



CITY OF VALLEJO

Central Permit Center

Business License
(707) 648-4310

Building
(707) 648-4374

Fire Prevention
(707) 648-4565

Planning
(707) 648-4326

Public Works
(707) 651-7151

Public Notice List

Appointments may be required for some planning application submittals. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment.

When are Public Notice Lists required?

City regulations require that notice of pending development applications and public hearings be mailed to property owners within 200 and 500 feet of the subject property. Notification requirements are outlined below.

What are the application types for a 200 foot public notice list?

- Certificate of Appropriateness
- Minor Exception
- Minor Use Permit
- Parcel Map
- Residential View District
- Site Development
- Unit Plan

What are the application types for a 500 foot public notice list?

- General Plan Amendment
- Master Plan
- Rezoning
- Specific Plan
- Tentative Map
- Use Permit
- Variance
- Zoning Ordinance Text Amendment

What is required for application submittal?

PUBLIC NOTICE CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed planning application signed by the property owner and applicant.
- Fees:** A 200' public notice fee of \$_____
A 500' public notice fee of \$_____.
- Plans:** May be required check with the Planning Division.
- Site Photos:** Color photos showing the existing property and the adjacent properties.
- Miscellaneous:** Other requirements determined by the Planning Division to be necessary to evaluate the project.

Public Notice

How long does the process take?

The public notice gives the property owners 14 to 21 days, depending on whether environmental review is required, to comment on the application. It usually takes staff approximately 45 to 60 days to take action on the application depending on the type of application. Project determination would be in the form of a written report from the Planning Division.

What is the decision based on?

After receiving comments from the public and relevant City divisions and appropriate outside agencies (e.g., Vallejo Sanitation and Flood Control District), the Planning Division will review the proposed application for compliance with relevant standards in the Zoning Ordinance related to height, setback, lot coverage, landscaping, parking, open space, etc. Staff will also determine whether the project is consistent with the General Plan or other relevant plans adopted by the City for the project area. Finally, Planning Staff will determine whether the project is well-composed urban design and whether the quality and character of the project is consistent with the surrounding area.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission through the Planning Commission Secretary. To appeal, the appellant shall submit an appeal application stating the reasons of the appeal and how it affects them. The appeal must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date the project determination is final.

When are appeals hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.