## **Discretionary Permit Levels of Review**

Discretionary Permit Levels	Site Visit Done in conjunction with project review	Notification of Neighbors Sent to closest 10 property owners (min.), property owners w/in 300', and residents w/in 100' for most applications*	Public Hearing	Approving Body
Level 1 Permit (e.g. some minor change of use permits)	As needed	No	No	Planning Director or Designee
Level 2 Permit (e.g. significant tree removal permits)	Yes	No	No	Planning Director or Designee
Level 3 Permit (e.g. minor variation permits, lot line adjustments, riparian exceptions)	Yes	No	No	Planning Director or Designee
Level 4 Permit (e.g. small commercial development permits, minor exception permits, time extensions)	Yes	Yes	No (In rare cases, a public hearing may be scheduled if substantial issues are raised)	Planning Director or Designee
Level 5 Permit  (e.g. most coastal permits, variances, home occupation permits, medium to large size commercial development permits)	Yes	Yes	Yes	Zoning Administrator
Level 6 Permit  (e.g. land divisions up to 19 lots, condo/townhouse projects up to 19 units, very large commercial development permits	Yes	Yes	Yes	Planning Commission
Level 7 Permit (e.g. General Plan amendments, land divisions with over 20 lots, rezonings)	Yes (except rezonings to Timber Production)	Yes	Yes	Planning Commission & Board of Supervisors

<sup>\*</sup>Notification requirements for Level IV and Level V projects reviewed by APAC (Agricultural Policy Advisory Commission) can be found in County Code sections 16.50.095(G)(2) and (H)(1). Notification requirements for wireless communication facilities can be found in County Code section 13.10.661(H).

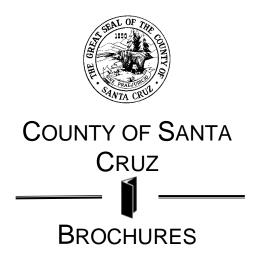
## County of Santa Cruz Planning Department

701 OCEAN STREET, 4<sup>TH</sup> FLOOR SANTA CRUZ, CA 95060

831-454-2130

Planning.ZoningInfo@santacuzcounty.us

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## DISCRETIONARY PERMIT LEVELS OF REVIEW



The flow chart provided inside illustrates the discretionary permit process; the table on back describes the different types of permits.

SEE SECTIONS 18.10.112 AND 18.10.121 OF THE SANTA CRUZ COUNTY CODE

## GENERAL OVERVIEW OF DISCRETIONARY APPLICATION/PERMIT PROCESS

Call or visit the zoning counter for information about your proposed development. Obtain a List of Required Information (LORI). When you have assembled plans, call 831-454-3252 to schedule an appointment to submit a Level 5-7 application. For Levels 1-4, no appointment is required.

At your appointment, submit the required materials and pay fees. A project planner will be assigned to process the application.

Plans and other materials are routed to appropriate reviewers. Site visits are conducted by Planning Department staff and others, as needed. Reviewers identify deficiencies in application, if any, and the project planner sends determination of application completeness within 30 days.

Submittal of requested revisions, clarifications or technical material. Another completeness determination is made within 30 days of resubmittal. Process continues until application deemed complete. Project is scheduled for CEQA (environmental) review, if required (most projects are exempt).

Project exempt from CEQA

Staff report prepared. Level 5-7 projects scheduled for public hearing (Zoning Administrator, Planning Commission, Board of Supervisors). Level 1-4 projects considered administratively. If approved or denied, 14 day appeal period follows.

If approved, permit issued with conditions.

Applicant moves forward with permit implementation (e.g. Parcel or Final Maps filed, improvement plans reviewed and approved, or building permit applications submitted and processed).

