

# City of Chula Vista

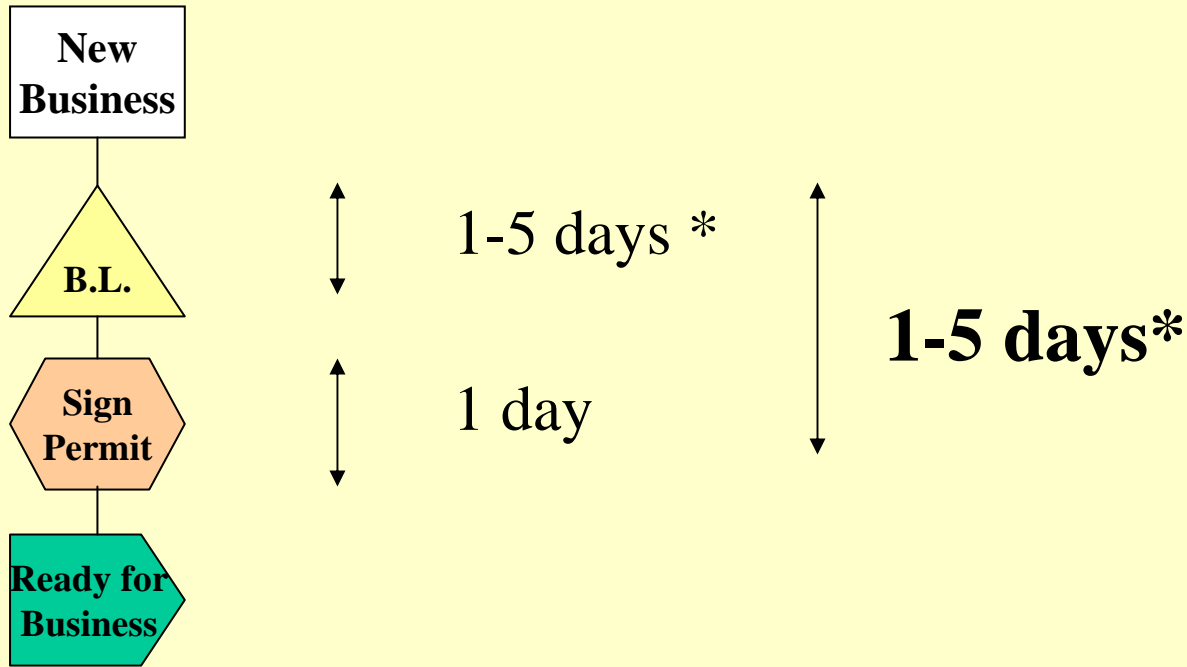
## Planning & Building Processes and Timelines for Establishing a Business





# Scenario 1

A business requiring only a business license and replacement signage.

