



New Development Review Process



Planning & Development Department
Planning Division
[Plan Check Website](#)

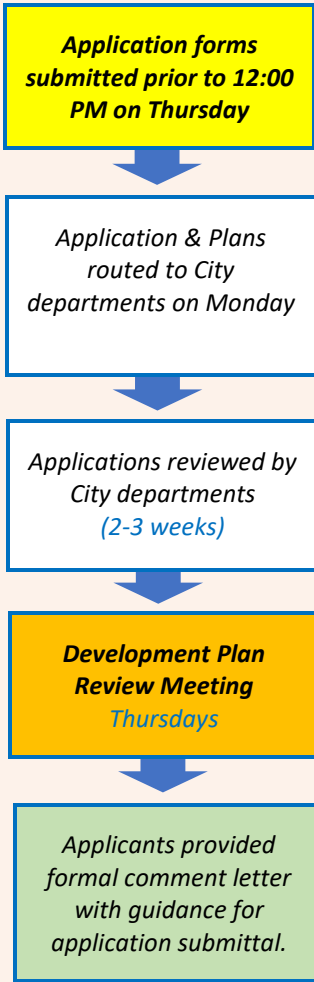
New construction or modifications to existing buildings shall be reviewed and approved by the City’s Planning Division prior to issuance of a permit. The review process for each project varies, depending on the size and complexity of a proposal. Certain permits can be approved over the counter, while others require discretionary review and/or a public hearing. The following lists the types of applications reviewed by the City’s Planning Division, and the person or entity responsible for granting approval. All applications are subject to [processing fees](#).

Permit Type	Permitting Authority	Process
<ul style="list-style-type: none"> Temporary Use Permits On-Site Banner Permits (non-SUP) Sign Permits Cottage Food Permits 	City Staff	Front Counter
<ul style="list-style-type: none"> Minor Precise Plan Modifications Minor Revisions to Conditional Use Permit Site Plans 	Director of Planning & Development	Administrative Discretionary Review
<ul style="list-style-type: none"> Alcohol Beverage Permits Small Recycling Centers Donation Collection Containers Ancillary Smoking Lounges Minor Variances Freeway Signage Minor Telecommunication Facilities Warehouse Parking Determinations Deferral of Industrial Use Parking 	Zoning Administrator	Administrative Discretionary Review
<ul style="list-style-type: none"> Minor Conditional Use Permits (CUPM) Special Use Permits (SUP) 	Board of Zoning Adjustment	Administrative Discretionary Review
<ul style="list-style-type: none"> Major Conditional Use Permits (CUP) Major Variances (V) Development Agreements (DA) Density Bonus Agreements Subdivision, Parcel Map (PM) Precise Plans/Architectural Review 	Planning & Housing Commission	Pre-Application + Publicly Noticed Discretionary Review
<ul style="list-style-type: none"> Zoning Map and Text Changes (CZ) General Plan & Specific Plan Amendments (GPA & SPA) Annexations Subdivision, Tentative Tract Map (TTM) 	City Council	Pre-Application + Publicly Noticed Discretionary Review

STEP ONE

Pre-Application Development Plan Review (DPR):

All new or substantially modified commercial, industrial, and multi-family residential projects, and commercial or industrial additions over 2,000 square feet.

