Step 1 | Project Submittal

New development projects submitted to the City are sent to one or more of four groups for approval.

- **CD**
  - Community Development Director
  - Director of Planning, Building, Housing, & Economic Development Divisions

- **RDRC**
  - Residential Design Review Committee
  - 1 PC, 1 Resident, and 1 Design Professional appointed by Council

- **PC**
  - Planning Commission
  - 5 Members appointed by Council

- **CC**
  - City Council
  - Selected Members

Step 2 | Project Review

Next, projects are reviewed based on their type.

- **Zoning Clearance**
- **Tree removals**
- **Sign permits**
- **New Business Registrations**
- **Minor additions to single family homes**

- **All new homes**
- **Home additions (Greater than 3,000 sq. ft.)**

- **Conditional use permits**
- **Variances**
- **Appeals of RDRC or CD decisions**
- **New mixed-use, multifamily, commercial, industrial buildings**

- **Planned Developments**
- **Annexations**
- **Appeals on PC decisions**
- **General Plan or Zoning Amendments**

Step 3 | Neighborhood Outreach

Neighborhood outreach is conducted to all community members in the immediate vicinity of a new project (either a 150 ft. or 300 ft. radius). Project details and information on any public meetings are given.

- **RDRC**
  - (150 ft)
  - 1st or 3rd Monday @ 5:30 p.m.
  - City Hall Council Chambers

- **PC**
  - (300 ft. & Newspaper Publication)
  - 1st & 3rd Monday @ 7 p.m.
  - City Hall Council Chambers

- **CC**
  - (300 ft. & Newspaper Publication)
  - 2nd & 4th Monday @ 7 p.m.
  - City Hall Council Chambers

Step 4 | Community Feedback & Involvement

Community members can become involved in the process of new developments and share their feedback with the City. A Public Hearing is conducted to discuss the new project at an RDRC, PC, or CC meeting. Any interested community members are invited to attend or provide written comments via email or letter.

Step 5 | Final Decision

- **Approval**
  - IF NO APPEAL
  - Applicant gets building permit and begins construction

- **Denial**
  - If no appeal, remains denied.

- **Continue**
  - The decision making body may need more information before a decision, thus the applicant brings back the project at a future public hearing

For more information, visit www.cityofsancarlos.org/communitydevelopment