



City of Santa Paula Planning Department Information Bulletin No. 10 What is Concept Review?

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Concept Review is a service offered by the City of Santa Paula that allows an applicant to receive feedback on his/her project prior to submitting a formal development application. The goal of Concept Review is to facilitate a smooth review process of applicant's projects and minimize surprises to the applicant. The applicant will learn about the review process and City fees. There are two levels of Concept Review made available to applicants. There is staff level Concept Review and Planning Commission level Concept Review. With staff level Concept Review, all City Departments will review the applicants prospective project and make recommendations. With Planning Commission Concept Review, the applicant has the opportunity to make a presentation at a meeting to the Commissioners, who will provide feedback to the applicant at the meeting.

When is Concept Review Recommended?

Concept Review is recommended for all large and/or potentially controversial projects. The following are examples of projects that would benefit from Concept Review. A planner can make a specific recommendation regarding whether or not a particular project should have Concept Review.

1. Large multi-family dwellings (5+ units)
2. New commercial or industrial construction
3. Reuse of an existing building that requires Design Review
4. Projects requiring a discretionary permit, such as a Planned Development or Condition Use Permit, Zone Changes and Annexations

What do I need for Concept Review?

The more information provided with the application, the more feedback is provided by City staff and Planning Commission. Below is a list of the recommended materials for application submittal. The more items from this listed that are submitted for Concept Review, the smoother the application process will be.

1. A draft site plan
2. A draft landscape plan
3. Architectural renderings or sketches
4. Any additional data that the applicant thinks is important for City staff to accurately assess the project

How much does it cost?

Contact the Planning Department for a list of current fees. You can also obtain planning fee information by going to the City's website where you can download the fee schedule, application form, and submittal requirements.

How long does the Concept Review process take?

Typically, the applicant obtains feedback from City staff within 2 to 4 weeks after submitting the Concept Review application. Applications requesting preliminary review from the Planning Commission are placed on the agenda within 4 to 6 weeks after the application is received by the Planning Department.

How can I obtain more information?

For zoning information and to learn more about the Concept Review process contact the Planning Department at **805.933.4214** or stop by our office at **200 S. 10th Street in Santa Paula**. You can also visit us on the web at www.ci.santa-paula.ca.us/planning.