



PLANNING APPLICATION INFORMATION



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N. EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8266
www.stocktonca.gov/permitcenter

Listed below are the requests that can be made with the Universal Planning Application. These requests are referred to as “Entitlements.” Each entitlement is briefly described below. A reference to a specific Stockton Municipal Code (SMC) Chapter is provided at the header of each entitlement description. Refer to these sections of the Stockton Municipal Code for complete information pertaining to each entitlement.

Planning Applications shall be filed with the Planning Division at the Community Development Department. A completed application must be delivered to the Community Development Department, along with payment of application fees, and various documents depending on the project. Only applications with all required submittals will be accepted. To aid you in preparing an accurate and complete application, the City has prepared the following matrix of the required submittals for various entitlements. Please note that the Community Development Director may require additional information. If applying for more than one (1) entitlement and the information is duplicated, please contact the project planner regarding how many copies will be necessary for the requested entitlement (s).

Questions regarding the application can be directed to the Planning Division located at the Permit Center, 345 N El Dorado Street, Stockton, CA 95202 and/or call (209) 937-8266. Open Monday-Friday 8:00 AM - 4:30 PM and closed alternate Fridays. Information and documents can also be obtained on our Website at: www.stocktonca.gov/planningpermits

[ADMINISTRATIVE EXCEPTION/WAIVER \(SMC Chapter 16.112\)](#)

A Waiver is intended to provide flexibility to allow minor adjustments from certain development standards in those cases where the strict application of a standard may not be appropriate. Waivers are subject to conditions and only apply to development standards; use variances are not allowed. The Director is the review authority.

[AIRPORT LAND USE COMMISSION REVIEW \(SMC Section 16.188.040\)](#)

The San Joaquin County Airport Land Use Commission is responsible for the administration of the Airport Land Use Plan prepared by the San Joaquin County Council of Governments.

[ANNEXATION \(SMC Section 16.216.070\)](#)

An annexation is the incorporation of a land and water area into an existing community with a resulting change in the boundaries of that community. Property is annexed into the City of Stockton for a variety of reasons, the most frequent being to obtain City services such as water and sewer. Annexation is often the precursor to the urbanization of an existing County area. The State has designated the authority for approving an annexation to the Local Agency Formation Commission, better known as LAFCo, rather than to the City to which the property is proposed for annexation or to the County in which the property is located. The City's role in annexation is limited to filing the annexation application with LAFCo and to address the availability of City services. The City has no authority to approve or deny an annexation.

[APPEAL TO PLANNING COMMISSION \(SMC Chapter 16.100\)](#)

This entitlement request is for filing appeals of the determinations and decisions of the Community Development Director (Director) or the Architectural Review Committee ([SMC Section 16.120.080](#)). Any determinations or decision rendered by the Director, except Site Plan Review, may be appealed to the Planning Commission.

[CERTIFICATE OF APPROPRIATENESS \(SMC Section 16.220.060\)](#)

A Certificate of Appropriateness is a permit to allow the construction, demolition, or alteration of any property that is designated as a City of Stockton Landmark or is located in a designated Historic Preservation District. A Certificate helps ensure the preservation of the historic character and architectural integrity of these buildings and sites. A Certificate of Appropriateness is required for any new construction, exterior alterations, expansions, demolitions, relocations, or removals of any artifact, natural feature, site, or structure within a Historic Preservation District or to any designated Historic Landmark, as well as any removal, alteration, expansion, or addition of lights, signs, landscaping, street trees, or other frontage improvements in a Historic Preservation District or property of a Landmark. Stockton currently has two Historic Preservation Districts, the Magnolia Historic Preservation District and Doctor's Row Historic Preservation District (located in University Park).

