



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

Business License  
707.648.4310

Building  
707.648.4374

Fire Prevention  
707.648.4565

Planning  
707.648.4326

Public Works  
707.651.7151

## SPECIFIC PLAN

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

### What is a Specific Plan?

A Specific Plan establishes policies and guidelines for the future development of undeveloped land within the City Limits or within the City's Sphere of Influence at a more precise level of detail than the General Plan, but less precise than the Zoning Ordinance.

### What are the steps in the process?

- To insure that a specific plan is properly prepared, you should submit the proposed project for preliminary review. Please refer to the "Preliminary Review" handout.
- Specific plan applications are subject to the Environmental Review process. Please refer to the "Environmental Review" handout.
- After acceptance of a complete application, the Specific Plan is routed for interdepartmental and interagency review. Public hearings will be held before the Planning Commission and the City Council.

### What is required for submittal?

#### SPECIFIC PLAN APPLICATION CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed planning application signed by the property owner and applicant.
- Fees:** An application fee of \$\_\_\_\_\_  
A public notice fee of \$\_\_\_\_\_.
- Specific Plan:** A Specific Plan shall include, but not limited to, the following:
  - Street layout, design, type and right-of-way width.
  - Location and size of school, park and recreation sites.
  - General information pertaining to adequacy or needs for water and sewer facilities.
  - Additional material may be required depending upon the project.

- Site Photos:** Color photos showing the existing property and the adjacent properties.

### **What is involved in a public hearing?**

Public hearings are held before the Planning Commission and the City Council. At least 21 days prior to the Planning Commission hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing. At the hearing, the Planning Commission will consider the information provided by Planning Division staff and hear comments from the public.

After the public hearing portion of the meeting for a Specific Plan, the commissioners will use the information presented to make a recommendation to the City Council to approve or deny the Specific Plan.

After Commission consideration of the Specific Plan, and subsequent notification to surrounding property owners, a second public hearing is scheduled for City Council determination on the specific plan.

### **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 Commission Secretary 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 the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

### **What if I need more information?**

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.