



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 Exception

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 Exception?

A Minor Exception is a staff level approval to vary from a measurable standard of the zoning ordinance by not more than 25%. An exception may be granted if it does not adversely affect abutting properties, create a hazard or is necessary for the reasonable development of the property. The application also provides for the conversion of garages to living space if adequate parking is provided.

What are the steps in the process?

- It is strongly recommended that applicants consult with Planning Division staff and the Building Official prior to a formal application.
- A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days, but planning staff usually makes this determination within 3 weeks, depending on the workload.
- Upon submittal of a completed application (see required materials below), Planning Division staff will review the project to ensure that the use is compatible with existing and surrounding uses, does not create safety or health hazards, and conforms to zoning requirements for the district in which it is located. Plans may be routed to other applicable departments for review.

Minor Exception

What is the submittal requirement?

MINOR EXCPTION 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:** A filing fee of \$_____.
A public notice fee of \$_____.
- Plans:** Six (6) sets of plans: Site plan which include the dimensions of the driveway for garage conversions, building elevations and floor plans. Please refer to the "Site Plan and Elevation Checklist" handout.
- Site Photos:** Color photos showing the existing property and the adjacent properties

How long does the approval process take?

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

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 Monday of each month at 7:00 p.m. in the City Chambers at 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.