[CHILD CARE CENTER \(SMC Section 16.80.100\)](#)

Child Care Centers are defined as providing non-medical care and supervision of 15 or more minor children for periods of less than 24 hours for an individual child. All of these facilities are required to be licensed by the California State Department of Social Services and include childcare centers, nurseries and preschools ([SMC Section 16.80.100](#)). Child Care Centers to be located in the following zones require a Commission Use Permit: RE, RL, RM, RH, CO; centers to be located in the following zones require an Administrative Use Permit: CN, CG, CD, and CL ([SMC 16.20.020 - Table 2-2](#)).

[CONDOMINIUM CONVERSION \(SMC Chapter 16.196, Section 16.80.120\)](#)

This entitlement request is intended to establish requirements for applications for the creation of a condominium or other common interest residential development (including a community apartment project, planned development, or stock cooperative, as provided by California Civil Code Section 1351) simultaneously with the construction of a new structure or the conversion of an existing structure to a condominium, consistent with the requirements of the Map Act.

[DENSITY BONUS \(SMC Chapter 16.40\)](#)

The request for a Density Bonus provides an incentive for the development of housing that is affordable for the types of households and qualifying residents identified in [SMC Section 16.40.020](#) (Eligibility for Bonus and Incentives). In offering these incentives, the Density Bonus is intended to implement the requirements of State law (Government Code Sections 65302, 65913, and 65915, et seq) and the goals and policies of the City's Housing Element. The City Council is the review authority, based on a recommendation by the Planning Commission.

[DESIGN REVIEW \(SMC Chapter 16.120\)](#)

Design Review is a review procedure for proposed projects that are subject to the City's Design Guidelines. The Guidelines provide a reference point as to the City's expectations for quality development. They present minimum design criteria for the achievement of functional and attractive developments that fit within the context of their surroundings and do not clash with neighboring buildings or impact adjacent uses. In general, the guidelines are intended to ensure that new or modified development preserves or improves the positive characteristics of the City's image while avoiding negative impacts, especially as related to residential neighborhoods. The Architectural Review Committee is the review authority for all nondiscretionary projects, and depending on the discretionary permit's review level, the Planning Commission or City Council is the review authority for all discretionary projects.

DEVELOPMENT AGREEMENT (SMC Chapter 16.128)

Development Agreement's are intended to provide procedures and minimum guidelines/requirements for the review, consideration, approval, and modification of Development Agreements upon application by, or on behalf of, property owners or other persons having a legal or equitable interest in the property proposed to be subject to the agreement. The City Council (Council) is the Review Authority for DA's, based on the recommendation of the Planning Commission (Commission).

GENERAL PLAN AMENDMENT (SMC Chapter 16.116)

The City of Stockton has adopted a comprehensive long-range General Plan for the physical development of the City and the land outside its boundaries (Resolution 90-0044) pursuant to Government Code Sec. 65300. The General Plan is intended to provide procedures for the amendment of the General Plan, which may include revisions to actions, goals, land use designations, policies, text or land use/circulation; Development Code which may modify any procedures, provisions, requirements or standards applicable to the development and/or use of property within the City; and Zoning Map which may include rezoning, rezoning and zoning changes. The City Council is the review authority, based on recommendation by the Planning Commission, and may consider amendments to the General Plan four times each year.

HOME OCCUPATION PERMIT (SMC Chapter 16.132)

A Home Occupation Permit is a permit to allow the operation of a business within a dwelling unit or residential site, employing only occupants of the dwelling, with the business activity being clearly subordinate to the residential use of the property. Home Occupation Permits are applicable to only the applicant and the location identified on the application.

INTERPRETATION (SMC Chapter 16.08)

An Administrative Interpretation is intended to provide rules for resolving questions about the meaning or applicability of any part of this Development Code. The provisions of this Section are intended to ensure the consistent interpretation and application of the provisions of this Development Code and the General Plan. The Community Development Director shall have the responsibility and authority to interpret the meaning and applicability of all provisions and requirements of this Development Code.

LAND DEVELOPMENT PERMIT (SMC Chapter 16.136)

The Land Development Permit provides a review of projects for the appropriate and efficient development and layout of a site. The Community Development Director is the Review Authority for Land Development Permits. The Community Development Director may defer action and refer the application directly to the Planning Commission.

