



Use Permit Steps in the Process

After your application is submitted to the Planning Department, the application is examined to ensure it is correct and complete. If the application is not complete, you will be notified. The application will be delayed until the requested information is provided.

Copies of your application will be sent to all City departments, as well as to other applicable local, state, and federal agencies for their comments.

Applications will be reviewed by the Technical Advisory Committee (TAC, comprised of City departments) to review the project and make recommendations to the Planning Commission.

The Planning Commission will conduct a public hearing on your proposal following the TAC meeting. All property owners within three hundred (300) feet of your property will be notified ten (10) days in advance of the public hearing. You should attend the hearing.

During the interim between the TAC meeting and Planning Commission hearing, Planning staff will complete the environmental review process and prepare a staff report, project conditions, and a recommendation for the Planning Commission.

Following the Planning Commission hearing, the Commission will decide on your proposal. The Commission can approve, approve with conditions, or deny your request. The Planning Commission's decision is final unless appealed to the City Council.

All Planning Commission decisions can be appealed to the City Council within fifteen (15) days of the decision. The appeal, accompanied by the appropriate fee, must be submitted to the Planning Department.

NOTES:

- If the application is complete, it will take a minimum of fifty-four (54) days from the date the application is filed until a decision is made by the Planning Commission and another fifteen (15) days until the decision is final (because of the appeal period), for a total of about forty (69) days.
- In any case where the conditions of granting a use permit have not been or are not being complied with, the permit may be revoked by the City Council.
- In the event a use permit has not been activated within one (1) year after the date of approval, the permit will be null and void without further action by the Planning Commission or City Council.
- When a use or activity for which a use permit was granted has been discontinued for a period of one (1) year, the permit shall, at that time, be null and void without further action by the Planning Commission or City Council.