



CITY OF VALLEJO

Central Permit Center

Business License
(707) 648-4310

Building
(707) 648-4374

Fire Prevention
(707) 648-4565

Planning
(707) 648-4326

Public Works
(707) 651-7151

Minor Use Permit

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 Minor Use Permit?

A Minor Use Permit is a staff level approval of a particular use or activity not granted as a matter of right within a zoning district. Uses subject to a minor use permit include group care for 7 and 12 people.

What is required for application submittal?

MINOR USE PERMIT 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 a detailed written description of your project/use being requested. Include a description of your business and a site plan location and parking.
- Fees:** A filing fee of \$_____.
A notice fee of \$_____.
- Plans: Six** (6) full-size copies of the site plan, building elevations, utility site plan, and floor plans. Please refer to the "Site Plan and Elevation Checklist" handout. Also, please provide one 8 ½" x 11" reduction of all plans. Plans must show all structures, street rights of way, driveways and vegetation within 100 feet of subject parcel. Plans should show existing and proposed landscaping.
- Site Photos:** Color photos showing the existing property and the adjacent properties.
- Group Care Facilities:** Description of type of care to be provided, number of people to be provided for and number of staff members.

What is the approval process?

A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.

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Upon acceptance of a complete application, the Planning Division will notify all property owners within a 200 foot radius of your property of your proposal at least 14 days prior to the date on which a decision will be made. Plans may also be routed to other City departments.

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 Division 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.

When does my minor use permit expire?

Minor use permit approval is valid for 24 months unless authorized construction has begun or conditions of approval have been met prior to the expiration date, whereupon the use permit is valid in perpetuity unless the permit is revoked.

What if I need more information?

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