LARGE-FAMILY CHILD CARE (SMC Section 16.80.100)

A Large Family Child Care Home is defined as a child care facility located in a single-family residence where an occupant of the residence provides care and supervision for nine to fourteen children. Children under the age of ten years who reside in the home count as children served by the day care facility. These facilities are required to be licensed by the California State Department of Social Services and comply with City standards.

MASTER DEVELOPMENT PLAN/AMENDMENT (SMC Chapter 16-540)

The Master Development Plan is intended to provide a process for reviewing, processing and approving Master Development Plan and Master Development Plan Amendment applications which are intended to provide a comprehensive framework for the development of properties which have a Mixed Use or University designation on the General Plan or for a specified geographical area that will be developed as a single concept. Applicant has the option of submitting a "Concept Plan" prior to submitting a Master Development Plan. The City Council is the review authority, based on a recommendation by the Planning Commission. The Administrative Guidelines for the Form and Content of Master Development Plan and related procedures shall be followed for the preparation and review of such plans and subsequent amendments.

PLANNED DEVELOPMENT (SMC Chapter 16.144)

The Planned Development Permit is intended to promote and encourage maximum flexibility in the residential, commercial, and industrial zoning districts of the City related to site planning, property development, cluster development and the provision of open areas. The Planning Commission is the review authority.

PRE-APPLICATION MEETING (SMC Section 16.84.030)

At the discretion of the Director, a pre-application meeting may be required to ensure that the applicant is aware of issues and requirements related to the project. Pre-application meetings are held to better educate potential applicants as to site constraints, submittal development, and processing requirements for planning applications. Benefits of pre-application meetings include improved certainty for potential applicants and reduce the amount of potential re-submittals.

PRECISE ROAD PLAN/AMENDMENT (SMC Chapter 16.148)

A Precise Road Plan shall be prepared where a Precise Road Plan is required by the General Plan. A Precise Road Plan may also be prepared for areas that would benefit from a focused planning effort in which infrastructure, public service needs, and resource protection goals can be carefully examined and planned in a comprehensive manner. The Precise Road Plan would, at a minimum, identify the future rights-of-way requirements, roadway alignment, lane configurations, access restrictions, and intersection controls for the entire length or portions of the applicable roadways. An adopted Precise Road Plan may only be amended through the same procedure identified by the SMC Chapter 16-550 for the adoption of a Precise Road Plan. The City Council is the review authority, based on a recommendation of the Planning Commission.

REZONE/PREZONE (SMC Chapter 16.16)

An application request for a Rezone is required to revise the existing zoning for a parcel(s) from one zoning district to another is an amendment to the City of Stockton Zoning Map. A rezoning request is required when designating the zoning district for an unincorporated parcel(s) within the City's sphere of influence before annexation to the City. The City Council is the review authority, based on recommendation of the Planning Commission, for rezone and prezone action.

SITE PLAN REVIEW (SMC Chapter 16.152)

To expedite the building permit process, a Site Plan Review will ensure that the proposed project complies with the applicable requirements of the General Plan, Municipal Code, Development Code, Uniform Building Code, and the City's Standard Specifications and Plans. The Community Development Director is the review authority, and site plan review is required prior to issuance of a building permit, commencement of work on a non-residential new structure or improvement of a structure, or a change in use or occupancy.

[SPECIFIC PLAN/AMENDMENT \(SMC Chapter 16.156\)](#)

A Specific Plan is intended to provide a process for the preparation, review, and amendment of a Specific Plan application. A Specific Plan would show the overall development, identify public facilities and capital infrastructure needed for the proposed project, and establish project specific development standards. The City Council is the review authority, based on the recommendation by the Planning Commission. The Administrative Guidelines for the Form and Content of a Specific Plan and related procedures shall be followed for the preparation and review of such plans and subsequent amendments, as well as the provisions of SMC Chapter 16.156.

