

Levels of Review and Timeframes

Planning staff will work with you to review your application as quickly as possible. Depending on the project, a zoning permit may require a staff level decision or a public hearing decision.

Staff level decisions.

The Zoning Code allows staff to decide on the following types of zoning services because they are considered minor without significant public concern or impacts. This type of permit is reviewed by staff without a public hearing. For staff level decisions, usually the review is limited to verifying your project meets requirements and following up with you. In most instances, applications are reviewed within one-to-two weeks, but may involve more time if an application is missing information or a review involves discussion with other City staff, such as building and engineering.

Public hearing decisions.

The Zoning Code requires a public hearing decision to allow projects when the City has determined there is potential for public concern or land use impacts to warrant additional review and a transparent decision with public input and notice. For a public hearing decision, more steps are involved, such as a staff meeting, environmental review, design review, and public hearings. For a description of the review process [click here](#). The following goal timelines are from the date an application is complete to the date a project is considered at a public hearing.

- Zoning Administrator - 6 weeks from complete application to hearing.
- Planning Commission - 14 weeks from complete application to hearing.
- City Council - 19 weeks from complete application to hearing.

Types of Zoning Permits/Services

Permit Application	Can Application Be Submitted Online?	Who Makes A Decision? ("Level of Review")	Public Hearings
Administrative Development Permit	Yes	City Planner	No
Administrative Sign Permit	Yes	City Planner	No
Cultural Heritage Permit	Yes as "Public Hearing Project"	Consult a planner (Zoning Table 17.16.110)	Yes
City Antenna Permit	No, submit to planning@san-clemente.org or at public counter	City Manager	No
Coastal Review In-Concept	Yes	City Planner	No
Conditional Use Permit	Yes as "Public Hearing Project"	Planning Commission, except height exceptions in MU 3.0 and MU 3.3 that require City Council approval	Yes
Demolition of Historic Properties	Yes as "Public Hearing Project"	City Council	Yes
Designation of Historic Resources and Landmarks	Yes as "Public Hearing Project"	City Council	Yes
Development Agreements	Yes as "Public Hearing Project"	City Council	Yes
Development Permit	Yes as "Public Hearing Project"	Consult a planner (Zoning Table 17.16.100)	Yes
Discretionary Sign Permit	Yes as "Public Hearing Project"	Consult a planner (Zoning Section 17.16.250)	Yes
General Plan Amendment	Yes as "Public Hearing Project"	City Council	Yes

Types of Zoning Permits/Services

Permit Application	Can Application Be Submitted Online?	Who Makes A Decision? ("Level of Review")	Public Hearings
Historic Property Preservation (Mills Act) Agreements	Yes as "Public Hearing Project"	City Council	Yes
Home Occupation Permit	No, submit by email or at public counter	City Planner	No
Interpretations, Minor	No, submit to planning@san-clemente.org or at public counter	City Planner	No
Interpretations, Major	Yes as "Public Hearing Project"	Planning Commission	Yes
Landscape plan detailed review	No, submit to planning@san-clemente.org or at public counter	Staff	No
Lot Line Adjustment	Yes	City Planner	No
Minor Conditional Use Permit	Yes as "Public Hearing Project"	Zoning Administrator	Yes
Minor Exception Permit	No, submit by email or at public counter	Zoning Administrator	Yes
Preliminary applications	No, submit to planning@san-clemente.org or at public counter	Staff	No
Reasonable accommodation requests	No, submit to planning@san-clemente.org or at public counter	Staff	No
Short-Term Lodging Unit Zoning Permit	Yes as "Public Hearing Project"	City Planner	No
Short-term Apartment Rental	Yes as "Public Hearing Project"	Zoning Administrator	Yes
Small Cell Wireless Permit	Yes	City Planner	No

Types of Zoning Permits/Services

Permit Application	Can Application Be Submitted Online?	Who Makes A Decision? ("Level of Review")	Public Hearings
Specific Plan Amendment	Yes	City Council	Yes
Temporary Use Permit	Yes as "Public Hearing Project"	City Planner	No
Tentative Parcel Map	Yes as "Public Hearing Project" Yes as "Public Hearing Project"	Consult a planner (Municipal Code Title 16)	Yes
Tentative Tract Maps	Yes as "Public Hearing Project"	Consult a planner (Municipal Code Title 16)	Yes
Variance	Yes as "Public Hearing Project"	Planning Commission	Yes
Waiver of Development Standards for Historic Resources and Landmarks	Yes	Planning Commission	Yes
Wireless Modification	Yes	City Planner	No
Zoning Amendment	Yes as "Public Hearing Project"	City Council	Yes
Zoning Research and Legal Reviews	No, submit to planning@san-clemente.org or at public counter	Staff	No

¹ Refer to Section 17.12.090, Consideration of Concurrent Applications, regarding review of concurrent applications.