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**CITY OF PACIFICA**  
**Planning, Building, and Code Enforcement**  
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The following is an outline for the processing of development applications. Actual costs and timing for projects vary depending on the size and complexity of a proposed development. Staff will assist you in estimating the length of the application process, the specific requirements, and cost of your proposal. The Planning Department's fees are set annually by resolution of the City Council.

- PRELIMINARY MEETING (Optional)** The applicant meets with staff to determine the required permits, estimate the necessary deposit, and discuss the proposal.
- NEIGHBORHOOD MEETING (Optional)** The City encourages all applicants to communicate with project neighbors and community groups in order to obtain valuable feedback, educate neighbors regarding the proposal, and open direct lines of communication between the project proponent and the community. If needed, the Peninsula Conflict Resolution Center is available to assist with meeting facilitation ([www.pcrweb.org](http://www.pcrweb.org); 650.345.7272).
- COMMISSION & COMMITTEE PRE-APPLICATION REVIEW (Optional)** The applicant has an option to participate in noticed Study Sessions with the Planning Commission and/or the Open Space & Parkland Advisory Committee (OSPAC). No formal decisions are made at Study Sessions. Study Sessions are an opportunity to receive informal feedback from appointed commission and committee members and the interested public prior to completing a final application, plans, and materials.
- APPLICATION** The applicant submits the application and supporting materials identified on the application checklist, including the fee deposit.
- PLANNING STAFF REVIEW** Planning staff and staff from other departments review the proposal relative to the applicable zoning, General Plan, Pacifica Municipal Code, and other legal requirements. Once staff determines an application is complete, staff performs a review for environmental impacts. After environmental review and preparation of the appropriate environmental document (Negative Declaration or Environmental Impact Report), staff schedules the project for a hearing before the Planning Commission. Planning Department staff writes a staff report with recommendations to the Planning Commission.
- PUBLIC NOTICE** Notice is sent to property owners and occupants within 300 feet of the applicant's property and is published in a local newspaper at least 10 days before the meeting.
- PLANNING COMMISSION PUBLIC HEARING** Planning staff presents the report and the Planning Commission reviews the proposal. The applicant and other interested parties may give testimony. The Commission considers all information presented and either approves, conditionally approves, continues to a future date, or denies the project. Notice of the Commission's decision is sent to the applicant.

If your project requires legislative action, a hearing before the City Council will be required (see Planning staff for further explanation).

- BUILDING PERMIT** If the project is approved, the applicant may then submit a building permit application to the Building Division. The applicant must demonstrate compliance with all conditions of approval prior to the issuance of a building permit.

If your project is appealed:

- APPEAL TO THE CITY COUNCIL** The decision of the Planning Commission may be appealed to the City Council within 10 days of the meeting. If appealed to the City Council, it may be necessary for the applicant to resubmit additional sets of plans, other application materials, and additional fees for the City Council public hearing.
- COASTAL COMMISSION APPEAL PERIOD** If the project is located in the Coastal Zone, there is a 10 working day Coastal Commission appeal period after final action by the Planning Commission or City Council. Coastal Commission staff, the applicant, or interested members of the public may appeal the City's project determination to the Coastal Commission.