

**Conditional Use Permit (CUP)
Application and Approval Process**

Applicant	Town	Schedule
Submit complete 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"> ▪ Review by Town Divisions and outside agencies; ▪ Comments and draft Conditions of Approval provided; ▪ File Report prepared ▪ CEQA review and noticing period ▪ Staff report prepared 	20-30 business days
	Planning Commission review	Dependent upon noticing requirements and meeting availability
	Planning Commission Action letter, Conditions of Approval as approved by the Planning Commission are sent to the applicant along.	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"> ▪ Public Works inspection ▪ Building Permit issued upon the approval of building plans 	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