



Community Development Department Planning Division

STAFF-LEVEL USE PERMIT INFORMATION

WHEN REQUIRED: Each parcel in the city has been assigned a zoning designation. The Zoning Ordinance describes, for each zoning designation, which land uses are permitted outright (that is, which uses require only the issuance of a zoning permit) and which require a use permit. Use permits are required for certain uses to allow site-specific review of the compatibility of the use with adjoining properties.

The Planning Commission is responsible for the issuance of certain types of use permits. Other types of use permits are issued by the Community Development Director, which include the following:

- Large family day care homes
- Bed and breakfast inns
- Auto repair facilities in the industrial zones
- Dance and music studios in the commercial zones
- Animal hospitals, animal boarding, and animal grooming facilities
- Outdoor facilities (storage, display, entertainment)
- Relocated buildings
- Game centers
- Temporary uses

The Community Development Director, or designee, serves in a position known as the Zoning Administrator to conduct a public hearing and act on a staff-level use permit application. Temporary uses are handled in a separate manner from other uses; please refer to the "Temporary Use Permit Information" sheet for detailed information about temporary use permit applications. Contact the Planning Division to verify if any type of use permit is required for your project.

PRE-APPLICATION REVIEW: You may request a pre-application review of your project by City staff. By meeting with staff early in the review process, many issues can be resolved which would otherwise cause later delays. Information on pre-application review can be obtained from any Planning staff member.

APPLICATION: The submittal requirements for a use permit are listed on a separate document entitled "Use Permit Application Checklist." Also refer to the "Submittal Standards" sheet for detailed content information. Please talk to a staff planner to discuss the application requirements for your specific project. Once submitted, the plans will be reviewed for completeness. You will be contacted if additional information is required.

ENVIRONMENTAL REVIEW: Most minor use permit applications are categorically exempt from review under the California Environmental Quality Act (CEQA). However, there may be circumstances under which an exemption may not apply. You will be informed if such review is required. Please refer to the separate "Environmental Review" handout concerning additional submittal requirements.

SCHEDULING: Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to reviewing agencies and departments. The application is then scheduled for a public hearing before the Zoning Administrator. Zoning Administrator hearings are scheduled as needed. The hearing date for your project will be confirmed following acceptance of the application. Public hearing notices are mailed to all property owners within 500 feet of the site at least 10 days prior to the meeting, and are posted on the property and in the vicinity of the site.

ACTION: At the public hearing, the Zoning Administrator will be presented with a staff report on the application. A copy of the recommended findings, conditions, and action is also provided to the applicant prior to the meeting. The Zoning Administrator then hears testimony from the applicant and any other interested parties. Following the criteria contained in Section 17.104.060 of the Zoning Ordinance, the Zoning Administrator will act to approve, approve with conditions or deny the application, or to continue the hearing for additional information.

The Zoning Administrator's action is final unless appealed to the Planning Commission within 10 business days of the date of action. Information on appeals can be found in a separate handout. An approved use may not commence until the close of the appeal period. Requirements for related permits or licenses should be discussed with the following departments:

- Building permit - Building Division
- Business license - Finance Department
- Sign Permit - Planning Division
- Fire Inspections - Fire and Life Safety Division

RELATED FORMS AND INFORMATION:

- Land Use Regulations Summary
- Use Permit Application Checklist
- Planning Application Form
- Project Summary Sheet
- Submittal Standards
- Mailing Notice Requirements
- Environmental Review Information
- Environmental Checklist
- Fee Schedule
- Stormwater Requirements