City of Santa Clara
The Center of What's Possible

Conditional Use Permit & Variance Process Flowchart

Step 1: Project Submitted.
Design Guidelines reviewed and incorporated into initial project design. See more information about the Conditional Use Permit & Variance processes.

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

No PCC required for single-family review

California Environmental Quality Act
See CEQA Process Flowchart.

Yes

No

Is the Application Deemed Complete/ Cleared?

Step 4: Schedule Planning Commission Hearing

Step 5: Public Hearing Notice Mailed & Staff Report Published

Step 6: Planning Commission Hearing.
Planning Commission makes determination on project.

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