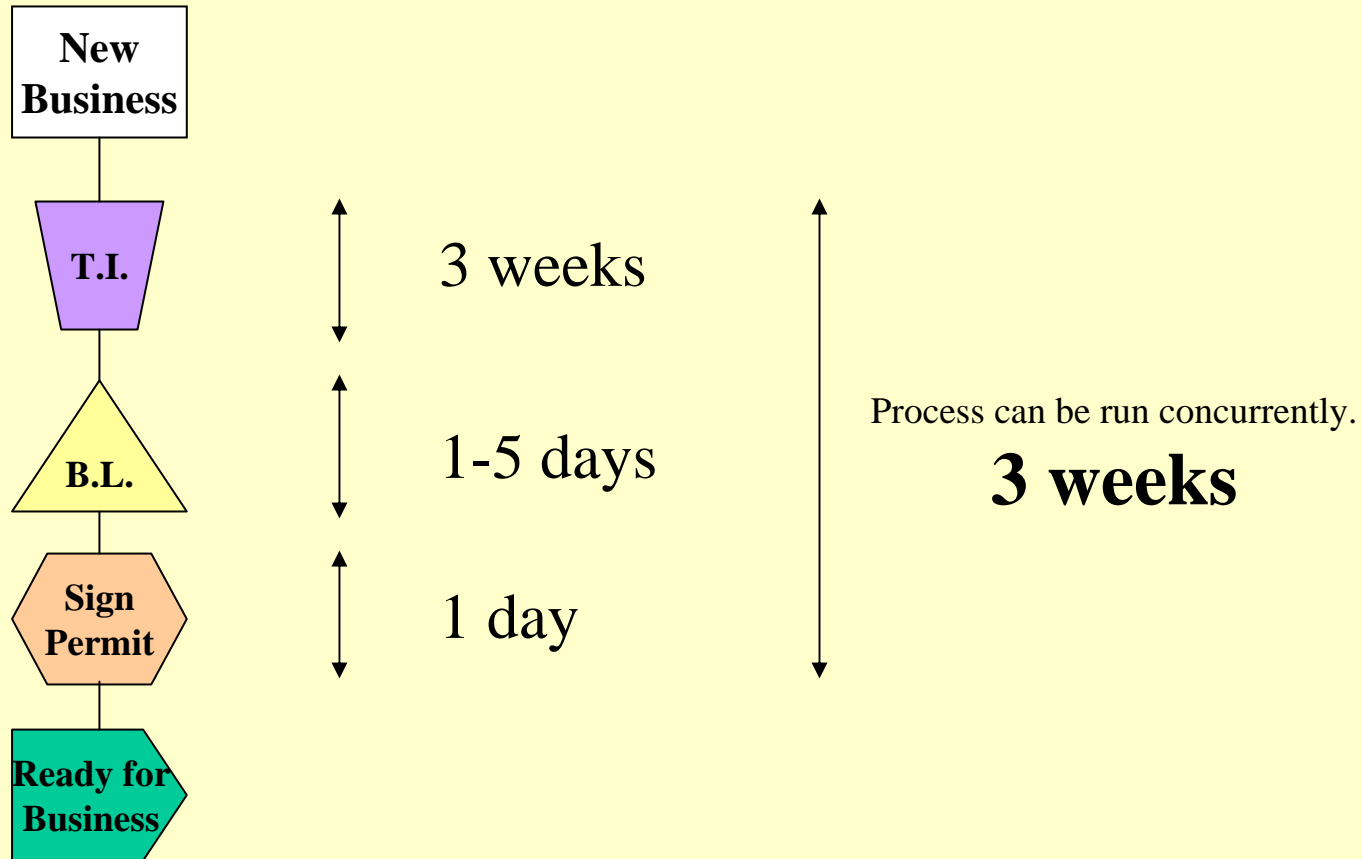


\* Actual timing of business licenses varies. Applications submitted in person are processed “over-the-counter”. Those mailed in have a longer processing time.