[STREET NAME CHANGE \(SMC Section 16.160.040\)](#)

A street name change request shall be in compliance with the City's street naming standards ([SMC Section 16.72.160](#)), and a request to change the name of an existing street may be initiated by Council; Commission; an owner or occupant of property having frontage on the subject street; or petitioner. The City Engineer is the Review Authority for a Street Name Change if the property along the street is uninhabited. The City Council is the Review Authority for a Street Name Change, based on a recommendation by the Planning Commission, if the property along the street is inhabited.

[TEMPORARY ACTIVITY PERMIT \(SMC Chapter 16.164\)](#)

A Temporary Activity Permit is an approval process to ensure the basic health and safety, and community welfare standards are met. A Temporary Activity Permit allows short-term activities that might not meet the normal development or use standards of the applicable zoning district, but may otherwise be acceptable because of the temporary nature. Temporary Activity Permits are approved by the Community Development Director, or referred to Planning Commission for approval. *A Temporary Activity Permit must be filed at least 14 days before the scheduled activity.*

[TENTATIVE MAP\(S\) \(SMC Chapter 16.188\) \(Checklist\)](#)

A subdivision of an existing parcel into two or more parcels will require approval by the Planning Commission (Commission) in compliance with the provisions of the Subdivision Ordinance. The procedure for subdivision first requires the approval of a Tentative Map or Tentative Parcel Map, and then the approval of a Parcel Map or Final Map to complete the process. A Tentative Parcel Map is required for subdivisions of four or less parcels, a Tentative Map is required for more than four parcels. The Tentative Map/Tentative Parcel Map review process will evaluate the compliance of the proposed subdivision with the standards of the Subdivision Ordinance and the appropriateness of the subdivision design.

[TENTATIVE MAP\(S\) Vesting \(SMC Section 16.188.030, 16.188.080\) \(Checklist\)](#)

Whenever the Development Code requires that a Tentative Map or Tentative Parcel Map be filed, a Vesting Tentative Map or Vesting Tentative Parcel Map may instead be filed, provided that the Vesting Tentative Map or Vesting Tentative Parcel Map is prepared, filed, and processed in compliance with [SMC Chapter 16.188](#). The approval of a Vesting Tentative Map expressly confers a vested right to proceed with a development in substantial compliance with the ordinances, policies, and standards in effect at the time the application for approval of the vesting tentative map is deemed complete. Gov't Code Section 66498.1(b).

[TIME EXTENSION \(SMC Section 16.96.030\)](#)

A Time Extension allows an extension of the time for a permit or entitlement to be initiated. The maximum extension of a permit or entitlement, other than a Tentative Map, shall not exceed a total of two additional 12-month periods beyond the expiration of the original approval, unless otherwise identified in the permit or entitlement. Extension of Tentative Maps shall be in compliance with [SMC Section 16.188.100](#) (Extensions of Time for Tentative Maps). The Community Development Director may approve or disapprove the extension and shall notify the Commission of the decision in writing. The decision may be appealed to the Commission, in compliance with [SMC Chapter 16.100](#) (Appeals). The Director may also defer action and refer the application to the Commission.

[USE PERMIT\(S\) \(SMC Chapter 16.12\)](#)

A Use Permit is a permit required for those uses of land or types of businesses that may have a greater than average impact on an area. The Use Permit states the conditions required to allow a specific use at a specific location, and remains with the land. There are two types of Use Permits: Commission Use Permits requiring Planning Commission approval, and Administrative Use Permits that can be approved by the Community Development Director.

[VARIANCE \(SMC Chapter 16.172\)](#)

A Variance is intended to provide for adjustments from the development standards only when, because of special circumstances, the strict application of the Development Code denies the property owner privileges enjoyed by other property owners in the vicinity and under identical zoning districts. Variances are subject to conditions and only apply to development standards; use variances are not allowed. The Planning Commission is the review authority.