

CHPP Permit Types & Review Authority

The table below indicates the planning permit/application types and the responsible review authority. Certain permit types require a recommendation by an advisory body before the review authority makes its final decision. In these instances, the table below indicates that an advisory body recommendation must come first before a determination by the final review authority. This is indicated by the inclusion of the following symbol “»” between reviewing bodies. For example, a Mills Act Contract requires that the Historic Preservation Commission make a recommendation to the City Council, the final review authority for this type of permit. In the table this is indicated as: HPC » CC.

Decisions by the Community Development Director can be appealed to the Planning Commission. Decisions by the Historic Preservation Commission and the Planning Commission can be appealed to the City Council.

D = Community Development Director
 HPC = Historic Preservation Commission
 PC = Planning Commission
 CC = City Council

	REVIEW AUTHORITY
CONSTRUCTION DEVELOPMENT PERMITS	
1. Class A: <i>Projects over 10,000 square feet *(Not classified as large project)</i>	PC
2. Class A – Large: <i>Projects over 10,000 sq. ft.;</i>	PC
3. Class B: <i>New projects under 10,000 sq. ft.</i>	D
4. Class C - Major Remodels: <i>Additions, intensification of use with additional square footage</i>	D
5. Class D: <i>Intensification of use w/o additional sq. footage</i>	D
CONSTRUCTION DEMOLITION PERMITS	
6. Class A - Planning Commission Approval Required	PC
7. Class B - Director Approval Required - Primary Structure	D
8. Class C - Director Approval Required - Secondary Structure	D
CONSTRUCTION ZONE CLEARANCES	
9. Zone Confirmation Letter	D
10. Major - Inspection Required	D
11. Minor - No Inspection Required	D
12. Project Conformity Review - Pacific Design Center Only	D
CONSTRUCTION ADMINISTRATIVE PERMITS	
13. Administrative Permit	D
SMOKING OPERATIONS PLAN	
14. Smoking Operations Plan Review	D
SUBDIVISIONS	
15. Subdivision (Parcel Maps or Tract Maps)	PC
16. Lot Line Adjustments	D

	REVIEW AUTHORITY
USE PERMITS	
17. Major Conditional Use Permit - Commission Approval Required	PC
18. Major Conditional Use Permit - Tall Walls Only	PC
19. Minor Conditional Use Permit - Director Approval Required	D
20. Minor Parking Use Permit	D
21. Major Parking Use Permit	PC
22. Temporary Use Permit - Class A (Temporary Parking Lots, Structures)	PC
23. Temporary Use Permit - Class B (Seasonal sales lots)	D
HISTORIC PRESERVATION PERMITS	
24. Cultural Resource Designation Applications	HPC » CC
25. Mills Act Contract Application	HPC » CC
26. Rehabilitation Incentive – Planning Commission Approval Required	PC
27. Rehabilitation Incentive – HPC Approval required	HPC
28. Certificate of Appropriateness – HPC Approval Required	HPC
29. Certificate of Appropriateness – Director Approval	D
VARIANCES	
30. Major Variance	PC
31. Modification	D
LEGISLATIVE AND POLICY ACTIONS	
32. Zoning Text or Map Amendment	PC » CC
33. General Plan Amendment	PC » CC
34. Specific Plan/Specific Plan amendment -	PC » CC
35. Development Agreement/Development Agreement amendment	PC » CC
SIGNS	
36. Sign Permit - Permanent	D
37. Signs - Planning Commission Approval Required (Creative Sign Permits, District)	PC
38. Creative Sign - Director Approval Required	D
39. Comprehensive Sign Program	D
BILLBOARDS	
40. Standard- Legalization or Replacement	PC
41. Creative Billboard	D
42. Planning Commission approved (new billboard, large creative billboard)	PC
ENVIRONMENTAL REVIEW	
43. Categorical Exemption	D
44. Initial Study with Negative Declaration	D
45. Initial Study with MITIGATED Negative Declaration	D
46. EIR Processing (Including Addendum, Supplements, etc.)	PC
AMENDMENTS/APPEALS/EXTENSIONS	
47. Appeal	PC or CC
48. Appeal of Zoning Code Interpretation	CC
49. Major Amendment to permit (previously approved by Commission)	PC
50. Minor Amendment to permit (previously approved by Commission)	D

	REVIEW AUTHORITY
51. Amendment to permit (previously approved by Staff)	D
52. Extension Request (Staff approval)	D
53. Extension Request (Commission approval or Administrative Permit)	PC
TRANSFER OF DEVELOPMENT RIGHTS	
54. Transfer of Development Rights	HPC » CC