

STEP 1

Preliminary Review

Provide informal plans, sketches and concept descriptions for staff review. Comments from multiple City departments will identify any major issues with your project.

2-3 week staff review.

STEP 2

Application Submittal

Submit application materials - architectural plans, civil and utility plans, site photos, renderings, and other documents. Plans are reviewed by City departments and outside agencies.

30 day staff review.

See "Conditional Use Permit Application Required Materials"

STEP 3

Environmental Review

Negative Declaration, Mitigated Negative Declaration and Addendum - 3 to 6 months

Environmental Impact Report - 9 to 12 months

On-call consultants may be contracted to complete analysis or peer review.

Housing Sub-Committee (HSC)

Two members of the City Council and two members of the Planning Commission advise on new residential or mixed-use development.

Projects may go to the HSC multiple times.

STEP 4

Design Review Board (DRB)

DRB reviews large and small planning applications and provides site plan, design and architectural recommendations to the Zoning Administrator/ Planning Commission

Projects may go to the DRC multiple times.

Community Meeting

Applicant will host a community meeting for feedback on the proposed project. City staff will attend as observers.

STEP 5

Planning Commission (PC)

Public hearing to consider environmental review and approve, conditionally approve, or deny the project.

Projects with zoning amendments, affordable housing agreements or development agreements are forwarded to City Council with a recommendation.

Submit final documents 4 weeks prior to hearing

STEP 6

City Council

City Council public hearing for projects forwarded by PC or requested by City Council for review.

Submit final documents 4 weeks prior to hearing



Contact the Planning Division

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