Child Care Center
Conditional Use Permit (CUP) Process

Low Income Investment Fund
Formerly The Low Income Housing Fund

Planning Department
Visit the Planning Department and obtain a copy of the application for the Conditional Use Permit.

Conditional Use Permit Application
Complete the application and provide all the information required, along with fees for the permit.

Staff Review and Public Notices
Local planning staff are key to the CUP approval process. Planning Department/ Zoning Administrator review the application and supplemental information. Once it is complete, planning staff notifies property owners within at least 300 feet via mail about the permit request. This notice is mailed at least 10 days prior to the actual public hearing. A notice is also published once in a newspaper of general circulation at least 10 days before the hearing. Then, the Planning Department prepares a written report to the Planning Commission summarizing the project and recommending approval or denial of the request. Their thorough collection and presentation of an application can be critical to the impression the public and Planning Commission has on a project and can heavily impact the final decision.

California Environmental Quality Act (CEQA)
All CUP applications are subject to an environmental review to ensure that the project will not have "significant adverse effects on the environment."

Negative Declaration
If the permit does not pose significant effects on the environment, a negative declaration is given and the project may proceed.

Environmental Impact Report (EIR)
If the proposed project has negative effects on the environment, an EIR is provided. The EIR details how the project negatively impacts the environment and provides ways to avoid or lessen those impacts.

Public Hearing
The Planning Commission obtains a written report from the Planning Department, summarizing the project and recommending or denying the request. Neighbors and the public, including parents and supporters are also able to provide input on the proposed project at a public hearing, before the Planning Commission approves or denies the CUP.

CUP Denied
If the Planning Commission has evidence that the project will have major negative impacts on the neighborhood after the citizens' complaints, then the permit is not approved.

Appeal CUP
File an appeal within 10 days of the denial to the appropriate office and if applicable pay the fee.

County Board of Supervisor or City Council
The Board of Supervisors or City Council will approve or deny the permit at their next meeting.

CUP DENIED

CUP APPROVED!