



Planning & Community Development Department

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Site Development Permits

Purpose: The purpose of a Site Development Permit is to ensure that development enhances the City's character and is compatible with the architectural style and design characteristics of the area in which it is located.

When Required: A Site Development Permit is required for the new construction or exterior modification of commercial, industrial, and multi-family residential structures.

Filing An Application: Applications for a Site Development Permit are required to include: a completed and signed Planning Permit Application form; the submittal requirements identified on the application form; and the required fee. Applications are submitted to the Planning and Community Development Department.

Project Review: Projects are reviewed for site planning, vehicle and pedestrian circulation, architectural design, quality and type of materials, colors, landscaping, lighting, and signage. Projects are referred to City Departments (such as Building, Public Works, Fire Department, Police Department, and Electric Utility) for review and comment. Projects are also sent to outside agencies that may have review or permitting authority over the Project (such as Mendocino County Air Quality Management District, Regional Water, Environmental Health, Caltrans, Alcohol Beverage Control).

Environmental Review: As part of reviewing the project, the planner assigned to the project will determine if environmental review is required. Minor projects may be exempt from the California Environmental Quality Act (CEQA). Larger projects may not be exempt from CEQA and may be required to provide additional information needed to complete the required environmental review (such as a traffic study, noise study, drainage report, arborist report).

Public Hearing: After the project has been reviewed by the City and outside agencies and environmental review has been completed, the project will be scheduled for a public hearing for review of the project by the decision maker. This includes publishing a public notice in the newspaper, posting notice on the project site, and mailing a public notice to property owners within 300 feet of the project site.

Decision Making: Depending on the size of the project, Site Development Permits are reviewed and decided upon by the Zoning Administrator or Planning Commission. Staff will prepare a staff report for the project and make a recommendation to the decision maker to approve, conditionally approve, or deny the project. In order to approve a Site Development Permit, the project must be consistent with the findings required for approval (Ukiah City Code Section 9263(E)). The decision maker has the authority to approve, approve with conditions, or deny a project.

Exempt Projects: Interior remodels and repair and maintenance of structures and parking areas are exempt from the requirement to obtain a Site Development Permit. Some minor remodels and alterations of building exteriors and accessory structures may also be exempt. When determining if the Project is exempt, the Planning Director considers the size, location and visibility of the Project, and the amount of change to the architectural character or appearance of the structure.

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