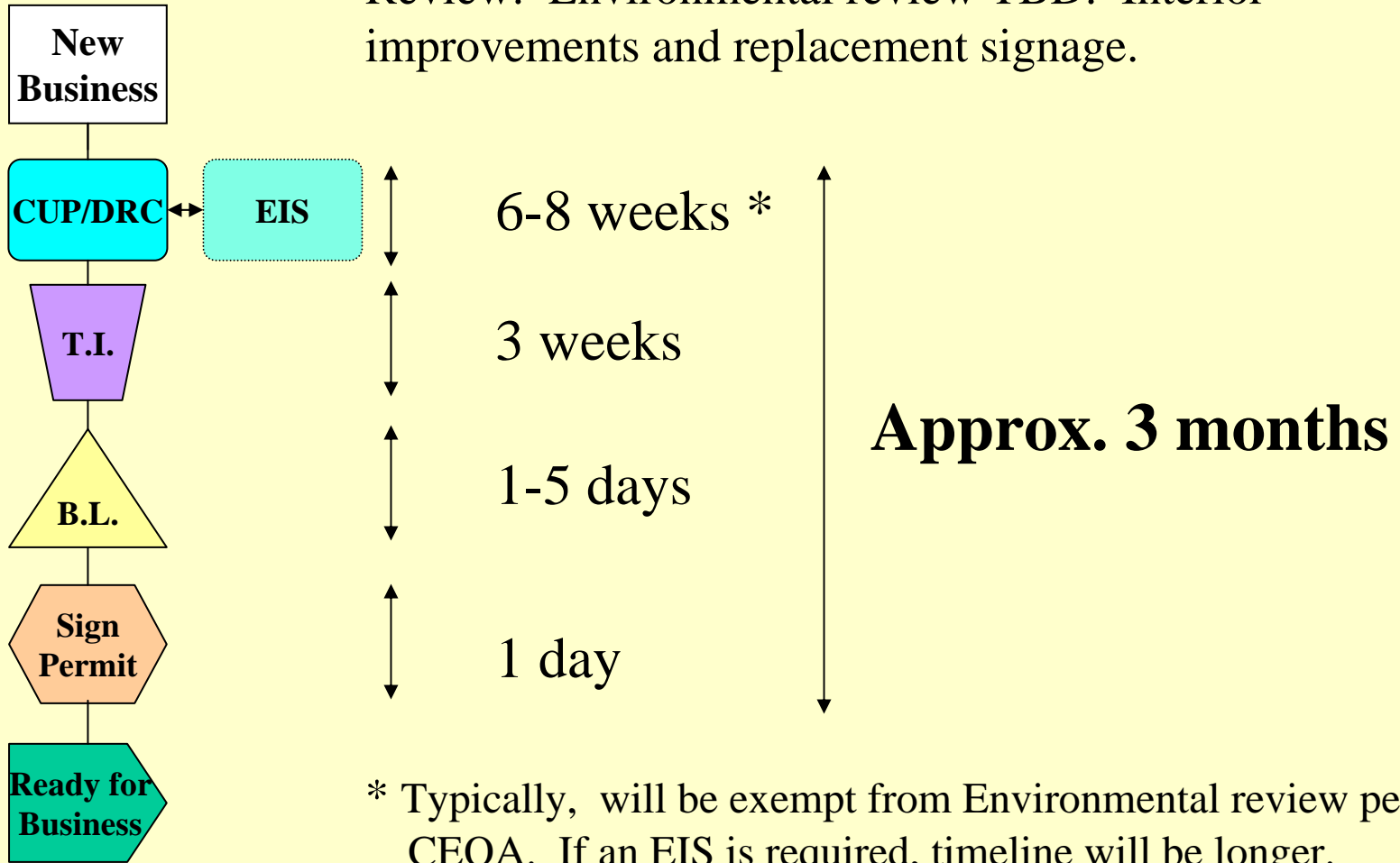
# Scenario 2

Permitted in zone and requires only a business license for the use. Interior improvements and new signage.



# Scenario 3

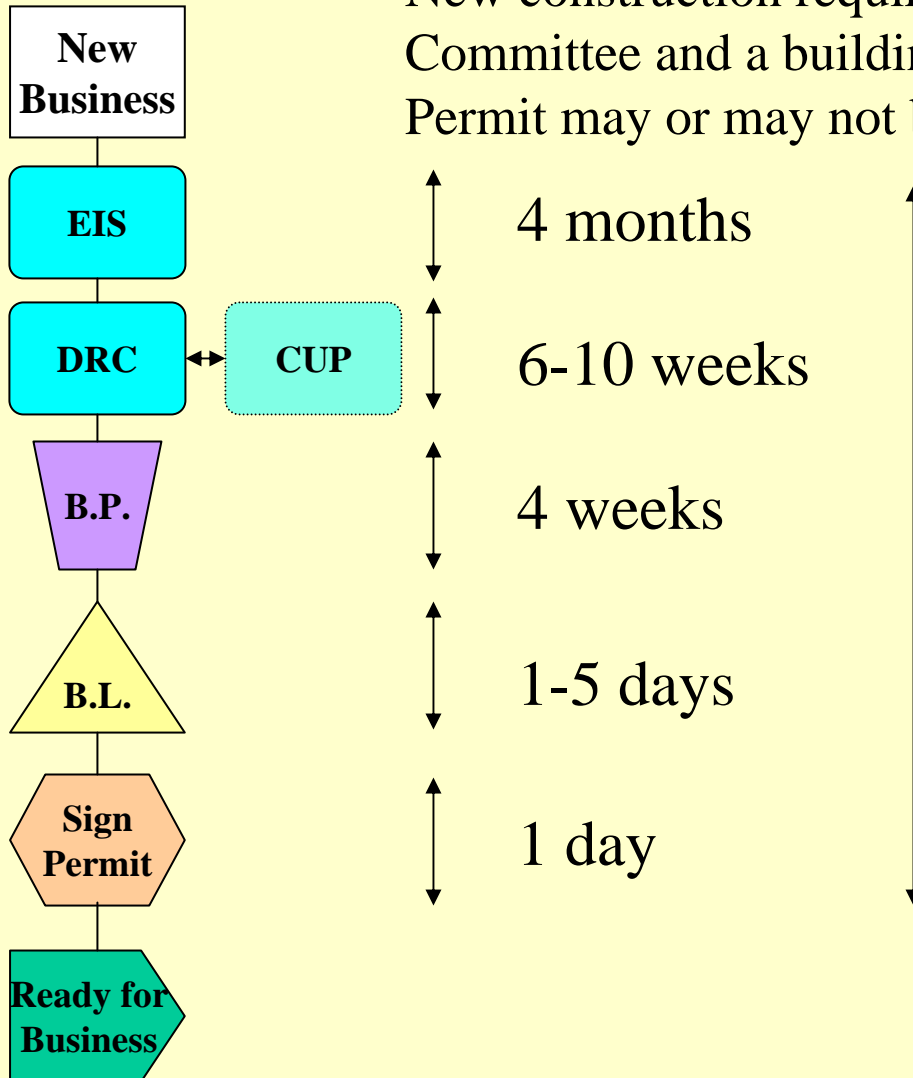
An administrative Conditional Use Permit or Design Review. Environmental review TBD. Interior improvements and replacement signage.



