



14955 Dale Evans Pkwy
Apple Valley, CA 92307
(760) 240-7000
jobs@applevalley.org
applevalley.org

Supplemental Questionnaire

Senior Planner

Once completed, you can submit your supplemental questionnaire as an attachment when applying, or you can email it to jobs@applevalley.org.

Applications submitted without a completed questionnaire are considered incomplete and will be rejected.

INSTRUCTIONS: PLEASE READ EACH QUESTION CAREFULLY AND PROVIDE THE REQUESTED RESPONSE

1. Experience in Land Use Planning (Memo Format)

Write a brief internal memo to the attention of the Town of Apple Valley Planning Director summarizing how your current skill set, and experience make you a strong fit for the Senior Planner position within the Planning Department. Be sure to reference the relevant experience with project management, number of years you have worked in municipal or regional planning. Include your specific responsibilities, areas of expertise, and the types of planning projects you have managed. Include experience with architectural and grading plan reading.

2. Current and Long - Range Planning

Write a one-page summary of a complex current planning or long-range planning project that you managed. Describe the project's objectives, your role, challenges encountered, actions taken, and outcomes achieved.

3. Frustrated Customer Response (Email Format)

Draft a professional email response to a customer that is frustrated and making accusations that the Town of Apple Valley is delaying their restaurant project because it does not support their business.

4. Development Plan Review

Select your level of *technical* review experience with the following:

Plan Type	No Experience	1	2	3	4	Very Experienced
Architectural Plans	☐	☐	☐	☐	☐	☐
Grading Plans	☐	☐	☐	☐	☐	☐
Landscape Plans	☐	☐	☐	☐	☐	☐
Lighting Plans	☐	☐	☐	☐	☐	☐

5. Collaboration

Planning projects often require coordination across many different departments and with members of the public. Describe a situation where you successfully collaborated among various stakeholders in order to get a project completed. Did you run into any challenges? If so, how did you overcome them?

6. Land Use and Zoning

Describe your experience interpreting and applying zoning regulations, preparing amendments to the zoning code and general plan elements, and specific plans. Provide an example where your analysis influenced a development project or policy decision.

7. Environmental Review (CEQA)

Describe your experience with preparing and managing the preparation of environmental review documents. Include the types of environmental documents you have prepared, reviewed, or managed.



8. Staff Reports and Presentations

Describe your experience with preparing staff reports and making presentations to Planning Commissions, City Councils, Boards, or other decision-making bodies. Include a specific example and the outcome.

9. Leadership and Mentoring

Senior Planners often provide technical guidance and mentorship to planning and administrative staff. Describe your experience supervising, training, mentoring, or leading staff.

10. Conflict Resolution

Provide an example of a challenging situation involving a developer, resident, elected official, or other stakeholder. How did you resolve the issue while maintaining regulatory compliance and customer service?

11. Prioritization and Workload Management

Senior Planners frequently manage multiple projects with competing deadlines. Describe your approach to prioritizing assignments and ensuring timely delivery of high-quality work assignments.

12. Relevant Planning Experience

Please describe your experience with the following: Housing Element implementation, Master Plans, Economic development initiatives, Historic preservation, Consultant-contract management and GIS mapping.

