



PLANNING PROJECT APPLICATIONS

The Planning Department is usually the first step in the development application process. Depending on the type of project, you may need to fill out one or more applications. The following is a list of project types and the corresponding applications you will need to submit to the Planning Department (other applications may be required by other City Departments):

Note: This is a guideline only. Other applications may be required, depending upon the circumstances of individual projects.

Business

Home Occupations (business operated out of the home): Home Occupation Permit application.

Business License (other than Home Occupations): Business License application

Tenant Improvement: Business License application or Location & Development Plan/Modification application, depending upon the use; Conditional Use Permit in some cases.

Events/Temporary Uses

Outdoor events which will attract 200 or more persons per day:

Temporary Construction or Sales Trailer:

Outdoor sales events:

Temporary Use Permit application

Minor Site Improvements

Walls and Fences:

Room Additions:

Patio Covers, sheds, and accessory structures:

Only a site plan must be submitted to Planning. Once approved by Planning, an application for Building Permit is required.

Pools: Pool Permit application

Signs: Sign Permit application

Residential Development

New Home or Second Dwelling Unit: Minor Development Review application

Subdivision of land into 4 or less parcels: Tentative Parcel Map* application

Subdivision of land into 5 or more parcels: Tentative Tract Map* application

Apartment Complex: Location & Development Plan* application

Condominiums or Town Homes: Location & Development Plan* and Tentative Tract Map* application

Commercial & Industrial Development

Subdivision of land: Tentative Parcel Map* application

New commercial or industrial development: Location and Development Plan application*; Conditional Use Permit* in some cases.

Modification to existing commercial or industrial development: Location and Development Plan Modification* application

Post-Entitlement Applications

Landscape Plan Check application

Model Home Complex application

Building Permit Release application

*Part of the Comprehensive Application. Most major development applications are part of the Comprehensive Application