

What Happens after I Submit my Application?

State law regulates the time frame for project review; each step is listed below:

1. **Completeness Letter** - The Project Planner is required to notify you whether your application submittal is complete within thirty days of the date you submitted the application. Staff's goal is to send you a Completeness Letter within this time frame or sooner. If the application is deemed incomplete, you will be required to supply the additional information. Once the application is deemed complete, staff will proceed with application processing.
2. **Environmental Review** - The Project Planner will determine whether the application constitutes a project subject to review under the California Environmental Quality Act (CEQA). If the project is subject to CEQA, an Initial Study will be conducted to determine whether the project could have an impact on the environment.
3. **Site Plan Review** - All projects involving the construction or modification of commercial, residential or industrial buildings require an "in-house" site plan review by the Community Development Department. This review takes approximately 5-7 working days. If corrections need to be made as a result of the site plan review, all corrections must be made prior to submitting for formal plan check with the Building Department. Formal plan check is completed by Los Angeles County and takes approximately 4-6 weeks.
4. **Interagency Review** - Sometimes, the project planner will circulate copies of the application materials and plans to affected departments and agencies for comment. This review usually occurs concurrently with environmental and site plan review.

5. **Public Notice** - A public notice advertising the date, time, and location of the public hearing will be published in the local newspaper and mailed to all property owners within 300 ft. or 500 ft. of the project site. Notice will be provided at least 10 days prior to the public hearing, depending on the type of environmental review required.
6. **Public Hearings** - Prior to the public hearing, the project planner will provide you with a copy of the staff report containing Staff's recommendations and proposed conditions of approval. At the hearing, the Project Planner will present the project to the Planning Commission and respond to questions from the commissioners. Next, the public hearing will be opened and you will be given an opportunity to speak on behalf of your project. Other interested parties may also comment at this time. Finally, the public hearing is closed and the commissioners discuss the project. When discussion has ended, the commission will vote on the project. All of the proceedings at public hearings are recorded in the minutes of the Planning Commission. Within the next ten days, the Commission Secretary will mail a written copy of the Planning Commission's decision.

When Will my Project's Approval Expire?

Unless the Planning Commission specifies otherwise, Conditional Use Permits and Variances must be exercised within one year of the date the Planning Commission approved the entitlement, or they will expire. The entitlement is deemed exercised when a building permit has been issued, or if no building permit is required, when the site is actually used for the permitted use.

CONDITIONAL USE PERMITS AND VARIANCES



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What is a Conditional Use Permit?

Conditional Use Permits are required for certain uses which typically have distinctive site development or operating characteristics and require special consideration so that they may be designed and operated compatibly with the surrounding neighborhood. These uses are listed in the Zoning Code as uses requiring a Conditional Use Permit. The Conditional Use Permit process allows the Planning Commission to review how the project will be developed and operated. In order to ensure that the proposed use does not have a negative effect on surrounding properties, the Planning Commission may impose conditions regulating the operation of the use or physical site design.

What is a Variance?

Variations are an exception to the zoning regulations, and may be granted by the Planning Commission when strict application of the Zoning Code creates practical difficulties or unnecessary hardships on the property owner. In order to qualify for a Variance, the applicant must be able to show:

1. That there are exceptional or extraordinary circumstances or conditions applying to the land, building or use in question which do not generally apply to other land, building, and/or uses in the surrounding area(s);
2. That the granting of the Variance is necessary for the preservation and enjoyment of substantial property rights of the applicant; and

3. That the granting of the Variance will not, under the circumstances of the particular case, materially affect the health or safety of persons residing or working in the neighborhood of the property of the applicant, and be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

The City must also ensure that the granting of a Variance to a property owner does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the property is situated.

How Do I Apply?

To apply for any entitlement which requires Planning Commission review, you must complete a Planning Application and submit the required application fees, development plans and any other materials which may apply. See the Application Submittal checklist in the application packet to find out what types of information will be required for your application submittal. A Staff member will help you identify which fees apply.

Can I Apply for More Than One Entitlement at a Time?

Yes, the City encourages you to combine application materials for all entitlements which your project may require into a single application. This allows for more comprehensive site planning and environmental review, and can save you time and money.

May I Request a Pre-application Meeting?

Yes, you are encouraged to meet with City staff and/or representatives from other departments prior to the submittal of your application. A meeting with City staff can be helpful by providing valuable information regarding City requirements, potential community concerns, possible conditions of approval, environmental requirements, and mitigation measures.

Is Environmental Review Required?

Most projects which require a Planning Commission hearing will require environmental review. Certain types of projects have been exempted from environmental review by State regulations. For non-exempt projects, the project planner will

Will There Be a Public Hearing?

conduct an initial study to determine whether the project could have an impact on the environment.

Yes, State law requires that all entitlements granted by the Planning Commission have a public hearing. Public hearings are held by the Planning Commission on the 2nd and 4th Tuesdays of each month. As a part of your