



COMMUNITY DEVELOPMENT PERMIT PATHS & NOTICING REQUIREMENTS

Information Bulletin No. 12

Beginning on February 4, 2011 the below permit paths will be implemented by the City of Pacific Grove, and will require the level of noticing indicated. Zoning Code Chapter 23.86 - Public Meeting and Hearing Procedures further details noticing requirements for all Community Development Permits.

	PERMIT PATH	NOTICING REQUIREMENTS
1	- Counter Review and Determination	- None
2	<ul style="list-style-type: none"> - Administrative Architectural Permit on Historic Resources Inventory (HRI) <ul style="list-style-type: none"> ▫ <i>If hearing request received, see noticing requirements in Box 5 below</i> - Administrative Architectural Permit not HRI <ul style="list-style-type: none"> ▫ <i>If hearing request received, see noticing requirements in Box 5 below</i> - Architectural Permit Design Change - Lot Mergers - Administrative Sign Permit 	<ul style="list-style-type: none"> - Notice of Administrative Decision (NOAD) mailed to owners of property abutting project site - NOAD posted on project site in conspicuous location
3	<ul style="list-style-type: none"> - Administrative Use Permit <ul style="list-style-type: none"> ▫ <i>If hearing request received, see noticing requirements in Box 4 below</i> - Administrative Variance <ul style="list-style-type: none"> ▫ <i>If hearing request received, see noticing requirements in Box 4 below</i> 	<ul style="list-style-type: none"> - NOAD mailed to owners of property within 300 feet of project site - NOAD posted on project site in conspicuous location
4	<ul style="list-style-type: none"> - Use Permit - Variance - Historic Preservation Permit - Legislative Amendment - Request for Hearing in Response to NOAD 	<ul style="list-style-type: none"> - Legal ad in general circulation newspaper published 10 days prior to hearing - Notice mailed to owners within 300 feet of project site and interested parties 10 days prior to hearing - Notice/NOAD posted on project site in conspicuous location
5	- Architectural Permit	<ul style="list-style-type: none"> - Notice mailed to property owners abutting project site and interested parties 7 days prior to hearing - Notice posted on project site in conspicuous location

PLANNING PERMIT PATHS

Adapted from Table 23.70.012-1 of the City of Pacific Grove Municipal Code (codepublishing.com/CA/pacificgrove)

Type of Permit Application	Roles of Review Authorities ¹						
	SA ⁷	ZA ⁷	SPRC ⁷	ARB ⁷	HRC ⁷	PC ⁷	CC ⁷
Counter Review: Recommended preliminary staff review of projects to determine compliance with zoning code, need for further permit applications, or determination of which track below best suits the situation.							
Counter Review and Determination: Required staff review of specific projects or land uses in order to verify compliance with zoning standards.							
Staff Approvals: For timely approval of permits for the following minor projects and uses:							
Admin. Architectural Permit --not on HRI ⁸	Decision ²	Hearing/ Decision		Appeal ⁵			Appeal ⁵
Admin. Architectural Permit --on HRI	Decision ^{2,3}			Hearing/ Decision		Appeal ⁵	Appeal ⁵
Architectural Design Change--not on HRI	Decision ²	Hearing/ Decision		Appeal ⁵			Appeal ⁵
Architectural Design Change --on HRI	Decision ^{2,3}			Hearing/ Decision		Appeal ⁵	Appeal ⁵
Lot Merger	Decision	Hearing/ Decision				Appeal ⁵	Appeal ⁵
Admin. Sign Permit	Decision	Hearing/ Decision		Appeal ⁵			Appeal ⁵
Admin. Use Permit & associated amendments	Decision ²	Hearing/ Decision				Appeal ⁵	Appeal ⁵
Admin. Variance & associated amendments	Decision ²	Hearing/ Decision				Appeal ⁵	Appeal ⁵
Zoning Administrator: For the following applications:							
Interpretations of Permitted Use Lists		Decision ⁶				Appeal	Appeal
Historic Relocation Permit--on-site		Decision ⁶				Appeal	Appeal
Parcel Map		Decision ⁶				Appeal	Appeal
Site Plan Review Committee: For the following approvals:							
Lot Line Adjustment			Decision			Appeal	Appeal
Site Plan Review for multi-family, commercial and industrial uses			Review & Comment				
Architectural Review Board: For the following applications:							
Architectural Permit for new construction, major alteration, or demolition/reconstruction--not on HRI				Decision		Appeal	Appeal
Architectural Permit for major alteration--on HRI				Decision		Appeal	Appeal
Historic Preservation Permit				Decision		Appeal	Appeal
Historic Demolition Permit				Decision		Appeal	Appeal
Historic Relocation Permit--off site				Decision		Appeal	Appeal
Sign Permit				Decision		Appeal	Appeal
Historic Resources Committee: For the following applications:							
Historic Determination					Decision	Appeal	Appeal
Initial Historic Screening Request	Decision				Recommend		
Planning Commission: For the following applications:							
Use Permit and Use Permit amendments						Decision	Appeal
Variance and Variance amendments						Decision	Appeal
Tentative Tract Map						Decision	Appeal
Final Tract Map						Decision	Appeal
Administrative and Amendments: For legislative actions and code interpretations (other than interpretations for Permitted Use Lists), the following applies:							
General Plan Amendments						Recommend	Decision
Interpretations of Code	Decision ⁴					Appeal	Appeal
LCP Amendments						Recommend	Decision
Zoning Text Amendments						Recommend	Decision
Zoning Map Amendments						Recommend	Decision

1. "Decision" means that the review authority makes the decision on the matter; "Hearing" means that the review authority holds a hearing and renders a decision only if requested in response to a notice, in compliance with Section 23.70.030 (Staff Approvals); "Appeal" means that the review authority may consider and decide upon appeals to the decision of an earlier decision-making body, in compliance with Chapter 23.74 (Appeals and Call-ups); "Recommend" means that the review authority makes a recommendation to a higher decision-making body.

2. The Chief Planner may defer action and refer the item to the Hearing Authority for decision.

3. If an Administrative Architectural Permit or an Architectural Design Change is accompanied by a Historic Preservation Permit, both applications shall be reviewed concurrently by the Architectural Review Board.

4. The Chief Planner may defer action and refer the item to the first Appeal Authority for decision.

5. Appeal Authority may review matter only if the Hearing Authority held a public hearing and rendered a decision.

6. The Zoning Administrator may defer action and refer the item to the first Appeal Authority for decision.

7. Reviewing Authority Acronyms: ARB = Architectural Review Board, CC = City Council, HRC = Historic Resources Committee, PC = Planning Commission, SA = Staff Approval, SPRC = Site Plan Review Committee, ZA = Zoning Administrator.

8. HRI = Historic Resources Inventory.