



# ZONING ADMINISTRATOR PERMIT REVIEW

Community Development Department  
300 First Street  
Woodland CA 95695  
(530) 661-5820  
www.cityofwoodland.gov

**THIS HANDOUT IS A SUMMARY OF REQUIREMENTS**  
Please refer to Section [17.100.090](#) of the City's Municipal Code

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## **PURPOSE**

The Zoning Administrator Permit (ZAP) provides a process for the review of uses that generally meet the purposes of the applicable district, but which require special consideration in their design or operation to ensure compatibility with surrounding uses. A ZAP is a discretionary action that requires California Environmental Quality Act (CEQA) review and may be subject to other mitigation requirements, habitat mitigation, and the application of conditions of approval. Approval of any ZAP shall run with the land and cannot be transferred to another site.

## **MINOR VS MAJOR REVIEW**

**Tier I (Minor)** – Includes review of uses, minor additions or modifications anticipated to have less impact on adjacent properties. Public notice will be provided to properties and tenants within a 300-foot radius and a 10-day comment period will be provided. If no comments, concerns or issues are received, the application will be acted upon without holding an administrative hearing.

**Tier II (Major)** – Includes significant alterations, modifications, or new construction anticipated to have a significant impact on adjacent properties. A public hearing notice will be provided to all properties and tenants within a 300-foot radius, and a 10-day comment period will be provided. The site may be required to be posted to include notice informing the public of the type of application, date, time and location of the administrative hearing. The applicant shall be responsible for posting the site consistent with a format provided by the City and shall provide verification of such posting. An administrative public hearing will be scheduled prior to final action on the application.

## **SUBMITTAL REQUIREMENTS**

Please review the ***Planning Application Submittal Requirements*** for a list of required application documents and items.

## **FEES**

Please reference the ***Community Development Department Fee Schedule*** and consult with staff to determine the correct non-refundable fee amount. As a discretionary review, ZAPs are subject to additional fees associated with the level of CEQA review required.

## **ACTION**

Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to review agencies and departments. Final approval will be by the Zoning Administrator, unless the Zoning Administrator refers to the Planning Commission for further review.

## **FINDINGS**

The Zoning Administrator must be able to make the following findings in order to approve a project subject to a ZAP:

1. The proposed use is consistent with the General Plan;
2. The proposed use is consistent with the purposes of the Zoning Code, and the purposes of the applicable zone;
3. The site is physically suitable for the type, density, intensity of the use being proposed, including access, utilities, and the absence of physical constraints;
4. The design, location, size, and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity including transportation and service facilities;
5. Granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or material injurious to persons, property, or improvements in the vicinity and zone in which the property is located; and
6. The proposed project has been reviewed in compliance with CEQA.

## **APPEALS**

The decision is final unless appealed within 10 calendar days of the date of action. Zoning Administrator decisions may be appealed to the Planning Commission. An approved project may not commence construction until the close of the appeal period, and until all applicable permit approvals have been secured.

## **EXPIRATION OF ZONING ADMINISTRATOR PERMIT APPROVAL**

Zoning Administrator Permit approvals are valid for one year from the date of approval unless designated differently by the approving body. This means that the project must commence (i.e. receive a valid building permit or City business license) within that one-year period or the approval expires and is no longer valid.

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**If you have questions, please call the Community Development Department at (530) 661-5820 or visit the front counter at 300 First Street, Woodland, CA 95695.**