



www.cityofvallejo.net

Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Building
707.648.4374

Planning
707.648.4326

Public Works/Engineering
707.651.7151

SITE DEVELOPMENT PERMIT

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

Please see Development Plan Set Checklist for submittal requirements.

Please review the Development Plan Set Checklist with the City of Vallejo Planning Division to confirm requirements and determine if other applications are required for the first phase of submittals. Depending on the project scope more information may be required. For more complex projects it is strongly recommended that a qualified California licensed team including Civil Engineer, Architect and Landscape Architect be engaged early on to assist with streamlining of the project during the review and permit process.

What is a Site Development Permit?

A site development permit is a staff level review of the site design, architecture, interior vehicular and pedestrian access, and circulation components of a proposed project.

When is a site development permit required?

A site development permit is required for the following:

- New construction, including single family homes.
- Significant exterior alterations and additions to residential and nonresidential uses for which a building permit is required.
- Relocation or movement of any building or structure to a new location.
- Parking lots containing 10 or more spaces.

What are the steps in the process?

- You may request preliminary review of your project by the Planning Division and/or Technical Project Review Committee. This process takes approximately 3 weeks but can save time later by resolving issues early in the review. Please refer to the "Preliminary Review" handout for more information.
- A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days. Planning staff usually does this within 3 weeks, depending on workload.
- Some site development permit applications are subject to the Environmental Review process. If staff advises you that your project is subject to Environmental Review, please refer to the "Environmental Review" handout.
- For commercial buildings less than 20 feet from the property line, provide sections or elevations that show any parapets or roof extensions.

What is the approval process?

Upon submittal of a complete application, the Planning staff will route the plans to the appropriate departments and agencies for comments. Notice of the site development application will be mailed to all property owners within a 200-foot radius of the subject property. This notice gives the property owners 14 to 21 days, depending on whether

environmental review is required, to comment on the application. Staff will then take action and the project determination will 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 a letter 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 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 on the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

When does my site development permit expire?

Approval of a site development permit shall expire automatically 18 months after the date of issuance unless authorized construction has commenced prior to the expiration date, whereupon the permit is vested and will not expire. The Planning Manager, at his/her discretion, may extend the approval for 12 months upon written request if the application is consistent with current plans and policies.