from local government as appropriate.

Day 60 or earlier as available under streamlined review timeframe

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1 HCD is available to verify Streamlined Update eligibility in advance of submittal. If advance eligibility determination has been made, review step would consist of completeness review only.