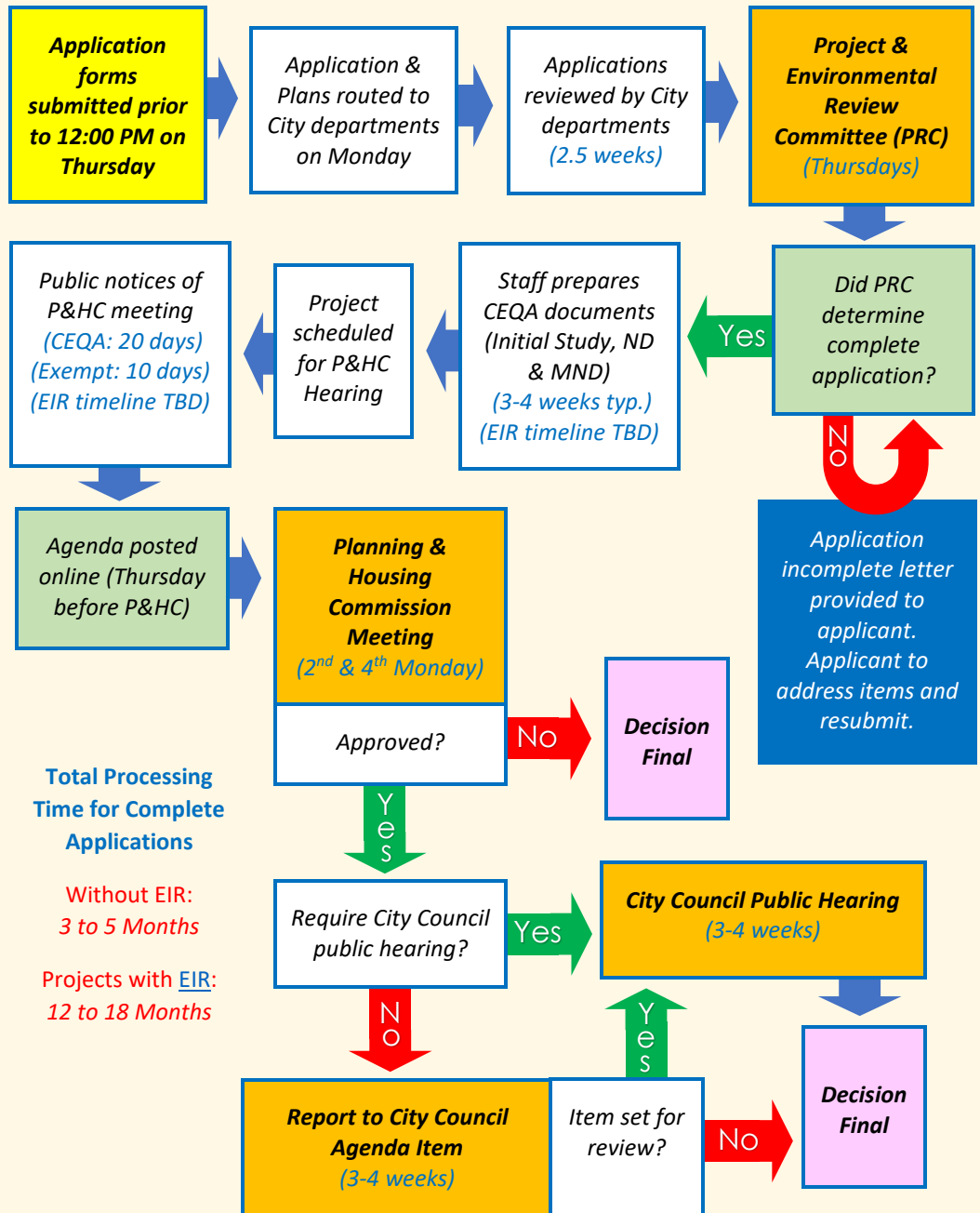


Total Processing Time
Approx. 20 Working Days

STEP TWO

Publicly Noticed Discretionary Review:

All applications requiring review by the Planning & Housing Commission. Applications requiring Development Plan Review must first complete **Step One**.

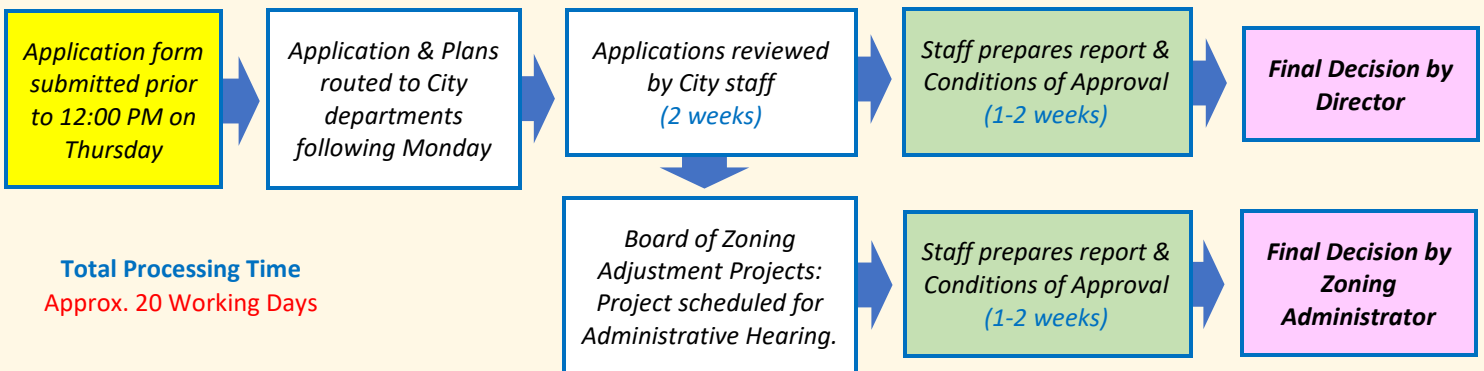


Total Processing Time for Complete Applications

Without EIR:
3 to 5 Months

Projects with EIR:
12 to 18 Months

Administrative Discretionary Review: All projects requiring discretionary approval without public hearings.



Total Processing Time
Approx. 20 Working Days