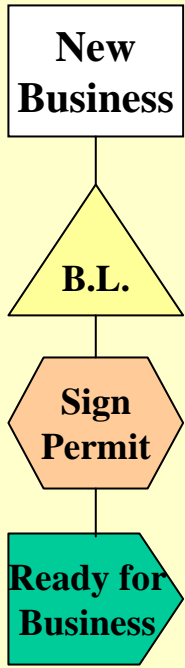
\* Typically, will be exempt from Environmental review per CEQA. If an EIS is required, timeline will be longer.

# Scenario 4

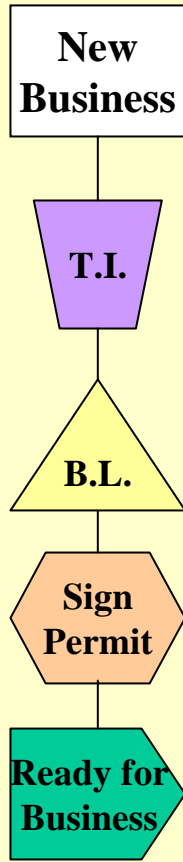
New construction requiring review by the Design Review Committee and a building permit. A Conditional Use Permit may or may not be required.



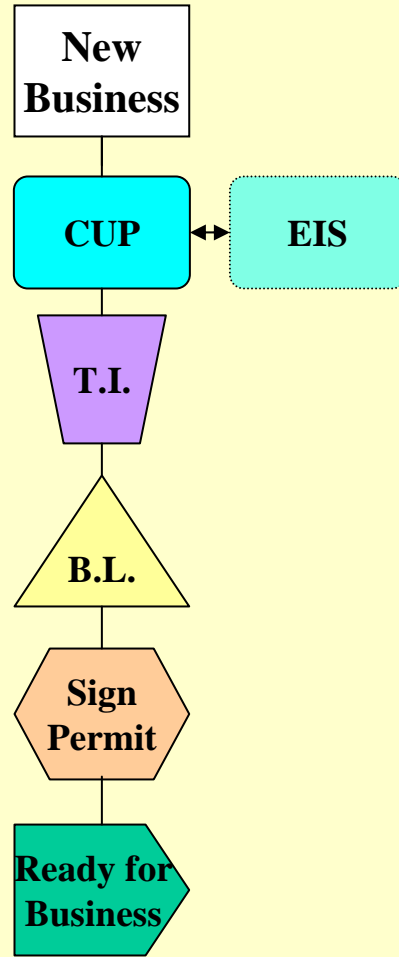
Most processes can be Run concurrently.  
**Approx. 5 1/2 mos.**



