

**Special Use Permit  
Application and Approval Process**

Applicant	Town	Schedule
Submit Application	Complex projects may be scheduled for a Development Review Committee meeting.	
Application deemed complete by Planning staff		Dependent upon completeness of application
	<ul style="list-style-type: none"> <li>▪ Review by Town Divisions and outside agencies;</li> <li>▪ Comments and Conditions of Approval Submitted;</li> <li>▪ File Report prepared;</li> <li>▪ Administrative approval letter with final Conditions of Approval prepared</li> <li>▪ CEQA review and noticing period</li> </ul>	15 business days (under certain circumstances an SUP may be reviewed by the Planning Commission and would then follow the same process and timeline as a CUP)
	Conditions of Approval as approved by the Planning Department are sent to the applicant along with Acknowledgement of Conditions, to be signed by the applicant accepting the Conditions of Approval.	2 business days
Submit architectural and structural site plans and grading plans		Dependent upon applicant
	Plan check and grading plan check	20 business days
Plan corrections		Dependent upon applicant
(assuming corrections are complete)		
	<ul style="list-style-type: none"> <li>▪ Public Works inspection</li> <li>▪ Building Permit issued upon the approval of building plans</li> </ul>	5 business days
Construction		Dependent upon applicant
	Final inspection process (Building and Safety)	Dependent upon required corrections
	Certificate of Occupancy issued upon signoffs of Conditions by each Division and outside organization	5 business days