City of Santa Clara

Minor Use Permit Process Flowchart

Project Submitted:
Submittal of application, supporting materials, and fees. See application submittal requirements.

Planner on Duty or Assigned Planner:
Planner will evaluate the project and is the primary contact for the applicant.

Completeness Review: Project Manager Review:
Internal review by Project Manager for compliance with codes and regulations

California Environmental Quality Act
See CEQA Process Flowchart

No

Is the Application Deemed Complete?

Yes

Notice to Approve or Deny Request: Notice sent to abutting properties regarding Director's pending decision.

Community Development Director or Designee Decision
Decision is made on project whether to issue the approval or denial for the request.

Appeal?
An appeal may be filed within seven calendar days of the decision. See Appeal Process flowchart.