



Community Development Department Planning Division

PLANNING COMMISSION 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. Such permits include commercial day care centers, churches, bars, and live entertainment. Other types of use permits are issued by the Community Development Director. Contact the Planning Division to verify if a 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. After staff has determined that the plans are complete, additional full sets of plans will be needed for review by the Planning Commission and possibly the Historic Preservation Review Commission.

ENVIRONMENTAL REVIEW: The California Environmental Quality Act (CEQA) requires that certain use permit applications undergo environmental review. 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 Planning Commission. Planning Commission hearings are held once each month, usually on the second Thursday of the month at 7:00 p.m. The Planning Commission meeting is a public meeting, and notices are sent out to the owners of property located within 500 feet of your property at least 10 days prior to the meeting, and are also posted on or in the vicinity of your property.

ACTION: Prior to the scheduled hearing, the Planning Commission and the applicant will be provided with a staff report on the application. During the meeting, Planning Division staff will present the application and provide comments to the Commission. The applicant will then be given time to present the project to the Commissioners, and to answer any questions they may have. Any member of the public attending the meeting may also offer comments.

At the conclusion of the comments, the Planning Commission will take action to approve, conditionally approve, deny, or continue the application for more information. The Commission bases its decision on: criteria contained in the Zoning Ordinance; Planning staff's recommendations; and testimony received at the meeting. A copy of the Commission's action is mailed to the applicant following the meeting.

The Planning Commission's decisions are final unless appealed to the City Council within 10 business days of the date of action. Information on appeals can be found in a separate information sheet. 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