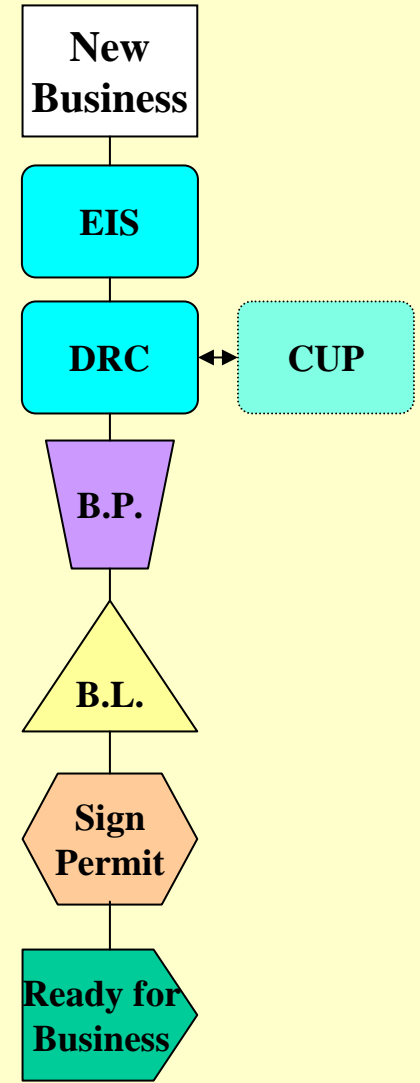
**Scenario 1**  
1-5 days



**Scenario 2**  
3 weeks



**Scenario 3**  
Approx 3 months

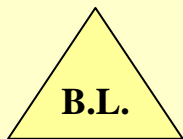


**Scenario 4**  
Approx 5-1/2 months



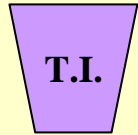
## Sign Permit-Combined Planning and Building Permits

- Process begins at planning counter
- Applicant walks permit to engineering and building
- Applicant pays and receives permit at building counter



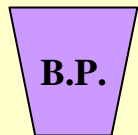
## Business License

- Applications process in-person or by mail
- Processed by Building division, with review by Planning
- Applicant can operate business once approval by Planning has been received.
- Takes approximately 2 weeks after approval to receive license in mail.



## Building Permit - Tenant Improvement

- Process begins at Building counter
- Applicant carries plans to Planning and Engineering counters for review and returns to Building.
- Review of permit application for conformance with all applicable Municipal Codes



## Building Permit – New Construction

- Process begins at Building counter
- Plans are submitted and left with building for routing to other departments (Engineering, Planning, Fire, Community Development, etc.)
- Review of permit application for conformance with all applicable Municipal Codes



**DRC**

# Design Review

Prior to application, staff will determine whether the project is required to be reviewed by the Design Review Committee or if the determination can be made by the Zoning Administrator.

Application submittal at Planning

- Routing to others for comment (Engineering, Building, Fire, Community Development, outside agencies, etc.)
- Review by staff for completeness of information
- Complete/Incomplete determination and letter to applicant (*max 30 days*)

Once application is deemed complete:

- Item set for hearing (if applicable) *min. 3 weeks prior to hearing*
- Legal Notices prepared and sent *12 days prior to decision/hearing*
- Staff analysis and report prepared
- Decision by Zoning Administrator or Design Review Committee



CUP

# Conditional Use Permit

Prior to application, staff will determine whether the project is required to be reviewed by the Planning Commission or if the determination can be made by the Zoning Administrator.

## Application submittal at Planning

- Routing to others for comment (Engineering, Building, Fire, Community Development, outside agencies, etc.)
- Review by staff for completeness of information
- Complete/Incomplete determination and letter to applicant (*max 30 days*)

## Once application is deemed complete:

- Item set for hearing (if applicable) *min. 4 weeks prior to hearing*
- Legal Notices prepared and sent *12 days prior to decision/hearing*
- Staff analysis and report prepared
- Decision by Zoning Administrator or Planning Commission

EIS

# Environmental Review

Staff will determine whether the project requires an Environmental Initial Study (EIS) or is exempt from such review per the California Environmental Quality Act (CEQA) guidelines.

If an EIS is required, application is submitted to Planning Department

- Routing to others for comment (Engineering, Building, Fire, Community Development, outside agencies, etc.)
- Review by staff for completeness of information
- Complete/Incomplete determination and letter to applicant (*max 30 days*)

Once application is deemed complete:

- Staff analysis and decision to prepare ND/MND/EIR  
*30 days after deemed complete*
- Negative Declaration Complete  
*180 days after deemed complete*

# Routing for Comments

## Every DRC/CUP

### City Staff

- Project Planner's Supervisor
- Planning Technician (graphics/labels)
- Landscape Planner
- Environmental Review Coordinator
- Public Works/Operations (2)
- Police/Crime Prevention
- Engineering – Land Development
- Chief Plans Examiner – Building
- Fire Marshall
- Advance Planning
- Outside Agencies
- Water District
- School Districts
- Utility Providers
- Adjacent Municipalities
- Caltrans
- MTDB
- Port District

## At Project Planner's discretion

- Engineering-Advance Planning/Wastewater (2)
- Engineering-Traffic/Assessments (2)
- Parks and Recreation
- Community Development/Economic Development
- Conservation Coordinator