City of Santa Clara
The Center of What's Possible

Significant Property Alteration (Major) Process Flowchart

Step 1: Project Submitted.
Submittal of application, supporting materials, and fees. See application submittal requirements.

Step 2: Project Manager Assigned.
Project manager evaluates the project and is the primary contact for the applicant.

Step 3: Completeness Review: Project Clearance Committee / Project Manager Review.
Internal review by city departments for compliance with submittal checklists, codes and regulations

PCC review if necessary

California Environmental Quality Act
See CEQA Process Flowchart.

Is the Application Deemed Complete/ Cleared?

No

Yes

Step 4: Schedule Historical Landmarks Commission Hearing.

Step 5: Public Hearing Notice Mailed & Staff Report Published.

Step 6: Historical & Landmarks Commission Hearing.
Recommendation on Significant Property Alteration to Director

Step 7: Director.
Decision on Significant Property Alteration

Appeal?
An appeal may be filed within seven calendar days of the decision.